



THE CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7700

AUTHORIZING RESOLUTION

concerning

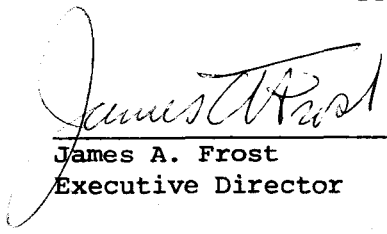
Reclassification of Position
at
Eastern Connecticut State University

Assistant Dean of Continuing Education/Administrator IV
to
Associate Dean of Continuing Education/Administrator VII

May 6, 1983

RESOLVED, That the position, Assistant Dean of Continuing Education/
Administrator IV, at Eastern Connecticut State University
be reclassified to Associate Dean of Continuing Education/
Administrator VII, effective May 6, 1983, in accordance
with all provisions and expectations as set forth in the
proposal dated April 15, 1983, which is attached as an
addendum to this Resolution.

A Certified True Copy:


James A. Frost
Executive Director

EASTERN CONNECTICUT STATE COLLEGE
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Associate Dean of Continuing Education (Admin. 7)

FUND: General

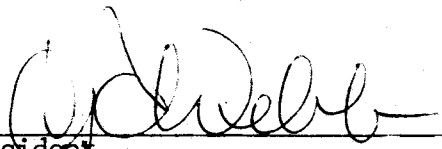
POSITION TYPE: PERMANENT X TEMPORARY
FULL-TIME X PART-TIME

EFFECTIVE DATE: 5/6/83 BARGAINING UNIT SCOAF

COST: \$3500.00

PROPOSAL: To reclassify the Acting Dean of Continuing Education to Associate Dean of Continuing Education upon the return of the Dean of Continuing Education from leave without pay.

SUMMARY: The reclassification is desired to reflect the diversity and growth of the Continuing Education area both in on and off campus programs as well as the increased responsibility of the Acting Dean. Job description attached.



President

DATE: 4/15/83

BY: 

Dean of Personnel Administration

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE Associate Dean of Continuing Education

ADMINISTRATIVE RANK 7

Under the general supervision of the Dean of Continuing Education, the Associate Dean performs the following functions:

1. Serves as an Associate to the Dean in:
 - a. providing creative and energetic assistance in managing continuing education programs including evening, intersession, and summer sessions and off-campus programs.
 - b. developing and administering continuing education academic programs
 - c. planning and implementing non-credit programs including courses, workshops and seminars
 - d. providing assistance in faculty recruitment and teaching assignment activities
 - e. developing and writing proposals for grants and other funding sources.
2. Plans continuing education publicity programs and schedules.
3. Advises non-traditional students as required.
4. Plans and implements evening student services.
5. Develops procedures for collecting, analyzing, and disseminating data.
6. Conducts program evaluations and needs assessments.
7. Assumes responsibility of the dean in his/her absence.
8. Recommends policies and procedures to keep pace with changing developments in the field.
9. Serves on committees and other groups as required.
10. Attends professional meetings as required.
11. Assists in the development and administration of the continuing education budget as required.
12. Supervises continuing education personnel as required.
13. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Six years of experience in academic administration or college teaching equipping the candidate to implement academic policy. A Master's Degree required; Doctorate preferred.

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

Michael R. J. 4/18/83
Signature for the Univ. Date

Oliver R. Hayes 4/18/83
Signature for SCOAF Date

EASTERN CONNECTICUT STATE COLLEGE

POSITION DESCRIPTION

POSITION TITLE ASSISTANT DEAN OF CONTINUING EDUCATION

ADMINISTRATIVE RANK IV

Under the supervision of the Dean of Continuing Education, the Assistant performs the following functions:

1. Assists the Dean in providing creative and energetic assistance in managing the continuing education programs including the evening and summer sessions and off-campus programs.
2. Plans evening and summer sessions schedules and brochures.
3. Advises adult students.
4. Plans and implements evening student services.
5. Assists in the development and administration of off-campus classes.
6. Develops procedures for collecting, analyzing and disseminating data.
7. Conducts program evaluations and needs assessments.
8. Participates in the planning and implementation of non-credit courses and workshops and seminars.
9. Assists in the development of faculty recruitment and teaching assignments.
10. Performs other duties and responsibilities related to those enumerated above which do not alter the basic level of responsibility of the position.

Qualifications

Four years of experience in college programs demonstrating ability to relate effectively to students and staff. A Master's Degree is required.

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

Signature for the College Date

Signature for AFSCME Date

Signature of Supervisor Date

Signature of Incumbent Date

emb
7/23/81