

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.

**Dean
College of Business
Austin Peay State University
Position Number 121800**

General Description

The Dean of the College of Business is the administrative and academic head of the College and reports to the Provost. The College of Business includes two academic departments (Accounting, Finance, Economics and Management, Marketing, General Business). The College has 23 full-time faculty, two distinguished chairs of excellence, and a current enrollment of 1,164 majors at the undergraduate and 103 at the graduate levels. Classes are conducted on the main campus in Clarksville, TN as well as two nearby satellite campuses at the Ft Campbell military base and the Renaissance Center in Dickson, TN. The College also has a significant presence online with web-based sections of most undergraduate and graduate courses. The College contributes to the Social Science Core and offers the BBA and MSM programs. The BBA includes a major in Business with concentrations and minors in Accounting, Economics, Finance, General Business, International Business, Management and Marketing, and additional minors in Decision Sciences and Real Estate. The Masters of Science in Management (MSM) is a 30-hour program.

Duties and Responsibilities

The Dean is charged with leadership of the College in the innovative and effective growth of enrollment, instruction, research, and public service, development of resources, and attainment of AACSB accreditation. Specific responsibilities are as follows:

Administrative

- Serve as chief executive officer of the College.
- Discuss with Department Heads the particular needs and concerns in their areas of responsibility.
- Evaluate Department Heads in their administrative roles.
- Work with the Provost office and other Deans to develop policies, plans, and budgets for the College of Business and other academic units.
- Develop budgets for College and Departments.
- Oversee instructional scheduling on main campus, Ft. Campbell and Renaissance (Dickson) Centers and on-line.
- Oversee space needs of the College (classrooms, labs, offices).
- Consider faculty and student complaints and grievances.
- Evaluate requests for course substitutions and overloads.
- Undertake various projects and duties as assigned by the Provost.
- Represent the College to constituencies on and off campus.
- Participate in fund raising and pursue grants to enhance financial resources.
- Ensure administrative requirements are met with regard to timely processing of payroll documentation, submission of budget revisions and evaluation of non-faculty personnel within the College.
- Work with the Chairs and appropriate divisions of the University to develop materials and events for promotion of the business programs.

Duties and Responsibilities continued

Faculty Development and Evaluation

- Assist Departments in hiring and deploying faculty to meet College mission.
- Assist Departments in creating and maintaining opportunities for faculty development in instruction and research.
- Supervise Departments in developing departmental mission statements and personnel policies.
- Schedule and review evaluations of faculty for promotion, tenure, retention and merit.
- Preside over relevant College personnel committees.

Academic Development

- Pursue long-range planning in light of TBR, University and College missions.
- Engage the faculty and staff in continuing improvement of the performance of the College in the areas of enrollment management, instruction, research and public service .
- Strive to improve the technological resources and competence of faculty and staff to meet more effectively the mission of the College.
- Assist in the development of assessment criteria and outcome measures to assure goal completion.
- Chair the College Curriculum Committee and oversee implementation of decisions of this body.
- Join the Provost and other Deans in planning, evaluating, and developing programs.
- Lead the College in achieving AACSB accreditation.

External Relations

- Serve as the official representative of the College in external organizations, such as AACSB, Southern Business Dean's Association, TBR Business Dean's meetings, TN/KN meetings, Clarksville/Area Chamber of Commerce.
- Work with the APSU Office of Development in fundraising activities for the College of Business program and the Office of Grants and Research to seek grants.
- Work with the APSU Office of Alumni Relations to maintain relationships with graduates.
- Engage in other activities to enhance relationships with the local and regional business communities.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to communicate and collaborate effectively with various internal and external stakeholders.
- Ability to efficiently manage the functions and details essential to the operation of the College.
- Ability to develop both short-term and long-range plans for the College to successfully complete University goals and objectives.
- Ability to provide leadership for the infusion of technology into academic programs.
- Ability to provide leadership for the planning and administration of the academic budgets within the College so that resources are allocated and expended in accordance with the University's long-range plan.
- Ability to develop innovative academic programs that fulfill the mission of the College and adhere to resource constraints.
- 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 confidentiality of records and information.

Essential Functions continued

- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- 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 develop and interpret plans and policies.
- Ability to prepare and maintain accurate records and reports.

Required Minimum Qualifications

- Doctoral degree in a business discipline.
- Documented experience in classroom and on-line teaching, scholarly research, professional achievement and service within the context of a comprehensive, public, liberal arts university; such experience should merit the rank of full professor.
- Documented evidence of current and effective administrative experience at the chair level or higher with an AACSB accredited business program.
- Documented evidence of building positive relations with the local/regional business community and alumni, including successful fundraising.
- Share a commitment to further the goals of APSU for enrollment growth and retention, student success, innovative curriculum design, enhancement of financial resources through fundraising and grant activities and AACSB accreditation.
- Share APSU values for diversity, cross-cultural/international education, shared governance, civic engagement, effective integration of technology and on-line learning.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Documented evidence of building positive relations with the local/regional business community and alumni, including successful fundraising.
- Share a commitment to further the goals of APSU for enrollment growth and retention, student success, innovative curriculum design, enhancement of financial resources through fundraising and grant activities and AACSB accreditation.
- Share APSU values for diversity, cross-cultural/international education, shared governance, civic engagement, effective integration of technology and on-line learning.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS