



Assistant Provost and University Registrar

Austin Peay State University (APSU) invites applications, expressions of interest, and nominations for the role of Assistant Provost and University Registrar. Austin Peay seeks an experienced and highly effective leader who will be responsible for maintaining the accuracy and integrity of the University's academic records and student information. Reporting to the Provost and Senior Vice President for Academic Affairs, the Assistant Provost and University Registrar will serve as a vital contributor and member of the Provost's senior leadership team.

Austin Peay State University

Located in Clarksville, Tennessee, Austin Peay State University (APSU) is a thriving campus that serves the northern Middle Tennessee region, the state, the nation, and the world abroad. The University has three locations: the Clarksville campus, the Austin Peay Center at Fort Campbell near the Tennessee-Kentucky border, and the Highland Crest Campus in nearby Springfield, Tenn.

With more than 119,000 alumni and a diverse population of nearly to 10,000 students, Austin Peay is classified as a Master's Large institution by the Carnegie Foundation and offers doctoral, graduate, bachelor's, and associate programs, with many programs offered fully online. With more than 8,000 undergraduate students and 1,200 graduate students, APSU provides a vibrant residential campus as well as serving online, part-time, and adult learners across multiple degree offerings.

The institution is named for former Tennessee Gov. Austin Peay, a Clarksville native, who was instrumental in founding the University. Established in 1927 as Austin Peay Normal School, APSU has become one of the most dynamic universities in the region, distinguishing itself for its innovations in faculty and student success.

Austin Peay has a strong relationship with the United States military and is one of only two universities with its own facility – at Fort Campbell – which serves more military-affiliated students than any other university in Tennessee. The Newton Military Family Resource Center has a direct focus on helping military students navigate college through its various departments and military-specific services. The University serves more than 2,400 current or former service members and their families. Austin Peay serves as a Veterans Education Transition Support (VETS) campus and hosts the VetSuccess on Campus (VSOC) program in collaboration with the U.S. Department of Veterans Affairs. The University prides itself on serving those who serve or have served.

Clarksville, Nashville, and Life in Tennessee

With a population of more than 176,000, Clarksville is Tennessee's fourth-largest city and is located just 45 minutes from Nashville. It is one of the fastest growing and youngest cities in the country with a growth percentage of 15.5 percent over a five year period. It is the 22nd fastest growing city in the United

States. Clarksville was named “No 1. Best Place to Live” in 2019 by *Money* magazine and boasts a county population topping 235,000.

Tennessee is a Zero-Income Tax state – across the state residents do not pay state taxes on their personal income. The cost of living in Clarksville ranks an impressive 89.1 out of 100 on the living index. Its homeowner housing ranking stands at 79.3 for affordable cost of living, indicating that Clarksville is a location that is more affordable than the national average.

Nashville is a major metropolitan area with more than two million residents. It prides itself for serving as the home of country music and for its sprawling entertainment and cultural offerings across music, film, and television. It is also the base of the Tennessee Titans football, Nashville Predators hockey, and Nashville SC soccer teams. Nashville is well-recognized for its vibrant creative community, filled with art galleries, theaters, and performances stages, in addition to its deep historical culture with its museums and national history attractions.

University’s Vision and Mission

Austin Peay is a mission-driven, community-minded institution that provides transformational experiences through innovative, creative, and scholarly activities. The University welcomes and inspires an inclusive community of learners to make a positive impact regionally and globally.

APSU’s vision is to be the region’s university of choice for those seeking to improve their lives, and it achieves this vision through student-centered teaching, unique development opportunities, and a focus on innovative research and public service.

The University is a collaborative community that values personal growth and life-long engagement through the promotion of integrity and academic excellence. APSU leads through its values of:

- **Academic Excellence** by providing meaningful and practical learning opportunities with highly qualified and dedicated faculty and staff
- **Integrity** by maintaining an honest, fair, and credible environment
- **Community** by fostering learning in an environment where all are welcomed and valued
- **Personal Growth** by providing the knowledge, tools, and resources for all “Governors” to reach their full potential
- **Life-Long Engagements** by providing services, programs, and experiences that promote loyalty, pride, and mutual support
- **Collaboration** by enriching its local, regional and global communities through value-added programs, strategic partnerships, and meaningful service

In 2022, Austin Peay launched its new five-year strategic plan [Experiencing Austin Peay](#) and embraced a new tagline, “Experience Change. Experience Community. Experience Compassion. The life you want begins at Austin Peay.” The 2022-2027 Strategic Plan is guided by four pillars of experience:

- Pillar 1: The Academic Experience
- Pillar 2: The Student Experience
- Pillar 3: The Employee Experience
- Pillar 4: The Community Experience

University Leadership

President Michael Licari began his service as Austin Peay's 11th president on March 1, 2021. President Licari previously served as provost and vice president for academic affairs at Indiana State University. Across twenty years of academic leadership, President Licari has held the roles of interim provost and acting president, dean of the Graduate College, associate provost for academic affairs, and as department chair and professor. President Licari earned a Ph.D. and master's degree in political science from the University of Wisconsin-Milwaukee, and a Bachelor of Arts degree in political science from the University of Minnesota.

Provost Maria Cronley joined Austin Peay State University as Provost and Senior Vice President for Academic Affairs on July 6, 2020. Provost Cronley most recently served as Provost and Vice President for Academic Affairs and Professor of Marketing at Ohio Northern University. Prior to her time at Ohio Northern, Dr. Cronley was employed at Miami University in an array of academic and leadership positions, including professor of marketing, senior associate dean of the Farmer School of Business and senior associate provost. She also served as an assistant professor of marketing at Wright State University. Dr. Cronley earned her Ph.D. in marketing from the University of Cincinnati and her Bachelor of Science in Marketing from Bowling Green University.

Academics

The University is composed of seven colleges – the College of Arts and Letters; the College of Business; the College of Behavioral and Health Sciences (home to the School of Nursing); the Eriksson College of Education; the College of Graduate Studies; the College of Science, Technology, Engineering, and Mathematics (STEM); and the University College. In addition, APSU lays claim to two Centers of Excellence – the Center of Excellence for the Creative Arts and the Center of Excellence for Field Biology – as well as four Chairs of Excellence – the Roy Acuff Chair of Excellence in the Creative Arts, the APSU Foundation Chair of Excellence in Free Enterprise, the Harper-Bourne Chair of Excellence in Business, and the Lenora C. Reuther Chair of Excellence in Nursing. These Chairs of Excellence, or endowed professorships, were designed to attract outstanding professors and artists to Austin Peay to enrich the academic programs of the University and share their special areas of expertise with students, faculty, and community members.

The curriculum is further enriched by extended and distance education options, the Honors Program, extensive opportunities for internships, study away and study abroad programs, and the President's Emerging Leaders Program. The University's academic calendar is organized to enable students a greater flexibility with their work, military duty, and co-curricular responsibilities outside of the classroom.

Leading the academic excellence, Austin Peay lays claim to nearly 1,600 faculty and staff. The more than 650 faculty (full- and part-time) are known for their dedication to teaching, mentoring, scholarship, and service. The more than 900 (full- and part-time) staff members partner in the academic enterprise and embrace their roles as co-educators. The student-faculty ratio is 14:1, and the average undergraduate class size is 24 students.

Austin Peay is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's, education specialist, and doctorate degrees. Austin Peay has numerous programs accredited through specialized program accreditation agencies. These accreditations are earned after rigorous evaluation and proof of excellence within the field of study and degree level. These program accrediting agencies are on the Tennessee Higher Education Commission's list of approved accreditors.

Students at Austin Peay

Austin Peay is dedicated to providing students with a transformative, inspiring, and well-rounded experience. Students at Austin Peay include undergraduate and graduate students, with access to over 200 areas of study across 50 bachelor's degrees, 21 master's degrees, two doctoral programs, and a variety of specialized certificates. With more than 50 graduate and 125 undergraduate degree paths, Austin Peay is a major regional provider of higher education, and continues to be innovative in matching the workforce with students' needs – offering the country's first registered apprenticeship for teaching; adding new programs in national security studies, aviation science, and animation; and ensuring access to education through a robust online program. With its low student to faculty ratio, Austin Peay students are embedded in a supported, connected, and committed academic educational environment.

For the 2022-23 year, Austin Peay enrolled students from 47 states, over 85 percent of whom are from Tennessee. More than 100 students hail from 43 countries around the world. For the incoming, full-time first-year class for 2022-23, 61 percent of students identify as female, and 39 percent identify as male, with more than 45 percent of students being from underrepresented backgrounds. Seventy percent of Austin Peay students were awarded the Tennessee Promise scholarship award for financial aid support, with over 60 percent of students being Pell Grant awardees.

Austin Peay is dedicated to serving students across all backgrounds, educational pursuits, and life goals with many students being adult, nontraditional, military-affiliated students, and dual enrollment-students through local high school connections. For 2022-23, over 35 percent of Austin Peay students were part-time degree seeking across undergraduate and graduate programs. The most popular undergraduate degrees across the past few years include health and human performance, nursing, criminal justice, management, psychological science, and professional communication.

The Role of the Assistant Provost and University Registrar

The Assistant Provost and University Registrar reports to the Provost and Senior Vice President for Academic Affairs and serves on the Provost's leadership council, President's Cabinet, and several leadership committees. The University Registrar will lead, manage, and provide ongoing growth and professional development for a team of more than 20 professionals.

Opportunities and Challenges for the Assistant Provost and University Registrar

Effectively lead, strengthen, and support the Office of the Registrar: The Registrar will foster an office that provides excellent service, manages efficient use of resources, and reflects industry best practices in records management and effective use of technology. The Registrar will ensure compliance with all federal and state requirements for records and reporting, as well as all requirements related to the Southern Association of Colleges and Schools (SACSCOC) accreditation and VA, NCAA, and FERPA regulations.

Ensure and maintain the integrity and security of data: The Registrar will assume stewardship for student academic records and the effective management of all records, services, and systems maintained by the Office of the Registrar and the Office of Student Persistence. The Registrar will ensure the integrity, security, and maintenance of student data when collecting, recording, and reporting within FERPA guidelines and in accordance with the University's retention policy, which include, but are not limited to, grade processing, registration, class scheduling, transcript and verification production, athletic eligibility, VA services, degree clearance, course inventory management, transfer credit evaluation, policy consultation, and specific graduation responsibilities in alignment with best practices as established by

the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

Creatively approach space allocation and utilization: In collaboration with administration and faculty, the Registrar will optimize the availability of course offerings and maximize the use of classroom resources throughout campus. The Registrar will advance improvements in classroom utilization and scheduling to meet the institution's overall priorities and needs.

Engage in cross-campus collaboration: The Registrar will collaborate with Deans' offices, department chairs, the Office of the Provost and other entities on policy determination, procedure changes, course transfer credit, articulation agreements, registration procedures, and other high-level special projects. In addition, the Office of the Registrar will assist with preparations for and operation of commencement exercises and work with other student service and administrative offices, including but not limited to, the Office of Student Success, the Office of Undergraduate Persistence, Admissions, Financial Aid, Student Account Services, Student Affairs, Information Technology Services, and Institutional Research and Internal Audit. At the request of the Provost, the Registrar will support academic-related administrative functions and work with faculty and administrators to align academic policies and services with the strategic mission of the University.

Desired Characteristic and Qualifications

As a leadership-level staff member, the University Registrar will have a proven record of higher education administration leadership, be deeply knowledgeable about data and information management in a higher education setting, and have a strong understanding of the factors underlying student success and retention. The next Registrar will maintain a student-centered approach to the work and value engagement with faculty. In addition, the Registrar will possess many of the following experiences, capabilities, and attributes:

- Strong managerial talent to engage, supervise, and develop team members coupled with an ability to complete all associated personnel actions in a timely and accurate manner;
- Excellent working knowledge of federal and state laws, in particular FERPA and mandates pertaining to enrollment, student records, and institutional compliance;
- Superior understanding of and ability to manage the overall operation of the Registrar's office;
- Exemplary communication skills, listening abilities, and analytical and problem-solving skills;
- Deep knowledge of technology in some or all of the following areas: Ellucian Banner student information systems, WEB registration and imaging, Degree Works degree audit system, EAB Navigate, and Oracle systems;
- A teamwork ethic and an ethos of continuous collaborative improvement and innovation;
- High integrity and capacity 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;
- Capacity to effectively manage computer-based online student information systems;
- High attention to detail;
- Strong project management and facilitation skills in settings with multiple and competing priorities and deadlines;
- Ability to effectively prepare and monitor operating budgets;
- Ability to develop and implement policies and procedures; and

- A collegial, collaborative, transparent, and responsive professional nature.

A bachelor's degree is required for the position, and an advanced degree is preferred. Salary will be commensurate with experience and will be accompanied by competitive benefits and wellness options, including health, dental, vision, educational assistance, and paid parental leave.

Austin Peay will begin reviewing candidates immediately and will continue until the position is filled. Nominations and applications should be submitted electronically as soon as possible. Applications should include a letter of candidacy and a complete résumé or vita. All application materials will be considered in full confidence. Please send all nominations, inquiries, and applications, and expressions of interest electronically to: AustinPeayRegistrar@storbecksearch.com.



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For more information, please visit Austin Peay State University's home page at www.apsu.edu

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