



STATE OF CONNECTICUT
BOARD OF TRUSTEES
FOR THE STATE COLLEGES

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See 81-159
See 82-101

AUTHORIZING RESOLUTION

concerning

Alteration in Duties and Title

Dean of Graduate Studies

to

Dean of the School of Graduate Studies and Continuing Education

at

Southern Connecticut State College

July 23, 1982

RESOLVED, That the duties and title for the position, Dean of Graduate Studies, at Southern Connecticut State College be altered to Dean of the School of Graduate Studies and Continuing Education effective July 23, 1982, in accordance with all provisions and expectations as set forth in the proposal dated July 7, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
Executive Director

UNCLASSIFIED POSITION ALTERATION SUMMARYTitle: Dean, School of Graduate Studies and Continuing EducationFund: GeneralPosition Type: Permanent X Part-time Effective Date: July 23, 1982Cost: Approximate savings of \$340 per annum over current
cost of Graduate Dean.Campus: Southern CT State College

Proposal: To Alter the title and duties of the Dean of Graduate Studies to the new duties and title of Dean of the School of Graduate Studies and Continuing Education.

Summary:

Change of title conforms with BR81-159 creating School of Graduate Studies and Continuing Education.

Date: July 7, 1982

Position description:

DEAN OF SCHOOL OF GRADUATE STUDIES/CONTINUING EDUCATION

The dean of the School of Graduate Studies/Continuing Education is responsible for administering the graduate program of the College. He/she provides leadership for the revision and development of program courses and curricula, helps to recruit faculty, admits and counsels graduate students, checks records, evaluates and maintains standards of scholarship and works closely with department chairpersons and appropriate deans to maintain high standards of graduate education. The dean also chairs the graduate council. The dean of graduate studies/continuing education is directly responsible to the vice president for academic affairs and coordinates with the deans the course and program offerings in the extension division. Specifically, he/she prepares schedules for evening division and summer sessions, prepares copy for semester bulletins, plans and supervises evening and summer school registration, and interviews and provides orientation for part-time instructional staff.