

*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 Behavioral & Health Sciences  
Austin Peay State University  
Position Number 274100**

The Dean of the College of Behavioral & Health Sciences is the administrative and academic head of the College and reports to the Provost and Vice President for Academic and Student Affairs (VPASA).

**The College of Behavioral & Health Sciences**

The College of Behavioral & Health Sciences encompasses six academic departments (Health and Human Performance, Military Science, Political Science, Psychology, Social Work, and Sociology) and three schools (Education, Business and Nursing). The College has approximately 90 full-time faculty and about 3,900 undergraduate majors and 450 graduate students. Classes are conducted on both the main campus in Clarksville, TN, and on nearby Ft Campbell, as well as at other satellite locations. The College also has a significant presence online with complete undergraduate or graduate degrees available in Political Science, Psychology, Nursing, Health and Human Performance, and Management. Bachelor's degrees are offered by all of these academic entities except Military Science, in which one may minor. At the graduate level, Masters degrees are offered in several fields of Education Administration and Supervision, Curriculum and Instruction, Elementary Education, and Reading), as well as in Counseling, Psychology, and Health and Human Performance. The School of Education also offers an Education Specialist degree.

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 and VPASA's office and other Deans to develop policies, plans, and budgets for COBHS 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 and VPASA.
- 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 meet more effectively 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 and VPASA and other Deans in planning, evaluating, and developing programs.
- Assist departments with professional accreditations.

## **Essential Functions**

- Ability to develop both short-term and long-range plans for the College to successfully complete University goals and objectives.
- Ability to successfully supervise and interact with both faculty and non-faculty personnel and complete all 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.
- 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.) and 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 handle multiple tasks simultaneously.
- Ability to effectively supervise personnel and complete all associated personnel actions in a timely and accurate manner.

## **Minimum Required Qualifications**

- Doctoral degree.
- Eligible for appointment as Professor in one of the College's academic departments.
- Demonstrated excellence in, and commitment to: teaching, scholarly research, creative activities, professional achievement, shared governance, and community service within the context of a comprehensive, public liberal arts university.

### **Minimum Required Qualifications continued**

- Proven administrative experience.
- Excellent interpersonal and communication skills.
- Budget management experience.

### **Additional Preferred Qualifications**

- Documented experience and an appreciation for cross-cultural education, curriculum development and implementation, international education and interdisciplinary studies.
- Recognition of the value and place of varied instructional methods, including the use of technology.

**IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS**