



EMILY HOUSE
Executive Director

BILL LEE
Governor

STATE OF TENNESSEE
HIGHER EDUCATION COMMISSION
STUDENT ASSISTANCE CORPORATION
312 ROSA L. PARKS AVENUE, 9TH FLOOR
NASHVILLE, TENNESSEE 37243
(615) 741-3605

Director of Academic Affairs

The Tennessee Higher Education Commission (THEC) was created for the purpose of coordinating and supporting the efforts of postsecondary institutions in the State of Tennessee. THEC is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. We pursue this goal by innovating for student access and success, creating a policy environment conducive to increased degree attainment, and protecting students and consumers. Additional information about THEC may be found at www.tn.gov/thec.

Job Summary

The Director of Academic Affairs will work with new academic program development, revision, and monitoring; coordination of the Tennessee Accreditation Network; and approval and monitoring of off-campus instruction. In carrying out these duties, the Director will work closely with THEC staff across multiple bureaus, institutional staff, provosts, faculty, and other state and national agencies.

Primary Duties and Responsibilities

- Support the Academic Affairs and Student Success Bureau in carrying out the Commission's agenda in alignment with the higher education master plan.
- Work across the bureau and with university and governing board personnel in the development and monitoring of new academic programs to include reviewing all stages of program proposals and participating in site visits.
- Oversee the work of the Tennessee Accreditation Network which is a collaboration between THEC and SACSCOC accredited institutions across the state and includes hosting various convenings throughout the year.
- Manage all stages of the off-campus instruction approval process for Tennessee's public universities, community colleges, and colleges of applied technology.
- Assist with development and revision of Academic Affairs policies and procedures based on research, best practices, and in collaboration with institutional stakeholders.
- Collaborate with internal and external partners on special projects and informational requests including other bureaus at THEC including Policy, Planning, and Research and Access and Outreach.

- Monitor implementation, evaluation, and compliance of grants and new initiatives, as needed.
- Represent THEC at statewide convenings and other meetings, as appropriate.

Skills and Qualifications

- Master's degree or higher with progressive academic leadership experience in higher education.
- Experience working with academic program development.
- Knowledgeable of accreditation standards and requirements including Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and programmatic accreditors.
- Well-developed understanding of the culture of higher education.
- Strong leadership, interpersonal, and administrative skills required.
- Independent, self-starter who also works as a collaborative team member.
- Effective communicator with excellent written and oral communication skills.
- Goal oriented with strong organizational and technical skills.

Anticipated Salary Range and Benefits

The starting salary for this position is \$75,000 - \$85,000 and is commensurate with experience and qualifications. This position offers a competitive benefits package that includes, health, dental, life insurance, and paid vacation and holidays.

How to Apply

Please submit a cover letter, resume, and contact information for three references to David Heithcock, HR Director, THEC/TSAC at thec.hr@tn.gov.