



**Connecticut
State
University**

Central • Eastern • Southern • Western

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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE TO THE DEAN FOR GRADUATE STUDIES/ADMINISTRATOR V
to
DIRECTOR OF GRADUATE AND CONTINUING EDUCATION/
ADMINISTRATOR VI

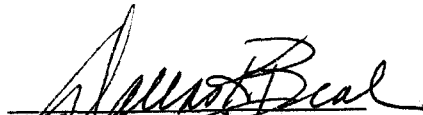
at

SOUTHERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Associate to the Dean for Graduate Studies/Administrator V at Southern Connecticut State University be reclassified to Director of Graduate and Continuing Education/Administrator VI, effective February 6, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 15, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President

Doc. 188



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CONNECTICUT STATE UNIVERSITY POSITION ACTION REQUEST FORM

SUBMITTED	<u>1/10/89</u>
BY: CSU	[]
CCSU	[] SCSU [X]
ECSU	[] WCSU []

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	<u>2-6-89</u>
NATURE OF THE POSITION:	PERMANENT [X]	FULL-TIME [X]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Associate to the Dean for <u>Graduate Studies, Adm. V (7921)</u>	CLASS CODE	Director of Graduate and Continuing <u>Education Operations, Adm. VI (7868)</u>	PROPOSED CLASS CODE	
POSITION NUMBER	<u>0298</u>	CURRENT SALARY \$	<u>45,869</u>	PROPOSED SALARY \$	<u>49,309</u>
FUND	<u>Gen.</u>	BARGAINING UNIT	<u>SUOAF</u>	FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL:

That the position of Associate to the Dean for Graduate Studies, Administrator V, be reclassified to Director of Graduate and Continuing Education Operations, Administrator VI, to reflect significant changes in duties and responsibilities.

JUSTIFICATION:

The increased size, complexity and responsibilities of the School of Graduate and Continuing Education require someone at the Administrator VI level to administer day-to-day operations. Since Fall of 1982, there has been a 66% increase in part-time undergraduate registrations and a 47% increase in part-time graduate registrations, and graduate programs in Nursing and Social Work have been added. This growth has occurred without adding professional personnel. Internal computerization of tasks and records has allowed the School to increase the level and quality of services, but this significant growth needs to be managed on a daily basis. As part of a reorganization plan for the School, it is requested that this position be upgraded.

\$ 3,440.00
COST OR SAVINGS

Michael A. ...
SIGNED (UNIVERSITY) January 17, 1989 DATE

- ATTACH OLD AND NEW STAFFING CHART, ()
- JOB DESCRIPTION, AND ()
- SUOAF SIGN OFF FORM IF REQUIRED ()

MISCELLANEOUS COMMENTS:

Southern Connecticut State University**Director of Graduate and Continuing Education
Operations/Administrator VI**

SUPERVISOR: Dean, School of Graduate Studies and
Continuing Education

SUPERVISION EXERCISED:**POSITION SUMMARY:**

The Director of the Graduate and Continuing Education Operations assists the Dean in all phases of the development, operation and evaluation of Graduate and Continuing Education programs and programming. He/she, in consultation with the Dean, is responsible for the development and maintenance of systematic procedures that will contribute to the effective and efficient operation of Graduate and Continuing Education. He/she coordinates with faculty, administration, and functional units of the University to foster understanding of, support for, and participation in Graduate and Continuing Education programs and programming. He/she also participates in student counseling. He/she acts for the Dean in the absence of the Dean.

POSITION RESPONSIBILITIES:

1. Exercises direct supervision of Assistant Dean for Scheduling and Graduate Admissions and through the Assistant Dean, the goals and objectives of the University Assistant for Special Projects and the University Assistant for Media and Marketing.
2. Serves as Coordinator of the Liberal Studies degree program of the university working with departments and schools as necessary to assure appropriate advising of students and to call attention to scheduling opportunities and problems as appropriate.
3. Oversees the preparation of schedules and copy pertaining to evening and graduate courses for the regular semester bulletins and assumes primary responsibility for assuring the timely and accurate development of the summer bulletin as well as the publication and distribution of a newsletter for part-time students.
4. Maintains movement toward an electronic office through software and hardware implementation and staff training. This encompasses optimizing use of the mainframe computer and interactive as well as stand alone use of micro-computer capabilities to electronically store and produce files, forms, and reports and integration of desktop publishing with the education and marketing activities of the School.

5. Supervises and evaluates clerical staff and student employees including the development and maintenance of position descriptions and evaluation mechanisms for assigning increasing levels of responsibility.
6. Performs other assignments pertaining to the School of Graduate Studies and Continuing Education that do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position. Master's degree required.
2. Demonstrated ability to communicate effectively, verbally and in writing, with faculty, students, and administration as well as with government, business, and civic leaders in the service area.
3. Knowledge of existing policies, procedures and practices related to the accomplishment of tasks; and the analytical skills, creativity and administrative skills necessary to conceive and suggest improvements.
4. Demonstrated skill in coordinating academic programming, including assignment of faculty for advisement, and marketing, recruitment, and retention of students.
5. Skill in budget development and ability to monitor income and expenditures to assure budgeted activities operate within budget or corrective action is taken.
6. Ability to match the resources of the university to the community, coupled with the ability to persuade the faculty to modify traditional approaches to meet the needs of community groups without compromising academic integrity.

ADMINISTRATIVE FACULTY

William O'Donoghue

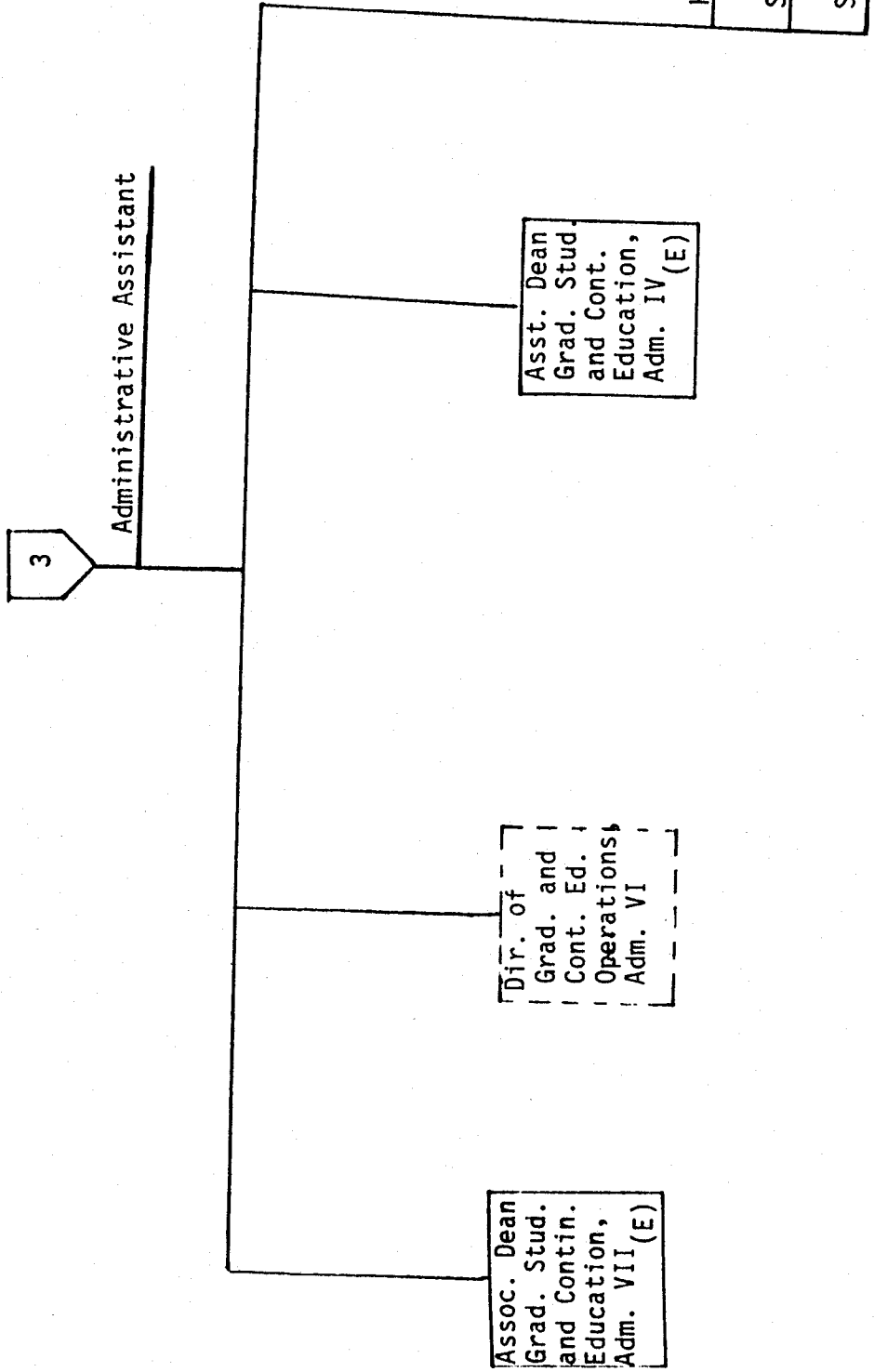
IMMEDIATE SUPERVISOR

J. P. [Signature]

DEAN OF PERSONNEL ADMINISTRATION

Jean M. Battaglia

Dean, School of Graduate Studies
and Continuing Education



SOUTHERN CONNECTICUT STATE UNIVERSITY

PRESENT

Associate to the Dean for Graduate Studies/Administrator V

SUPERVISOR: Dean, School of Graduate Studies and Continuing Education

SUPERVISION EXERCISED: Directors, Coordinators, Clerical Staff

INCUMBENT NAME:

POSITION SUMMARY:

The Associate to the Dean reports to the Dean, School of Graduate Studies and Continuing Education. He/she assists the Dean in the day-to-day implementation of the University's graduate admission policies and procedures. He/she acts for the Dean in the administration of matters related to the graduate student's performance in the completion of the planned program of study. He/she works closely with the academic officers, faculty chairpersons and academic advisors.

POSITION RESPONSIBILITIES:

1. Assists the Dean of Graduate and Continuing Education in the planning, organizing and operation of Graduate and Continuing Education activities with particular emphasis on Graduate Education including:
 - A. Assisting the Dean in improving and monitoring procedures directed toward effective and efficient scheduling, counseling, admissions and fiscal accountability of graduate programs and offerings.
 - B. Assisting the Graduate Council, graduate program coordinators, faculty and administration by developing and maintaining a data base adequate to identify strengths and weaknesses in process and programs.
2. Contributes to the orderly and effective day-to-day operation of graduate education matters including:
 - A. The maintenance of a cordial and helping environment in the office toward all persons seeking information in person, by telephone, or by letter.
 - B. Providing a reliable and systematic process for assuring timely assistance and advising for matriculated and non-matriculated graduate students.
 - C. Collecting, organizing, revising and disseminating information of interest to graduate students, graduate faculty and the administration.
 - D. Representing the Graduate School at graduate fairs, civic organizations and to business and professional groups as well as attending local, state and regional meetings and conferences of appropriate graduate school organizations when necessary.

Associate to the Dean for Graduate Studies/Administrator V

3. Provides the Dean of Graduate and Continuing Education with written and oral reports pertaining to Graduate Education as requested.
4. Performs other assignments pertaining to the orderly and efficient operation of the School of Graduate Studies and Continuing Education that do not alter the basic level of responsibility of the position.

QUALIFICATIONS:

1. Academic credentials and experience suitable to fulfill the duties and responsibilities of the position, master's degree required. Additional graduate work preferred.
2. Demonstrated ability to communicate orally and in writing in a manner that produces desired results and leaves the recipient with the impression that we are a professional operation with concern for individuals.
3. Ability and desire to remain abreast of changing needs of and for public graduate education in the state and region.
4. An appreciation of the need for maintaining both academic standards and facilitative processes that meet the needs of full and part-time, adult graduate students.
5. Knowledge of existing policies, procedures and practices for accomplishing tasks and the analytical skills and administrative initiative to propose changes when necessary.
6. Familiarity with data processing operations and willingness to learn to apply on-line registration and records system for the improvement of graduate education records, registration and communications.
7. Ability to counsel and advise graduate students and follow through appropriate departments and units to facilitate student's progress in their programs or in their courses.

ADMINISTRATIVE FACULTY:

Richard V. Farrell

IMMEDIATE SUPERVISOR:

R. S. ...

DEAN OF PERSONNEL ADMINISTRATION:

Roger J. Bergh

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Director of Graduate and Continuing Education Operations, Adm. VI
Campus SCSU Date 1/10/89

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 Jean M. Battaglia

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Willie J O'Rourke

DATE OF SUOAF CAMPUS REVIEW _____

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 Willie J O'Rourke Date 1/16/89

DISPOSITION AT SUOAF LOCAL LEVEL:
 approve proposed rank and salary () disapprove proposed rank and salary
Comments or Recommendations:

DATE RETURNED TO LOCAL DPA 1/17/89

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 12/15/88

DISPOSITION AT COUNCIL LEVEL:
 approve submission to PERC () disapprove submission to PERC
Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL David C. Neuter DATE 1/18/89

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 _____