



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

Office of the President

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DEAN OF CONTINUING EDUCATION/ADMINISTRATOR II
to
ASSISTANT TO THE DEAN OF CONTINUING EDUCATION/ADMINISTRATOR III

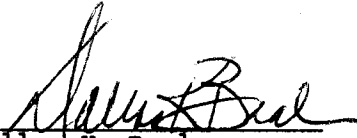
at

EASTERN CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED, That the position of Assistant to the Dean of Continuing Education/Administrator II be reclassified to Assistant to the Dean of Continuing Education/Administrator III, effective September 8, 1989, in accordance with all provisions and expectations as set forth in the proposal dated August 1, 1989, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Beal
President



An Equal
Opportunity
Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED	<u>8/1/89</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	<u>9/8/89</u>
NATURE OF THE POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []					
POSITION TITLE:	Assistant to the Dean of Continuing Education/Ad. 2	7917	Assistant to the Dean of Continuing Education/Ad. 3	7918	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	CURRENT	PROPOSED	BARGAINING UNIT		
<u>8085</u>	1096.28	1172.87	Ext.	SUOAF	SUOAF
	SALARY \$(<u>28,612.00</u>)	SALARY \$(<u>30,612.00</u>)		FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL: To upgrade the position, Assistant to the Dean of Continuing Education, from Administrator 2 to Administrator 3.

JUSTIFICATION: This position, pegged as an Administrator 3 in the SUOAF rank structure, was originally filled as a 2 to provide training to the original incumbent. As time has gone by, the incumbent has demonstrated an ability to assume greater degrees of responsibility and is ready to be pegged at the target class of the position.

\$ 2000.00
COST OR SAVINGS

David G. Carter 8/3/89
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:
7/88

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

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10/

POSITION TITLE: Assistant to the Dean of the School of Continuing Education

ADMINISTRATIVE RANK: II

Under the supervision of the Dean or Associate Dean of Continuing Education, the Assistant to the Dean performs the following functions.

1. Provide administrative support at the U.S. Navy Submarine Base (New London) for the Television Afloat Program for Education (TAPE) and on-site business courses on weekends and other times as scheduled.
2. Assist the Dean in promoting ECSU programs at the U.S. Navy Submarining Base.
3. Provide academic advisement and maintain regular office hours at the U.S. Navy Submarine Base.
4. Schedule TAPE offerings with submarine crews, registration, tuition payment, exams and book ordering for courses.
5. Forward information about tuition payments and registration to appropriate University offices.
6. Provide support services for ECSU weekend courses.
7. Represents the office and University by attending workshops and meetings on and off campus as needed.
8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelors Degree required. Minimum two years experience demonstrating ability to relate effectively to tradition and non-traditional students, to university faculty and staff, and to representatives of business and community agencies.

These qualifications may be waived for individuals with appropriate alternate experience.

