



**ATHENS STATE**  
UNIVERSITY

INVITES APPLICATIONS & NOMINATIONS  
FOR THE POSITION OF:

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**Provost & Vice President  
for Academic Affairs and  
Student Services**

[ATHENS.EDU/PROVOST-SEARCH](https://athens.edu/provost-search)



# THE OPPORTUNITY

Athens State University invites applications and nominations for the position of Provost & Vice President for Academic Affairs and Student Services (Provost/VPAASS). The Provost/VPAASS oversees the academic integrity of the university and supervises the enrollment management and admissions teams. She/he ensures that the vision, mission, and university strategic plan cascade down to all academic and student support areas so they are operating in unison.

## THE ROLE OF THE PROVOST & VPAASS

Reporting to the President, the Provost/Vice President for Academic Affairs and Student Services (VPAASS) is the Chief Academic Officer of the University who is a strategic partner in long-range university planning, responsible for leading discussions of relevant, viable, innovative, and high-quality programs for lifelong learning. The Provost/VPAASS is focused on quality teaching and engaged learning in student-centered modalities both inside and outside the classroom. The Provost/VPAASS ensures the vision, mission, and university strategic plan cascade down to all academic and student support areas so they are operating in alignment. The Provost/VPAASS also ensures that academic programs meet quality standards set by accrediting bodies and aligned with the needs of students and employers. She/he also oversees the academic integrity of the university. In addition, She/he will also oversee the library and student support services, ADA Student Accessibility, Admissions, Career Development, Student Inclusion, Financial Aid, Registrar Student Engagement, Student Success, Counseling, Adult Learning Services Office, the University Testing Center, Library, Writing Center and Athens Teaching Learning and Innovation Services (ATLIS) and overall enrollment management functions.

## STRATEGIC RESPONSIBILITIES

- In general, provide leadership in matters of academic strategy, exploring, developing, launching, and sustaining educational initiatives consistent with the university mission.
- Develop the University's Enrollment Management Plan to build enrollment through impactful and innovative use of resources in support of the University's strategic plan.
- Regularly advise the President on academic and student services matters.
- Understand the university's special mission and history, appreciate all disciplines and interdisciplinarity, be cognizant of current future trends in the higher education environment, and comprehend the educational ecosystem and labor market in which the university is located.
- Maintain awareness of the Higher Education landscape, competitors, expansion opportunities, customers, markets, and new industry developments and standards utilizing state, regional and national data to analyze, evaluate, and align annual strategic and targeted enrollment needs with predictive enrollment trends.
- Participate in university-level strategic planning and lead academic planning which feeds into the broader planning process.
- Ensure the implementation of the university vision, mission, and pillars of the strategic plan throughout Academic Affairs and Student Services.



- Strengthen and build relevant, viable, innovative, and high-quality academic programs for lifelong learning.
- Provide leadership for quality teaching and engaged learning using learning science to inform and optimize pedagogies and modalities.
- Advocate for experiential learning which is the focus of the University's Quality Enhancement Plan for SACSCOC.
- Contribute to the development, honing, and execution of university plans for e.g., diversity, inclusion and equity; data analytics; technology; and communications/public relations as they apply to Academic Affairs.
- Help create a collaborative and nurturing culture in which Academic Affairs and Student Services employees work toward the university's goals, competencies, and have positive supervisory and peer relationships.
- Support and advocate for the Kares Library as an information learning commons.
- Provide leadership for increasing and enhancing overall student success throughout the University.

## MANAGERIAL RESPONSIBILITIES

### ACADEMIC AFFAIRS AND STUDENT SERVICES

- Oversee the assessment and enhancement of the content and delivery of academic programs to promote relevance, viability, and quality through e.g., systematic program review, accreditation, consistency with ACHE vitality guidelines, and stakeholder feedback.
- Oversee the enrollment management process from prospective student to successful graduate ensuring that Athens State has an intentional, impactful plan for recruitment and retention.
- Oversee offices relating to the health, wellness, and belongingness of students.

### FINANCIAL AFFAIRS

- Work with direct reports to plan, develop and implement the annual budget for the academic and student support divisions of the University; approve expenditures; and assist in identifying ways to increase revenue and decrease costs.
- Analyze resource allocation decisions with an ROI lens, being prepared to reallocate human and financial resources to other uses that better support the mission.
- Assess the efficiency (costs and productivity of inputs) and effectiveness (outcome achievement) of Academic Affairs and Student Services units on an ongoing basis.

### FACULTY & STAFF HUMAN RESOURCES

- Review hiring requests and recommend new and replacement positions to the Cabinet.
- Ensure the continual professional development of employees from orientation through the phases of their careers.
- Encourage and support not only teaching, but also research, grant-writing, publishing and other scholarly activities of the faculty.
- Engage in the regular evaluation of faculty and appropriate staff as directed by the Annual Evaluation of Employees Policy.
- Lead the annual tenure and promotion process for full-time faculty as outlined in the Continuation of Appointments (Tenure) and Promotion of Faculty policies.
- Ensure communication with faculty and staff by working closely with the Presiding Officers of the Faculty and Staff Senates to promote quality and shared governance.



## PARTNERSHIPS

- Appear before the Board of Trustees to discuss Academic Affairs and Student Support matters.
- Collaborate with the President on her/his academic and enrollment vision.
- Partner with the VP for University Advancement to advocate for the university, and participate in fundraising and alumni relations.
- Partner with the VP for Financial Affairs in the planning for the effective and efficient use of facilities, and in the resolution of student financial issues and budgetary issues.
- Partner with the Chief Marketing Officer to determine needs for marketing for academic and enrollment areas.
- Partner with the Chief Information Officer to ensure appropriate technology is available for use in classrooms, labs, and offices within the academic and student services areas.
- Liaise with the Alabama Commission on Higher Education and SACSCOC concerning program approval and monitoring.
- Participate in decision-making, sometimes possibly questioning and disagreeing, but afterwards sharing in collective responsibility for decisions, and defending those decisions to others.

## DIRECT REPORTS

- Supervise the Assistant Provost for Planning, Budgeting, and Assessment who supervises the Office of Institutional Research, the assessment of student learning, serves as SACSCOC Liaison, and performs other tasks as assigned.
- Supervise College Deans, Library Director, the Director of Adult Learner Services Office, the Writing Center Director, the Coordinator of the University Testing Center, the Director of ATLAS, and Academic Affairs office staff and work with academic department chairs as needed.
- Supervise the Associate Vice President for Enrollment Management who oversees all student support areas.

## OPERATIONAL RESPONSIBILITIES

- Coordinate with the College Deans and the Office of the Registrar in the preparation and approval of the class schedule each semester.
- Collaborate with the Cabinet, College Deans, and Associate/Assistant VPAs on the compilation of information for the catalog and its publication.
- Coordinate with the College Deans and approve the assigning of courses and non-instructional assignments to full and part-time faculty.
- Provide oversight for the implementation and management of the Enrollment Management Plan, including assessments and corrections as needed based on recruitment cycle results.
- Provide leadership and oversight of Student Recruitment strategies and efforts to ensure recruitment goals, policies, practices and actions produce successful student recruitment results, consistent with the University's mission, strategic plan and the Enrollment Management Plan.
- Delegate appropriate tasks.



## OTHER DUTIES

- Serve on the President's Cabinet, the Board of Trustees' Academic Affairs Committee, Strategic Planning, and other committees as needed.
- Serves as ex-officio member of administratively appointed academic committees.
- Perform other duties as delegated by the President.

## PROFESSIONAL QUALIFICATIONS & PERSONAL QUALITIES

The successful candidate will have:

- An earned doctorate or terminal degree
- Record of professional achievement in teaching and scholarship, sufficient to merit appointment at the rank of full professor
- At least 7 years of progressive and successful administrative experience in higher education with demonstrated achievement in the management of curriculum, academic personnel, budget administration, strategic planning, admissions, and enrollment management
- Proven record of success as an academic administrator with record of successful and progressively responsible administrative experience including the leadership of academic divisions, departments, or major programs; and demonstrated commitment to excellence in teaching, research, and service
- Proven record of success providing oversight and guidance to enrollment management, admissions, and other student success programs
- A successful track record, which demonstrates an ability to work effectively in an environment that relies on collegiality, consultative decision-making and shared responsibilities
- Knowledge and experience with university-community engagement, external grants, and fundraising
- Ability to provide leadership in the use of technology and information systems to support teaching, learning/ e-learning, research, and administration
- An understanding of institutional and specialized program accreditation

## ABOUT ATHENS STATE UNIVERSITY

Athens State University began as the Athens Female Academy in 1822. The Methodist Church began oversight of the institution in 1842, changing the name to the Athens Female Institute. It became Athens Female College in 1889.

In 1931 the name was shortened to Athens College when it became coeducational.

On May 10, 1974, the Board of Trustees requested from the North Alabama Conference of the United Methodist Church that the College seek affiliation with the State of Alabama. The conference, at its annual meeting in June 1974, gave the Board of Trustees this permission and authorized the transfer of the College to the State of Alabama.



In June 1975, the College was accepted by the Alabama State Board of Education subject to the appropriation of operating funds by the Alabama Legislature. Later that year, the Legislature appropriated funds for the operation of the College to serve the graduates of state junior, community, and technical colleges/institutions.

Later, in 1998, the college became Athens State University.

On May 11, 2012, a bill was passed by the Alabama Legislature allowing the creation of an autonomous Board of Trustees for the University. This Board of Trustees took office in October 2012. Athens State University remains the only upper-division University in the State of Alabama. The long history of service by the University is the foundation upon which the future of the University rests.

## VISION

Athens State University will be the premier destination for transfer students seeking the highest quality education and cutting-edge delivery at the most affordable cost. As the upper-division university in Alabama, building on a tradition that began in 1822, Athens State University will be the catalyst for positive change in the lives of its students.

## MISSION

The University advances the best interests of its students and the state of Alabama through teaching, service, research, and other creative activities to empower students to make valuable contributions in their professional, civic, educational, and economic endeavors. Through innovative communication and course delivery for high-quality undergraduate and select graduate programs, Athens State University provides a supportive environment for each student, demonstrating the importance of the diverse and interdependent nature of our state and society. Athens State University changes the face of Alabama by changing the lives of its students.

## INSTITUTIONAL GOALS

- To emphasize a student-centered approach to teaching, learning, and university life by expanding educational opportunities and social mobility through high quality instructional and student support services that are both accessible and affordable.
- To promote a sense of belonging that results in lifelong associations with the university.
- To foster and strengthen effective partnerships with educational, governmental, business, charitable, and civic organizations.
- To recruit and retain a diverse and highly qualified faculty and staff committed to excellence in all university pursuits.
- To encourage an atmosphere of diversity and to protect the free exchange of ideas.
- To maintain and improve university facilities and programs through public funds and philanthropic initiatives and to ensure effective stewardship of resources.
- To conduct university affairs in a manner that is transparent, deliberative, and ethical.
- To evaluate, support, and effectively utilize emerging technologies.



## LEARNING GOALS

- **Global Understanding:** Graduates of Athens State University will understand human cultures, the natural world, and the connections of a global society in the 21st century.
- **Effective Communication:** Graduates of Athens State University will read, write, speak, and listen effectively.
- **Lifelong Learner:** Graduates of Athens State University will desire to learn for a lifetime.
- **Intellectual and Practical Skills:** Graduates of Athens State University will think critically and creatively, independently, and cooperatively, qualitatively and quantitatively.
- **Ethical Responsibility:** Graduates of Athens State University will engage in moral and ethical reasoning and will be proactive in their efforts to build a more just world.
- **Human Diversity:** Graduates of Athens State University will recognize and value human differences as well as understand how those differences enrich communities.
- **Digital Citizenship and Information Literacy:** Graduates of Athens State University will appropriately utilize and embrace emerging and relevant technologies and will demonstrate information literacy that will enhance their personal and professional lives.
- **Civic Engagement:** Graduates of Athens State University will be prepared to participate effectively in civic, charitable, and governmental affairs.
- **Disciplinary Knowledge:** Graduates of Athens State University will have an in-depth understanding of a discipline that will prepare them for careers or further studies, showing evidence of applying quality research to real situations.

## ACADEMICS

Athens State is comprised of three University Colleges; [Arts and Sciences](#), [Business](#), and [Education](#). Each College is fully charged and capable of producing graduates who are career-ready for today's job markets.

## ACCREDITATION

Athens State University is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award bachelor's and master's degrees. The College of Education at Athens State University is accredited by the [Council for the Accreditation of Education Preparation \(CAEP\)](#). The College of Business is nationally accredited by the [Accreditation Council for Business Schools and Programs \(ACBSP\)](#) to offer the following business degree: The Bachelor of Science (B.S.) with majors in Accounting, Acquisition and Contract Management, Enterprise Systems Management, Human Resource Management, Logistics, and Supply Chain Management, Management, and Management of Technology. Athens State University is approved by the [Alabama State Department of Education](#) for the training of elementary, secondary, and postsecondary school teachers. The Alabama State Department of Education is a member of the [National Association of State Directors of Teachers Education Certification](#). The B.S. in Computer Science degree program (excluding the concentration in Information Security) is accredited by the Computing Accreditation Commission of [ABET](#).





# THE CITY OF ATHENS, ALABAMA

The city's proximity to transportation, recreational facilities, and educational centers make it a vibrant spot today. The rich soil still offers farming opportunities but also recreational ones. The Swan Creek Greenway, for example, offers hiking, a covered bridge, and access to an archery course. The railroads combined with Interstate 65, major highways, and nearby Tennessee River provide quick access for business and industrial transportation needs. Citizens are within short distances to universities and educational training facilities. Historic Downtown offers unique shopping and dining opportunities while chain restaurants, stores, and trendy shops are located along U.S. 72, U.S. 31, and at the Interstate 65 exit. To learn more about Athens, please [visit here](#).



## NOMINATION & APPLICATION PROCESS

### SALARY

Salary will be competitive and commensurate with qualifications and experience.

### HOW TO APPLY

Applications are now being accepted. For a full application package, please include a cover letter, CV, unofficial transcripts, and list of three references.

**TO APPLY, PLEASE VISIT**  
<https://jobs.athens.edu/>

**Initial screening of applications will begin immediately and will continue until an appointment is made.**

### PLEASE DIRECT INQUIRIES TO:

**Kathryn Doaty, Human Resources Employment Specialist**  
**Email: [Kathryn.Doaty@athens.edu](mailto:Kathryn.Doaty@athens.edu)**

#### *Non-Discrimination Policy Statement:*

*Athens State University, as an equal opportunity/affirmative action institution, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. Athens State University does not discriminate on the basis of race, color, national origin, age, marital status, gender, gender identity, gender expression, pregnancy, sexual orientation, disability, religion, genetic information, or veteran status in employment, or admissions to or participation in educational programs and activities. Inquiries or concerns may be addressed to the Office of Human Resources, 300 N. Beaty St., Athens, AL 35611, 256-233-8124.*





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