



October 3, 2008

Office of the Chancellor

ASU Box 32002
Boone, NC 28608-2002

(828) 262-2040
Fax: (828) 262-3024

Dr. Harold L. Martin
Senior Vice President for Academic Affairs
General Administration
P. O. Box 2688
Chapel Hill, NC 27515-2688

Dear Harold:

Appalachian State University seeks approval to establish a new administrative unit named "College of Health Sciences and Allied Professions," and to create a new Dean position for the College. I have attached the proposal for this unit, which was approved by the Appalachian State Board of Trustees on September 19, 2008, after having been discussed by all campus constituencies that will be affected by this change. Additionally, I have enclosed an organizational chart showing the current location of the units that will move to the new College, EPA Form 01 requesting a new Dean position, a job description for the Dean position, and a detailed organizational chart showing all the personnel who would report to the new Dean.

The Final Report of the University of North Carolina Tomorrow Commission included a major recommendation to educate more health professionals to meet the current and projected needs of the state. Appalachian's Phase I UNC Tomorrow Report indicated how each of these suggestions would be accomplished with the creation of a College of Health Sciences and Allied Professions. The new College will increase the visibility for health care programs to better attract students, create efficiencies by combining advising and clinical placement services, provide the expertise for the development of new health care programs, and facilitate collaborative agreements and programs with regional health agencies. Discussions are underway with Appalachian Regional Health Care System, Wake Forest Medical School, and Carolinas HealthCare System to use the College to coordinate the placement of third and fourth year medical students in medical practices in the region. Access to medical information would be enhanced for both students and professionals in the area by collaboration between Northwest AHEC and Appalachian library services, and creating an information commons in the new College.

I appreciate your attention to this request, and I will be pleased to respond to any questions that you or your staff may have.

Sincerely,

A handwritten signature in black ink that reads "Ken".

Kenneth E. Peacock
Chancellor

KEP/kr

Copy to: Dr. Alan Mabe
✓ Ms. Ann Lemmon
Dr. Stan Aeschleman

**The University of North Carolina Office of the President and General Administration
EPA Designation Request Form**

Institution: Appalachian State University

Division/School/Department: College of Health Sciences and Allied Professions (Proposed)

EPA Designation Requested:

- ☒ Senior Academic and Administrative Officer, I.A.* (SAAO, Tier I)
☐ Senior Academic and Administrative Officer, I.B.* (SAAO, Tier II)
☐ Instructional
☐ Research

Proposed Position Information:

Proposed Title: Dean

Proposed Working Title (if different): _____

Proposed Position Number (if applicable): New Position

Current Position Information (if applicable)

Current Status: ☐ SPA (Salary Grade) ☐ EPA ☒ New Position

Current Title: _____

Current Position Number: _____

Name of employee in position: New Position

Name and title of supervisor: Stanley R. Aeschleman, Provost and Executive Vice Chancellor

Institutional Authorization:

Print Name: Kenneth E. Peacock Title: Chancellor

Signature:  Date: September 30, 2008

Mailing Address Office of the Chancellor, P. O. Box 32002, Appalachian State University,

Boone, NC 28608

Telephone: 828-262-2040 Fax: 828-262-3024 E-mail: peacockke@appstate.edu

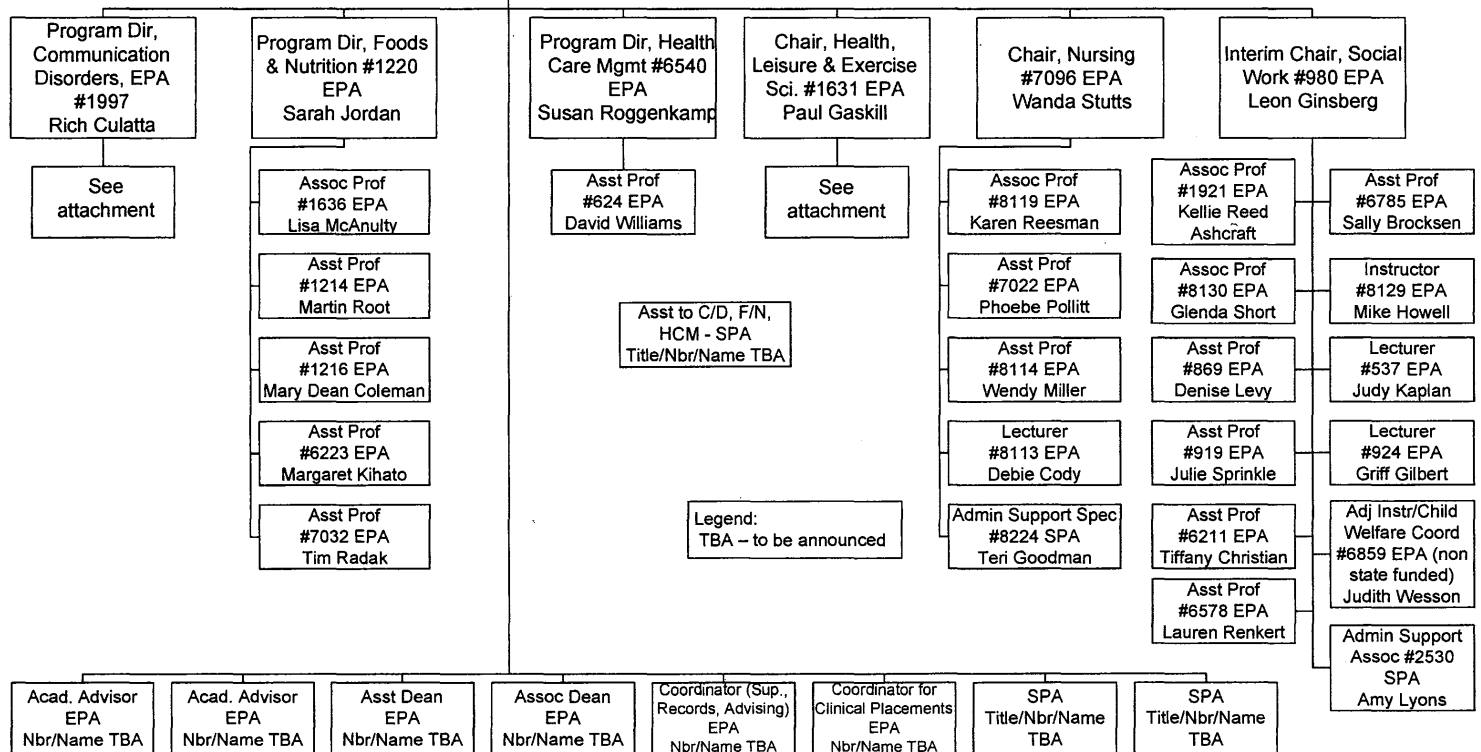
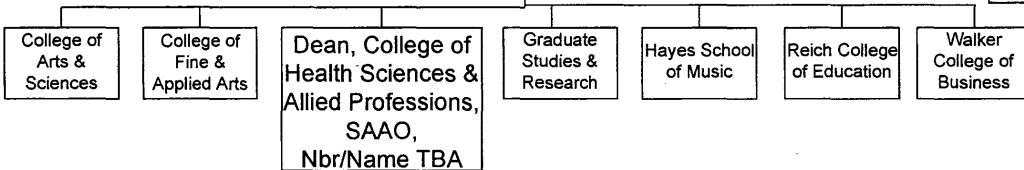
Submit completed form with the following required documentation:

- A written justification for requested action that includes specific reference to relevant elements in SAAO definition or Instructional/Research definitions
- A detailed position description
- An organizational chart that includes position titles, position numbers, position designations (SPA, EPA, SAAO), and employee names

Submit to: Associate Vice President for Human Resources
UNC General Administration, P.O. Box 2688, Chapel Hill, NC 27515-2688
Fax: 919-843-8327 Phone: 919-962-4555 Email: awlemmon@northcarolina.edu
Web: http://www.northcarolina.edu/hr/epa_rec/request_form.cfm

