



**Connecticut
State
University**

Central ▪ Eastern ▪ Southern ▪ Western

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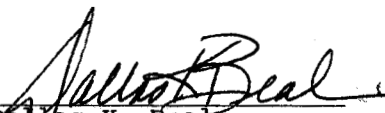
Office of the President

RESOLUTION
concerning
RECLASSIFICATION OF POSITION
EXECUTIVE DEAN
to
DIRECTOR OF PLANNING AND INSTITUTIONAL RESEARCH
at
EASTERN CONNECTICUT STATE UNIVERSITY

February 3, 1989

RESOLVED, That the position of Executive Dean at Eastern Connecticut State University be reclassified to Director of Planning and Institutional Research, effective March 1, 1989, in accordance with all provisions and expectations as set forth in the proposal dated November 22, 1988, which is attached as an addendum to this resolution.

A Certified True Copy:


Dallas K. Bear
President

Doc. 144



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Employer

CSU - 2

CONNECTICUT STATE UNIVERSITY
POSITION ACTION REQUEST FORM

SUBMITTED	<u>11/22/88</u>
BY: CSU []	
CCSU [] SCSU []	
ECSU [X] WCSU []	

POSITION ACTION:	ESTABLISH ()	RECLASSIFY (X)	OTHER ()	DATE EFFECTIVE	<u>3/1/89</u>
NATURE OF THE POSITION:	PERMANENT [X]	FULL-TIME [X]	TEMPORARY []	PART-TIME []	
POSITION TITLE:	<u>Executive Dean</u>	<u>7825</u>	<u>Dir. of Planning & Inst. Research</u>	<u>7825</u>	
	CURRENT	CLASS CODE	PROPOSED	CLASS CODE	
POSITION NUMBER	<u>127</u>	CURRENT SALARY \$ <u>2876.83</u>	PROPOSED SALARY \$ <u>2298.86</u>	*FUND <u>Gen</u>	BARGAINING UNIT <u>Unc. Conf.</u>
					FROM TO

EXPLAIN THE NATURE OF THE PROPOSAL:

This proposal is made to reclassify the current Executive Dean position to a Director of Planning and Institutional Research.

JUSTIFICATION:

With the forthcoming retirement of the Executive Dean and the current reorganization of the Eastern administration under President Carter, it is requested that the current Dean's responsibility in the planning and research area be classified at a level consistent with the other campuses. Those responsibilities of the Dean outside the planning and research area will be absolved by other administrators.

*Range \$45,000-60,000, depending on experience and educational qualifications.

\$ 15,085. savings
COST OR SAVINGS

Michael... 11/22/88
SIGNED (UNIVERSITY) DATE

ATTACH OLD AND NEW STAFFING CHART, (X)
JOB DESCRIPTION, AND (X)
SUOAF SIGN OFF FORM IF REQUIRED ()

MISCELLANEOUS COMMENTS:
7/88

EASTERN CONNECTICUT STATE UNIVERSITY
POSITION DESCRIPTION

TITLE

DIRECTOR OF PLANNING AND INSTITUTIONAL RESEARCH

ADMINISTRATIVE RANK UNCLASSIFIED CONFIDENTIAL

INCUMBENT

Under the direction of the President, the Director is responsible for the direction of campus planning activities and institutional research activities including, but not limited to the following.

1. Serves as institutional planning and research officer.
2. Serves as liaison for the President with all units of University operations and assists the President in activities relating to external groups.
3. Plans and implements the collection and processing of data for the University management information system.
4. Conceptualizes, designs and conducts analytical and any other studies as required.
5. Prepares and transmits to external entities all appropriate information that relates to the University.
6. Implements new technology and/or techniques relating to information preparation and flow.
7. Coordinates the various planning functions of the University with appropriate University officers.
8. Reports to the President any duplications or deficiencies in the flow of information to and from internal offices and external agencies.
9. Coordinates statistical reporting for the University including the dissemination of information both internally and externally.
10. Provides coordination, analysis, and information support for the Office of the President for strategic planning.
11. Provides assistance to other campus offices in research studies.
12. Performs such other functions as delegated by the President.

QUALIFICATIONS

Master's required, doctorate preferred with at least five years experience in higher education; demonstrated ability to conceptualize and carry out quantitative research projects; familiarity with the computer as an analytical tool; understanding of current issues and trends in higher education; and ability to organize and write clearly and concisely.

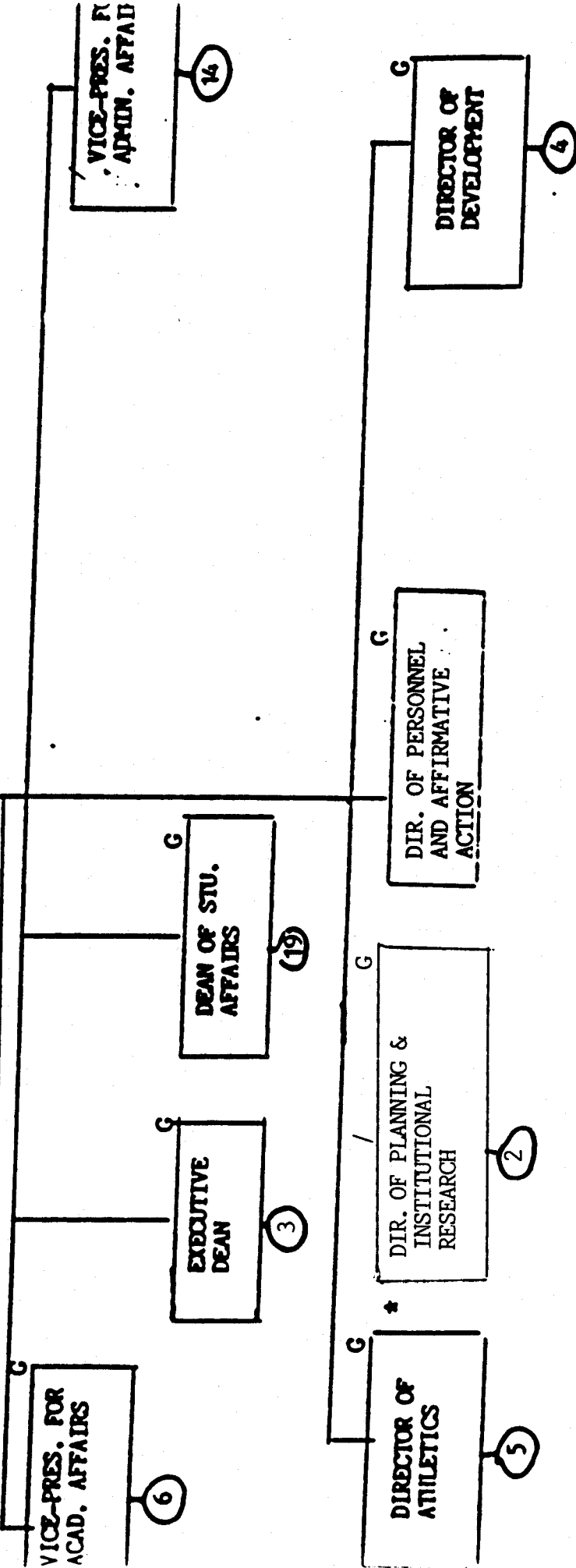
11/22/88

PRESIDENT'S OFFICE

PRESIDENT

ADMINISTRATIVE ASSISTANT - G

E Secretarial Assistant



*Member of Instructional Faculty

DIRECTOR OF PLANNING AND INSTITUTIONAL RESEARCH