9/10/85

Bobby R. Tipton

Signature for SUOAF-AFSCME

Oct 8, 1985

Date

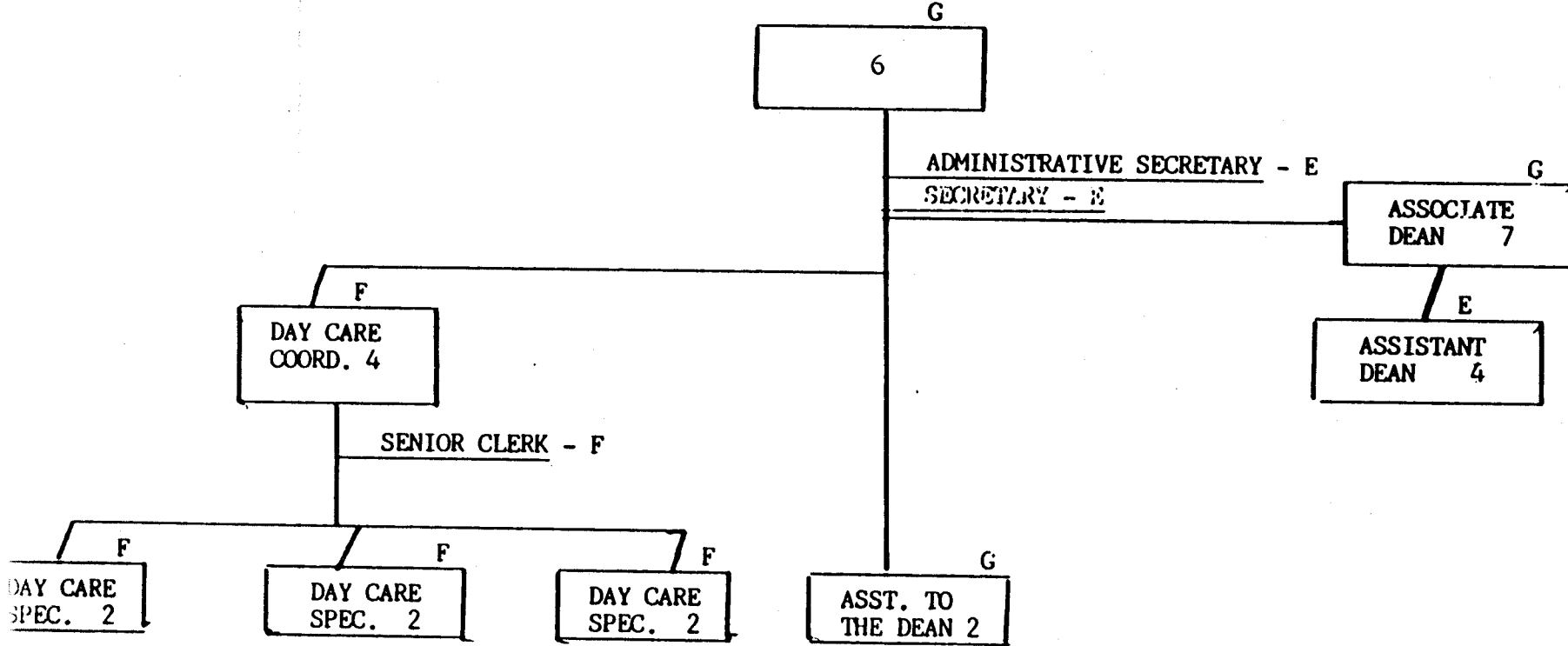
Signature for the Univ

Date

SEP - 8 1985

SEP 16 1985

DEAN OF CONTINUING EDUCATION



EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE DEAN OF CONTINUING EDUCATION

ADMINISTRATIVE RANK: 3

INCUMBENT: ALMA STOCKLIN

Under the supervision of the Dean or Associate Dean of the School of Continuing Education, the Assistant to the Dean performs the following functions:

1. Provide administrative support at the U.S. Navy Submarine Base (New London) for the Television Afloat Program for Education (TAPE) and on-site business courses on weekends and other times as scheduled.
2. Develop and implement all advertising, promotion and public relations activities for the Submarine Base and the Groton off-campus sites.
3. Provide academic advisement and maintain regular office hours at the U.S. Navy Submarine Base.
4. Develop schedule of course offerings for each academic session for the Submarine Base and the Groton sites based upon assessment of student needs, previous offerings and enrollment history.
5. Responsible for the administration of off-campus courses at the Submarine Base and in Groton including space negotiation, faculty support, notification of cancelled classes and resolution of student/faculty problems.
6. Schedule TAPE offerings with submarine crews, registration, tuition payment, exams and book ordering for courses.
7. Forward information about tuition payments and registration to appropriate University offices.
8. Collect, organize and interpret data about class enrollments, student interest and curriculum needs.
9. Provide support services for Submarine Base courses evenings and weekends.
10. Represents the School of Continuing Education and University by attending workshops and meetings on and off campus as needed.
11. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Bachelor's Degree required. Minimum two years experience demonstrating ability to organize and implement academic programs, relate effectively to traditional and non-traditional students, to university faculty and staff, and to representatives of business and community agencies. Experience with military procedures would be an advantage.

Individuals with appropriate alternate experience will be considered.

For the University

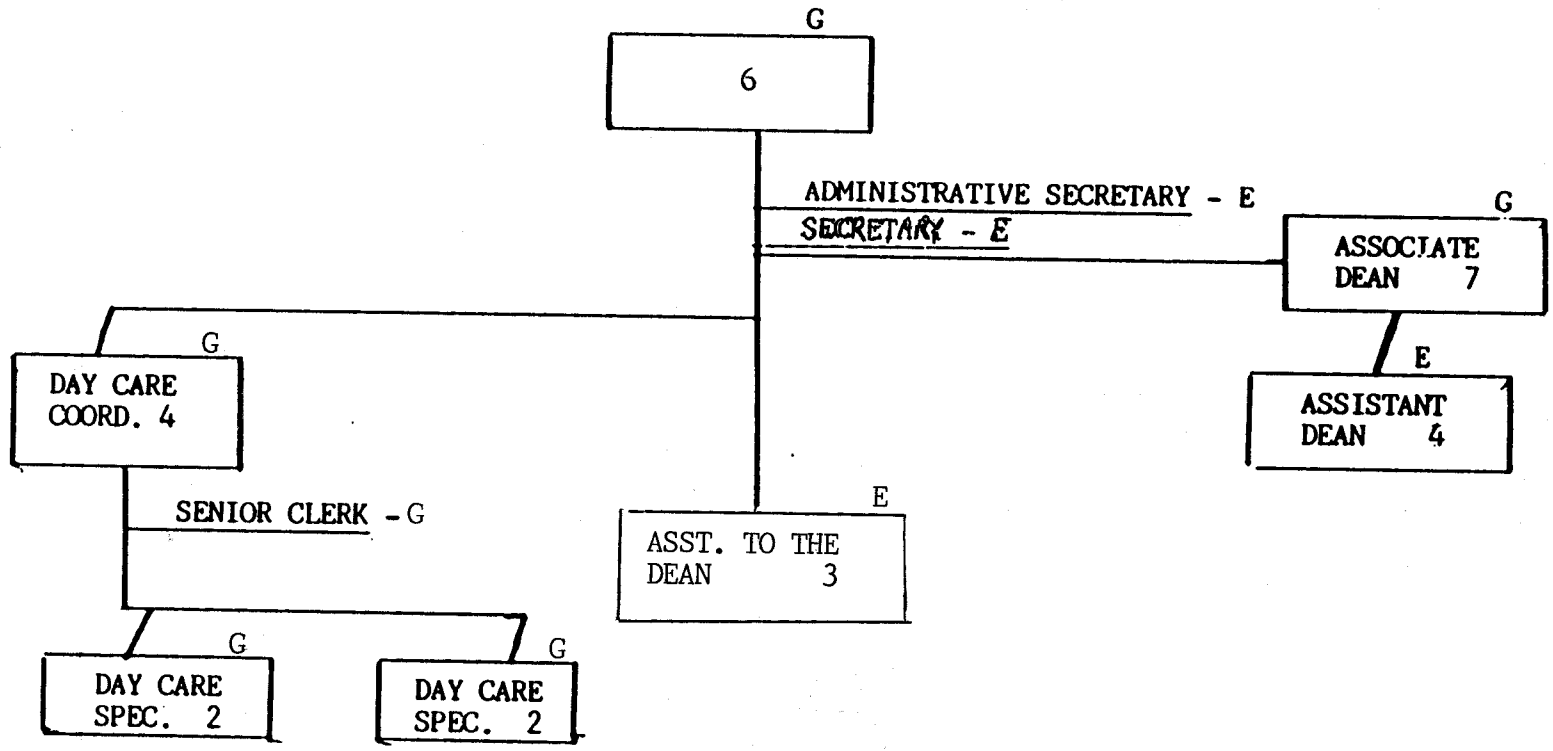
Date

For SUOAF

Date

8/1/89

DEAN OF CONTINUING EDUCATION



SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title Assistant to the Dean of Continuing Education

Campus Eastern Connecticut State University Date August 1, 1989

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 _____

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE _____

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY Beth Tipton

DATE OF SUOAF CAMPUS REVIEW 8/21/89

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 Beth Tipton Date 8/22/89

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 David C. Neahr DATE 8/89

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 _____