

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 Arts and Letters
Austin Peay State University
Position Number 387000**

General Description

The College of Arts and Letters encompasses five academic departments: Art, Communications and Theatre (this department has a separate program in Theatre and Dance), History and Philosophy, Languages and Literature and Music. The College has approximately 93 full-time faculty, approximately 136 adjunct faculty and 1490 majors. Classes are conducted on both the main campus in Clarksville, TN, and at nearby Ft. Campbell, KY, as well as at other satellite locations. Baccalaureate degrees are offered by all academic departments. Masters degrees are offered in Communication Arts, English, History and Music. The College's Center of Excellence for the Creative Arts--comprised of Art, Creative Writing, Music, Theatre/Dance and Visual Arts—offers students and the community unique experiences through lectures, master classes, workshops, performances, exhibits and readings by regionally, nationally and internationally acclaimed artists. The College also houses programs in African-American Studies, Honors, International Studies and Women's Studies.

The Dean of the College of Arts and Letters provides strong direction in defining the mission and goals of the College through strategic planning, program development, research, scholarship, and community service and exercises leadership that enhances the distinct liberal arts mission of the institution. Other responsibilities include faculty recruitment; 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.

Duties and Responsibilities

The Dean is charged with leadership in maintaining and improving the College's role in instruction, research and public service. 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 Provost/VPAA's Office and other Deans to develop policies, plans and budgets for COAL and other academic units.
- Develop budgets for College and Departments.
- Oversee instructional scheduling on main campus, Ft. Campbell Center and other locales.
- 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/VPAA.
- Represent the College to constituencies on and off campus.
- Participate in fund raising.
- 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.

Faculty Development and Evaluation

- Assist departments in hiring 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 University and College missions.
- Engage the faculty and staff in continuing consideration of means to improve the performance of the College in the areas of instruction, research, artistic performance and public service.
- Strive to improve the technological resources and competence of faculty and staff to more effectively meet the mission of the College.
- Assist in the development and evaluations of programs curricula, and other opportunities to meet the mission of the College.
- Chair the College Curriculum Committee and oversee implementation of decisions of this body.
- Join the Provost/VPAA and other Deans in planning, evaluating and developing programs.
- Assist departments with professional accreditations.
- Perform other job-related duties as assigned.

Essential Functions

- 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.
- 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

- Terminal Degree.
- Eligibility for appointment as Professor in one of the College's academic departments.
- Demonstrated excellence in and commitment to teaching, scholarly and/or creative activities, professional achievement, shared governance and community service within the context of a comprehensive public university.
- Excellent interpersonal and communication skills.
- Experience in administration, budget management and curriculum development.
- Commitment to varied instructional methods and technologies.
- Demonstrated appreciation for the value of cultural diversity.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience with Learning Communities.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS