RESOLUTION
concerning
RECLASSIFICATION OF POSITION

ASSISTANT DIRECTOR OF CONTINUING EDUCATION/ADMINISTRATOR III
to
ASSOCIATE DIRECTOR OF CONTINUING EDUCATION/ADMINISTRATOR IV

at
WESTERN CONNECTICUT STATE UNIVERSITY

FEBRUARY 5, 1988

RESOLVED, That the position, Assistant Director of Continuing Education/Administrator III, at Western Connecticut State University be reclassified to Associate Director of Continuing Education/Administrator IV, effective February 5, 1988, in accordance with the attached proposal dated December 21, 1987.

A Certified True Copy:

Dallas K. Beal
President
## POSITION ACTION REQUEST

**POSITION ACTION:** RECLASSIFY (X) OTHER ( )

**DATE:** EFFECTIVE Feb. 5, 1988

**POSITION:** Admin. III/Asst. Dir. of Continuing Education

**TITLE:** Associate Director of Continuing Education

**CURRENT (Class Code):** 1093

**PROPOSED (Class Code):**

<table>
<thead>
<tr>
<th>POSITION NUMBER</th>
<th>CURRENT SALARY</th>
<th>PROPOSED SALARY</th>
<th>FUND</th>
</tr>
</thead>
<tbody>
<tr>
<td>1093</td>
<td>32,926</td>
<td>35,395.45</td>
<td></td>
</tr>
</tbody>
</table>

**BARG:** AFSCME

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

We are requesting that the position Assistant Director of Continuing Education/Admin. III be reclassified to Associate Director of Continuing Education/Admin. IV, due to increased responsibilities.

Since the recent retirement of the Associate Dean of Continuing Education, the incumbent has been given more responsibilities and duties, and now reports directly to the Dean. New responsibilities include implementing policies and procedures for Evening College and Summer Sessions, interpreting policy for undergraduate continuing education students, cooperating with Registrar in planning and carrying out registration, acting as liaison in evaluating transfer credits, and cooperating with department chairs in planning and scheduling undergraduate courses for Evening College and Summer Session. The scope of these duties and responsibilities, we feel, merits the classification of an Associate Director of Continuing Education.

**RESOLUTION**

RESOLVED,

That the position Admin. III/Assistant Director of Continuing Education be reclassified to Admin. IV/Associate Director of Continuing Education 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

**Approx. Cost:** 2,469.45

Signed (University)

Date 12/15/87

**RESOLVED TO BR#**

**BOARD OF TRUSTEES**
Position Summary:

Under the direction of the Dean of Continuing Education, the Associate Director participates in the planning for the effective and efficient administration of the policies and procedures governing the operation of the Evening College and Summer Sessions programs.

It is the function of the Assoc. Director to:

1. Implement policies and procedures governing Evening College and Summer Session as they pertain to the overall University community.

2. Provide advisement in academic matters and interpret policy for Undergraduate Continuing Education students.

3. Cooperate with the Registrar in planning and carrying out Evening College and Summer Session registration and act as liaison in evaluating courses taken at other colleges and universities for transfer credit.

4. Cooperate with Admissions Director regarding admission to undergraduate degree programs offered through Evening College.

5. Maintain files of special students (non-matriculated) registered in the Evening College program.

6. Cooperate with Department chairs in planning and scheduling undergraduate courses for Evening College and Summer Sessions.

7. Work closely with Director of Data Processing for programming of data for student records, files and also information regarding state, federal and college questionnaires and Data forms.

8. Serve on various college committees as assigned.


10. Perform such other duties as assigned by the Dean of Continuing Education.
SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title: Admin., IV/Associate Director of Continuing Education

Campus: Western

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 Koonig

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 Tift

DATE: 1/12/88

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: 1/21/88

DISPOSITION AT COUNCIL LEVEL:

☑ approve submission to PERC

☐ disapprove submission to PERC

Comments or Recommendations:

With Associate Director of only

VICE PRESIDENT FOR PERSONNEL: David C. Aud

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: 1/21/88

DATE OF BOARD APPROVAL: 1/21/88

DATE OF BOARD DISAPPROVAL: 1/21/88

OVER FOR APPLICABLE POSITION DESCRIPTION