



**Connecticut
State
University**

Central • Eastern • Southern • Western

P.O. Box 2008, New Britain, Connecticut 06050
(203) 827-7700

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DEAN OF ACADEMIC AFFAIRS/ADMINISTRATOR VII
to
ASSOCIATE DEAN OF PROFESSIONAL STUDIES; GRADUATE DIVISION/
ADMINISTRATOR VII

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Associate Dean of Academic Affairs/
Administrator VII at Eastern Connecticut State University be
reclassified to Associate Dean of Professional Studies;
Graduate Division/Administrator VII, effective February 3,
1989, in accordance with all provisions and expectations as
set forth in the proposal dated December 8, 1988, which is
attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Doc. 177



An Equal
Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED <u>12/8/88</u>	
BY: CSU []	
CCSU []	SCSU []
ECSU [X]	WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	<u>2/3/89</u>
NATURE OF THE POSITION: PERMANENT (XX) FULL-TIME (XX) TEMPORARY [] PART-TIME []					
POSITION TITLE:	Asoc. Dean of Academic Affairs /Adm. VII 7869	Assoc. Dean of Prof. Studies/Grad. Division /Adm. VII 7869			
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	0093	CURRENT SALARY \$ (63,742)	PROPOSED SALARY \$ (63,742)	FUND	G
				BARGAINING UNIT	SUOAF
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

To change the title and responsibilities of the Associate Dean of Academic Affairs (Administrator 7) to Associate Dean of Professional Studies/Graduate Division (Administrator 7).

JUSTIFICATION:

This proposal is made to transfer the position from supervision by the Vice-president of Academic Affairs to the Dean of Professional Studies. No change in salary or rank is intended.

\$ 0
COST OR SAVINGS

Michael... 12/7/88
SIGNED (UNIVERSITY) DATE

- ATTACH OLD AND NEW STAFFING CHART, (X)
- JOB DESCRIPTION, AND (X)
- SUOAF SIGN OFF FORM IF REQUIRED (X)

MISCELLANEOUS COMMENTS:
7/88

POSITION DESCRIPTION

NEW

POSITION TITLE: ASSOCIATE DEAN, PROFESSIONAL STUDIES/GRADUATE DIV.
 ADMINISTRATIVE RANK: 7
 INCUMBENT: SOPHIE JENKINS

Under the supervision of the Dean of the School of Professional Studies/Graduate Division, the Associate Dean is responsible for the following:

1. Manages the master and semester course files and represents the Dean, as appropriate, on the Curriculum Committee.
2. Serves as the liaison with on-campus offices such as Continuing Education, Admissions, and Records in coordinating registration and scheduling activities.
3. Prepares and distributes such related data as final examination schedules and GER information for appropriate use.
4. Facilitates and manages undergraduate and graduate student academic activities; especially graduate school applications, admissions, and graduation. Supervises the Coordinator of Field Experiences for the Deans's Office.
5. Reviews and prepares catalog materials in cooperation with department chairs for Dean's approval.
6. Represents the Office of Academic Affairs in the planning and implementation of commencement activities.
7. Serves as a resource person to the Director of the Advisement Center. Serves as the Dean's designee as an undergraduate academic hearing officer for requests for substitutions or waivers of general education requirements and academic procedures, and dismissal appeals.
6. Prepares reports, agenda, and does research related to Professional Studies/Graduate Division.
7. Serves in the place of the Dean of the School of Professional Studies Graduate Division as needed.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Six years of experience in academic administration or college teaching equipping the candidate to implement academic policy and to facilitate the teaching/learning process at the University level.

These qualifications may be waived for individuals with appropriate alternate experience.

