



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

CHANGE OF TITLE

ASSOCIATE TO THE VICE PRESIDENT OF ACADEMIC AFFAIRS
ADMINISTRATOR VI

to

DIRECTOR OF CAREER PLANNING/ASSOCIATE TO THE
DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VI

at

CENTRAL CONNECTICUT STATE UNIVERSITY

JANUARY 16, 1987

RESOLVED, That the title of the position, Associate to the Vice President of Academic Affairs/Administrator VI be changed to Director of Career Planning/ Associate to the Dean of Student Affairs/ Administrator VI at Central Connecticut State University, effective January 16, 1987, in accordance with the attached proposal dated October 21, 1986.

A Certified True Copy:

Dallas K. Beal
President

CSU-200



Received 11/10/86
THE CONNECTICUT STATE UNIVERSITY
P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

Submitted 10-21-86
Date
By: CSU ()
CCSU (x) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (x) DATE EFFECTIVE 1/16/87 PERM (x) FT (x) TEMP () PT ()

POSITION TITLE: Assoc to VP Academic AFF Director of Career Planning /
CURRENT (Class Code) PROPOSED Assoc to Dean Student Affs - Adm VI (Class Code)

POSITION NUMBER: 0312 CURRENT SALARY \$43,811 PROPOSED SALARY NC FUND General BARG UNIT ADM EAC NC
from to

RESOLUTION

BR# _____

SOLVED,

That the title of the Associate to the Vice President of Academic Affairs at Central Connecticut State University be changed to Associate to the Dean of ~~██████████~~ Student Affairs in accordance with the proposal dated October 21, 1986 attached.

A Certified True Copy _____
Dallas K. Beal, President, CSU _____ Date _____

RCommittee _____ Date _____ BOARD OF TRUSTEES _____ Date _____

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

The reintroduction of a Dean of Student Affairs in the University's organizational structure requires this title and minor job duties to be redefined in line with new reporting relationships.

Please see attached job descriptions.

None
approx. Cost

Richard James
Signed (University) _____ Date 11/7/86

Central Connecticut State University
 Associate ^{to} Vice President of Academic Affairs / Placement and Career
 Development Center/Administrator VI

Title requires change via negotiation
 (Code)

SUPERVISOR: Dean of ~~Instructional Services~~ *Student Affairs*

SUPERVISION EXERCISED:

INCUMBENT NAME: Karen Hansen

POSITION SUMMARY:

Directs the operations of the Placement and Career Development Center. Directs Office of Students' Services which includes programs for counseling, international students, handicapped students, veterans and ~~the~~ Educational Opportunity program.

POSITION RESPONSIBILITIES:

Directs placement operations for graduating seniors and graduates.

Coordinates and directs career counseling activities.

Collects and provides statistical information on placement of graduates.

Supervises ~~University Counselors, Director of Veterans' Affairs, Director of Educational Opportunity Program.~~

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

Master's degree and five years of experience in student services, including three years in career planning and placement, demonstrating ability to formulate and implement student services policy and to supervise staff is required. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director of Career Planning/Associate to the Dean of Student Affairs

Rank: Administrator VI

Department: Career Development

Supervisor's Title: Dean of Student Affairs

POSITION SUMMARY:

Directs the operations of the Placement and Career Development Center and services for handicapped students and veterans.

POSITION RESPONSIBILITIES:

Directs placement operations for graduating seniors and graduates.

Coordinates and directs career counseling activities.

Collects and provides statistical information on placement of graduates.

Supervises Director of Veterans' Affairs and Counselor for Special Students.

Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Master's degree and five years of experience in student services, including three years in career planning and placement required. Study beyond the Master's degree and extensive experience in career development preferred.

PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

- Day 0. The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.
- Day 1-15. SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.
- Day 16-30. Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.
- Day 31-60. Vice President for Personnel submits package to PERC and subsequently to the Board.
- Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial people of completed action.

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT MKB
DATE 10-12-86

The forms delivered to SUOAF 10-14-86 by MKB

- I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.

SUOAF PRESIDENT OR DESIGNEE Arnie M Lynch, Vice President Local 2836
DATE 10/23/86

Date returned to local DPA from SUOAF _____ by _____

Date considered by Council of DPAs _____ by _____

- APPROVED FOR SUBMISSION TO PERC
- DISAPPROVED

VICE PRESIDENT FOR PERSONNEL [Signature]
DATE 12/29/86

Attachments:
position req. form
New pos. desc.
Old pos. desc.
Additional info

Date APPROVED DISAPPROVED by PERC _____ by _____

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES: