



STATE OF CONNECTICUT

BOARD OF TRUSTEES

FOR THE STATE COLLEGES

P. O. BOX 2008 NEW BRITAIN, CONNECTICUT 06050

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AUTHORIZING RESOLUTION

concerning

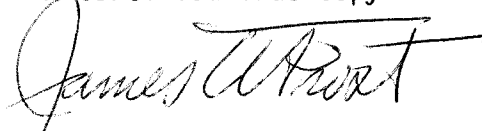
Alteration of Administrative Rank
at
Southern Connecticut State College

Director of Student Teaching/Administrator III

January 9, 1981

- WHEREAS, Some months ago a grievance was filed pertaining to the proper administrative rank of the position Director of Student Teaching, and
- WHEREAS, Processing of this grievance was delayed by mutual agreement due to the continuing negotiation of a new administrative ranking structure, and
- WHEREAS, With the negotiation of the administrative ranks substantially complete, the grievance has been addressed by both parties, now therefore, be it
- RESOLVED, That the position Director of Student Teaching be altered to the rank of Administrator III at Southern Connecticut State College effective August 26, 1980, in accordance with all the provisions and expectations as set forth in the proposal dated December 30, 1980, which is attached as an addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Director of Student Teaching/Admin. IIIFund: GeneralPosition Type: Permanent X Part-time Effective Date: 8/26/80Cost: \$22,515 to \$23,640 or \$1,125 annual increaseCampus: Southern CT State College

Proposal: To reevaluate the existing position Director of Student Teaching/Admin. II to Director of Student Teaching/Admin. III effective 8/26/80 with a 5% increase in salary.

Summary:

Some months ago a grievance was filed regarding the proper rank of the position Director of Student Teaching/Admin. II. After extensive discussion regarding this position, it was agreed that the duties assigned are more reflective of an Administrator III than an Administrator II.

In settlement of the grievance it is therefore proposed that the administrative rank be altered to Administrator III with a 5% increase in salary.

Date: December 30, 1980

AFSCME LOCAL 2836
State College Organization of Administrative Faculty

OFFICIAL GRIEVANCE FORM
GRIEVANCE OF: Donald Knauf - SCSC

Answer At Step 4 (Executive Officer for Fac. or Staff Aff. or Designee)

After a discussion of the facts related to this grievance, it is determined that the central issue is the proper classification of the position. It is agreed that the position be upgraded to Administrator III, and the salary be adjusted to include a 5% increase effective August 26, 1980.

(Signature of Respondent)	<u>December 2, 1980</u> (Date of Meeting)	<u>December 15, 1980</u> (Date of Response)
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Settlement of grievance is accepted _____

Grievance will be taken to arbitration _____

(Signature of Employee)

(Signature of Union Representative)

Additional Space For Responses (Indicate Applicable Step)

Knauf, Donald

PROPOSED AFSCME CONTRACT 1975-
APPENDIX A

AFSCME LOCAL 2836
State College Organization of Administrative Faculty
OFFICIAL GRIEVANCE FORM

Name of Employee College
(for identification of a class of employees)
Donald Knauf
Official Title/Rank
Admin. II- Director of Student Teaching.

Statement of Grievance (list applicable violation)

Mr. Knauf has served as Director of Student Teaching since the retirement of former director Mr. Semmler. In accordance with AFSCME contract Art. XV he has been working out of rank since that time, and thus is entitled to compensation as stated per contract.

(see last page for additional space)

Specific Remedy Requested

Upgrade to Director rank with negotiated salary and compensation as stated by contract.

(see last page for additional space)

I authorize the AFSCME Local 2836 as my representative to act for me in the disposition of this grievance.

(Signature of Employee)

Philip B...
(Signature of Union Representative)

Date Filed At Step 1 8/1/80

Answer At Step 1 (Supervisor)

(see last page for additional space)

(Signature of Respondent)

(Date of Meeting)

(Date of Response)

Statement of grievance is accepted

Grievance will be taken to next step

Admin III # 23,640 Retn \$ 400 8/26/80

AFJME LOCAL 2836
State College Organization of Administrative Faculty
OFFICIAL GRIEVANCE FORM

Answer At Step 2 (Dean or Vice President)

(see last page for additional space)

(Signature of Respondent)

(Date of Meeting)

(Date of Response)

Settlement of grievance is accepted -----

Grievance will be taken to next step -----

(Signature of Employee)

(Signature of Union Representative)

Date Filed For Third Step

Answer At Step 3 (President or Designee)

(see last page for additional space)

(Signature of Respondent)

(Date of Meeting)

(Date of Response)

Settlement of grievance is accepted -----

Grievance will be taken to next step -----

(Signature of Employee)

(Signature of Union Representative)

Date Filed For Fourth Step

NAME

SOUTHERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE: Director of Student Teaching

ADMINISTRATIVE RANK: Admin. III

POSITION SUMMARY:

The duties of the Director of Student Teaching are primarily the placement of student teachers, coordination of student teaching program with State's secondary school personnel, and coordination of supervision and evaluation of student teachers by College faculty members from all departments.

POSITION RESPONSIBILITIES:

1. Organization and administration of Student Teaching Program.
2. Recruiting of and placement of students in school systems and agencies.
3. Coordinating the supervision of student teaching
4. Administering special programs in the area of Professional Studies.
5. Determine supervisory loads.
6. Prepare and disseminate student teaching policy and information.
7. Deal with special problems arising in placement and supervision.
8. Interview graduate students for all departments.
9. Continuous contact with all departments with regard to coordination of student teaching program.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of the responsibilities of the position.

ADMINISTRATIVE FACULTY

David J. Knaut

IMMEDIATE SUPERVISOR

Larson (Signature)

DEAN OF PERSONNEL ADMINISTRATOR

Larson (Signature)
Raymond (Signature)