



**Connecticut  
State  
University**

Central ▪ Eastern ▪ Southern ▪ Western

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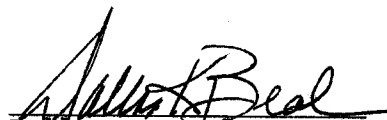
Office of the President

RESOLUTION  
concerning  
REVISION OF JOB DESCRIPTION  
for  
ASSOCIATE DEAN FOR CONTINUING EDUCATION/ADMINISTRATOR VII  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the job description for the position of Associate Dean for Continuing Education/Administrator VII at Southern Connecticut State University be revised to reflect the growth of evening and non-traditional student populations and the increasing demand for non-credit activities, effective February 6, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 15, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

Doc. 184



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# CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>12/15/88</u>
BY: CSU	[ ]
CCSU	[ ] SCSU [X]
ECSU	[ ] WCSU [ ]

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER (X) DATE EFFECTIVE 2/6/89

NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [ ] PART-TIME [ ]

POSITION TITLE: Associate Dean for Continuing Education, Administrator VII (7869)  
 CURRENT CLASS CODE \_\_\_\_\_ PROPOSED Same CLASS CODE \_\_\_\_\_

POSITION NUMBER	<u>0511</u>	CURRENT SALARY \$	<u>57,808</u>	PROPOSED SALARY \$	<u>same</u>	FUND	<u>Ext.</u>	BARGAINING UNIT	<u>SUOAF</u>
								FROM	TO

### EXPLAIN THE NATURE OF THE PROPOSAL:

It is requested that the job description for the position of Associate Dean for Continuing Education, Administrator VII, be revised to change the relative emphasis of responsibilities of the position. This revision does not involve a change in the title or level of the position.

### JUSTIFICATION:

It is requested that slight changes be made in this position's job description to reflect the growth of evening and non-traditional student populations and the increasing demand for non-credit activities. This change in duties does not involve changes in title or level of the position, and is part of the reorganization plan for the School of Graduate and Continuing Education.

\$ -0-  
COST OR SAVINGS

*[Signature]*  
SIGNED (UNIVERSITY) January 17, 1989 DATE

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

MISCELLANEOUS COMMENTS:

**Associate Dean for Continuing Education/Administrator VII**

**SUPERVISOR:** Dean, School of Graduate Studies and Continuing Education

**SUPERVISION EXERCISED:**

**INCUMBENT NAME:** Michael Perillo

**POSITION SUMMARY:**

The Associate Dean for Continuing Education reports to the Dean, School of Graduate Studies and Continuing Education. He/she is responsible for the smooth and efficient operation of all matters pertaining to part-time, evening and non-credit students and for making timely oral and written reports, with recommendations for improvement, to the Dean anytime there is a significant problem or opportunity. In carrying out these duties the Associate Dean establishes effective working relationships with faculty, administration, staff and students throughout the institution and with outside clients and constituencies as appropriate.

**Position Responsibilities:**

1. Works with the Dean of Graduate and Continuing Education in the planning, organizing and directing of Graduate and Continuing Education activities with particular emphasis on responsibility for part-time, evening and non-credit courses and programs including:
  - A. Planning, recommending, obtaining approval for and monitoring policies and procedures directed toward improving the scheduling, academic quality and fiscal integrity of part-time, evening and non-credit program and offerings.
  - B. Assisting departments, committees, faculty and administration by assuring the development and maintenance of historical and current data necessary to identify strengths and weaknesses of courses, programs and procedures; and by proposing improvements.
2. Responsible for the orderly and effective day-to-day operation of Continuing Education matters including:
  - A. The maintenance of a cordial and helping environment in the office.
  - B. Development and maintenance of a system for providing appropriate advising for matriculated and non-matriculated part-time students.
  - C. Developing and maintaining systematic procedures, including intrusive advising letters for part-time and non-traditional students.

- D. Representing SCSU Continuing Education at schools, professional associations, civic associations and to business organizations as well as participating in appropriate local, state and national continuing education organizations.
3. Serves as campus contact for Charter Oak, the College Level Examination Program (CLEP) and other agencies important to the educational development of non-traditional students.
  4. Provides the Dean of Graduate and Continuing Education with written and oral reports pertaining to part-time, evening and non-credit activities and students.
  5. Performs other assignments pertaining to the orderly and efficient operation of the School of Graduate and Continuing Education that do not alter the basic level of responsibility of the position.

**QUALIFICATIONS:**

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position. Master's degree required, additional graduate work preferred.
2. Demonstrated ability to communicate effectively including writing and editing program materials and policies and procedures.
3. Awareness of and the ability to articulate the changing needs of and for continuing education in the state and an appreciation of the need for academic standards and processes appropriate to the adult learner in a changing society.
4. Knowledge of existing policies, procedures and practices for accomplishing tasks and the analytic skills, creativity and administrative ability necessary to design and implement improvements.
5. Familiarity with data processing operations and willingness to learn to interact with the on-line registration and records system to improve the efficiency and effectiveness of part-time, evening and non-credit activities.
6. Ability to counsel and advise evening, part-time and non-traditional students and follow through to appropriate departments and units to facilitate student progress.

ADMINISTRATIVE FACULTY: \_\_\_\_\_

IMMEDIATE SUPERVISOR: \_\_\_\_\_

DEAN OF PERSONNEL ADMINISTRATION: \_\_\_\_\_

*William J. O'Connell*  
*R. G. Z...*  
*James M. Bottaglia*

SOUTHERN CONNECTICUT STATE UNIVERSITY

Associate Dean for Continuing Education/Administrator VII

SUPERVISOR: Dean, School of Graduate Studies and Continuing Education

SUPERVISION EXERCISED: Directors, Coordinators and Clerical Staff

INCUMBENT NAME: Michael Perillo

POSITION SUMMARY:

The Associate Dean for Continuing Education reports to the Dean, School of Graduate Studies and Continuing Education. He/she is responsible for the smooth and efficient operation of all matters pertaining to part-time students and making timely oral and written reports, with recommendations for improvement, to the Dean anytime there is a significant problem. In carrying out these duties the Associate Dean establishes effective working relationships with faculty, administration, staff and students throughout the institution.

POSITION RESPONSIBILITIES:

1. Works with the Dean of Graduate and Continuing Education in the planning, organizing and directing of Graduate and Continuing Education activities with particular emphasis on responsibility for Continuing Education including:
  - A. Planning, recommending, obtaining approval for and monitoring policies and procedures directed toward improving the scheduling, academic quality and fiscal integrity of Continuing Education programs and offerings.
  - B. Assisting departments, committees, faculty and administration by assuring the development and maintenance of historical and current data necessary to identify strengths and weaknesses of courses, programs and procedures and proposing improvements.
2. Responsible for the orderly and effective day-to-day operation of Continuing Education matters including:
  - A. The maintenance of a cordial and helping environment in the office.
  - B. Development and maintenance of a system for providing appropriate advising for matriculated and non-matriculated part-time students.
  - C. Developing and maintaining systematic procedures for collecting, organizing, revising, and disseminating information pertaining to part-time students.
  - D. Representing SCSU Continuing Education at schools, professional associations, civic associations and to business organizations as well as participating in appropriate local, state and national

continuing education organizations.

3. Provides the Dean of Graduate and Continuing Education with written and oral reports pertaining to Continuing Education as requested.
4. Performs other assignments pertaining to the orderly and efficient operation of the School of Graduate and Continuing Education that do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position. Master's degree required, additional graduate work preferred.
2. Demonstrated ability to communicate effectively including writing and editing program materials and policies and procedures.
3. Awareness of and the ability to articulate the changing needs of and for continuing education in the state and an appreciation of the need for academic standards and processes appropriate to the adult learner in a changing society.
4. Knowledge of existing policies, procedures and practices for accomplishing tasks and the analytic skills, creativity and administrative ability necessary to design and implement improvements.
5. Familiarity with data processing operations and willingness to learn to interact with the on-line registration and records system to improve the efficiency and effectiveness of continuing education.
6. Ability to counsel and advise part-time students and follow through to appropriate departments and units to facilitate student progress.

ADMINISTRATIVE FACULTY:

Richard V. Farrell

IMMEDIATE SUPERVISOR:

[Signature]

DEAN OF PERSONNEL ADMINISTRATION

Roger J. Bergh

**SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES**

Position Title Associate Dean for Continuing Education, Adm. VII  
Campus SCSU Date 7/5/88

**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 James M. Battaglia  
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE \_\_\_\_\_  
SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY William J. O'Connell  
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 William J. O'Connell Date 6/19/88

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary      ( ) disapprove proposed rank and salary  
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 7/20/88

**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 2/15/88  
DISPOSITION AT COUNCIL LEVEL:  
 approve submission to PERC      ( ) disapprove submission to PERC  
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David A. Miller 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 \_\_\_\_\_