

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

POLICY NO.: VII:01:01 DATE: May 21, 1984
SUPERSEDES POLICY NO.: N/A DATED: _____
SUBJECT: Organization for Executive Assistant to the
 President
APPROVED: Robert O. Riggs, President *Robert O. Riggs*

The Executive Assistant to the President is responsible directly to the President of the University. The following functions are responsible to the Executive Assistant to the President:

- Computer Services
- External Grants
- Institutional Research
- Long Range Planning
- Management by Objectives
- Management Information System
- Space Utilization
- Other Responsibilities Assigned by the President

Policies and procedures emanating from offices reporting to the Executive Assistant to the President will have numbers assigned as follows:

- VII:01:00 Executive Assistant to the President
- VII:02:00 Computer Services
- VII:03:00 External Grants
- VII:04:00 Institutional Research