



# THE CONNECTICUT STATE UNIVERSITY

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

RESOLUTION

concerning

RECLASSIFICATION OF POSITION

ASSISTANT TO THE VICE PRESIDENT ACADEMIC AFFAIRS FOR SPECIAL PROJECTS/  
ADMINISTRATOR V

to

ASSISTANT TO THE VICE PRESIDENT FOR ACADEMIC AFFAIRS/ADMINISTRATOR VI

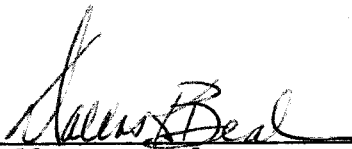
at

CENTRAL CONNECTICUT STATE UNIVERSITY

MAY 1, 1987

RESOLVED, That the position of Assistant to the Vice President for Academic Affairs for Special Projects/Administrator V at Central Connecticut State University be reclassified to Assistant to the Vice President for Academic Affairs/Administrator VI, effective May 1, 1987, in accordance with all provisions and expectations as set forth in the proposal attached to this Resolution.

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 1/13/87  
Date  
By: . CSU ( )  
CCSU (X) SCSU ( )  
ECSU ( ) WCSU ( )

**POSITION ACTION REQUEST**

POSITION ACTION:	ESTABLISH ( )	RECLASSIFY (X)	OTHER ( )	DATE EFFECTIVE	<u>5/1/87</u>	PERM (X) FT (X)	TEMP ( ) PT ( )
POSITION TITLE:	Assistant to the Vice President Academic Affairs for Special Projects/ADM V			Assistant to the Vice President for Academic Affairs/ADM VI			
	<u>CURRENT</u>	(Class Code)	<u>PROPOSED</u>	(Class Code)			
POSITION NUMBER:	<u>1025</u>	CURRENT SALARY <u>\$41,246.</u>	PROPOSED SALARY <u>\$44,546.</u>	FUND <u>Extension</u>	BARG UNIT	SUOAF from	N/C to

**RESOLUTION**

BR# \_\_\_\_\_

RESOLVED,

That the position of Assistant to the Vice President for Academic Affairs for Special Projects/Administrator V at Central Connecticut State University be reclassified to Assistant to the Vice President for Academic Affairs/Administrator VI, and the incumbent's salary be increased by \$3,300 annually.

A Certified True Copy \_\_\_\_\_

Dallas K. Beal, President, CSU

\_\_\_\_\_ Date

PERCommittee \_\_\_\_\_  
Date

BOARD OF TRUSTEES \_\_\_\_\_  
Date

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

As can be seen from the attached old and new job descriptions, the responsibilities and duties of the incumbent have been substantially increased. This reclassification and increase in salary is in recognition and compensation for that increase.

\$3,300.00

*D. Don James*  
Approved  
Signed (Individual)

4/9/87  
Date

CSU-200



**THE CONNECTICUT STATE UNIVERSITY**

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

Submitted	1/13/87
Date	
By: CSU ( )	
CCSU (X) SCSU ( )	
ECSU ( ) WCSU ( )	

**POSITION ACTION REQUEST**

POSITION ACTION: ESTABLISH ( ) RECLASSIFY (X) OTHER ( ) DATE EFFECTIVE 5/1/87 PERM (X) FT (X)  
 TEMP ( ) PT ( )

POSITION Assistant to the Vice President Academic Assistant to the Vice President  
 TITLE: Affairs for Special Projects/ADM V for Academic Affairs/ADM VI

CURRENT (Class Code) PROPOSED (Class Code)

POSITION NUMBER:	CURRENT SALARY	PROPOSED SALARY	FUND	Extension	BARG UNIT	SUOAF from	N/C to
1025	\$41,246.	\$44,546.					

RESOLUTION

BR# \_\_\_\_\_

RESOLVED,

That the position of Assistant to the Vice President for Academic Affairs for Special Projects/Administrator V at Central Connecticut State University be reclassified to Assistant to the Vice President for Academic Affairs/Administrator VI, and the incumbent's salary be increased by \$3,300 annually.

A Certified True Copy

\_\_\_\_\_  
 Dallas K. Beal, President, CSU Date

PERCommittee \_\_\_\_\_  
 Date

BOARD OF TRUSTEES \_\_\_\_\_  
 Date

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

As can be seen from the attached old and new job descriptions, the responsibilities and duties of the incumbent have been substantially increased. This reclassification and increase in salary is in recognition and compensation for that increase.

