



CONNECTICUT STATE UNIVERSITY

P.O. Box 2008 • New Britain, Connecticut 06050 • (203) 827-7701

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

DIRECTOR OF THE STUDENT CENTER/ADMINISTRATOR VI
to
ASSOCIATE DEAN OF STUDENT AFFAIRS/ADMINISTRATOR VII


at

CENTRAL CONNECTICUT STATE UNIVERSITY

JANUARY 16, 1987

RESOLVED, That the position, Director of the Student Center/Administrator VI, at Central Connecticut State University, be reclassified to Associate Dean of Student Affairs/Administrator VII, effective January 16, 1987, in accordance with the attached proposal dated October 21, 1986.

A Certified True Copy:


Dallas K. Beal
President

CSU-200

THE CONNECTICUT STATE UNIVERSITY

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



Submitted 10-21-86

Date

By: CSU ()
CCSU (x) SCSU ()
ECSU () WCSU ()

POSITION ACTION REQUEST

POSITION ACTION: ESTABLISH () RECLASSIFY () OTHER (x) DATE EFFECTIVE 1/16/87 PERM (x) FT (x) TEMP () PT ()

POSITION TITLE: Assoc. Dean Stud Affs & Inst Serv/Adm 7 Assoc Dean Stud Affs./Adm 7
CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER: 1775 CURRENT SALARY \$47,014 PROPOSED SALARY NC FUND General BARG UNIT Adm Fac NC from to

RESOLUTION

BR#

SOLVED,

That the title of the Associate Dean of Student Affairs and Instructional Services at Central Connecticut State University be changed to Associate Dean of Student Affairs in accordance with the attached proposal dated October 21, 1986.

A Certified True Copy

Dallas K. Beal, President, CSU

Date

Committee

Date

BOARD OF TRUSTEES

Date

JUSTIFICATION: (Use Reverse Side If Additional Space Is Needed)

With the reestablishment of a distinct area of student affairs this officer no longer has responsibilities in instructional services. Please see old and new job descriptions.

RECEIVED
OCT 21 1986
THE CONNECTICUT STATE UNIVERSITY

None

Approx. Cost

Signed (University)

10/21/86 Date

NEW

CENTRAL CONNECTICUT STATE UNIVERSITY

POSITION DESCRIPTION

Position Title: Associate Dean of Student Affairs

Rank: Administrator VII

Department: Student Affairs

Supervisor's Title: Dean of Student Affairs

POSITION SUMMARY:

Assists the Dean of Student Affairs in matters relating to continuing student services. Performs specific administrative functions as assigned.

POSITION RESPONSIBILITIES:

Coordinates the student judicial system and provides in-service training on it for appropriate groups such as residence hall staff, faculty and instructors of the Freshman Seminar.

Integrates efforts with faculty to identify students in need of academic and/or personal counseling in order to improve retention and assists students, faculty and parents in the provision of such counseling.

Coordinates student orientation programs and serves as Student Affairs liaison with the office of the Vice President for Academic Affairs on the Freshman Seminar program.

Serves as liaison with parents, the public, judicial and other government officials regarding student services.

Serves on the Commencement Committee and assists the Commencement Marshall in non-academic matters.

Assists the Dean of Student Affairs on Personnel matters and in budget preparation, review and execution.

Represents the Dean of Student Affairs on committees as directed.

Annually reviews policies related to student affairs and suggests revisions as appropriate.

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 and six years of experience in student services equipping the individual to formulate and implement student service policy and to supervise staff required. Doctorate and experience in two or more student service areas preferred.

Central Connecticut State University
 Associate Dean of Student Affairs ~~of Instructional Services/ Instructional Services/Administrator VII~~
 (Code)

SUPERVISOR: Dean of ~~Instructional Services~~ *Student Affairs*

SUPERVISION EXERCISED:

INCUMBENT NAME: James Jost

POSITION SUMMARY:

Assists the Dean of ~~Instructional Services~~ *Student Affairs* 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 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.

EDUCATION AND EXPERIENCE

Master's degree required; Doctorate preferred. Six years of experience in

Central Connecticut State University
Associate Dean of Student Affairs & Instructional Services/ Instructional
Services/Administrator VII

(Code)
Continued

- 2

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 waive for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

N.L.V.

CENTRAL CONNECTICUT STATE UNIVERSITY

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QUALIFICATIONS:

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PROCEDURES AND SIGNATURES FOR POSITION ACTION REQUEST FORMS

1. Day 0. The local DPA will create a paperwork package negotiating appropriate items with the local SUOAF designee. The set of papers will contain job description, salary, rank, and rationale for PERC and the Board.
2. Day 1-15. SUOAF will be asked to review the matter (at the state-wide level) during a 15-day interval. The objective is to show SUOAF all the paperwork, for further negotiation if necessary, and comment on other matters. SUOAF returns papers and form appropriately signed and dated.
3. Day 16-30. Local DPA brings paperwork to DPAs meeting to review state-wide issues if any. If there are none, the appropriate document in the package is signed by and left with the Vice President for Personnel. Local DPA provides signed copy to SUOAF. If significant changes are required, documents return to Step 1 above. Minor changes may be accomplished by phone consultation as appropriate.
4. Day 31-60. Vice President for Personnel submits package to PERC and subsequently to the Board.
5. Upon approval by the Board, local DPA informs local SUOAF officer and appropriate managerial people of completed action.

INITIATING PRESIDENT OR AGENT FOR THE PRESIDENT MKB
 DATE 10-12-86

Forms delivered to SUOAF 10-14-86 by MKA

- I AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- I DO NOT AGREE WITH PROPOSED RANK AND SALARY PURSUANT TO CONTRACT.
- SUOAF HAS NO POSITION AND AGREES BOARD HAS FULFILLED CONTRACTUAL OBLIGATIONS.

SUOAF PRESIDENT OR DESIGNEE James M. Lynch, Vice President Local 2836
 DATE 10/23/86

Date returned to local DPA from SUOAF _____ by _____

Date considered by Council of DPAs _____ by _____

- APPROVED FOR SUBMISSION TO PERC
- DISAPPROVED

VICE PRESIDENT FOR PERSONNEL David C. Minter
 DATE 12/29/86

Attachments:
 position req. form
 New pos. desc.
 Old pos. desc.
 Additional info

Date APPROVED DISAPPROVED by PERC _____ by _____

Date APPROVED BY BOARD _____ BY _____

NOTES ON REVISIONS OR TECHNICAL CHANGES: