

# THE CONNECTICUT STATE UNIVERSITY

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



## AUTHORIZING RESOLUTION

concerning

RECLASSIFICATION OF POSITION

at

CENTRAL CONNECTICUT STATE UNIVERSITY

ASSOCIATE TO DEAN OF INSTRUCTIONAL SERVICES  
ADMINISTRATOR V

to

ASSOCIATE DEAN OF STUDENT AFFAIRS AND INSTRUCTIONAL SERVICES  
ADMINISTRATOR VII

November 4, 1983

RESOLVED, That the position, Associate to Dean of Instructional Services/Administrator V, at Central Connecticut State University be reclassified to Associate Dean of Student Affairs and Instructional Services/Administrator VII, effective January 1, 1984, in accordance with all provisions and expectations as set forth in the proposal dated October 18, 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

## Unclassified Position Alteration Summary

TITLE: Associate Dean of Student Affairs and Instructional Services - Administrator VIIFUND: GeneralPOSITION TYPE: Permanent X Temporary \_\_\_\_\_  
Full-time X Part-time \_\_\_\_\_EFFECTIVE DATE 1/1/84 Bargaining Unit Administrative FacultyCOST: \$ 1,425.34 FY 83-84

3,263.00 Annual

## PROPOSAL:

To consolidate certain aspects of Instructional Services related to academic support and certain student services functions under the office of an associate dean. These services and functions include: office of the registrar, services to special students (e.g., handicapped, international), student judicial affairs, orientation and commencement. Most of these responsibilities fall under the purview of an associate to the dean, James F. Jost (Administrator V). It is proposed that additional responsibilities be added to those already possessed and that the position be advanced to Associate Dean, Administrator VII, with additional compensation of 10% from \$32,632 to \$35,895 annually.

## JUSTIFICATION:

The rank of the incumbent Administrator V has been inquitably lower than that of the Associate Dean for several years. In as much as the Registrar whom this officer will supervise is at Administrator VI level, it is appropriate that Mr. Jost be made Associate Dean, Admin. VII. This reorganization will concentrate interrelated student services under one office and provide for administrative oversight thereof.

Of major significance is the plan to recreate the position of Dean of Student Affairs. In 1980, when the Executive Dean for Development was created, many of the functions of the Dean of Student Affairs were shifted to other offices, more for convenience than for functional integrity. Then too, the institution was conserving budgetary resources. Dr. Judd continued to exercise several student affairs responsibilities and indeed continued to be consulted about others as well. The result has been a lack of overall coordination and management level oversight of student life on the campus. At such time when the (OVER)

Date: 10-18-83Prepared By Michael K. BeckerApproved By A. J. James

Dean of Student Affairs position is effected, reconsolidation of many of the former areas of student life import, including those assigned to Mr. Jost will be brought under student affairs aegis.

Central Connecticut State University

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POSITION DESCRIPTION

Position Title: Associate Dean of Student Affairs  
and Instructional Services

Administrative Rank: Administrator VII

Department: Instructional Services

Supervisor's Title: Dean of Instructional Services

POSITION SUMMARY:

Assists the Dean of Instructional Services in matters relating to the continuing student services within Student Affairs and Instructional Services. Performs administrative and judicial functions as assigned.

POSITION RESPONSIBILITIES:

Student Affairs

Coordinates non-academic withdrawals for students leaving the university; for students in the General Fund requesting loads less than 12 credit hours; and for students requesting retroactive withdrawals.

Coordinates judicial services for the student body and reports as appropriate to the Dean of Instructional Services.

Serves as a referral agent for student behavioral problems.

Assists students and parents by providing counseling or advisement (both personal and academic).

Supervises Special Student Services, including but not limited to handicapped students.

Administers the Buckley Amendment concerning freedom of information with respect to records in Academic Affairs.

Serves as the liaison with parents, the public, and judicial and other government officials concerning Student Services.

Instructional Services

Maintains oversight of the Registrar's Office.

Administers academic matters pertaining to Commencement and other end-of-year activities.

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. Six years of experience in student and instructional services equipping the individual to formulate and implement student/instructional service policy and to supervise staff. Knowledge of two or more student/instructional service areas preferred. These qualifications may be waived for individuals with appropriate alternate experience.

## Central Connecticut State College

## POSITION DESCRIPTION

Position Title: Associate to Dean of Instructional ServicesAdministrative Rank: Administrator VDepartment: Instructional ServicesSupervisor(s) Position/Title Dean of Instructional Services

## POSITION SUMMARY:

Assists the Dean of Instructional Services in matters relating to the continuing student services within Academic Affairs. Performs administrative and judicial functions as assigned.

## POSITION RESPONSIBILITIES:

Coordinates non-academic withdrawals for students leaving college; for students in the General Fund requesting loads less than 12 credit hours; and for students requesting retroactive withdrawals.

Coordinates judicial services for the student body and reports as appropriate to the Executive Dean for Development and Student Services.

Administers academic matters pertaining to Commencement and other end-of-year activities.

Serves as a referral agent for student behavioral problems.

Assists students and parents by providing counseling or advisement (both personal and academic).

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