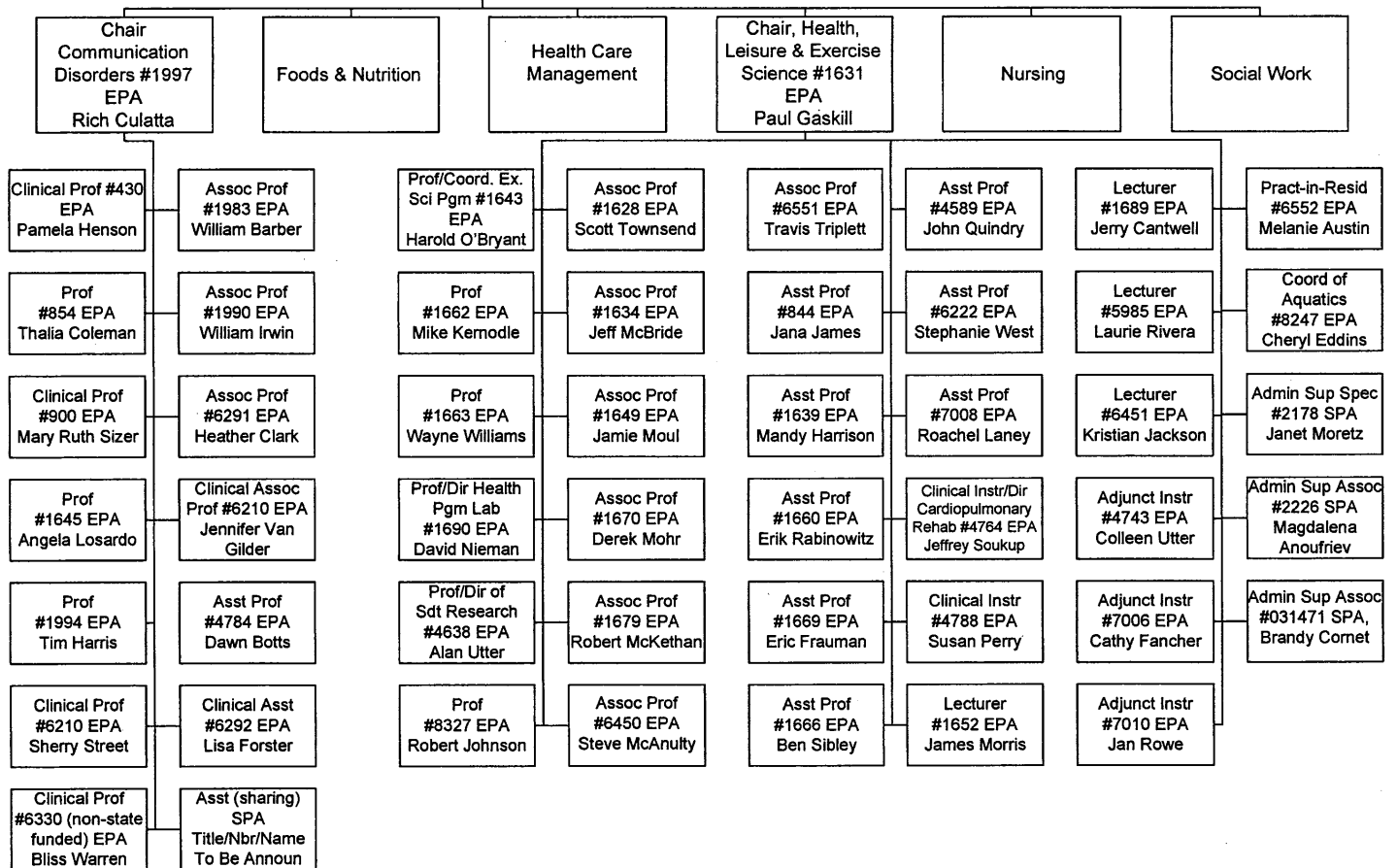
*As defined by SAAO Policy, paragraph I.A. or I.B.

Provost and
Executive Vice
Chancellor



College of Health
Sciences & Allied
Professions

Appalachian State University
College of Health Sciences &
Allied Professions (pg. 2 of 2)
Proposal Sept. 2008



POSITION DESCRIPTION

DEAN

COLLEGE OF HEALTH SCIENCES & ALLIED PROFESSIONS APPALACHIAN STATE UNIVERSITY

The Dean of the College of Health Sciences & Allied Professions reports to the Provost and Executive Vice Chancellor and provides leadership in the College in the areas of instruction, intellectual contributions, and service. The College of Health Sciences and Allied Professions includes the following departments and their associated academic programs: Department of Health, Leisure, and Exercise Science; Department of Nursing; Department of Social Work; Department of Foods and Nutrition; Department of Communication Disorders; and Department of Health Care Management.

The Dean has general administrative oversight for curriculum development, faculty hiring, faculty development, organizational structure, strategic planning, budgeting, advancement, and communication with units within and outside the University. All administrative actions by the Dean are expected to be consistent with official University administrative policies. The Dean holds a professorial, tenured appointment in one of the academic departments in the College and is a standing member of Deans Council and the Graduate Council.

Specific duties and responsibilities of the Dean include:

- (a) Develop and maintain programs of excellence in the College consistent with the mission, vision, and strategic priorities of the University.
- (b) Coordinate a vigorous recruitment program to insure the appointment and retention of the qualified, diverse personnel. Receive recommendations from the departmental personnel committee and the departmental chairs concerning appointments, promotions, salary adjustments, notices of nonreappointment, tenure, and dismissals.
- (c) Provide leadership and encouragement for professional growth through the development and implementation of individual research, attendance at and participation in professional organizations, leaves of absence for study and research, and departmental appraisal of growth in professional competence and scholarship.
- (d) Administer the organizational structure of the College, such as development of new departments; and participate in the nomination of qualified departmental chairs when vacancies occur or when new departments are authorized.
- (e) Engage departmental chairs and the Council of the College in frequent appraisals of objectives, procedures, strengths, weaknesses, and results of curricular programs as a basis for improvement, including coordinating the planning of new programs leading to new majors, concentrations, and degree programs and receiving from departmental chairs requests for such curriculum changes for action by the Council of the College and the appropriate University committee(s).
- (f) Receive from departmental chairs budget requests necessary for the continued maintenance and operation of the department (travel, instructional supplies and equipment, work/study funds, and temporary wage monies). These requests will be used as a basis for final recommendation by the Dean to the Provost and Executive Vice Chancellor. Once appropriations have been made by the Provost and Executive Vice

Chancellor to each College, the Dean makes the final judgment, after consulting with departmental chairs, about the distribution of funds among the departments of the College.

- (g) Participate in advancement efforts to support the College's strategic vision and plans.
- (h) Transmit instructions to departmental chairs concerning advisement, preregistration, and registration; receive from departmental chairs schedules of course offerings; and assist the Registrar in making plans for registration. Coordinate plans for effective academic advisement of all students within the College.
- (i) Coordinate departmental screening procedures and standards which will insure graduates of appropriate quality; consult with departmental chairs concerning all matters having to do with graduation requirements established by the University; and check student records to determine eligibility of undergraduates for graduation and certification.
- (j) Coordinate the assignment of classroom space and facilities among departments and plan for capital improvements. Hold periodic inspection of all College facilities with the departmental chair as a basis for reporting the quality of maintenance to the Vice Chancellor for Business Affairs.
- (k) Preside at meetings involving the faculty of the College and appoint ad hoc committees to study special problems affecting the College. Prepare periodic reports and keep the Provost and Executive Vice Chancellor fully informed of the state of affairs within the College and carry out any duties assigned by the Provost and Executive Vice Chancellor.
- (l) Receive from departmental chairs requests from faculty members to be absent from duty.
- (m) Provide leadership in supporting equality of opportunity and in supporting the protections available to members of the University community under all applicable laws.