 SIGNATURE FOR THE UNIV. DATE
 12/2/88

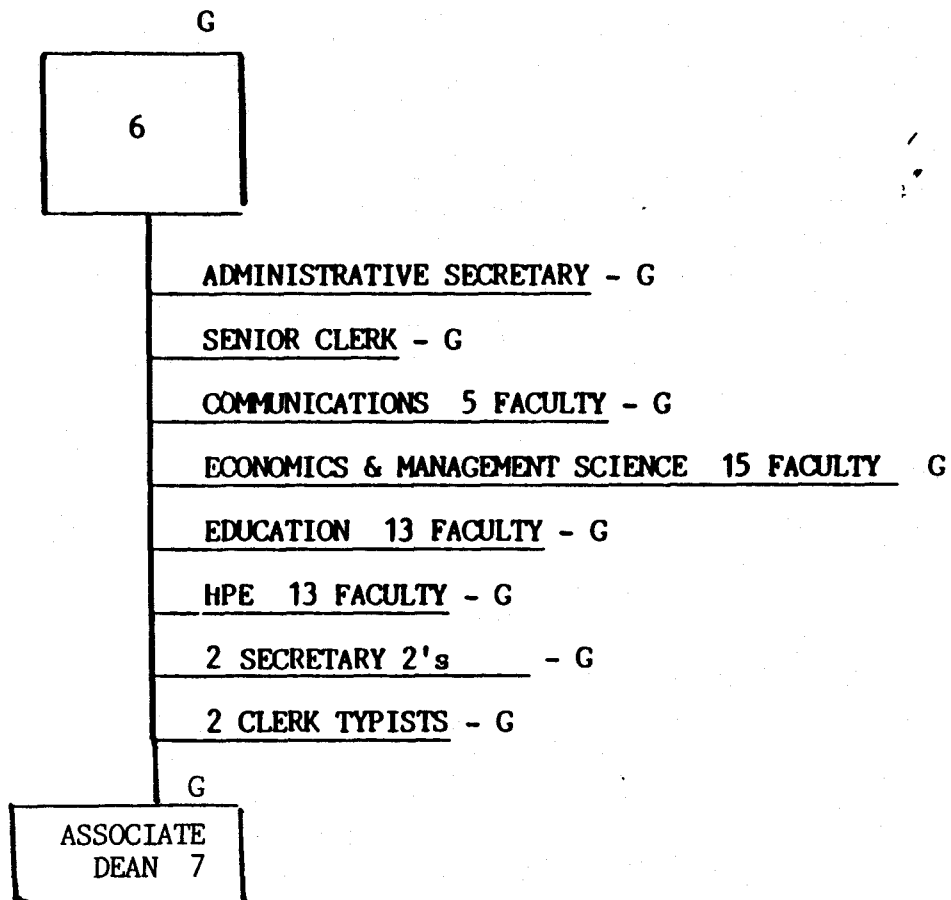
Bett Tipton

 SIGNATURE FOR SUOAF

1/10/89

 DATE

DEAN OF PROFESSIONAL STUDIES*



*Includes Graduate Studies

POSITION DESCRIPTION

OLD

POSITION TITLE: ASSOCIATE DEAN - ACADEMIC AFFAIRS

ADMINISTRATIVE RANK: 7

INCUMBENT: SOPHIE JENKINS

Under the supervision of the Vice-President for Academic Affairs, the Associate Dean is responsible for the following:

1. Assists with academic decisions regarding graduate students. Prepares recommendations on admissions applications, plans of study, transfer credit, adviser assignments, and certification of program completion.
 2. Serves as liaison between Office of Academic Affairs and graduate students.
 3. Represents the Office of Academic Affairs in the planning and implementation of commencement activities.
 4. Serves as resource person to the advisement center in consultation with the Assistant Vice-President for Academic Affairs. Serves as hearing officer for requests for substitutions or waivers of general graduation requirements and academic procedures.
- Serves as Academic Affairs liaison on publications in consultation with the Office of Development, The Assistant Vice-President for Academic Affairs, the Academic Deans, and the Director of Admissions and Records.
6. Facilitates communications between the Office of Academic Affairs and other University units. Assists the Vice-President in preparation of meeting agendas, staff consultation, and routine correspondence.
 7. Performs other duties and responsibilities related to those enumerated above which do not alter the basis level of responsibility of the position.

QUALIFICATIONS

Six years of experience in academic administration or college teaching equipping the candidate to implement academic policy and to facilitate the teaching/learning process at the University level.

These qualifications may be waived for individuals with appropriate alternate experience.

For the University

Date

For SUOAE

Date

8/88

FORM AND PROCEDURES

Position Title Associate Dean of Professional Studies/Graduate Division

Campus Eastern Connecticut State University

Date December 6, 1988

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE _____

Carolee Pease 12/7/88

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY _____

Betty R. Tipton 1/10/89

DATE OF SUOAF CAMPUS REVIEW _____

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2, Not to exceed 10 working days after receipt Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE _____

B. Tipton

Date _____

1/17/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary

disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

1/17/89

LEVEL 3, Not to exceed 10 working days after receipt Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL _____

12/15/88

DISPOSITION AT COUNCIL LEVEL:

Approve submission to PERC

disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL _____

David C. Newton

DATE _____

1/18/89

LEVEL 4 Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved

disapproved

DATE _____

DATE OF BOARD APPROVAL _____

DATE OF BOARD DISAPPROVAL _____