

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: V:01:01 DATE: July 17, 1978  
SUPERSEDES POLICY NO.: V:01:01 DATED: September 8, 1976  
SUBJECT: Organization for Student Affairs  
APPROVED: Robert O. Riggs, President Robert O. Riggs

Organization

The Student Affairs Division of the University is organized under the Vice President for Student Affairs who is responsible directly to the President of the University. The following offices are responsible to the Vice President for Student Affairs: Director of Student Services, Director of Student Life, Director of Student Activities, and Director of Public Safety.

Departments under these offices have a department head who is responsible for the immediate supervision of the department.

Programs, activities, auxiliary, and budgetary affairs associated with the principal offices and their subordinates come under the general supervision of the Vice President for Student Affairs.

The accompanying chart depicts the organizational and functional structure of the Student Affairs Division of the University.

STUDENT AFFAIRS DIVISION  
 FUNCTIONAL RESPONSIBILITIES OF THE STAFF REPORTING DIRECTLY TO THE  
 VICE PRESIDENT FOR STUDENT AFFAIRS

Vice President for Student Affairs

Policies  
 Staff Management & Evaluation  
 Budgeting  
 New Student Orientation  
 Public Relations

Director of  
 Public Safety

Campus Security  
 General Campus  
 Traffic & Parking  
 OSHA/ TOSHA  
 Campus Safety  
 Liason with civil  
 Law enforcement agencies

Director of Student  
 Activities

University Center  
 General Operation  
 Programming  
 Calendar of University Events  
 Scheduling Use of Univ. Facilities  
 University Social Activities Board  
 Contractual Concerting  
 Movie Program  
 Coffee House  
 General Programming  
 ACUJ Games  
 Tournament

Director of Student  
 Life

Student Government Associations  
 Student Organizations  
 Social Fraternities/Sororities  
 Professional Organizations  
 Non-profit & Interest Groups  
 Recognition procedures  
 Housing  
 Service Activities  
 Governor's Ambassadors (ROTC)  
 Cheerleaders  
 International Students  
 Advisement  
 Orientation  
 Counseling  
 Homcoming  
 Discipline  
 Student Judicial System  
 Advisor to Student Tribunal  
 Coordinator of Appellate Procedures  
 Discipline Committee Chairperson

Director of Student  
 Services

Student Housing  
 Supervision of Housing Coordinator  
 Supervisors/Resident Assistants  
 Assignments/Contracts  
 Maintenance/Custodial Services  
 Programming  
 Special Services  
 Student Insurance  
 Student I.D.'s  
 Responsible for Programs, Facilities,  
 Services and Staffing of:  
 Health Services  
 Post Office  
 Veterans Affairs  
 Intramural Recreation  
 Counseling Center  
 Food Services  
 Cafeteria  
 Catering