


AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 1:005	Supersedes Policy Number: 1:005
Date: August 6, 1992	Dated: October 10, 1990
Subject:  Organization of Student Affairs	
Initiating Authority:  Vice President for Student Affairs	TBR Policy/Guideline Reference:
Approved:  President	

The Division of Student Affairs is organized under the Vice President for Student Affairs/Dean of Students who is responsible to the President. The following departments are responsible to the Vice President for Student Affairs/Dean of Students:

- Alcohol and Drug Program
- Assistant to the Vice President
- Associate Dean of Students
- Child Learning Center
- Counseling and Career Services
- Housing/Residence Life
- Minority Affairs
- Student Activities/University Center
- Student Financial Aid
- Student Health Services

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

**AUSTIN PEAY STATE UNIVERSITY  
DIVISION OF STUDENT AFFAIRS  
August, 1991**

**VICE PRESIDENT/DEAN OF STUDENTS**

Policy Development and Interpretation  
Budget Development and Control  
Staff Management, Training and Development  
Division Accountability and Management  
Enrollment Management

Student Government Association  
Student Yearbook  
Student Newspaper  
Cheerleaders

**Associate Dean of Students**

Student Life Programs  
Student Discipline  
Student Judicial System  
Greek Affairs Council  
Fraternities/Sororities  
Student Development

**Director of Housing/Residence Life**

Residential Facilities Planning & Services Management  
Budget and Finance  
Professional Staff Supervision  
Formal Residence Hall/ Apartment Discipline  
Room/Apt. Assignments  
General Facilities Upkeep

**Coordinator of Residence Life**

Program Planning  
Programming/Services  
Informal Residence Hall Discipline  
Paraprofessional Staff Supervision  
Counseling & Advising

**Director of Intramural Recreation**

Intramurals  
Programming Supervision  
Student Help  
Equipment Maintenance and Safety  
Recreation  
Memorial Health Coordinator  
"FOCUS" Program Coordinator  
Student Discipline

**Director of Student Activities**

Student Activities  
Homecoming Coordination  
University Program Council  
Programs & Activities  
Concerts & Special Events  
Advisor  
Leadership Development  
ID Cards  
Handbook/Peay Street Journal  
Student Discipline

**Assistant to the Director of Student Activities**

Campus Facilities Scheduling  
Approval and Policy Interpretation  
Technical Assistance  
University Center Building Coordinator  
Student Organizations

**Assistant to the Vice President**

Orientation  
Parents Council  
Honors & Awards  
Student Assessment  
Student Development  
Budget Maintenance/Responsibility  
Graduate Assistant(s)  
Governors Ambassadors

**Director of Minority Affairs**

Academic and Personal Counseling  
Minority Cultural Programming  
Coordination of Minority Scholarship Recipient Programs  
Minority Student Advocate  
Advising Minority Student Groups  
Voices of Triumph  
Minority Advisor to Assist Peers (MAAPS)  
Coordinate "FOCUS" Program

**Director of Alcohol and Drug Program**

Grant Funded Program  
Drug/Alcohol Intervention  
Education  
Prevention

**Director of Student Financial Aid**

Need-based Financial Aid  
Federal/State Aid  
Scholarship Awards  
CWSP  
General Campus Student Employment  
Veterans Affairs

Associate Director  
Assistant Director  
Accountant  
VA Counselor

**Director of Health Services**

Student Health Services Supervision  
Family Planning  
Health Awareness  
Athletic Medicine  
Wellness Program  
Student Health Insurance

**Director of Counseling & Career Services**

Vocational, Educational, Personal & Career Counseling  
Career Development/Planning Programs  
Placement Activities  
Off-campus Employment  
Job Interviewing  
Staff Supervision/Training Testing  
Diagnostic Pre-Admission/Admission  
Adult Services/Support Programs  
Resume and Credential Development  
Graduate Assistant(s)  
Practicum Student(s)  
Advise/Counsel Adult Students

Coordinator Counseling Services  
Testing Coordinator  
Adult Services Counselor

**Director of Child Learning Center**

Early Childhood Curriculum  
State Certification  
Budget and Finance  
Staff Supervision  
Advisory Committee