



# 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

Conversion of Present Position

Secretarial (Classified)

To

Associate Dean, School of Business/Administrator VII  
(Unclassified)

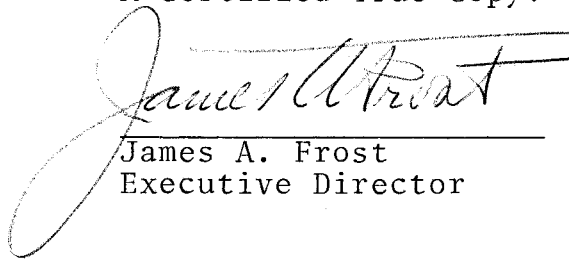
At

Central Connecticut State College

December 3, 1982

RESOLVED, That the classified secretarial position at Central Connecticut State College be converted to an unclassified position, Associate Dean, School of Business/Administrator VII, effective January 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated November 8, 1982, which is attached as an addendum to this Resolution.

A Certified True Copy:

  
James A. Frost  
Executive Director

CENTRAL CONNECTICUT STATE COLLEGE

Unclassified Position Alteration Summary

TITLE: Associate Dean, School of Business - Administrator VII

FUND: General

POSITION TYPE: Permanent X Temporary           

Full-time X Part-time           

EFFECTIVE DATE 1/1/83 Bargaining Unit Admin. Faculty

COST: \$13,800

PROPOSAL:

To convert a vacant secretarial position into the position of Associate Dean of the School of Business. Hiring range \$27,000 - \$35,000.

JUSTIFICATION:

Currently the Dean of the School of Business, which has the most majors in the entire institution is assisted by a 1/2 released time plus 6 hours summer, full professor serving as Assistant Dean. This arrangement is inadequate. A full time 12-month Associate Dean is needed to handle the internal management workload. When this position is filled, the Assistant Dean will be returned to full-time teaching.

Date: November 8, 1982

Prepared By Michael K. Becker

Approved By [Signature]

POSITION DESCRIPTION

Position Title: Associate Dean, School of Business

Administrative Rank: Administrator VII

Department: School of Business

Supervisor(s) Position/Title Dean, School of Business

POSITION SUMMARY:

The Associate Dean will have responsibilities for scheduling, budgeting, registration, and advisement for students in the School of Business. The Associate Dean functions as the Dean's designee in the Dean's absence and will work within a full range of activities in the School.

POSITION RESPONSIBILITIES:

The Associate Dean is accountable to the Dean of Business and is the Dean's designee in all matters concerning the School of Business.

The Associate Dean is the Dean's chief staff officer for allocation and recommendation of all academic positions.

The Associate Dean has special year-round responsibility for scheduling courses offered by all the departments of the school for day, evening, and summer classes, and for the advisement that precedes each registration period. In addition, he/she will manage special programs.

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

QUALIFICATIONS:

Master's degree required; Doctorate preferred. Significant experience in administration or college teaching equipping the applicant to implement academic policy.

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