AUTHORIZING RESOLUTION

concerning

CHANGE IN TITLE AND POSITION

at

WESTERN CONNECTICUT STATE UNIVERSITY

ASSOCIATE DEAN, EDUCATIONAL SERVICES/ADMINISTRATOR VII
to

ASSOCIATE DEAN FOR ACADEMIC AFFAIRS/ADMINISTRATOR VII
(General Fund)

April 6, 1984

RESOLVED, That the position and title Associate Dean, Educational Services/Administrator VII, be changed to Associate Dean for Academic Affairs/Administrator VII at Western Connecticut State University effective July 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated March 15, 1984, which is attached as an addendum to this Resolution.

A Certified True Copy:

_________________________________
James A. Frost
President
UNCLASSIFIED POSITION ALTERATION SUMMARY

Title: Associate Dean for Academic Affairs/Administrator VII

Fund: General

Position Type: Permanent X Part-time ___

Effective Date: July 1, 1984

Cost: N/A - position is currently vacant

Campus: Western CT State University

Proposal: To alter the Associate Dean position from Educational Services to a generalist position in Academic Affairs.

Summary: See attached.

Date: 3/15/84
ALTERATION OF A CURRENT POSITION OR ESTABLISHMENT OF NEW POSITION
IN THE UNCLASSIFIED SERVICE

To: Vice President for Faculty and Staff Affairs
From: Western Connecticut State University President

Concerning: X Existing Position (Vacant/Filled)

1. Proposal:
   To alter the Associate Dean position from Educational Services to a generalist position in Academic Affairs.

2. Proposed Position:
   Title/Rank: Associate Dean for Academic Affairs
   Administrator VII

   12 mo. FT: $29,000.
   10 or 12 mo. Salary Level General Fund (Gen., Ed. Ext., Aux.)
   Full-Part-Time
   Temp. - Perm.
   AFSCME Bargaining Unit

3. Summary of Function (attach required job description)
   See attached

   RECEIVED
   MAR 14 1984

   THE CONNECTICUT STATE UNIVERSITY

4. Rationale for Altering or Establishing Position
   With the retirement of the Associate Dean for Education, several organizational changes have been made within the area of academic affairs. The duties of this position have been revised to better meet the needs of the University.

5. Conditions of Employment if Changed or Different from Norm.
   N/A

For Central Office Use
Consultation with Bargaining Unit: Completed
Approved:
  1. For Submission to PERC
  2. By Committee/Board
Western Connecticut State University

Associate Dean for Academic Affairs/Admin. VII

SUPERVISOR: Vice President for Academic Affairs

SUPERVISION EXERCISED: As assigned by supervisor

POSITION SUMMARY:

Major responsibilities include developing and recommending the allocation of the University's academic budget and personnel, recommending action with respect to educational services and academic enterprises and activities, working closely with the Vice President for all academic projects, working closely with the chief student affairs administrators on matters relevant to the administration of student affairs programs, serves as liaison to other campus officers.

POSITION RESPONSIBILITIES:

- Prepares Academic Affairs budget as well as each unit's budget
- Facilitates University's planning activities
- Assists in management of educational services
- Coordinates routine office functions
- Prepares reports and correspondence as well as comments, policy memorandum drafts, and response drafts for the Vice President for Academic Affairs
- Coordinates a wide variety of activities
- Organizes office records and data
- Assists with special events, committee work and projects
- Coordinates activities of institutional centers
- Provides services to deans as requested
- Represents VPAA on certain committees and with certain agencies
- May assume line responsibilities for one or more areas
- Serves as liaison to Dean of Student Affairs
- Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

EDUCATION AND EXPERIENCE:

Qualifications: broad academic background (earned Ph.D preferred) teaching and administrative experience, background in planning and budgeting, computer skills desirable, strong sense of commitment to job, knowledgeable about higher education.