



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

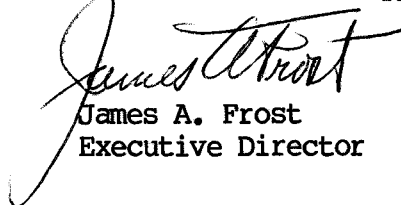
concerning

ALTERATION IN DUTIES
for
ASSOCIATE DEAN-INSTRUCTIONAL SERVICES/ADMINISTRATOR VII
at
EASTERN CONNECTICUT STATE UNIVERSITY

September 1, 1983

RESOLVED, That the duties for the position, Associate Dean-Instructional Services/Administrator VII, at Eastern Connecticut State University be altered effective September 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated August 11, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Associate Dean-Instructional Services/Administrator 7

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____

FULL-TIME XX PART-TIME _____

EFFECTIVE DATE: 9/1/83

BARGAINING UNIT SCOAF

COST: 0

PROPOSAL: To change certain duties in the position description.

SUMMARY: See proposed job description

DATE: 8/11/83

BY: *Michael R. Webb*
For Charles R. Webb, President

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN - INSTRUCTIONAL SERVICES

ADMINISTRATIVE RANK: VII

This position is under the general supervision of the Vice-President for Academic Affairs. The following defines the level of responsibility and the major activities of this position:

1. Assists Deans of the three Schools in the development and maintenance of each semester's course schedule including classroom space assignments. Works with personnel of Data Center on course file.
2. Maintains data on instructional faculty as required by articles of the CCSC-AAUP Contract.
3. Serves as co-coordinator of Academic Advisement in cooperation with academic deans and Associate Dean of Student Affairs.
4. Represents the Vice-President for Academic Affairs in the following:
 - a. Serves as director of the regional testing center for Educational Testing Service, Administering a variety of tests for professional certification and college credit (CLEP).
 - b. Serves as Eastern's coordinator of the Windham High Interscholastic Program (WHIP) and similar programs with other area high schools subject to B.O.T. approval as necessary.
 - c. Represents the Office of Academic Affairs in the planning and implementation of Commencement Activities and Ceremonies.
5. Serves as a representative of the Office of Academic Affairs in the planning and use of Campus Physical Facilities. Specifically to provide information relevant to academic needs of students and faculty in capital project planning and for renovation of existing facilities.
6. Serves as Compliance Officer for Sec. 504 Federal Regulations concerning the handicapped.
7. Attends professional meetings and serves on committees as appropriate.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Five years of experience in academic administration or college teaching equipping the applicant to implement academic policy. Master's Degree required; Doctorate preferred.

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

Michael Paul 8/2/83
Signature Date
for the Univ.

Brett S. Tipton 8/11/83
Signature Date
FOR AFSCME