RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE DEAN OF CONTINUING EDUCATION/ADMINISTRATOR II
to
ASSISTANT TO THE DEAN OF CONTINUING EDUCATION/ADMINISTRATOR III

at

EASTERN CONNECTICUT STATE UNIVERSITY

September 8, 1989

RESOLVED, That the position of Assistant to the Dean of Continuing
Education/Administrator II be reclassified to Assistant to
the Dean of Continuing Education/Administrator III, effective
September 8, 1989, in accordance with all provisions and
expectations as set forth in the proposal dated August 1,
1989, which is attached as an addendum to this resolution.

A Certified True Copy:

[Signature]
Dallas K. Beal
President
CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED 8/1/89
BY: CSU [ ]
CCSU [ ] SCSU [ ]
ECSU [X] WCSU [ ]

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( )
DATE EFFECTIVE 9/8/89

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

POSITION TITLE: Assistant to the Dean of Continuing Education/Ad. 2 37917
CURRENT CLASS CODE 1096.28 PROPOSED 1172.87
BARGAINING NUMBER 8085 SALARY $28,612.00 SALARY $30,612.00

EXPLAIN THE NATURE OF THE PROPOSAL: To upgrade the position, Assistant to the Dean of Continuing Education, from Administrator 2 to Administrator 3.

JUSTIFICATION: This position, pegged as an Administrator 3 in the SUOAF rank structure, was originally filled as a 2 to provide training to the original incumbent. As time has gone by, the incumbent has demonstrated an ability to assume greater degrees of responsibility and is ready to be pegged at the target class of the position.

$ 2000.00
COST OR SAVINGS

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

MISCELLANEOUS COMMENTS:
7/88
POSITION TITLE: Assistant to the Dean of the School of Continuing Education

ADMINISTRATIVE RANK: II

Under the supervision of the Dean or Associate Dean of Continuing Education, the Assistant to the Dean performs the following functions.

1. Provide administrative support at the U.S. Navy Submarine Base (New London) for the Television Afloat Program for Education (TAPE) and on-site business courses on weekends and other times as scheduled.

2. Assist the Dean in promoting ECSU programs at the U.S. Navy Submarine Base.

3. Provide academic advisement and maintain regular office hours at the U.S. Navy Submarine Base.

4. Schedule TAPE offerings with submarine crews, registration, tuition payment, exams and book ordering for courses.

5. Forward information about tuition payments and registration to appropriate University offices.

6. Provide support services for ECSU weekend courses.

7. Represents the office and University by attending workshops and meetings on and off campus 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

Bachelors Degree required. Minimum two years experience demonstrating ability to relate effectively to tradition and non-traditional students, to university faculty and staff, and to representatives of business and community agencies.

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

9/10/85

Signature for SUOAP-AFSCME Date Signature for the Univ Date
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT TO THE DEAN OF CONTINUING EDUCATION

ADMINISTRATIVE RANK: 3

INCUMBENT: ALMA STOCKLIN

Under the supervision of the Dean or Associate Dean of the School of Continuing Education, the Assistant to the Dean performs the following functions:

1. Provide administrative support at the U.S. Navy Submarine Base (New London) for the Television Afloat Program for Education (TAPE) and on-site business courses on weekends and other times as scheduled.

2. Develop and implement all advertising, promotion and public relations activities for the Submarine Base and the Groton off-campus sites.

3. Provide academic advisement and maintain regular office hours at the U.S. Navy Submarine Base.

4. Develop schedule of course offerings for each academic session for the Submarine Base and the Groton sites based upon assessment of student needs, previous offerings and enrollment history.

5. Responsible for the administration of off-campus courses at the Submarine Base and in Groton including space negotiation, faculty support, notification of cancelled classes and resolution of student/faculty problems.


7. Forward information about tuition payments and registration to appropriate University offices.

8. Collect, organize and interpret data about class enrollments, student interest and curriculum needs.

9. Provide support services for Submarine Base courses evenings and weekends.

10. Represents the School of Continuing Education and University by attending workshops and meetings on and off campus as needed.

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

Bachelor's Degree required. Minimum two years experience demonstrating ability to organize and implement academic programs, relate effectively to traditional and non-traditional students, to university faculty and staff, and to representatives of business and community agencies. Experience with military procedures would be an advantage.

Individuals with appropriate alternate experience will be considered.

For the University Date For SUQAF Date

8/1/89
Assistant to the Dean of Continuing Education

Campus: Eastern Connecticut State University  Date: August 1, 1989

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 FORWARD 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:

VICE PRESIDENT FOR PERSONNEL

DATE 8/89

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 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