

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.

**Instructor, Assistant or Associate Professor &  
Director of the Honors Program  
Academic Affairs  
Regular Full-Time, 11-Month Position  
(July – May)  
Position Number 076015**

**General Description**

Each university assistant professor is an integral part of a local, institutional framework for the cultivation, explication, development, and criticism of knowledge and ideas in the applicable discipline. Each assistant professor seeks to teach ably, to pursue research and write well, and to engage in public service related directly to the applicable discipline or the general good of society. The goal in all these endeavors is to balance tradition and innovation, knowledge and criticism, rationality and sensibility, so as to improve the intellectual and cultural lives of students, colleagues, and the community.

The Director of the Honors Program will direct the development, implementation and ongoing evaluation of programs, services and policies designed to increase student recruitment, retention and progress towards graduation through the Honors program. This position reports to the Provost and Vice President for Academic Affairs.

**Primary Duties and Responsibilities**

Faculty:

- Demonstrate willingness and ability to work effectively with colleagues to support the mission of the institution and related academic units.
- Be responsible for a minimum of 30 teaching load credits per academic year, 6 of which will be for advisement, research, committee work, etc.
- Be willing to teach at times and places necessary to meet student needs.
- Be willing to adopt innovative teaching methods and delivery as appropriate.
- Carry out the assigned teaching load.
- Be involved in scholarly activities.
- Serve the department on committees and cooperating and assisting with other departmental activities.
- Possess the knowledge, talents and skills in the discipline to promote effective teaching.
- Demonstrate respect for the diverse learning needs of students.
- Demonstrate the ability to develop and implement curriculum objectives and content for courses offered and taught in one's curriculum area.
- Demand and maintain high standards and expectations for all students.
- Implement teaching activities and a diversity of teaching techniques, procedures, and resources including application of technology.
- Develop and implement evaluation and assessment techniques that are appropriate for each course.
- Use multiple measures to assess student learning on a regular basis and provide frequent feedback to students relative to their performance.
- Be available and knowledgeable and demonstrate proficiency in the practice of academic advisement of students.
- Conduct appropriate research and scholarly/creative activity within the discipline.
- Effectively utilize the materials and resources of the Felix G. Woodward Library.
- Demonstrate evidence of continuing professional development and growth by being suitably active in professional and community service.

## **Primary Duties and Responsibilities continued**

### Faculty continued:

- Exhibit motivation and initiative in keeping up-to-date and current in one's curriculum area by reading/reviewing current scholarly or creative works in their field and by attending conferences, seminars, workshops, courses, and development activities sponsored by the University.
- Serve effectively on committees and other appropriate functions that assist in University governance.

### Director:

- Tenured Faculty position that must teach two (2) courses per semester
- Direct the development, implementation and ongoing evaluation of the program.
- Work together with Admissions, Student Financial Aid & Veterans Affairs, Office of the Registrar, First Year Programs, Academic Support Services, and Career Planning & Placement to ensure that high performing students are effectively admitted and retained in the program.
- Work together with Academic Affairs, Deans and Department Chairs to implement a broad and challenging curriculum of Honors courses.
- Work with the Office of Undergraduate Research to identify opportunities for honors students.
- Coordinate educational programs and campus events that promote the Honors Program.
- Manage and direct academic monitoring and tracking of students, to include, but not limited to academic progress, grade checks, etc.
- Manage the financial resources of the Honors Program.
- Research and prepare reports for projects related to Honors student success and present reports to the campus community.
- Direct the maintenance of databases of student information, program participation, and student progress.
- Serve on appropriate college-wide, system-wide, or ad hoc committees as directed to address retention and graduation issues.
- Other job-related duties as assigned.

## **Essential Functions**

### Director:

- Ability to provide effective leadership of the Honors Program.
- Ability to effectively assist students in making successful academic and social progress toward graduation.
- Ability to effectively collaborate with other departments and programs on campus.
- Ability to effectively prepare and inform campus community of program success.
- Ability to effectively analyze and interpret data.
- Ability to operate a personal computer and associated software.
- Ability to communicate effectively.
- Ability to prepare and maintain records and reports.
- Must have excellent people skills to be able to work with a diverse university community and non-university community.
- Must have strong planning and organizational skills.

## **Required Minimum Qualifications**

### Faculty:

- Earned doctorate or terminal degree from an accredited institution in the instructional discipline or related area.
- Documented evidence of high quality professional productivity which may lead to national recognition in the academic discipline, and/or consonant with the goals of the University and of the academic unit to which the faculty member belongs.
- Documented evidence of ability in academic assignment and/or scholarly and creative achievement, and/or professional contributions and activities.
- Evidence of good character, mature attitude, and professional integrity.
- At least three (3) years of teaching or equated experience after receiving the appropriate terminal degree shall be required for promotion to Associate Professor.

### Director:

- The candidate should hold an appropriate terminal degree and be eligible for a tenure track appointment in one of the university's academic departments.
- The candidate should demonstrate excellence in and commitment to teaching and scholarly and/or creative activities.
- The candidate should have excellent interpersonal and communication skills.
- A background check will be required of the successful applicant.

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