RESOLUTION

concerning

TITLE CHANGE

ASSOCIATE DEAN FOR FACILITIES OPERATIONS/ADMINISTRATOR VII

to

ASSOCIATE DEAN FOR UNIVERSITY SERVICES/ADMINISTRATOR VII

at

SOUTHERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Associate Dean for Facilities Operations/Administrator VII, at Southern Connecticut State University be retitled Associate Dean for University Services/Administrator VII, consistent with an anticipated reassignment.

A Certified True Copy:

Dallas K. Beal
President
RESOLVED. That the Associate Dean for Facilities Operations, Administrator VII, be retitled Associate Dean for University Services, Administrator VII, consistent with an anticipated reassignment.

RESOLUTION

RESOLVED, That the Associate Dean for Facilities Operations, Administrator VII, be retitled Associate Dean for University Services, Administrator VII, consistent with an anticipated reassignment.

RESOLVED. That the Associate Dean for Facilities Operations, Administrator VII, be retitled Associate Dean for University Services, Administrator VII, consistent with an anticipated reassignment.

RESOLUTION

RESOLVED, That the Associate Dean for Facilities Operations, Administrator VII, be retitled Associate Dean for University Services, Administrator VII, consistent with an anticipated reassignment.

RESOLUTION

RESOLVED, That the Associate Dean for Facilities Operations, Administrator VII, be retitled Associate Dean for University Services, Administrator VII, consistent with an anticipated reassignment.
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Associate Dean for University Services/Adm. VII

Campus: Southern Connecticut State University  Date: January 4, 1988

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: [Date]

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: [Signature]

DATE OF SUOAF CAMPUS REVIEW: [Date]

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDDED 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: [Signature]  Date: [Date]

DISPOSITION AT SUOAF LOCAL LEVEL: (x) approve proposed rank and salary  ( ) disapprove proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA: [Date]

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: 1/13/88

DISPOSITION AT COUNCIL LEVEL: (x) approve submission to PERC  ( ) disapprove submission to PERC

Comments or Recommendations:

DATE CONSIDERED BY PERC: 1/14/88

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:
(x) approved  ( ) disapproved

DATE:

DATE OF BOARD APPROVAL:

DATE OF BOARD DISAPPROVAL:

OVER FOR APPLICABLE POSITION DESCRIPTION
Southern Connecticut State University
Associate Dean for University Services/Administrator VII

SUPERVISOR:

SUPERVISION EXERCISED:

INCUMBENT NAME:

POSITION SUMMARY:

This administrator assists the Dean in all matters delegated and acts on behalf of the Dean where requested. The Associate Dean assists the Dean in the administration and development of services. He/she also works closely with the various administrators, faculty, and student groups to support and encourage effective and comprehensive programs.

POSITION RESPONSIBILITIES:

Assists the Dean in providing leadership, coordination, evaluation, and development of programs.

Assists in policy and procedure development.

Represents the Dean on designated committees.

Serves as advisor where assigned.

Acts as a hearing officer and/or an appeals officer.

Assists with staff development

Supervises special projects and conducts evaluative studies for the Dean.

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:

Six years of experience in university administration equipping the applicant to formulate and implement policy. Knowledge of two or more service areas preferred. Master's degree required; Doctorate preferred. These qualifications may be waived for individuals with appropriate alternate experience.

Administrative Faculty
Immediate Supervisor
Personnel Administration

(Handwritten Signatures)