



THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

CHANGE IN TITLE AND DUTIES FOR THE POSITION

ASSOCIATE DEAN OF INSTRUCTIONAL SERVICES/ADMINISTRATOR VII

TO

ASSOCIATE DEAN-ACADEMIC AFFAIRS/ADMINISTRATOR VII

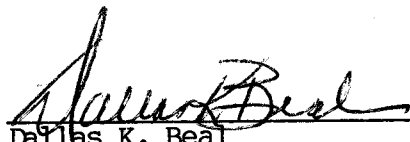
AT

EASTERN CONNECTICUT STATE UNIVERSITY

JULY 25, 1986

RESOLVED, That the title and duties of the position, Associate Dean of Instructional Services/Administrator VII, at Eastern Connecticut State University, be changed to Associate Dean-Academic Affairs/Administrator VII, to reflect current needs in the Office of Academic Affairs, effective September 5, 1986.

A Certified True Copy:


Dallas K. Beal
President

THE CONNECTICUT STATE UNIVERSITY

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



POSITION ACTION REQUEST

Submitted	_____
	Date
By: CSU ()	
CCSU ()	SCSU ()
ECSU (X)	WCSU ()

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 9/5/86 PERM (X) FT (X) TEMP () PT ()

POSITION TITLE: Assoc. Dean-Instructional Svcs. Ad. 7 Associate Dean-Academic Affairs (Ad. 7)
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: _____ CURRENT SALARY \$57,099.00 PROPOSED SALARY \$57,099.00 FUND Gen _____ BARG UNIT _____ SUOAF from _____ to _____

RESOLUTION

BR# 86-116

RESOLVED, That the title and duties of the position, Associate Dean of Instructional Services, be changed to reflect current needs in the Office of Academic Affairs.

A Certified True Copy _____

Dallas K. Beal, President, CSU

_____ Date

PERCommittee _____ Date

BOARD OF TRUSTEES _____

_____ Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

The changes in title and duties are proposed to reflect a redistribution of workload in the Office of Academic Affairs as a result of the addition of a scheduling Officer and establishment of a University Advising and Orientation Center.

Michael Beal
Signed (University)

7/7/86
Date

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN-ACADEMIC AFFAIRS

ADMINISTRATIVE RANK: 7

The Associate Dean, under the general supervision of the Vice-President for Academic Affairs, will provide assistance in financial matters as they pertain to the Office of Academic Affairs and is responsible for the following:

1. Prepares and disseminates budget allocations to academic departments and offices within Academic Affairs.
2. Monitors expenditures of funds and notifies departments and offices of problems within departmental budgeting.
3. Reviews departmental purchase requisitions.
4. Facilitates communications among department heads, directors, deans and the Vice-President for Academic Affairs regarding expenditure approvals.
5. Maintains liaison with the University Budget Officer regarding budget guidelines and procedures.
6. Prepares reports on budget allocations and expenditures.
7. Serves as Compliance Officer for Sec. 504 Federal Regulations concerning the handicapped.
8. Attends professional meetings and serves on committees as appropriate.
9. 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.

MEP/emb
6/20/86

Betty R. Tipton 7/6/86
Signature for SUOAF/AFSOME Date

Michael Reed 6/25/86
Signature for ECSU Date

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.

Boyd R. Tipton 8/11/83
Signature Date
for AFSOME