



# THE CONNECTICUT STATE UNIVERSITY

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

## AUTHORIZING RESOLUTION

concerning

ALTERATION IN DUTIES AND RESPONSIBILITIES

for

ASSOCIATE TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS/ADMINISTRATOR VII


at

SOUTHERN CONNECTICUT STATE UNIVERSITY

June 21, 1985

RESOLVED, That the duties and responsibilities for the position, Associate to the Vice President for Academic Affairs/Administrator VII at Southern Connecticut State University be altered effective April 1, 1985, in accordance with all provisions and expectations as set forth in the proposal which is attached as an addendum to this Resolution.

A Certified True Copy:

  
Dallas K. Beal  
President

SOUTHERN CONNECTICUT STATE UNIVERSITY  
Unclassified Position Alteration Summary

TITLE: Associate to the Vice President for Academic Affairs/Administrator VII

FUND: General

POSITION TYPE: Permanent X

Full-time X

EFFECTIVE DATE: April 1, 1985

BARGAINING UNIT: AFSCME

COST: \$1,700.00

PROPOSAL: That the duties and responsibilities of the Associate to the Vice President for Academic Affairs, Administrator VII, position be altered and the revised job description be accepted.

JUSTIFICATION: The Office of Academic Affairs has been assigned the responsibility for the preparation and updating of the Computerized Course File. In order to perform these new duties, the job description and compensation of the Associate to the Vice President for Academic Affairs should be changed to reflect the increase in responsibility.

Date: June 5, 1985

Approved by: *[Signature]*

Prepared by: *Roger J. Bergh*

Southern Connecticut State University  
Associate to the Vice President for Academic Affairs / Administrator VII

**SUPERVISOR:** Vice President for Academic Affairs

**SUPERVISION EXERCISED:**

**INCUMBENT NAME:** Walter Petroskey

**POSITION SUMMARY:**

The Associate to the Vice President of Academic Affairs is actually the chief "logistical" officer of the University in all academic matters. A key responsibility is the formulation of a master schedule of classes each semester, essential to the on-going operation of the institution. Emanating from this function is the knowledge and experience to provide a host of other necessary or valuable services related to the academic program: advisement to the general administration on policy development and operational decisions; expert input on faculty committees; conduct of research studies. he/she works most closely with academic officers, the registrar, the director of the computer center and faculty chairpersons.

**POSITION RESPONSIBILITIES:**

Collects and collates statistical data pertaining to the academic process; thus, serves as the major informational resource on appropriate space utilization, essential course offerings, instructional staffing needs and optional scheduling modes.

Formulates and constructs the schedule of classes for the Day University program, and correlates it with that of the Evening Division.

Publishes a plain-language edition of the master schedule for faculty advisement and student course-selection, and a modified edition for data-processing usage.

Prepares and updates the Computerized Course File through the input of faculty workload and related data.

Edits and maintains Cumulative Program Evaluation Records for all major programs.

Provides primary editorial input concerning programatic sections of the undergraduate catalog.

Compiles a final examination schedule for the Day University.

Conducts research studies regularly and as needed on significant aspects of the academic process.

Participates on numerous faculty/administrative committees, standing and ad hoc, in areas of expertise.

2.

Southern Connecticut State University  
Associate to the Vice President for Academic Affairs/Administrator VII

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

EDUCATION AND EXPERIENCE:

Six years of experience in academic administration or university teaching equipping the applicant to implement academic policy. A Master's degree required; Doctorate preferred. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS: