THE CONNECTICUT STATE UNIVERSITY
P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
ASSOCIATE DEAN OF EXTENSION COLLEGE/ADMINISTRATOR VII
to
ASSOCIATE DIRECTOR OF GRADUATE STUDIES/ADMINISTRATOR IV
at
WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Associate Dean of Extension College/ Administrator VII, at Western Connecticut State University be reclassified to Associate Director of Graduate Studies/ Administrator IV, effective February 5, 1988, in accordance with the attached proposal dated December 18, 1987.

A Certified True Copy:

Dallas K. Beal
President
THE CONNECTICUT STATE UNIVERSITY
P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) EFFECTIVE 2/5/88
POSITION: Admin. VII/Current
TITLE: Assoc. Dean of Extension College 7869
CURRENT (Class Code)
PROPOSED (Class Code)
POSITION NUMBER: 0195
SALARY: 2370
PROPOSED SALARY: 29,700
FUND: Extension
UNIT: AFSCME
BARG AFSCME

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

We are requesting that the position Assoc. Dean of Extension College, currently vacant due to retirement, be reestablished as Associate Director of Graduate Studies.

The Associate Director of Graduate Studies will assist the dean in professional tasks, serve as primary Graduate Admissions Counselor and implement and maintain the admissions program and degree requirements recommended by the Graduate Council, develop and implement marketing strategies for graduate student recruitment, serve as liaison to department chairs and academic deans, coordinate course schedules and bulletins, assist Graduate Program advisors in evaluating transfer credits, and, will perform other duties and responsibilities related to those above. The Associate Director will also perform tasks in the absence of the dean.

The scope of these duties and responsibilities, we feel, merits the classification of an Admin.IV/Associate Director of Graduate Studies.

RESOLUTION

RESOLVED, That the position Admin. VII/Associate Dean of Extension College be reestablished to the position Admin.IV/Associate Director of Graduate Studies at WCSU, effective Feb. 5, 1988, in accordance with all provisions and expectations as set forth in this proposal.

A Certified True Copy
Dallas K. Beal, President, CSU

PERCommittee
BOARD OF TRUSTEES
Position Title: Associate Director of Graduate Studies

Administrative Rank: Administrator IV

POSITION SUMMARY:

Primary administrative managerial assistant to the Dean of Graduate Studies and Extension Services in performing those tasks appropriate to the Division of Graduate Studies.

POSITION RESPONSIBILITIES:

1. Assist the Dean in those tasks for which professional assistance is required.

2. Perform tasks in accordance with the advice and recommendations of the Graduate Council.

3. Assume responsibility for performing tasks, whenever familiar with WCSU policies and procedures, in the absence of the Dean.

4. Serve as primary graduate admission counselor for prospective students, faculty, and staff.

5. Provide advice and support to continuing graduate students as required.

6. Implement and maintain the admissions, program, and degree requirements recommended by the Graduate Council (with administrative approval).

7. Develop and implement marketing strategies and tactics useful in graduate student recruitment; i.e., direct mail campaigns, media ads, college fairs, corporate site visits, letters, etc.

8. Develop and manage open houses, receptions, etc. for prospective graduate students.

9. Maintain liaison with department chairpersons and academic deans in planning the graduate courses, times, days, etc., to be scheduled each semester.

10. Coordinate all course schedules and bulletins with the Office of Continuing Education and the Office of Graphic Art & Design.

11. Supervise revisions of the Graduate Catalog by overseeing production, maintaining communication with department chairpersons, and serving as liaison to the Office of Graphic Art and Design.

12. Obtain, prepare, and disseminate information useful for the Graduate Program advisors.
13. Attend and act as secretary at the Graduate Council meetings.

14. Assist the Graduate Program advisors in evaluating transfer credits, determine transfer cumulative grade point averages, and assist faculty to provide professional academic advising.

15. Perform other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position and which fall within the purview of Graduate Studies.

Job Qualifications ?? Degree requirements ??
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Admin. IV/Associate Director of Graduate Studies

Campus: Western
Date:

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: Andrea D'Agostino
DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE: 1/7/88

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: Ronnie Knuth
DATE OF SUOAF CAMPUS REVIEW: 1/7/88

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: Betty Tipton
DATE: 1/12/88

DISPOSITION AT SUOAF LOCAL LEVEL:
(V) 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: 1/13/88

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

Comments or Recommendations:

DATE:

VICE PRESIDENT FOR PERSONNEL: [Signature]
DATE: 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:
( ) approved
( ) disapproved

DATE:

DATE OF BOARD APPROVAL:

DATE OF BOARD DISAPPROVAL:

OVER FOR APPLICABLE POSITION DESCRIPTION