

## Section 2

# Eastern Connecticut State University

A Unit of the Connecticut State University System

## Faculty Handbook

### University Administration

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## **Connecticut State University Board of Trustees**

Lawrence D. McHugh, Chairperson	Middletown
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### **Connecticut State University Administrative Officers**

William J. Cibes, Jr.	Chancellor
Yvette Melendez Thiesfield	Chief Administrative Officer
Pamela J. Kedderis	Chief Financial Officer
Jeffrey M. Thompson	Chief Information Officer

Connecticut State University, 39 Woodland Street, Hartford, CT 06105-2337

### **Eastern Connecticut State University Administrative Officers**

David G. Carter, President

Michael E. Pernal, Executive Vice President

Dimitrios S. Pachis, Vice President for Academic Affairs

Dennis A. Hannon, Vice President for Finance and Administration

Laura Tordenti, Vice President for Student Affairs

Barbara R. Eshoo, Vice President for Institutional Advancement

Constance Belton Green, Exec. Asst. to the President/Director of Equity and Diversity

David Trainor, Associate Vice President for Human Resources

John M. Sweeney, Associate Vice President for Finance and Administration

Beverley J. Anderson, Dean, School of Arts and Sciences

Jerry C. Lamb, Dean, School of Continuing Education

Patricia A. Kleine, Dean, School of Education and Professional Studies

## GENERAL ADMINISTRATION

Lourdes Ardel, Director of Human Resources  
R. Dwight Bachman, Public Relations Officer  
Floyd E. Bagwell, Jr., Director of The Learning Center  
Kenneth M. Bedini, Director of Student Center/Activities  
John T. Boyko, Coordinator of Media Services  
Amy L. Coffey, Assistant Dean of the School of Arts and Sciences  
Kimberly M. Crone, Director of Admissions and Enrollment Management  
Grace F. Enggas, Director of Housing and Residential Life  
Kathleen B. Fabian, Registrar  
Jack Flynn, Academic Grants Officer  
Martin A. Levin, Director of Center for Educational Excellence  
Tina C. Fu, Director of Library Services  
Susan L. Heyward, Director of Academic Advisement Center  
Mark N. Levine, Director of University Relations  
James N. LoMonaco, Director of Auxiliary Enterprises and Institutional Services  
Edith M. Longhenry, Coordinator of Non-credit Programs  
Patricia E. Martin, Director of Career and Experiential Education Services  
Lewis J. Perry, Jr., Director of Public Safety and Chief of Police  
Kirk W. Peters, Associate Dean of Student Affairs  
Lester Primus, Associate Controller  
Richard A. Savage, Director of Financial Aid and Veterans Affairs  
Nancy L. Tarkmeel, Assistant Dean of the School of Continuing Education  
Nancy Tinker, Director of Facilities Management and Planning  
Ronald E. Weil, Associate Director of Fiscal Affairs-Acquisitions  
Carol J. Williams, Associate Dean of the School of Continuing Education  
Joyce S. Wong, Director of Athletics  
Walter Zincavage, Interim Chief Information Officer

## **BRIEF DESCRIPTIONS OF ADMINISTRATIVE POSITIONS**

### **President**

As chief executive officer of the University, the President is responsible for its planning and management and for enforcing policies and regulations established by the Board of Trustees for the Connecticut State University System (CSU). The President represents the University in policy matters and makes all official statements on behalf of the University. The Office of University Relations functions under the President's authority and is the office through which official statements and publications are released upon the President's authorization.

Administrative services that support academic and student affairs, as well as functions that relate to external communities, are supervised by the President. These include personnel and affirmative action; research and development, including grants and foundation support; public affairs; alumni affairs; intercollegiate athletics; and local, state, and federal relations.

### **Executive Vice President**

The Executive Vice President is the chief operating officer of the University and manages the University's day-to-day affairs. The Vice President represents the office of the President at events and functions, advises the President on general University policies and is in charge of the University in the absence of the President. The Vice President is responsible for the direct oversight, management, and evaluation of all activities related to Human Resources administration (labor relations). In addition, the Vice President is responsible for oversight of University Relations, coordination of legal matters, and museum and gallery services.

### **Vice President for Academic Affairs**

The Vice President for Academic Affairs is responsible to the President for the administration and conduct of all academic affairs, including institutional programs, recruitment, supervision and evaluation of instructional faculty, and allocation of instructional funds.

The University's academic program is organized in three schools: the School of Arts and Sciences, the School of Education and Professional Studies and the School of Continuing Education, which has responsibility for programs that come under the conceptual rubric "lifelong learning," and for helping students through both traditional and nontraditional programs of study to increase competency in professional and paraprofessional employment.

