

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Assistant Vice President
Academic Affairs
Regular Full-Time Position
Position Number 534000**

General Description

Reporting to the Provost and Vice President for Academic and Student Affairs, the Assistant Vice President is responsible for promoting and nurturing the myriad and wide-ranging goals of the Office of Academic Affairs and the broader educational goals of Austin Peay State University. The position requires skills in organization, communication, and interpersonal relations, as well as a broad understanding and appreciation of ethnic groups and other cultures.

Primary Duties and Responsibilities

- Represent the Provost, as appropriate, in researching and resolving confidential problems and complaints from students, faculty and other constituencies when resolution is not achieved at lower levels.
- In the absence of the Provost, act on behalf of the Provost as necessary to continue the operations of the Office of Academic Affairs.
- Coordinate student academic grievance procedures in cooperation with the appropriate committee(s).
- Compose and revise policies, procedures, guidelines and other documents that have as their initiating authority the Office of Academic Affairs.
- Interpret and disseminate information related to University policies.
- Research TBR, THEC and SACS policies, procedures and guidelines to assist entities reporting to the Office of Academic Affairs.
- Assist faculty with new academic program development that requires TBR and/or THEC approval and maintain a matrix that tracks program development at all stages.
- Serve as a voting member of the Deans Council, Affirmative Action and Diversity Committee, Strategic Planning Committee, Academic Honors & Awards Committee (ex officio) and Faculty Handbook/Policy Committee (ex officio).
- Develop and implement New Faculty Orientation.
- Assist with the development of faculty training materials, such as the [Faculty Handbook](#).
- Provide coordination for the retention, tenure and promotion process.
- Assist the Provost with faculty grievances that move through the Office of Academic Affairs.
- Serve as institutional liaison to Southern Association of Colleges and Schools.
- Participate in Performance Funding initiatives and serve as the institution's faculty peer evaluator for Performance Funding Standard 5B.
- Coordinate five-year Academic Audits/Program Reviews and serve as liaison to TBR and THEC on program review and Academic Program Inventory matters.
- Assist academic units undergoing accreditation reviews and monitor collection and dissemination of data and self-study reports.
- Articulate concerns of faculty and deans to auxiliary services, such as the University bookstore.
- Manage the timely and accurate completion of special research projects in areas of enrollment, environmental scanning, peer analysis and governance matters.
- Cooperate with University legal counsel as it affects Academic Affairs when requested.
- Facilitate annual reporting of objectives and results for the Office of Academic Affairs through the Institutional Effectiveness Tracking System (IETS).

Primary Duties and Responsibilities continued

- Serve as the University's Diversity Coordinator for correspondence to/from TBR.
- Provide support as the administrative liaison to the Middle College at APSU.
- Serve as a representative to the Tennessee Consortium for International Studies (TnCIS).
- Serve as a representative of the Provost at various functions on campus and in the community.
- In the Provost's absence, serve as:
 - Chair of Academic Council
 - Chair of Deans Council
 - Representative on the TBR Academic Sub-Council
 - Representative on President's Cabinet
- Work closely with the Provost on any task required for efficient functioning of the Academic Affairs Office.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) as well as SungardHE Banner.
- Ability to communicate effectively and appropriately.
- Ability to maintain strict confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.
- Ability to think creatively in solving problems and satisfying needs of special academic programs within the University.
- Ability to use reason in potentially volatile situations.
- Knowledge of legal issues as they relate to higher education.
- Ability to work under pressure in a busy office with frequent interruptions and changing priorities.
- Ability to meet deadlines with minimal or no direction.
- Ability to identify and analyze a variety of issues and problems, making recommendations and/or taking action to resolve them.

Required Minimum Qualifications

- Master's degree.
- Two years of academic administrative experience.
- Must be detail oriented with strong organizational, communication, and interpersonal skills.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Doctoral degree/terminal degree; ABD considered.
- Research and teaching experience.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS