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
Under the direction of the Associate Chief Academic Officer, the Director of Academic Affairs will oversee the following areas: support for new academic program development and monitoring; Post-Approval Monitoring for academic programs; collaboration on cross-bureau projects with other THEC staff; and grant/project management. 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.
- Create positive working relationships with university and governing board personnel to facilitate academic program development, modification, and monitoring.
- Explore new ways of improving the relationship between universities to develop collaborative academic offerings.
- Assist with development and revision of Academic Affairs policies and procedures based on research, best practices, and in collaboration with institutional stakeholders.
- Oversee and provide annual reports/updates regarding post-approval monitoring of academic programs.
• 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.
• Collaborate with Policy, Planning, and Research on specific reports and projects that intersect with academic affairs such as the Supply and Demand Report and Chairs of Excellence.
• Monitor implementation, evaluation, and compliance of grants and new initiatives as needed.
• Represent THEC at statewide convenings and other meetings as appropriate.
• Other duties as assigned.

Skills and Qualifications
• Master’s degree or higher with progressive academic leadership experience in higher education.
• Experience working with academic program development.
• 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 $70,000 - $80,000 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 on the form found at https://stateoftennessee.formstack.com/forms/resume_submission. Your submission materials may be copied and pasted into the form or attached in a .txt format. While electronic submission through the link above is preferred, written submissions may also be sent to:

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