



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DIRECTOR OF GRADUATE STUDIES/ADMINISTRATOR IV

to

DIRECTOR OF GRADUATE STUDIES/ADMINISTRATOR V

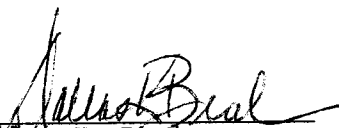
at

WESTERN CONNECTICUT STATE UNIVERSITY

July 21, 1989

RESOLVED, That the position of Associate Director of Graduate Studies/  
Administrator IV at Western Connecticut State University be  
reclassified to Director of Graduate Studies/Administrator V,  
effective July 21, 1989, in accordance with all provisions  
and expectations as set forth in the proposal dated June 30,  
1989, which is attached as an addendum to this resolution.

A Certified True Copy:

  
Dallas K. Beal  
President



An Equal  
Opportunity  
Employer

CSU-200



**THE CONNECTICUT STATE UNIVERSITY**

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

**P O S I T I O N   A C T I O N   R E Q U E S T**

Submitted	6/30/89
	Date
By: . CSU ( )	
CCSU ( ) SCSU ( )	
ECSU ( ) WCSU (XX)	

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (XX) OTHER ( ) DATE EFFECTIVE 7/21/89 PERM (X) FT (X) TEMP ( ) PT ( )

POSITION TITLE: Assoc. Dir. of Grad. Std./ 7919 Admin. IV Dir. of Grad. Studies/Admin. V 7921  
 CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 0195	CURRENT SALARY 44,634.	PROPOSED SALARY 48,000.	FUND Extension	BARG UNIT AFSCME from to
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R E S O L U T I O N

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

**RESOLVED,** That the position of Associate Director of Graduate Studies/Admin. IV be reclassified to Director of Graduate Studies/Admin V effective 7/1/89, in accordance with all provisions and expectations as set forth in this proposal.

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

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

Based upon the expanded duties of the incumbent, we are requesting the reclassification of this position to the Director level. The incumbent has been given supervisory duties for the office staff, will serve as secretary of the Graduate Council, and as chief administrator in the Graduate Office in the absence of the Dean. We feel the duties, as listed in the attached job description warrant a reclassification of the position to Director.

3,366.00  
 A. Cox. Cost

[Signature]  
 Signed (University) \_\_\_\_\_ Date 6/22/89

PERCommittee \_\_\_\_\_  
 Date \_\_\_\_\_

BOARD OF TRUSTEES \_\_\_\_\_  
 Date \_\_\_\_\_

POSITION DESCRIPTION: DIRECTOR OF GRADUATE STUDIES

RANK: ADMINISTRATOR V

SUPERVISOR: DEAN OF GRADUATE STUDIES AND ENROLLMENT MANAGEMENT

POSITION SUMMARY: RESPONSIBLE FOR ADMISSION OF NEW GRADUATE STUDENTS; SUPERVISION OF CLERICAL STAFF; STUDENT AND OFFICE RECORDS AND CORRESPONDENCE; CONTENT OF OFFICE PUBLICATIONS; LIAISON WITH ACADEMIC PROGRAM FACULTY; AND OTHER DUTIES COMMENSURATE WITH THOSE TASKS APPROPRIATE FOR THE POSITION.

POSITION RESPONSIBILITIES:

IMPLEMENTS THE ADMISSIONS CRITERIA FOR ALL APPLICANTS AND SERVES AS PRIMARY GRADUATE ADMISSION COUNSELOR FOR PROSPECTIVE AND CONTINUING STUDENTS.

SUPERVISES THE OFFICE CLERICAL STAFF IN THE PERFORMANCE OF THEIR DUTIES INCLUDING PERFORMANCE EVALUATIONS

SUPERVISE THE CREATION AND MAINTENANCE OF STUDENT AND OFFICE RECORDS.

MANAGES THE OFFICE CORRESPONDENCE AND FILES.

ENSURES THAT THE CONTENT OF OFFICE PUBLICATIONS IS ACCURATE; DEVELOPS THE CONTENT AND SUPERVISES THE PUBLICATION OF THE GRADUATE CATALOG

SERVES AS PRIMARY LIAISON WITH GRADUATE PROGRAM COORDINATORS; ENSURES THAT THEY ARE FAMILIAR WITH THEIR RESPONSIBILITIES AS STUDENT ADVISORS AND MEMBERS OF THE GRADUATE COUNCIL; ASSISTS THEM IN EVALUATING TRANSFER CREDITS, DETERMINE TRANSFER CUMULATIVE GRADE POINT AVERAGES, AND ASSIST FACULTY ADVISORS WHEREVER POSSIBLE; ADMINISTERS ACADEMIC POLICY.

SERVES AS CHIEF ADMINISTRATOR OF THE OFFICE OF GRADUATE STUDIES IN THE ABSENCE OF THE DEAN OF GRADUATE STUDIES.

SERVES AS SECRETARY OF THE GRADUATE COUNCIL AND PROVIDES THE MEMBERS WITH INFORMATION IN A TIMELY FASHION.

DEVELOPS MARKETING STRATEGIES AND TACTICS APPROPRIATE FOR GRADUATE STUDENT RECRUITMENT INCLUDING OPEN HOUSES, RECEPTIONS, ETC.

COORDINATES ALL COURSE SCHEDULING WITH ACADEMIC DEPARTMENTS.

PERFORMS OTHER DUTIES AND RESPONSIBILITIES RELATED TO THOSE ENUMERATED ABOVE WHICH DO NOT ALTER THE BASIC LEVEL OF RESPONSIBILITY OF THE POSITION AND WHICH FALL WITHIN THE PURVIEW OF GRADUATE STUDIES

EDUCATION AND EXPERIENCE:

DOCTORATE AND AT LEAST ONE YEAR OF RELATED EXPERIENCE REQUIRED. PREVIOUS FACULTY TEACHING EXPERIENCE PREFERRED.

Jacobson

1952-53  
1953-54

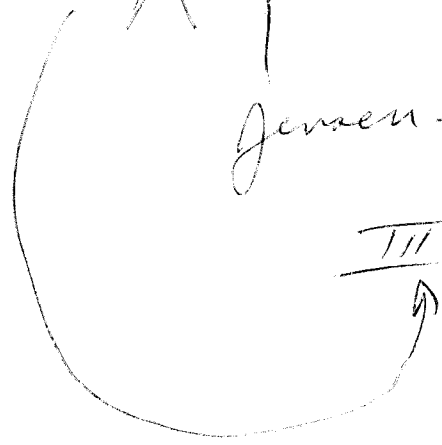
Great Britain

Wayne

Jensen - Carnak

III

Elaine



SUOAF/AFSCME POSITION ACTION REQUEST  
FORM AND PROCEDURES

Position Title Director of Graduate Studies/Admin. V

Western Connecticut State University Date 6/20/89

**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 Andrea D'Agostino

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 6/28/89

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Yvonne Kuroki

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 B. Tipton Date 6/29/89

DISPOSITION AT SUOAF LOCAL LEVEL:

approve proposed rank and salary  disapprove proposed rank and salary

Comments or Recommendations:

*Director of Graduate Studies in the Local are V's. For consideration we ~~will~~ approve VI. Proposed salary O.K.*

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 \_\_\_\_\_