\$3,300.00

*Approved*  
 \_\_\_\_\_  
 Date

4/9/87

Central Connecticut State University  
Asst. to the Vice president of Academic Affairs for Special/Projects  
/Administrator V  
(Code )

SUPERVISOR: Vice President for Academic Affairs

SUPERVISION EXERCISED:

INCUMBENT NAME: Kevin Earls

POSITION SUMMARY:

The Assistant to the Vice President for Academic Affairs for Cooperative Education and Special Projects has primarily responsibility for directing the development of the Comprehensive Education Program. Other areas of responsibility include the Regional Cooperative Upward Mobility Project, editing the Extension College Newsletter and assisting the Office of Academic Affairs in special projects required by that office.

POSITION RESPONSIBILITIES:

Coordinates and develops special projects as assigned by Vice President for Academic Affairs.

Directs development of the Comprehensive Cooperative Education Program:

Coordinates submission of Federal grants to support development of the Comprehensive Cooperative Education Program.

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

EDUCATION AND EXPERIENCE

Master's degree and four years of experience in development and implementation of education programs is required. Experience in grant-writing and management desired. These qualifications may be waived for individuals with appropriate alternate experience.

SPECIAL NOTATIONS:

# CENTRAL CONNECTICUT STATE UNIVERSITY

## POSITION DESCRIPTION

Position Title: Assistant to the Vice President for Academic Affairs

Rank: Administrator VI

Department: Academic Affairs

Supervisor's Title: Vice President for Academic Affairs

### POSITION SUMMARY

Assists Vice President in the area of institutional grant writing, long-range planning, special projects and oversight of Cooperative Education and Minority Student Services programs.

### POSITION RESPONSIBILITIES

Coordinates submission of Federal and State grants in support of the academic mission of the University.

Supervises faculty workload reporting.

Works on special projects as assigned by the Vice President for Academic Affairs.

Oversees Cooperative Education program.

Oversees Minority Student Services programs.

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

### QUALIFICATIONS

Masters and five years of teaching and/or administrative experience at the college or university level required. Ph.D. preferred.

SUOAF/AFSCME POSITION ACTION REQUEST

FORM AND PROCEDURES

Position Title Assistant to the Vice President for Academic Affairs-Administrator VI

Campus Central Date 3-27-87

**LEVEL 1, Day 0** Campus DPA creates and presents package to Chapter level SUOAF/AFSCME designee for review. Attachments shall include the following items where applicable: 1) a copy of this sheet, 2) new and former position descriptions, 3) salary, rank, and rationale for PERC and the Board, and 4) any additional information required.

INITIATING PRESIDENT OR DESIGNEE MLB

DATE PRESENTED TO CAMPUS SUOAF REPRESENTATIVE 3-27-87

SUOAF/AFSCME CAMPUS REVIEW AND RECOMMENDATION BY James M Lynch

DATE OF SUOAF CAMPUS REVIEW 4/8/87

THE ABOVE-MENTIONED PACKAGE HAS BEEN FORWARDED TO THE LOCAL UNION BY THE CAMPUS DPA.

**LEVEL 2, Not to exceed 10 working days after receipt** Statewide SUOAF/AFSCME review occurs during this interval. Further negotiation may occur at this level prior to final Union approval. Upon such approval SUOAF shall return all materials to the initiating University DPA or his designee.

SUOAF/AFSCME LOCAL PRESIDENT OR DESIGNEE Bobby B. Taylor Date 4/9/87

DISPOSITION AT SUOAF LOCAL LEVEL:  approve proposed rank and salary per job description on reverse side  disapprove proposed rank and salary

Comments or Recommendations:

RETURNED TO LOCAL DPA \_\_\_\_\_

**LEVEL 3, Not to exceed 10 working days after receipt** Local DPA brings paperwork to statewide DPA's meeting for review. If no further issues arise, the document is signed by and remains with the Vice President for Personnel. The Vice President for Personnel also provides a signed copy to the SUOAF/AFSCME Local President. If significant changes are required, documents are returned at Level 1. Minor changes may be effected by appropriate phone consultation.

DATE CONSIDERED BY DPA'S COUNCIL 4/9/87

DISPOSITION AT COUNCIL LEVEL:  approve submission to PERC  disapprove submission to PERC

Comments or Recommendations:

VICE PRESIDENT FOR PERSONNEL Glenn Neuber DATE 4/9/87

**LEVEL 4** Vice President for Personnel submits package to PERC at its next scheduled meeting. Upon PERC action it is the responsibility of the Campus DPA to inform the campus and Local SUOAF/AFSCME representative and appropriate management officials of PERC disposition.

DISPOSITION AT PERC LEVEL:

approved  disapproved

DATE \_\_\_\_\_

DATE OF BOARD APPROVAL \_\_\_\_\_

DATE OF BOARD DISAPPROVAL \_\_\_\_\_