

# Wartburg Theological Seminary

## Position Description

**Date completed: 4/6/2022**

**Title: Academic Dean**

**Classification: Exempt**

**Position Status: Full Time**

**Supervisor: President**

### Position Summary:

The Academic Dean serves the mission of Wartburg Theological Seminary as the chief academic officer, overseeing all academic matters, stewarding the faculty, and providing administrative and visionary leadership. The Academic Dean reports to the President and is accountable to the Board of Directors through its Academic Matters Committee. The Academic Dean serves as a member of the President's Cabinet and relates to other internal and external constituencies on academic matters.

### Major Responsibilities/Activities:

The Academic Dean serves as **the chief academic officer of the seminary**. Along with members of the faculty, the Academic Dean ensures that all academic and certificate programs are consistent with the teachings of the Church, faithful to the seminary's mission and tradition, academically rigorous, and serve the changing needs of the church.

- Exercise primary leadership in the Master of Divinity, Master of Arts, and Master of Arts in Diaconal Ministry degrees and the Theological Education for Emerging Ministries programs, including *Caminemos Juntos* (Journey Together)
- Oversee Certificate programs
- Collaborate with the Vice President for Leadership Formation and the Director of Learning for Life to provide leadership for Continuing Education/Lay Education events, and also work together in Contextual Education
- Exercise primary leadership in the oversight and interpretation of various assessment tools, processes and procedures
- Exercise primary leadership in the accreditation of the academic programs of the seminary
- Serve as the chief interpreter of the academic programs
- Exercise primary leadership with the faculty in curriculum assessment and evaluation

The Academic Dean is **the chief steward of the faculty**. The Dean deploys the faculty effectively and efficiently, delegating responsibility and authority to accomplish the educational mission of the seminary.

- Steward the core faculty, ensuring that each member is nurtured in his/her/their vocation and accountable to the policies of the Faculty Handbook. The Dean reviews each member on an annual basis
- Supervise, train and support adjunct faculty and instructors, visiting professors and graduate students in residence
- Implement all policies of the faculty and its committees. Serve as a member of the Faculty Policies Committee
- Exercise primary leadership in evaluation of faculty for reappointment, tenure, and promotion.
- Schedule sabbatical leaves in consultation with the Faculty Policies Committee
- Serve as a member of the teaching faculty of the seminary, normally teaching in one core course per semester in his/her/their area of core competence
- Supports ongoing pedagogical development in multiple teaching modes
- Supervise the Director of *Caminemos Juntos* and other specific academic programs

The Academic Dean serves as **a primary administrator** of the seminary.

- Serve as a member of the President's Cabinet
- Serve as the staff liaison to the Academic Matters Committee of the Board of Directors
- Along with other cabinet members, exercise leadership for all aspects of the budget that relate to the academic program and the faculty
- Oversee grants that support the teaching and learning of the seminary
- Oversee the library and supervise its director
- Oversee educational technology and supervise the Learning Management System Administrator
- Oversee the centers of the seminary
- Supervise the Registrar
- Work with the Cabinet to imagine, design, assess, and execute Innovative Initiatives, particularly those represented in the Strategic Plan
- Represent the seminary in academic matters to external constituencies

The Academic Dean serves as **a primary visionary** for the seminary.

- Engage regularly in research, scholarship, imagination, and innovation
- Along with the President, the Cabinet, and the Board of Directors, seek to understand and interpret the landscape of church and theological education
- Cast a vision for the future of the faculty and its organization that allows for the necessary research and experimentation to lead the church in forming faithful and effective leaders
- Support and further the Diversity Equity and Inclusion efforts of the seminary

### **Supervisory Responsibilities:**

- The Academic Dean supervises the entire instructional staff as well as select administrative positions that support the academic programs of the seminary.

## **Qualifications:**

### **Education, Experience and Skills:**

- Person of deep faith in Jesus Christ
- Demonstrated commitment to preparing leaders for the church
- Strong scholar with Ph.D. or equivalent degree in a field relevant to the curriculum
- Significant professional experience in teaching and academic administration
- Visionary leader committed to reforming theological education to meet the changing needs of the church
- Able to supervise staff and faculty
- Able to work as part of an executive leadership team
- Excellent communication skills
- Willingness and ability to travel (two [2] to three [3] days per month)
- Experience with pedagogical innovations, particularly those related to educational technology
- Knowledge of, appreciation for, and dedication to the mission of Wartburg Seminary
- Direct experience with the vision and practices of the ELCA will enhance application
- Membership of the Evangelical Lutheran Church in America will enhance application
- Being rostered in the ELCA or a full communion partner will enhance application

**Candidates who are from populations which have been historically underrepresented in theological education are encouraged to apply.**

**The initial appointment will be for three (3) years. For external candidates, this position does not come with an automatic conferral of tenure. The granting of tenure will be considered at the first three-year review. For internal candidates who come with tenure, the tenure conferral from Wartburg Theological Seminary will be recognized. Subsequent appointments will be for five (5) year terms.**

### **Work Environment:**

This position has frequent interaction with faculty, staff and other Wartburg constituents. This position operates in a professional office environment with regular face-to-face supervision. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets, and common software such as Microsoft Office, Teams, and Zoom.

This is a Dubuque-based position.

### **Physical and Mental Demands:**

The duties of this job require the ability to speak clearly, converse with others, and move about the campus. Extensive time on the computer requires concentration and the ability to sit for long periods of time. The duties of the job require the ability to follow written and oral instructions and work independently.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

***Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***