RESOLUTION

concerning

REVISION OF JOB DESCRIPTION

for

ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII

at

EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the job description for the position of Associate Dean of Student Affairs/Administrator VII at Eastern Connecticut State University be revised in keeping with changes in the University's organization, 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. 181
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 12/8/88
BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [x] WCSU [ ]

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 2/3/89

NATURE OF THE POSITION: PERMANENT [x] FULL-TIME [x] TEMPORARY [ ] PART-TIME [ ]

POSITION ACTION: ESTABLISH ( ) RECLASSIFY ( ) OTHER ( ) DATE EFFECTIVE 2/3/89

POSITION: Associate Dean of Adm. VII
TITLE: Student Affairs 7869
CURRENT CLASS CODE: 2458.13
PROPOSED CLASS CODE: 2458.13
POSITION NUMBER: 0073
CURRENT SALARY: $ (64,157)
PROPOSED SALARY: $ (64,157)
BARGAINING UNIT: Gen
FUND: Smm

EXPLAIN THE NATURE OF THE PROPOSAL:
To alter the duties of the position, Associate Dean of Student Affairs, in keeping with changes in the University's organization.

JUSTIFICATION:
This proposal is intended to assign certain line responsibilities to the position while eliminating certain academic administration duties now assigned to the Office of Academic Affairs.

COST OR SAVINGS

$ 0

SIGNED (UNIVERSITY) 12/17/89
DATE

ATTACH OLD AND NEW STAFFING CHART, (x)
JOB DESCRIPTION, AND (x)
SUOAF SIGN OFF FORM IF REQUIRED (x)

MISCELLANEOUS COMMENTS:
7/88
Position Title: Associate Dean of Student Affairs

Administrative Rank: 7

Incumbent: Betty Tipton

Under the general supervision of the Dean of Student Affairs the Associate Dean is responsible for the following:

1. Serves as an Associate to the Dean in:
   a. formulation and implementation of policy
   b. selection, development, supervision and evaluation of staff members
   c. administration of student services
   d. coordination of campus judicial system
   e. representing the Office of Student Affairs on a variety of campus and four State University committees

2. Acts for the Dean when he/she is unavailable.

3. Supervises the Office of Career Development and Placement including the cooperative education program.

4. Supervises the Health Services Office and all health services programs.

5. Represents the Office of Student Affairs and the University by attending workshops and meetings on or off campus as needed.

6. Counsels students on personal, social and academic matters.

7. Prepares reports 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 student affairs equipping the applicant to formulate and implement student affairs policy and to supervise staff. Knowledge of two or more student services areas preferred. Master’s Degree required; Doctorate preferred.

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

For the University: [Signature] 2/12/88

For SUOAF: [Signature] 11/1/87
Position Title: Associate Dean of Student Affairs

Campus: Eastern Connecticut State University

Date: 12/8/88

LEVEL 1, Day 0: Campus DPA creates and presents package to Chapter level SDOAF/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: 12/7/88

DATE PRESENTED TO CAMPUS SDOAF REPRESENTATIVE: [Signature] Date: 1/11/88

SDOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: [Signature] Date: 1/17/88

DATE OF SDOAF CAMPUS REVIEW: [Signature]

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARD TO THE LOCAL UNION BY THE CAMPUS DPA.

LEVEL 2. Not to exceed 10 working days after receipt: Statewide SDOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SDOAF shall return all materials to the initiating University DPA or his designee.

SDOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE: [Signature] Date: 1/17/88

DISPOSITION AT SDOAF LOCAL LEVEL:

( ) approve proposed rank and salary

Comments or Recommendations:

DATE RETURNED TO LOCAL DPA: 1/17/89

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 SDOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 2. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA's COUNCIL: 1/15/88

DISPOSITION AT COUNCIL LEVEL:

( ) approve submission to PERC

( ) disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL: [Signature] Date: 1/18/89

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 SDOAF/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.