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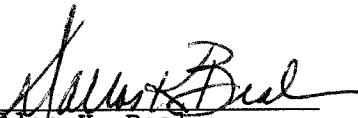
Office of the President

RESOLUTION
concerning
REVISION OF JOB DESCRIPTION
for
ASSOCIATE VICE PRESIDENT FOR ACADEMIC AFFAIRS
at
EASTERN CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED, That the job description for the position of Associate Vice President for Academic Affairs at Eastern Connecticut State University be revised to meet the requirements of the new Vice President for Academic Affairs, 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



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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 ()	OTHER <input checked="" type="checkbox"/>	DATE EFFECTIVE	<u>9/8/89</u>
NATURE OF THE POSITION:	PERMANENT <input checked="" type="checkbox"/>	FULL-TIME <input checked="" type="checkbox"/>	TEMPORARY []	PART-TIME []	
POSITION TITLE:	Associate Vice-President <u>for Academic Affairs</u>	Unc. Mgt. CLASS CODE	Associate Vice-President <u>for Academic Affairs</u>	Unc. Mgt. CLASS CODE	
POSITION NUMBER	<u>1851</u>	CURRENT SALARY	<u>2758.63</u>	PROPOSED SALARY	<u>2758.63</u>
			<u>(\$72,000.00)</u>		<u>(\$72,000.00)</u>
		FUND	<u>Gen.</u>	BARGAINING UNIT	<u>Unc. Mgt.</u>
				FROM	TO

EXPLAIN THE NATURE OF THE PROPOSAL: To change certain responsibilities of the position. No rank and salary changes are proposed. Board action is not required.

JUSTIFICATION: The purpose of this change is to alter the duties of the position to meet the requirements of the new Academic Vice-President. In particular, the position will be responsible for directing the computing, budgeting, faculty development, and external funding activities of the Office of Academic Affairs.

\$ -0-
COST OR SAVINGS

Michael Peralta for Dr. Carter 8.8.89
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:
7/88

12-9

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

TITLE: ASSOCIATE VICE-PRESIDENT FOR ACADEMIC AFFAIRS

RANK: UNCLASSIFIED MANAGEMENT
(equivalent to salary and rank of dean)

INCUMBENT: DIMITRIOS PACHIS

Under the supervision of the Vice-President for Academic Affairs, the Associate Vice-President performs the following responsibilities:

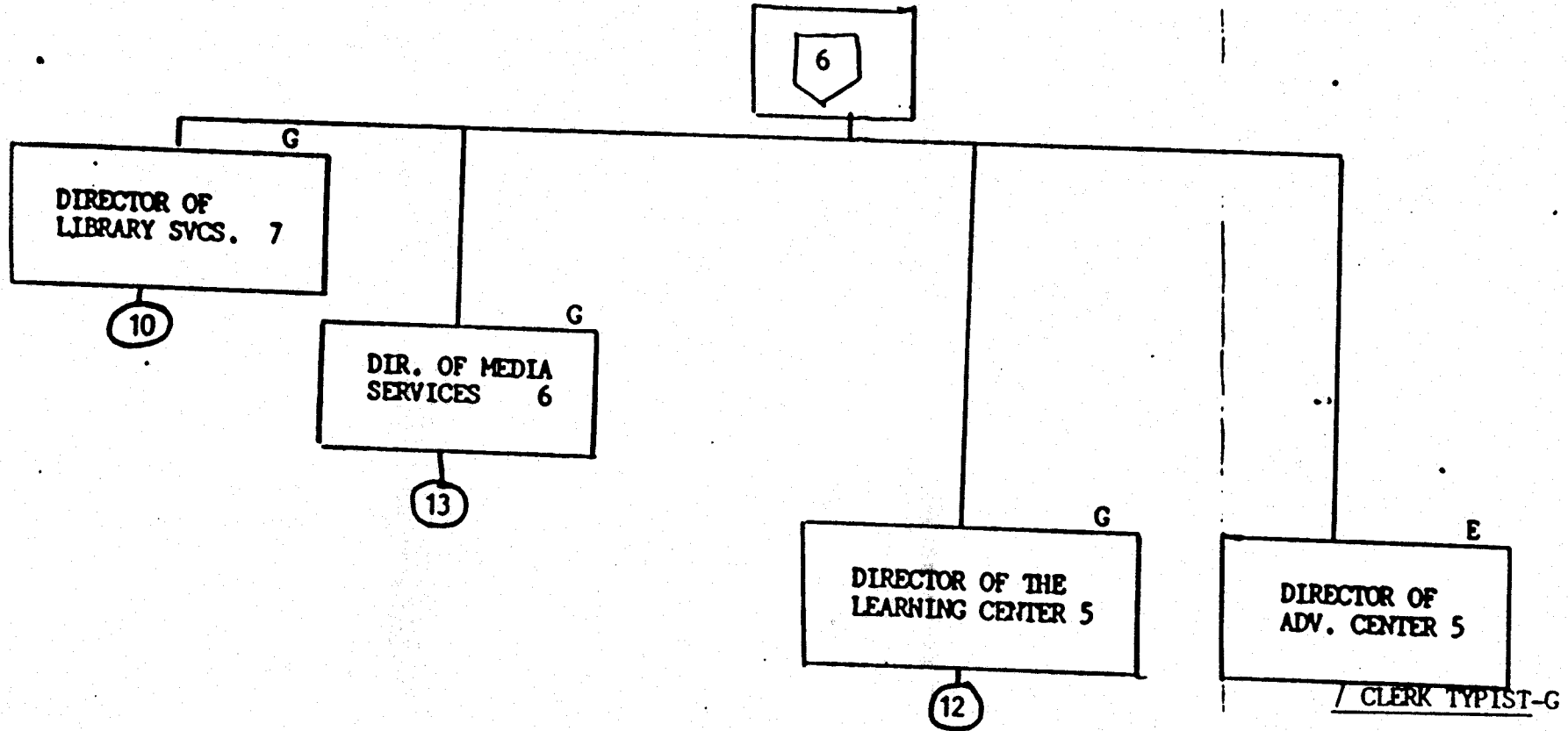
1. Serves in plenary capacity at the request of or in the absence of the Vice-President.
2. Administers and supervises the David T. Chase Free Enterprise Institute.
3. Coordinates the process of allocating and monitoring the budgets of the units within Academic Affairs.
4. Assists the Vice-President as necessary in coordinating and monitoring activities of the office. Supervises operational aspects of following support units:
 - 1) Library
 - 2) Media
 - 3) Learning Center
 - 4) Advising Center
5. Assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.
6. Supervises the Academic Computing Activities of the University including responsibility for short and long range academic computing plans, development and management of the Academic Computing Budget.
7. Assists in developing efforts related to external funding for projects of the office including faculty grant and contract proposals.
8. Organizes and coordinates faculty development activities within the office.
9. Develops appropriate proposals, plans, and recommendations for expanding or changing academic units within the University as necessary.
10. Assists with other duties or projects as assigned.

QUALIFICATIONS:

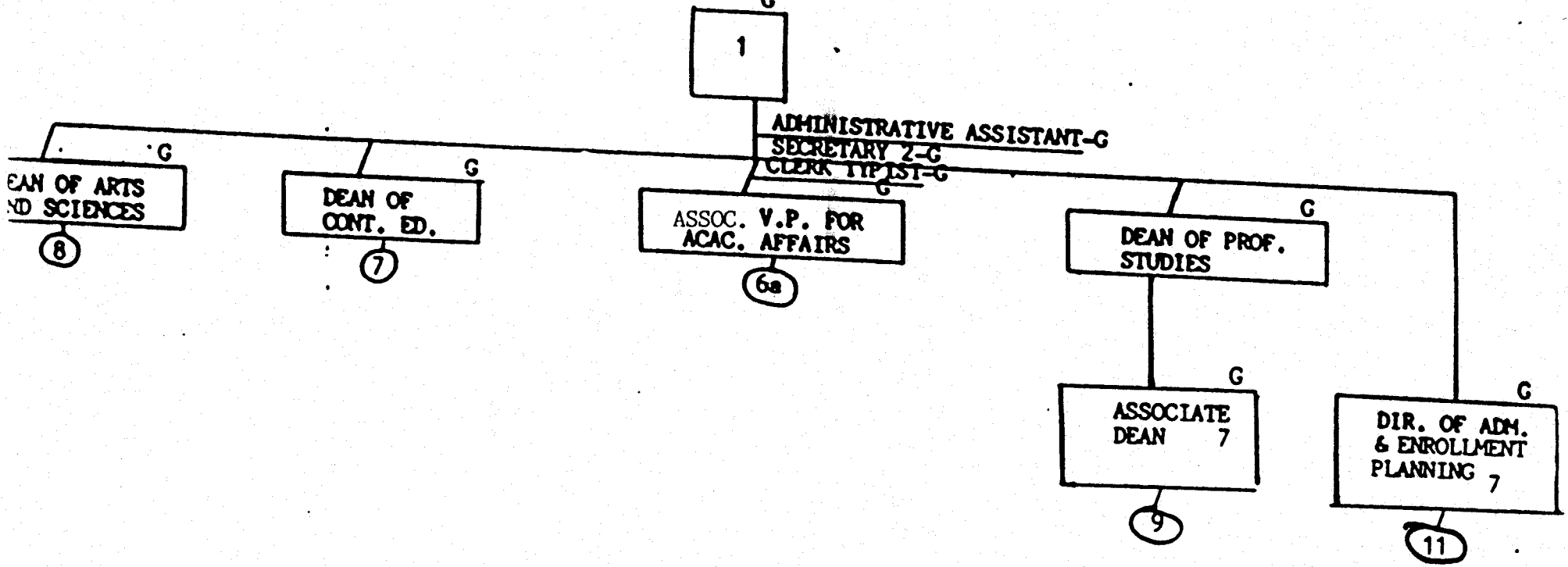
Terminal degree and substantial experience in higher education administration.

8/1/89

ASSOCIATE VICE-PRESIDENT FOR ACADEMIC AFFAIRS



VICE-PRESIDENT FOR ACADEMIC AFFAIRS



EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

TITLE: ASSISTANT VICE-PRESIDENT FOR ACADEMIC AFFAIRS
RANK: UNCLASSIFIED MANAGEMENT (EQUIVALENT TO SALARY AND RANK OF DEAN)
INCUMBENT: RACHEL FOPDYCE
OFFICE: ACADEMIC AFFAIRS
SUPERVISOR: VICE-PRESIDENT FOR ACADEMIC AFFAIRS

Under the supervision of the Vice-President for Academic Affairs, the Assistant Vice-President performs the following responsibilities:

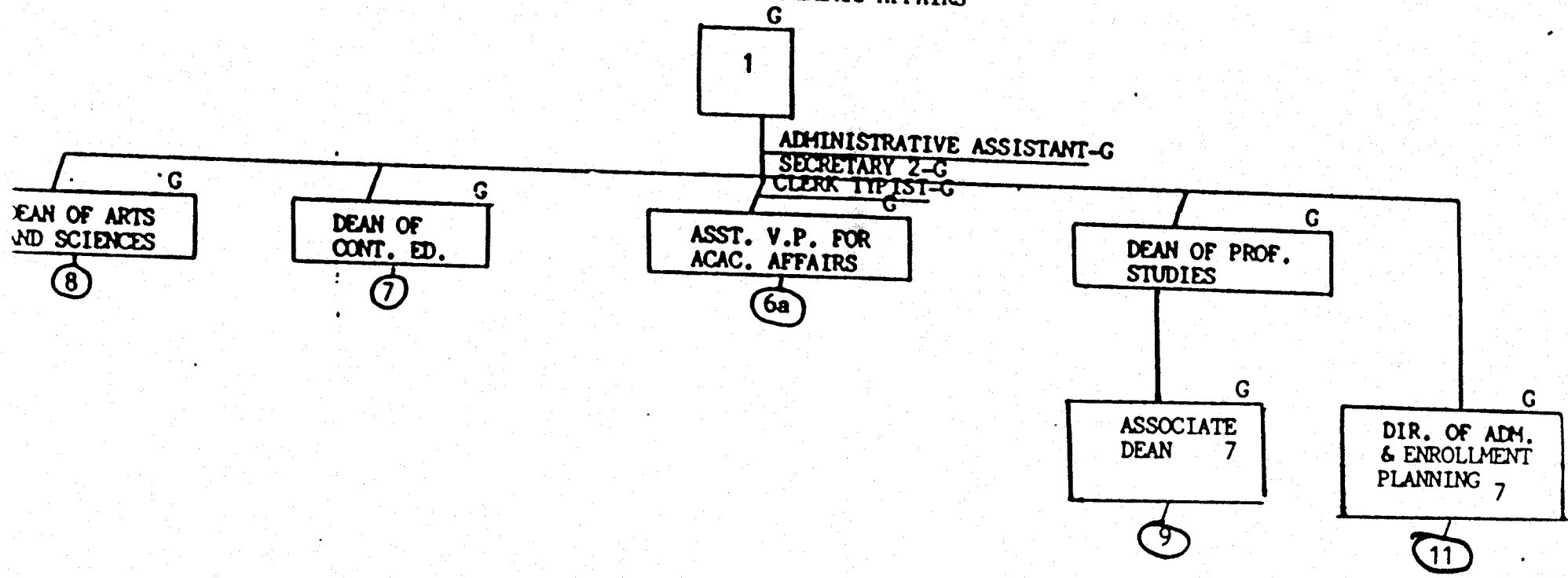
1. Administers and supervises academic support units including, but not limited to, the University Library, the Learning Center, the Academic Advising Center, and the Media Center.
2. Administers and supervises non-departmental academic programs and services including, but not limited to, the Women's Center and the Center for Connecticut Studies.
3. Coordinates the process of allocating and monitoring the Academic Affairs budget.
4. Serves as the Vice-President's designee in coordinating selected aspects of administrative operations within the Office of Academic Affairs and between Academic Affairs and other campus units and committees.
5. Assumes responsibility for affirmative action efforts and adherence to procedures in the recruitment, hiring, and promotion of staff.

QUALIFICATIONS:

Terminal degree and substantial experience in higher education administration.

10/8/86

VICE-PRESIDENT FOR ACADEMIC AFFAIRS



ASSISTANT VICE-PRESIDENT FOR ACADEMIC AFFAIRS

