



CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

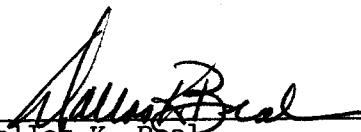
ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII
to
ASSISTANT DEAN OF STUDENT AFFAIRS/ADMINISTRATOR IV
at

CENTRAL CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the position of Associate Dean of Student Affairs/Administrator VII, at Central Connecticut State University, be reclassified as Assistant Dean of Student Affairs/Administrator IV, effective July 1, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:



Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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

Submitted	<u>1/13/87</u>
Date	
By:	CSU ()
	CCSU (X) SCSU ()
	ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH () RECLASSIFY (X) OTHER ()	DATE EFFECTIVE	<u>7/1/87</u>	PERM (X) FT (X)	TEMP () PT ()
POSITION TITLE:	Associate Dean of Student Affairs/ADM VII	Assistant Dean of Student Affairs/ADM IV			
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	<u>0432</u>	CURRENT SALARY	<u>\$54,518.</u>	PROPOSED SALARY	<u>\$30,000.</u>
		FUND	<u>General</u>	BARG UNIT	<u>SUOAF</u> <u>N/C</u>
					<u>from</u> <u>to</u>

RESOLUTION

BR# _____

RESOLVED,

That the position of Associate Dean of Student Affairs/Administrator VII, at Central Connecticut State University be reclassified as Assistant Dean of Student Affairs/Administrator IV.

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)

This position was red circled in 1981 for reduction when the present incumbent left it. She will do so effective July 1, 1987. The new job description is the one the University wishes to use hereafter.

RECEIVED

THE CONNECTICUT STATE UNIVERSITY

(\$24,518.) Savings

Q Don James

SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant Dean of Student Affairs/ADM 8
Campus Central Date 1-13-87

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 AKB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 1-13-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Diana M Lynch

DATE OF SUOAF CAMPUS REVIEW 1/29/87

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 Betty Tipton Date 1/29/87

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary with attached job description disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA _____

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 _____

DISPOSITION AT COUNCIL LEVEL:

approve submission to PERC disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL _____ DATE _____

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 _____

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DEAN OF STUDENT AFFAIRS

ADMINISTRATIVE RANK: ADMINISTRATOR IV

DEPARTMENT: STUDENT AFFAIRS

SUPERVISOR(S) POSITION/TITLE: DEAN OF STUDENT AFFAIRS

POSITION SUMMARY:

Supports the Student Affairs Division and the mission of the University through assigned administrative, programming and supervision responsibilities.

POSITION RESPONSIBILITIES:

To coordinate and supervise programs and services for commuter students.

To assist in the delivery of services from the Office of the Dean of Student Affairs.

To assist in the development and implementation of University Orientation programs.

To produce the Student Handbook and coordinate all Student Affairs publications.

To provide assistance in the University judicial system.

Other duties as assigned by the Dean of Student Affairs which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

Master's degree and 4 years experience in student service areas in an institution of higher education.

Central Connecticut State University
Associate Dean of Student Affairs/ ~~Development and Student Services~~/Administrator VII
(Code)

Dean of Student Affairs

SUPERVISOR: ~~Executive Dean for Development and Student Affairs.~~

SUPERVISION EXERCISED:

INCUMBENT NAME: Marie E. White

POSITION SUMMARY:

The Associate Dean supports the office of the ~~Executive Dean for Development and Student Services~~ *of Student Aff.* and the mission of the university through the assistance to and supervision of individual departments in Student Affairs, and through counseling and advisement of individual students.

POSITION RESPONSIBILITIES:

Supports the Office of ~~Development and Student Services~~ *Affairs* as specifically assigned with administrative duties.

Supervises programs and departments as assigned in the area of Student ~~Services~~ *Affairs*

Provides counseling, such as career counseling, Veterans' counseling, personal counseling and works with parents.

Plans and implements university orientation for incoming students.

Co-ordinates summer registration with academic deans.

Represents Student Affairs on university committees.

Meets with committees of Board of Trustees and other State agencies.

Performs designated duties which include admissions' counseling, visits to high schools and Community Colleges, exit interviews and university withdrawals, course withdrawals, academic advising.

Acts as outreach person with community activities, committees and Boards.

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 six years of experience in student affairs equipping the applicant to formulate and implement student affairs policy and to supervise staff required. Doctorate and knowledge of two or more student services areas preferred. These qualifications may be waived for Individuals with appropriate alternate experience.