RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DEAN OF ACADEMIC AFFAIRS/Administrator VII

to

ASSOCIATE DEAN OF PROFESSIONAL STUDIES; GRADUATE DIVISION/
ADMINISTRATOR VII

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Associate Dean of Academic Affairs/Administrator VII at Eastern Connecticut State University be reclassified to Associate Dean of Professional Studies; Graduate Division/Administrator VII, effective February 3, 1989, in accordance with all provisions and expectations as set forth in the proposal dated December 8, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:

Dallas K. Beal
President

Doc. 177
### CONNECTICUT STATE UNIVERSITY

#### POSITION ACTION REQUEST FORM

**SUBMITTED**: 12/8/88  
**BY**: CSU [ ], CCSU [ ], SCSU [ ], ECSU [X] WCSU [ ]

**POSITION**: Dean  
**TITLE**: Academic Affairs /Adm. VI 7869  
**POSITION NUMBER**: 0093  
**CURRENT SALARY**: $ (63,742)  
**BARGAINING UNIT**: SUOAF  
**EFFECTIVE DATE**: 2/3/89

#### EXPLAIN THE NATURE OF THE PROPOSAL:

To change the title and responsibilities of the Associate Dean of Academic Affairs (Administrator 7) to Associate Dean of Professional Studies/Graduate Division (Administrator 7).

#### JUSTIFICATION:

This proposal is made to transfer the position from supervision by the Vice-president of Academic Affairs to the Dean of Professional Studies. No change in salary or rank is intended.

**COST OR SAVINGS**: $ 0  
**SIGNED**: (UNIVERSITY)  
**DATE**: 12/7/88

**ATTACH OLD AND NEW STAFFING CHART, (X)**  
**DESCRIPTION, AND**: (X)  
**SUOAF SIGN OFF FORM IF REQUIRED**: (X)

**MISCELLANEOUS COMMENTS**: 7/88
POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN, PROFESSIONAL STUDIES/GRADUATE DIV.

ADMINISTRATIVE RANK: 7

INCUMBENT: SOPHIE JENKINS

Under the supervision of the Dean of the School of Professional Studies/Graduate Division, the Associate Dean is responsible for the following:

1. Manages the master and semester course files and represents the Dean, as appropriate, on the Curriculum Committee.

2. Serves as the liaison with on-campus offices such as Continuing Education, Admissions, and Records in coordinating registration and scheduling activities.

3. Prepares and distributes such related data as final examination schedules and GER information for appropriate use.

4. Facilitates and manages undergraduate and graduate student academic activities; especially graduate school applications, admissions, and graduation. Supervises the Coordinator of Field Experiences for the Deans’s Office.

5. Reviews and prepares catalog materials in cooperation with department chairs for Dean’s approval.

6. Represents the Office of Academic Affairs in the planning and implementation of commencement activities.

7. Serves as a resource person to the Director of the Advisement Center. Serves as the Dean’s designee as an undergraduate academic hearing officer for requests for substitutions or waivers of general education requirements and academic procedures, and dismissal appeals.

8. Prepares reports, agenda, and does research related to Professional Studies/Graduate Division.

7. Serves in the place of the Dean of the School of Professional Studies Graduate Division as needed.

8. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

QUALIFICATIONS

Six years of experience in academic administration or college teaching equipping the candidate to implement academic policy and to facilitate the teaching/learning process at the University level.

These qualifications may be waived for individuals with appropriate alternate experience.

SIGNATURE FOR THE UNIV. DATE 12/2/88

SIGNATURE FOR SUOAF DATE 1/16/89
DEAN OF PROFESSIONAL STUDIES*

G

6

ADMINISTRATIVE SECRETARY - G

SENIOR CLERK - G

COMMUNICATIONS 5 FACULTY - G

ECONOMICS & MANAGEMENT SCIENCE 15 FACULTY - G

EDUCATION 13 FACULTY - G

HPE 13 FACULTY - G

2 SECRETARY 2's - G

2 CLERK TYPISTS - G

G

ASSOCIATE
DEAN 7

*Includes Graduate Studies
EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN - ACADEMIC AFFAIRS

ADMINISTRATIVE RANK: 7

INCUMBENT: SOPHIE JENKINS

Under the supervision of the Vice-President for Academic Affairs, the Associate Dean is responsible for the following:

1. Assists with academic decisions regarding graduate students. Prepares recommendations on admissions applications, plans of study, transfer credit, adviser assignments, and certification of program completion.

2. Serves as liaison between Office of Academic Affairs and graduate students.

3. Represents the Office of Academic Affairs in the planning and implementation of commencement activities.

4. Serves as resource person to the advisement center in consultation with the Assistant Vice-President for Academic Affairs. Serves as hearing officer for requests for substitutions or waivers of general graduation requirements and academic procedures.

5. Serves as Academic Affairs liaison on publications in consultation with the Office of Development, The Assistant Vice-President for Academic Affairs, the Academic Deans, and the Director of Admissions and Records.

6. Facilitates communications between the Office of Academic Affairs and other University units. Assists the Vice-President in preparation of meeting agendas, staff consultation, and routine correspondence.

7. Performs other duties and responsibilities related to those enumerated above which do not alter the basis level of responsibility of the position.

QUALIFICATIONS

Six years of experience in academic administration or college teaching equipping the candidate to implement academic policy and to facilitate the teaching/learning process at the University level.

These qualifications may be waived for individuals with appropriate alternate experience.

For the University Date For SUOAF Date

8/88
**FORM AND PROCEDURES**

**Position Title:** Associate Dean of Professional Studies/Graduate Division  
**Campus:** Eastern Connecticut State University  
**Date:** December 6, 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**

**DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE**

**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**

**DISPOSITION AT SUOAF LOCAL LEVEL:**

( ) 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**

**DISPOSITION AT COUNCIL LEVEL:**

( ) approve submission to PERC  
( ) disapprove submission to PERC  
Comments or Recommendations:

**DATE CONSIDERED BY DPA'S COUNCIL**

**DISPOSITION AT PERC LEVEL:**

( ) approved  
( ) disapproved  

**DATE**

**DATE OF BOARD APPROVAL**

**DATE OF BOARD DISAPPROVAL**

"Over for Applicable Position Description"