

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 Science and Mathematics
Regular Full-Time Position
Position Number 395000**

The College of Science and Mathematics consists of eight departments (Agriculture, Allied Health Sciences, Biology, Chemistry, Computer Science/Information Technology, Geosciences, Mathematics and Physics/Astronomy) and three centers (Center of Excellence in Field Biology, Geographic Information Systems Center and Environmental Education Center). The College has approximately 75 full-time faculty and about 1,325 undergraduate and graduate majors. Classes are conducted on the main campus in Clarksville, TN, at nearby Fort Campbell and online. Along with baccalaureate degrees offered by all of the academic units, Master's programs are available in Biology and Mathematics education. A state-of-the-art science complex and a newly renovated building housing the Geosciences and the GIS Center are among the College's facilities.

Position Description

The Dean of the College of Science and Mathematics (COSM) is the chief executive officer of the College and reports to the Provost and Vice President for Academic and Student Affairs (VPASA). The Dean is charged with leadership in maintaining and improving the College's role in instruction, research and public service.

Typical Duties and Responsibilities

- Serve as chief executive officer of the College.
- Provide visionary leadership for achieving the College's mission and goals, including promotion of excellence in teaching, scholarship and service, in collaboration with faculty and staff.
- Develop both short-term and long-range plans for the College to successfully complete University goals and objectives.
- Work with Provost/VPASA's office and other Deans to develop and revise policies, plans and procedures for CoSM and other academic units.
- Manage the budget, personnel, space and other resources of the College and assist departments in the development of their budgets and the hiring of faculty and staff.
- Provide leadership in advancing curriculum and developing new academic programs on main campus, Ft. Campbell Center and other locales to address the changing needs of students and society.
- Help move the College forward to meet the needs of the rapidly growing APSU service area.
- Build strong relationships with community leaders, governing board members, local politicians and others.
- Consider faculty and student complaints and grievances.
- Undertake various projects and duties as assigned by the Provost/VPASA.
- Pursue external funding through grants and other fund-raising activities.
- Ensure administrative requirements are met with regard to timely processing of payroll documentation, submission of budget revisions and evaluation of non-faculty personnel with the College.
- Assist departments in creating and maintaining opportunities for faculty development in instruction and research.
- Evaluate Department Heads in their administrative roles.
- Supervise departments in developing departmental mission statements and personnel policies.

Typical Duties and Responsibilities continued

- Schedule and review evaluations of faculty for promotion, tenure, retention and merit.
- Strive to improve the technological resources and competence of faculty and staff to more effectively meet the mission of the College.
- Assist departments with professional accreditations.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to develop both short-term and long-range plans for the College to successfully complete University goals and objectives.
- 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.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

Minimum Required Qualifications

- Proven administrative experience.
- Excellent interpersonal and communication skills.
- Budget management experience.
- Documented experience with and an appreciation for cross-cultural education, curriculum development and implementation and interdisciplinary studies.
- Recognition of the value and place of varied instructional methods, including the use of technology.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Ability to promote and support undergraduate and graduate research.

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