In addition to the three component schools, other units reporting to the Vice President include the Office of the Associate Vice President, the Center for Educational Excellence, the Center for Connecticut Studies, the David T. Chase Free Enterprise Institute, Academic Grants Office, the Writing Program, and International Studies Program.

The Office of the Associate Vice President includes the academic support services of the Library, Media Services, the Office of Admissions and Enrollment Management, the Office of the Registrar, the Academic Advisement Center, and the Learning Center.

## **Vice President for Finance and Administration**

The Vice President for Finance and Administration is responsible to the President for the administrative services relating to budget, fiscal control and operations, business operations, physical plant management, operations and planning, computer resources, and public safety.

## **Vice President for Student Affairs**

The Vice President for Student Affairs is responsible to the President for the administration and coordination of all activities relative to students in the areas of personal counseling, health and the needs of handicapped students, financial aid and veterans' affairs, student organizations, student activities and the Student Government Association, career planning and placement, cooperative education, orientation programs, student rights and responsibilities, and student exchange programs.

The integration of the nontraditional student into the cultural and social life of the University, and the strengthening of personal and career counseling, will continue to be major efforts in the years ahead. Wellness programs, emphasizing information relative to alcohol and substance abuse, AIDS, smoking, and stress will continue to take form and occur throughout the campus.

## **Vice President for Institutional Advancement**

The Vice President for Institutional Advancement is responsible to the President for the development of private individual and corporate support for student scholarships and special programs of the University through the Eastern Connecticut University Foundation and the Alumni Association.

## **Executive Assistant to the President/Director of Equity and Diversity**

The Executive Assistant to the President/Director of Equity and Diversity reports to the President for and is responsible for equity, diversity, and equality of opportunity including oversight of Affirmative Action and Non-Discrimination policies, and procedures of the University; and also performs staff functions, such as, but not limited to, providing investigative, analytical, and developmental assistance as directed for the Office.

## **Associate Vice President for Human Resources**

The Associate Vice President for Human Resources is responsible to the Executive Vice President. This position heads the Office of Human Resources, which provides for the development and coordination of a full range of human resource services to the faculty and staff of the University as well as administration of all labor relations, legal issues coordination and conflict resolution.

## **Associate Vice President for Finance and Administration**

The Associate Vice President for Finance and Administration is responsible to the Vice President for Finance and Administration and has oversight of Budget and Acquisitions. The Budget Office within the division of Finance and Administration was created in March 2000 with the primary goal of tying fiscal planning and financial monitoring with University program priorities. The Budget Office will continue to monitor state initiatives that may have a financial and programmatic impact on the University.

Purchasing and Receiving will form the basis of Eastern's Acquisitions Department. The focus of the Department will be on improving customer service, implementing productivity improvements in form processing, and streamlining procedures for bidding and purchasing. The department will become more active in offering training to departments to improve communications and reduce processing errors.

## **Dean, School of Arts and Sciences**

The Dean of the School of Arts and Sciences is responsible to the Vice President for Academic Affairs. The mission of the Office of the Dean of the School of Arts and Sciences is to provide leadership and support to the 10 departments and 18 programs that encompass the arts, the humanities, the social sciences and the natural sciences and make up the School of Arts and Science. These departments include Biology, English, Environmental Earth Science, Fine Arts, History/Political Science/Philosophy, Mathematics/Computer Science, Modern and Classical Languages, Physical Sciences, Psychology, and Sociology/Applied Social Relations. Each department has a chair, who is selected according to that department's bylaws.

The programs include American Studies, Biology, Chemistry, Computer Science, English, Environmental Earth Science, Fine Arts, History, History and Social Sciences, Mathematics, Modern and Classical Languages, Philosophy, Physical Science, Political Science, Psychology, Social Work, Sociology and Applied Social Relations, and Spanish. In light of the newly defined status of the University as the State's liberal arts public institution, the School of Arts and Sciences has assumed an essential leadership role.

## **Dean, School of Continuing Education**

The Dean of the School of Continuing Education is responsible to the Vice President for Academic Affairs, and has responsibility for undergraduate evening sessions, intersession, and summer sessions funded through the Extension Fund. The mission of the School of Continuing Education is to expand educational opportunities for adults in eastern Connecticut through undergraduate evening programs, off-campus programs, summer sessions, January Intersession, and through special workshops, seminars and non-credit courses for businesses and organizations throughout the state. The credit programs operation offers high quality educational programs for adults to complete a baccalaureate degree as quickly as possible by attending courses at convenient times and places and by capitalizing upon credit for prior learning options. The Office of Professional Development offers advanced high-end technical training to meet the needs of businesses and individuals.

## **Dean, School of Education and Professional Studies**

The Dean of the School of Education and Professional Studies is responsible to the Vice President for Academic Affairs. The School of Education and Professional Studies is composed of the Business, Communications, Economics, Education, and Health and Physical Education Departments. Each department has a chair selected according to its bylaws.

The School's programs include Accounting, Business Administration, Communication, Economics, Physical Education, Sports and Leisure Management, and Teacher Preparation Programs including Early Childhood Education, Elementary Education, Middle School Education, and Secondary Education Certification.

The mission of this School is to promote an academic culture which enables each student enrolled in education, professional studies, and graduate studies to acquire the knowledge and skills to lead a fulfilling life in the most rapidly changing period in the history of humankind. The essence of the department's mission is an unwavering commitment to the values of a liberal arts education as they relate to the development of skills nurtured through programs in education, professional studies, and graduate studies. The Dean of the School of Education and Professional Studies also administers the functions of the Graduate Division.

## 2001-2002 DEPARTMENT CHAIRPERSONS AND SECRETARIES

<i>Department</i>	<i>Department Chair/ Faculty Secretary</i>	<i>Location</i>	<i>Telephone</i>
<i>Biological Sciences</i> .....	Dr. Carmen Cid .....	Goddard Hall 120 ...	465-4499
	Cynthia Schaffer.....	Goddard Hall .....	465-4369
<i>Business Administration</i> .....	Dr. Ronald Lowy.....	Webb Hall 428 .....	465-5854
	Carla Sheldon .....	Webb Hall .....	465-4627
	Jean Stencel.....	Webb Hall .....	465-4620
<i>Communication</i> .....	Dr. Donald Avery .....	Media Bldg. 251 ....	465-4388
	Lisa Dudley .....	Media Bldg. ....	465-5371
<i>Economics</i> .....	Dr. Prem Mann.....	Webb Hall 448 .....	465-5216
	Carla Sheldon .....	Webb Hall .....	465-4627
	Jean Stencel.....	Webb Hall .....	465-4620
<i>Education</i> .....	Dr. Leslie Ricklin (Fall 2001) .....	Webb Hall 150 .....	465-5229
	Dr. David Stoloff (Spring 2002) .....	Webb Hall 129 .....	465-5501
	Paulette Mares .....	Webb Hall .....	465-4530
<i>English</i> .....	Dr. Gray Jacobik .....	Webb Hall 230 .....	465-4574
	Gail DeWolf.....	Webb Hall .....	465-4570
<i>Environmental</i> .....	Dr. Roy Wilson .....	Media 227 .....	465-4370
<i>Earth Science</i>	Zosia Carlquist .....	Planetarium.....	465-4317
<i>Fine Arts</i> .....	Dr. Robert Lemons.....	Shafer Hall 6.....	465-5116
	Gail Gottlieb.....	Shafer Hall .....	465-5325
<i>Health &amp; Physical Education</i> .....	Dr. Neil Williams .....	Sports Center.227 ...	465-5170
	Lisa Dudley .....	Sports Center .....	465-4340
<i>History/Philosophy/</i> .....	Dr. Stacey Close.....	Webb Hall 325 .....	465-4612
<i>Political Science</i>	Ann Fratoni .....	Webb Hall .....	465-4594
<i>Mathematics &amp; Computer Science</i>	Dr. John Sharlow.....	Webb Hall 327 .....	465-4593
	Saras Jain.....	Webb Hall .....	465-4510
<i>Modern &amp; Classical Languages</i> .....	Dr. Agustin Bernal .....	Webb Hall 231 .....	465-5273
	Madeleine Harrington .....	Webb Hall ....	465-4571/5065
<i>Physical Science</i> .....	Dr. Timothy Swanson .....	Goddard Hall 209 ...	465-5217
	Zosia Carlquist .....	Planetarium.....	465-4317
<i>Psychology</i> .....	Dr. Jeffrey Danforth .....	Webb Hall 125 .....	465-4553
	Theresa Richardson.....	Webb Hall .....	465-4540
<i>Sociology &amp; Applied Social Relations</i>	Dr. Robert Wolf.....	Webb Hall 432 .....	465-4622
	Annette Bradstreet.....	Webb Hall .....	465-4550

*For general information, call 465-5000.*