

THE CONNECTICUT STATE UNIVERSITY

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

AUTHORIZING RESOLUTION

concerning

CHANGE IN DUTIES AND TITLE

at

EASTERN CONNECTICUT STATE UNIVERSITY

ASSOCIATE DEAN OF PROFESSIONAL STUDIES/ADMINISTRATOR VII

to

ASSOCIATE DEAN-ACADEMIC AFFAIRS/ADMINISTRATOR VII

September 1, 1983

RESOLVED, That the duties and title for the position, Associate Dean of Professional Studies/ Administrator VII, at Eastern Connecticut State University be changed to Associate Dean-Academic Affairs/Administrator VII, effective September 1, 1983, in accordance with all provisions and expectations as set forth in the proposal dated August 11, 1983, which is attached as an addendum to this Resolution.

A Certified True Copy:

James A. Frost
James A. Frost
Executive Director

Central Connecticut State University • New Britain
Eastern Connecticut State University • Willimantic

Southern Connecticut State University • New Haven
Western Connecticut State University • Danbury

EASTERN CONNECTICUT STATE UNIVERSITY
UNCLASSIFIED POSITION ALTERATION SUMMARY

TITLE: Associate Dean - Academic Affairs/Administrator 7

FUND: General

POSITION TYPE: PERMANENT XX TEMPORARY _____
FULL-TIME XX PART-TIME _____

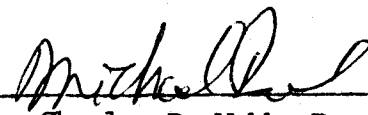
EFFECTIVE DATE: 9/1/83 BARGAINING UNIT SCOAF

COST: 0

PROPOSAL: To change some duties of the incumbent and title from Associate Dean of Professional Studies to Associate Dean-Academic Affairs.

SUMMARY: See attached job description. No salary adjustment

DATE: 8/11/83

BY: 
For Charles R. Webb, President

MP/emb

EASTERN CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN - ACADEMIC AFFAIRS

ADMINISTRATIVE RANK: VII


The Associate Dean under the general supervision of the Vice-President for Academic Affairs is responsible for the following:

1. Serves as the University's agent of record for Teacher Certification and University certification officer for Connecticut State Department liaison.
2. Confirms certification for all undergraduate, post baccalaureate, and graduate students recommended by the Education Department and the University for provisional certification, and for standard certification when assigned. Forwards all appropriate recommendations and materials to the Office of Admissions and Records, and to the Graduate Office as appropriate. Counsels and advises students for certification in Education presently being advised, but not to add any new advisers as of September 1, 1983.
3. Assists the Vice-President for Academic Affairs or the Academic Deans as directed with special projects requiring institutional research and input to the overall University planning effort from areas of Academic Affairs except in such areas as have been assigned to other academic personnel.
4. To serve as Academic Affairs liaison on publications, in consultation with the Office of Development, the academic deans, and the Director of Admissions and Records.
5. Makes recommendations and conducts programs related to human resources development in the Academic Affairs area.
6. Facilitates communications between the Office of Academic Affairs and other University units. Assists the Vice-President in preparation of meeting agendas, staff consultation, and routine correspondence.
7. 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 applicant to implement academic policy and to facilitate the teaching/learning process at the University level.

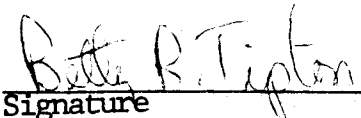
These qualifications may be waived for individuals with appropriate alternate experience)



Signature
for the University

8/11/83

Date



Signature
for AFSCME

Aug 11, 1983

Date