



THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

CHANGE IN TITLE AND POSITION

at

WESTERN CONNECTICUT STATE UNIVERSITY

ASSOCIATE DEAN, EDUCATIONAL SERVICES/ADMINISTRATOR VII

to

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS/ADMINISTRATOR VII
(General Fund)

April 6, 1984

RESOLVED, That the position and title Associate Dean, Educational Services/Administrator VII, be changed to Associate Dean for Academic Affairs/Administrator VII at Western Connecticut State University effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated March 15, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
President

UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Associate Dean for Academic Affairs/Administrator VII

Fund: General

Position Type: Permanent X Part-time

Effective Date: July 1, 1984

Cost: N/A - position is currently vacant

Campus: Western CT State University

Proposal: To alter the Associate Dean position from Educational Services to a generalist position in Academic Affairs.

Summary: See attached.

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STATE UNIVERSITY

Date: 3/15/84

ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Vice President for Faculty and Staff Affairs

From: Western Connecticut State University

President

Concerning: _____ New Position, Existing Position (Wacant/Filled)

1. Proposal:

To alter the Associate Dean position from Educational Services to a generalist position in Academic Affairs.

2. Proposed Position:

Title/Rank Associate Dean for Academic Affairs
Administrator VII

12 mo. FT.
10 or 12 mo.
Full-Part-Time
Temp. - Perm.

\$29,000.
Salary Level

General
Fund (Gen.,
Ed. Ext., Aux.)

AFSCME
Bargaining Unit

3. Summary of Function (attach required job description)

See attached

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4. Rationale for Altering or Establishing Position

With the retirement of the Associate Dean for Education, several organizational changes have been made within the area of academic affairs. The duties of this position have been revised to better meet the needs of the University.

5. Conditions of Employment if Changed or Different from Norm.

N/A

For Central Office Use

Consultation with Bargaining Unit
Completed _____

Approved:

- 1. For Submission to PERC _____
- 2. By Committee/Board _____

Proposed

Western Connecticut State University

Associate Dean for Academic Affairs/Admin. VII

SUPERVISOR: Vice President for Academic Affairs

SUPERVISION EXERCISED: As assigned by supervisor

POSITION SUMMARY:

Major responsibilities include developing and recommending the allocation of the University's academic budget and personnel, recommending action with respect to educational services and academic enterprises and activities, working closely with the Vice President for all academic projects, working closely with the chief student affairs administrators on matters relevant to the administration of student affairs programs, serves as liaison to other campus officers.

POSITION RESPONSIBILITIES:

Prepares Academic Affairs budget as well as each unit's budget
Facilitates University's planning activities
Assists in management of educational services
Coordinates routine office functions
Prepares reports and correspondence as well as comments, policy memorandum drafts, and response drafts for the Vice President for Academic Affairs
Coordinates a wide variety of activities
Organizes office records and data
Assists with special events, committee work and projects
Coordinates activities of institutional centers
Provides services to deans as requested
Represents VPAA on certain committees and with certain agencies
May assume line responsibilities for one or more areas
Serves as liaison to Dean of Student Affairs
Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE:

Qualifications: broad academic background (earned Ph.D preferred) teaching and administrative experience, background in planning and budgeting, computer skills desirable, strong sense of commitment to job, knowledgeable about higher education.