



ASSOCIATE DEAN OF ACADEMIC PROGRAMS AND ASSESSMENT JOB POSTING

INSTITUTION SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.) offering masters' and advanced degrees as well as certificate programs. Pittsburgh Seminary prepares women and men for ministries in established and emerging Christian communities around the world. Rooted in the Reformed tradition and with a centuries-old history of mission and scholarship in service of the church, the Seminary is committed to relationships of mutual learning and serving with Christ-followers from other traditions and theological viewpoints. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

The Associate Dean of Academic Programs and Assessment reports to the Vice President for Academic Affairs/Dean of Faculty and works with seminary faculty, program offices, and other constituencies to provide academic coordination to further the seminary's core educational mission. The Associate Dean works closely with the Vice President of Academic Affairs in matters related to the development and implementation of academic policies, the coordination and support of academic program staff, the management of joint degree programs and other external partnerships, and the assessment of student learning outcomes and accreditation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Collaborate with, and provide counsel to, colleagues in the academic program staff, including the Director of Field Education, the Registrar, and the Director of the Center for Writing and Learning Support.
- Promote the effective coordination of the academic and programmatic work of the seminary's institute and initiative programs (Metro Urban Institute, World Mission Initiative, and Church Planting Initiative), other seminary program directors, and administrative support staff.
- Coordinate the creation, administration, and periodic reconfiguration of joint degree programs and other external academic partnerships.
- Facilitate the faculty's comprehensive and continuous academic assessment of student learning outcomes and program effectiveness in all credit bearing programs.
- Prepare periodic petitions and comprehensive reports to accrediting bodies (the Association of Theological Schools, Middle States Commission on Higher Education) in matters related to academic assessment and degree program accreditation and registration.



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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.):

- Draft and coordinate the review, approval, and implementation of academic policies and procedures. Oversee academic program input to the seminary's *Course Catalog* and academic policy matters in the *Student Handbook*.
- May serve on the following committees in collaboration with faculty and members of the wider seminary community: Academic Affairs Committee, Admissions and Standing Committee, Institutional Effectiveness Group, and Strategic Planning Oversight Committee.
- Undertake additional academic coordination responsibilities, as assigned.

QUALIFICATION/REQUIREMENTS:

Required

- Ability to work collaboratively with faculty, administration, staff, and external partners.
- Familiarity with academic assessment and accreditation processes, procedures, and systems.
- Demonstrated leadership experience and management skills in higher education.
- Excellent written and spoken communication and interpersonal skills.
- Master's degree required. Ph.D. or Th.D. in a theological field strongly preferred.

Preferred

- Experience in a similar role in an institution accredited by the Association of Theological Schools.
- Familiarity with educational technology, learning management systems, and online education strategies and modalities.
- Higher education teaching experience, preferably in a theological discipline.

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Job Location:

616 North Highland Avenue, Pittsburgh, PA 15206

Equal Employment Opportunity:

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.



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Expectation for All Employees:

Support the mission of the Pittsburgh Theological Seminary by participating in God's ongoing mission in the world. Pittsburgh Theological Seminary is a community of Christ joining in the Spirit's work of forming and equipping both people for ministries familiar and yet to unfold and communities present and yet to be gathered.

Abide by the current laws and organizational policies and procedures designed and implemented to promote an environment that is free of harassment and other forms of illegal discriminatory behavior in the work place.

To Apply:

Interested candidates should provide a cover letter, a complete CV or resume, and the names and contact information (phone and e-mail) for three references. Application materials should be submitted to the Associate Dean Search Committee at careers@pts.edu.

The search committee will begin its review of applications on August 6, 2018. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.