

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.

ASSOCIATE PROVOST FOR GRANTS AND SPONSORED PROGRAMS (APGSP)

And

DEAN OF THE COLLEGE OF GRADUATE STUDIES

AUSTIN PEAY STATE UNIVERSITY

Regular Full-Time Position

Position Number 024500

General Description

The Associate Provost for Grants and Sponsored Programs (APGSP) and Dean of Graduate Studies is the administrative and academic head of the College of Graduate Studies and the Office of Grants and Sponsored Programs and reports to the Provost and Vice President for Academic and Student Affairs (VPASA).

In the role of Associate Provost for grants, the AP is responsible for the integration of graduate, undergraduate and faculty research in the university programs and leadership and oversight of the Office of Grants and Sponsored Programs.

As Dean of the College of Graduate Studies, the Associate Provost is responsible for providing strong direction in defining the mission and goals of the College through strategic planning, program development, research, scholarship, and community service; encourage the use of electronic media, especially on-line delivery, as effective means to courses and degree programs. Other responsibilities include: student and faculty recruitment; input in promotion, tenure, and performance reviews; professional development of students, faculty, and staff; leadership activities at the local and state levels; and enhancement of a collegial atmosphere within the College and between the College and other University units. The Dean facilitates interactions between the academic units and central administration.

Major Responsibilities

Policy Making

Policy that affects graduate studies is developed by the Dean for submission to recommending bodies and for the approval of the President of the University.

Decision Making

The Associate Provost (AP) is involved in decision making affecting graduate students, departments, divisions, schools, and colleges that offer graduate programs.

Organization

The organization of the College is intermingled with other colleges, schools, and individual organizational structures. It can impact organization in that it may participate in the demonstration of need for additional faculty in a given discipline for the purpose of providing adequate graduate offerings in the area.

Personnel

The AP is responsible for graduate non-teaching staff who work in the College of Graduate Studies Office. He/She is also responsible for working in concert with departmental chairs and graduate committees in the development and design of graduate courses and programs and on research and external funding opportunities.

Advisement of Students

Although students will have advisors in their discipline of study, they may expect general advice concerning graduate studies from the Dean of the College of Graduate Studies.

Research

The AP is responsible for promoting and sustaining good research habits among both faculty and staff, while also providing leadership in applying for external funding opportunities.

Public Service

The AP is expected to be a model of public service, especially among those whose professions are ensconced in the educational enterprise. To meet the needs of graduate students within the region, the AP/Dean must be prepared to work closely with supervisors, superintendents, principals, and teachers.

Committees

The AP is a member of the Graduate Council, the Dean's Council, and several other University committees that required representation from a graduate perspective. The AP sometimes meets with other graduate deans in the state of Tennessee to discuss problems and policies of common interest.

Accreditation

The AP must be attuned to accreditation standards of various agencies to gain and/or maintain certification in appropriate areas.

Diversity

The AP should encourage and promote diversity among the graduate students and faculty of the College and encourage diversity among students taking part in undergraduate and graduate research.

Budget

The AP is responsible for budget requests emanating from the College and for control of the spending of such budgets.

Other Duties

The AP should be prepared to accept other job-related duties as assigned by the Provost/Vice President for Academic Affairs.

Essential Functions

- Ability to lead and oversee the College of Graduate Studies and the Office of Grants and Sponsored Programs, continued development of new graduate programs and external research funding, fostering research collaborations and interactions among the various units of the University and creating a focused and innovative graduate studies and research plan consistent with the University mission.
- Ability to integrate research with both undergraduate and graduate studies.
- Ability to develop both short-term and long-range plans for the College to successfully complete University goals and objectives.
- Ability to develop and interpret plans and policies.
- Ability to communicate effectively and appropriately.
- Ability to prepare and maintain accurate records and reports.
- 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 and office 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 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.

Required Minimum Qualifications

- The candidate should hold a doctoral degree and be eligible for tenure in one of the University's academic departments.
- The candidate should demonstrate excellence in, and commitment to: teaching, scholarly research, creative activities, professional achievement, shared governance, and community service within the context of a comprehensive public university.

- The candidate should have a successful record of writing and administering grants.
- The candidate should have a commitment to serving diverse constituencies.
- The candidate should have proven administrative experience to include recognition of the value and place of varied instructional methods, particularly the use of technology.
- Appropriate publication experience for the position is required.
- A background check will be required of the successful applicant.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS