



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

Office of the President

BR#90-130

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF CAREER PLANNING/ASSOCIATE TO THE DEAN OF STUDENT AFFAIRS/
ADMINISTRATOR VI

to

ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII

at

CENTRAL CONNECTICUT STATE UNIVERSITY

September 7, 1990

RESOLVED, That the position of Director of Career Planning/Associate to the Dean of Student Affairs/Administrator VI be reclassified to Associate Dean of Student Affairs/Administrator VII effective September 7, 1990, in accordance with all provisions and expectations as set forth in the proposal dated July 3, 1990, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President



An Equal
Opportunity
Employer

SU-2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED			
BY:	CSU []	CCSU [X]	SCSU []
	ECSU []		WCSU []

POSITION ACTION: ESTABLISH () RECLASSIFY (X) OTHER () DATE EFFECTIVE 9/7/90

NATURE OF POSITION: PERMANENT [X] FULL-TIME [X] TEMPORARY [] PART-TIME []
 Director of Career Planning Associate Dean of Student Affairs

POSITION Associate to the Dean/ADM VI ADM VII

TITLE: (CURRENT) (CLASS CODE) (PROPOSED) (CLASS CODE) NC

POSITION NUMBER 0312	CURRENT SALARY \$59,362	PROPOSED SALARY \$ 62,542	FUND 0	BARGAINING UNIT <u>AdFac</u>	NC TO
				FROM	

EXPLAIN THE NATURE OF THE PROPOSAL:

To reclassify the current Director to an Administrator VII level in recognition of the increased scope of responsibility assigned as administrative leader for the Student Development Center.

JUSTIFICATION:

The scope of responsibility assigned to this position includes administrative oversight of these divisions under the Student Affairs umbrella. The Administrator VII level titled Associate Dean, allows us to recognize the comparability of the duties assigned to Karen Hansen with those assigned to James Jost and David Ross, Associate Deans in Student Affairs.

3,180
COST OR (SAVINGS)

S. O. Hansen 9/7/90
SIGNED (UNIVERSITY) DATE

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

MISCELLANEOUS COMMENTS:

'88

HANSEN

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: Associate Dean of Student Affairs

ADMINISTRATIVE RANK: Administrator VII

DEPARTMENT: Student Development Center

SUPERVISOR'S TITLE: Dean of Student Affairs

POSITION SUMMARY:

Coordinates activities and programs related Student Affairs academic support service operations and specifically including the Student Development Center and its operating units: Advising Support Services, Career Services and Educational Support Services. Coordinates participation of Center units in other Student Affairs and University activities as appropriate.

POSITION RESPONSIBILITIES:

Oversees the development and coordination of programs and delivery of services by the units within the Student Development Center in accordance with Student Affairs/Student Development philosophy.

Serves as liaison with University departments in planning programs and activities to facilitate the coordination and delivery of Student Development Center services. Coordinates Student Development Center activities and involvement with those of other areas; i.e., orientation and registration of incoming students, as appropriate.

Facilitates cooperative programming and activities between Student Development Center units and other Student Affairs areas.

Organizes and supervises all Student Development Center services, programs, policies and works with the Student Development Center Directors to develop and to staff units within the Center.

Prepares statistical and other research reports on the Student Development Center and related activities.

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 student services, including three years of experience in advising, career services or academic support services in an administrative capacity along with demonstrated supervisory skills required. Doctoral degree and experience in two or more student service areas preferred. These qualifications may be waived for individuals with appropriate alternate experience.

New
Hansen

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Director of Career Planning/Associate to the Dean of Student Affairs

Rank: Administrator VI

Department: Career Development

Supervisor's Title: Dean of Student Affairs

POSITION SUMMARY:

Directs the operations of the Placement and Career Development Center and services for handicapped students and veterans.

POSITION RESPONSIBILITIES:

- Directs placement operations for graduating seniors and graduates.
- Coordinates and directs career counseling activities.
- Collects and provides statistical information on placement of graduates.

Supervises Director of Veterans' Affairs and Counselor for Special Students.

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 five years of experience in student services, including three years in career planning and placement required. Study beyond the Master's degree and extensive experience in career development preferred.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title

Associate Dean of Student Affairs

Campus

Central

Date

7/6/90

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

4/6/90

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY

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

Date

DISPOSITION AT SUOAF LOCAL LEVEL:

() approve proposed rank and salary

() disapprove proposed rank and salary

Comments or Recommendations:

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

8/20/90

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 OF BOARD APPROVAL

DATE OF BOARD DISAPPROVAL

To Union 11/6/90