

# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE TO THE DEAN OF THE EXTENSION COLLEGE/ADMINISTRATOR V

to

ASSOCIATE DEAN OF CONTINUING EDUCATION/ADMINISTRATOR VII

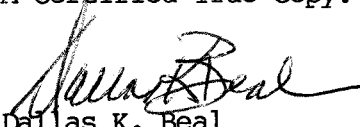
at

CENTRAL CONNECTICUT STATE UNIVERSITY

NOVEMBER 6, 1987

RESOLVED, That the position, Associate to the Dean of the Extension College/Administrator V, at Central Connecticut State University, be reclassified to Associate Dean of Continuing Education/Administrator VII, effective October 9, 1987, in accordance with the attached proposal dated September 18, 1987.

A Certified True Copy:

  
Dallas K. Beal  
President

THE CONNECTICUT STATE UNIVERSITY

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

Addendum to BR 87-176

Submitted 9/18/87

Date

By: CSU ( )

CCSU (x) SCSU ( )

ECSU ( ) WCSU ( )

POSITION ACTION REQUEST

POSITION ACTION:	ESTABLISH ( ) RECLASSIFY (X) OTHER ( )	DATE EFFECTIVE	10/9/87	PERM (X) FT (X)	TEMP ( ) PT ( )
POSITION TITLE:	Associate to Dean, Extension College/Adm. V.	Associate Dean of Continuing Education/Adm. VII			
	CURRENT (Class Code)	PROPOSED (Class Code)			
POSITION NUMBER:	1587	CURRENT SALARY \$46,457.	PROPOSED SALARY N/C	FUND Extension	BARG UNIT Adm. Fac. N/C from to

RESOLUTION

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

RESOLVED,

That the position of Associate to the Dean of the Extension College, Administrator V at Central Connecticut State University be reclassified to Associate Dean of Continuing Education, Administrator VII, effective October 9, 1987, in accordance with the attached proposal dated September 18, 1987.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

ERCommittee

Date

BOARD OF TRUSTEES

Date

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

This operation now accounts for half the head count enrollment of the University. It is appropriate that the Dean in charge of the Extension College have an Associate Dean to assist him in the sizeable task of running that operation. The position is currently vacant. Please see attached old and new job descriptions.

*Dallas K. Beal*

Signed (University)

10/23/87

Date

# CENTRAL CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

Position Title: Associate Dean of Continuing Education

Rank: Administrator VII

Department: Extension College

Supervisor's Title: Dean of Continuing Education

### POSITION SUMMARY

Serves as associate administrator and associate supervisor in the operation and management of the Extension College, Summer Session, non-credit courses and outreach. Serves as head of Extension College in absence of Dean.

### POSITION RESPONSIBILITIES

In conjunction with academic deans and departments, plans, develops, implements and evaluates Extension College course offerings.

Plans, supervises and assists with registration.

Assists part-time faculty with administrative problems.

Counsels students.

Responsible for scheduling of Extension College courses.

Assists in the preparation, mailing and distribution of the Extension College and summer session bulletins.

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 six years of experience in academic administration of college level teaching required. Doctorate and an additional two years experience in continuing education programs preferred.

Central Connecticut State University  
Associate to Dean of Extension College /Administrator V  
(Code )

SUPERVISOR: Dean of Extension College & Summer School

SUPERVISION EXERCISED:

INCUMBENT NAME: Arthur Bouchard

POSITION SUMMARY:

Acts as assistant administrator and supervisory head in the operation and management of the Extension College and Summer School. Responsible in the Dean's absence for the overall operation of the Extension College and Summer School. Works closely with administrators and teaching faculty in offering courses to graduates and undergraduates.

POSITION RESPONSIBILITIES:

Plans, develops, implements and evaluates what courses should be offered through Extension College in conjunction with academic deans and departments.

Plans, supervises and assists with registration, office procedures and follow-up of graduate and undergraduate students each semester and summer.

Assists part-time faculty during the fall and spring semesters with regard to day-to-day problems, salary, room assignments, student problems, etc.

Counsels students to help them resolve their questions of an educational, vocational, financial or personal nature.

Responsible for scheduling of times and locations of on and off campus classes offered by the Extension College.

Responsible for liaison with faculty teaching courses in this division: e.g., administrative announcements and instructions, class lists and grade reporting, etc.

Assists in the preparation of statistical reports, analytical studies and policy recommendations.

Assists with the mailing and distribution of Extension College Bulletin and registration materials for each semester and summer.

Deals directly in student-faculty and faculty-student administrative and academic problems.

Works closely with full-time faculty members, department heads, associate deans, deans and administrative faculty in regard to summer session

Central Connecticut State University  
Associate to Dean of Extension College /Administrator V  
(Code )  
Continued

- 2

operation.

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 four to five years of administrative experience including two years in continuing education programs and implementation of continuing education policy required. These qualifications may be waived for individuals with appropriate alternate experience.

**SPECIAL NOTATIONS:**

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Associate Dean of Continuing Education / ADM 7  
C Central Date 9-18-87

**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 [Signature]

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 9-18-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Dina Lynch

DATE OF SUOAF CAMPUS REVIEW 9/22/87

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 [Signature] Date Sept 22, 1987

DISPOSITION AT SUOAF LOCAL LEVEL:  
 approve proposed rank and salary  
 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 [Signature] DATE 10/23/87

**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 BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_

