RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII

to

ASSISTANT DEAN OF STUDENT AFFAIRS/ADMINISTRATOR IV

at

CENTRAL CONNECTICUT STATE UNIVERSITY

MARCH 6, 1987

RESOLVED, That the position of Associate Dean of Student Affairs/Administrator VII, at Central Connecticut State University, be reclassified as Assistant Dean of Student Affairs/Administrator IV, effective July 1, 1987, in accordance with all provisions and expectations as set forth in the proposal attached as an addendum to this Resolution.

A Certified True Copy:

Dallas K. Beal
President
RESOLUTION

RESOLVED,

That the position of Associate Dean of Student Affairs/Administrator VII, at Central Connecticut State University be reclassified as Assistant Dean of Student Affairs/Administrator IV.

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

This position was red circled in 1981 for reduction when the present incumbent left it. She will do so effective July 1, 1987. The new job description is the one the University wishes to use hereafter.
SUOAF/AFSCME POSITION ACTION REQUEST
FORM AND PROCEDURES

Position Title: Assistant Dean of Student Affairs/ADM

Campus: Central

Date: 1-13-87

LEVEL 1, Day 0 Campus DPA creates and presents package to Chapter level SUOAF/AFSCME desigee 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: 1-13-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY: Sue M. Lynch

DATE OF SUOAF CAMPUS REVIEW: 1/29/87

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 desigee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE: Betty Johnson

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

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
CENTRAL CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

POSITION TITLE: ASSISTANT DEAN OF STUDENT AFFAIRS
ADMINISTRATIVE RANK: ADMINISTRATOR IV
DEPARTMENT: STUDENT AFFAIRS
SUPERVISOR(S) POSITION/TITLE: DEAN OF STUDENT AFFAIRS

POSITION SUMMARY:
Supports the Student Affairs Division and the mission of the University through assigned administrative, programming and supervision responsibilities.

POSITION RESPONSIBILITIES:
To coordinate and supervise programs and services for commuter students.
To assist in the delivery of services from the Office of the Dean of Student Affairs.
To assist in the development and implementation of University Orientation programs.
To produce the Student Handbook and coordinate all Student Affairs publications.
To provide assistance in the University judicial system.
Other duties as assigned by the Dean of Student Affairs which do not alter the basic level of responsibility of the position.

QUALIFICATIONS:
Master's degree and 4 years experience in student service areas in an institution of higher education.

1/28/87
Central Connecticut State University

Associate Dean of Student Affairs/Development and Student Services/Administrator VII

Supervisor: Executive Dean of Development and Student Affairs.

Supervision Exercised:

Incumbent Name: Marie E. White

Position Summary:

The Associate Dean supports the office of the Executive Dean of Development and Student Services and the mission of the university through the assistance to and supervision of individual departments in Student Affairs, and through counseling and advisement of individual students.

Position Responsibilities:

- Supports the Office of Development and Student Services as specifically assigned with administrative duties.

- Supervises programs and departments as assigned in the area of Student Services/Student Affairs.

- Provides counseling, such as career counseling, Veterans' counseling, personal counseling and works with parents.

- Plans and implements university orientation for incoming students.

- Co-ordinates summer registration with academic deans.

- Represents Student Affairs on university committees.

- Meets with committees of Board of Trustees and other State agencies.

- Performs designated duties which include admissions' counseling, visits to high schools and Community Colleges, exit interviews and university withdrawals, course withdrawals, academic advising.

- Acts as outreach person with community activities, committees and boards.

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

Education and Experience:

Master's degree and six years of experience in student affairs equipping the applicant to formulate and implement student affairs policy and to supervise staff required. Doctorate and knowledge of two or more student services areas preferred. These qualifications may be waived for individuals with appropriate alternate experience.