

*Titled changed to  
Associate VP personnel 6/1/87*



# THE CONNECTICUT STATE UNIVERSITY

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

## RESOLUTION

concerning

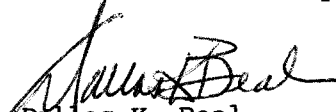
### RECLASSIFICATION OF A VACANT MANAGERIAL POSITION

ENTITLED, DEAN OF PERSONNEL ADMINISTRATION  
to  
ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS  
at  
SOUTHERN CONNECTICUT STATE UNIVERSITY

JULY 24, 1987

RESOLVED, That the current vacant managerial position, entitled Dean of Personnel Administration, at Southern Connecticut State University be reclassified to Assistant Vice President for Academic Affairs, effective July 24, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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Submitted	<u>7-15-87</u>
	Date
By: . CSU ( )	
CCSU ( )	SCSU (X)
ECSU ( )	WCSU ( )

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 7-24-87 PERM (X) FT (X)  
 TEMP ( ) PT ( )

POSITION TITLE: Executive Dean (7825) Assistant Vice President for Academic Affairs (7913)  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0520 CURRENT SALARY \_\_\_\_\_ PROPOSED SALARY \$60,000 FUND General BARG UNIT SUOAF UNCL. MGMT. from to

RESOLUTION

BR# \_\_\_\_\_

RESOLVED, That the position Assistant Vice President for Academic Affairs (unclassified management) be established at Southern Connecticut State University effective July 24, 1987,

A Certified True Copy

Dallas K. Beal, President, CSU Date \_\_\_\_\_

PERCommittee 7-22-87  
Date

BOARD OF TRUSTEES 7-24-87  
Date

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

This position is needed to strengthen the University's academic planning, management and evaluation processes which are part of the responsibility of the office of the Vice President of Academic Affairs.

Academic planning, in conjunction with the study of personnel and space utilization, is an extremely important area to be addressed in the next five years of this institution. The program development in the areas of advising and retention requires the supervision of a senior administrator.

In addition to the normal accrediting agency responsibilities, there is the need to have an assistant who will initiate an institutional assessment program.

\$60,000  
Approx. Cost

Anthony Pincus 7/15/87  
Signed (University) Date

Southern Connecticut State University  
Assistant Vice President for Academic Affairs

Supervisor: Vice President for Academic Affairs

Supervision Exercised:

Incumbent Name:

Position Summary:

The Assistant Vice President for Academic Affairs will develop and coordinate implementation of academic policies and programs for the university: Under the direction of the Vice President for Academic Affairs, directs and coordinates activities of deans of individual colleges. Advises on personnel and space utilization and needs. Coordinates student placement and advisement activities. Participates in activities of faculty committees, and in development of academic budget. Serves as liaison with accrediting agencies which evaluate academic programs. May serve as chief academic officer in absence of Vice President for Academic Affairs. May provide direction to librarian, director of admissions, and registrar.

Position Responsibilities:

Maintains university inventory of approved programs and adjunct faculty budget system;

Coordinates Council of Deans, advises Deans on inter-school efforts, joint degree programs, off-campus program requirements;

Coordinates accreditation self-study, institutional assessment, and university long-range planning efforts;

Coordinates freshman placement and basic skill assessment programs;

Administers student evaluation of course and instruction through a Course Information Survey;

Is the designee of the Vice President for Academic Affairs on student academic grievances;

Oversees removal of barriers to access to academic programs for disabled students;

Compiles the university's annual report on minority student recruitment and retention efforts and outcomes;

Organizes academic departments' participation in Parents Day, Homecoming, and other such university-wide activities;

Represents Academic Affairs on the Faculty Development Advisory Committee, organizes the faculty research seminar program, advises the faculty on sponsored research and research on human subjects;

Represents Southern on the Connecticut State University Basic Skills, Institutional Assessment, and Research Foundation committees;

Liaison for academic program matters with the Connecticut State University system office, the Connecticut Department of Higher Education, and the New England Association of Schools and Colleges;

At the direction of the Vice President for Academic Affairs, performs other duties related to those enumerated above.

#### Education and Experience:

An earned doctorate and significant experience as a faculty member and administrator in a university setting equip the Associate Vice President to exercise the required discretion in recommending and implementing academic policy. Excellent writing skills are required, as is the ability to work in a collegial environment. These qualifications may be waived for individuals with appropriate alternate experience.

#### Special Notations:

Vice President  
Academic Affairs

