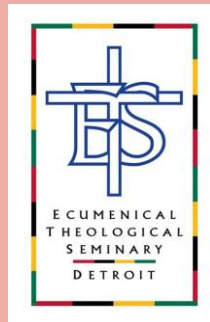


# Ecumenical Theological Seminary



## Announcement about open position

### Ecumenical Theological Seminary is Seeking a

### Vice President of Academic Affairs and Academic Dean (VPAA)

#### Job Description

The VPAA reports to the president and coordinates the academic services and degree programs of the seminary with the assistance of a support team. He or she works as a member of the seminary's leadership team along with the President and the Vice President of Administration. He or she coordinates the meetings of Academic Council and Faculty, participates as a liaison officer with the Academic Affairs Committee of the ETS Board of Directors.

#### Duties and Responsibilities

##### Requirements:

PhD or its equivalent (ThD, EdD, DMin)  
MDiv or Equivalent Preferred  
Resume/CV  
Three Letters of Recommendation (Academic Activities)  
Academic Administration Experience

##### Program Development and Delivery

- Establish and maintain

Visionary Leadership to entire ETS Community

Consistent Academic Program Direction  
New Academic Programs  
Academic Policies  
Effective working relationship with staff, faculty, students, and larger community  
Academic Records

- Direct and Coordinate

Implementation of Academic Aspects of Strategic Plan  
Bi-monthly Faculty Meetings  
Bi-monthly Academic Council Meetings  
Faculty Standing Committees  
Curriculum Development and Evaluation  
Academic Assessment Efforts  
Search Committees for Academic Positions  
Catalog Revisions  
Annual Academic Reports  
Collaborative efforts with other institutions

- Oversee and Evaluate

Coordinator of Academic Initiatives  
Recruitment Office  
Assistant(s) to the Dean  
Academic Programs and Program Directors  
Library-Related Activities  
Office of Registrar  
Director of Admissions and Enrollment Management  
Teaching Faculty  
Teaching Load for Individual Faculty Members  
Technology-based Education and Educational Efforts  
Academic Grants

- Advise

Program Directors with regard to:

- ♣ Schedules
- ♣ Adjunct Professors
- ♣ New Course Development
- ♣ Library-related issues
- ♣ Registrar
- ♣ Director of Admissions

- Serve as Liaison Officer

With accrediting agency in academic affairs  
With development of all consortia agreements with other educational institutions  
With Academic Affairs Committee of the ETS Board

- Participate in

ETS Faculty Activities  
Various ETS Faculty and Staff Committees, both standing and ad hoc  
ATS events for Chief Academic Officers

### **Administration and Academic Human Resource Management**

- Maintain Effective working relationships with staff, faculty, students and larger community
- Faculty (Regular & Academic) Personnel Files
- Oversee and Evaluate

Academic Programs and Program Directors  
Yearly Promotion Process for eligible faculty  
Library Issues/Activities  
Office of the Registrar & Academic Support  
Director of Admissions  
Grant Writing

- Serve as

Liaison Officer with various constituencies  
Chief Administrative Officer in the absence of the President and Vice-President of Administration

- Participate in

Staff meetings  
Senior Administrative meetings  
Development of Seminary Newsletter  
Activities as needed

### **Community Relations**

- Participate or direct collaborative efforts with other institutions  
NCCJ  
Greater Detroit Area Consortium  
Gospel Against AIDS

Underground Railroad Project  
Various Academic Institutions in the Greater Detroit Area  
Covenant Collaboration with other seminaries

- ETS Representative

At various functions held at ETS  
At various functions held off campus

### **Financial Management and Legal Compliance**

- Oversee and Evaluate

Yearly Academic Budget  
Academic Grant Expenditures  
Regular Faculty Salary Contracts  
Adjunct Salary Contracts  
Academic Grant Proposals  
Yearly Academic Budget  
Academic Expenditures  
Board Relations

- Serve as Liaison Officer with Academic Affairs Committee of the Board

- Participate in

Executive Committee of the ETS Board meetings  
ETS Board meetings  
Academic Affairs Committee of the Board

- Advise

ETS President and Board of Directors on academic matters

- Academic Affairs Committee of the Board

### **Professional Development**

Attend CAOS, ATS, AAR and ATFE meetings as possible

**PLEASE FORWARD YOUR INFORMATION BY OCTOBER 29, 2018, TO:  
ATTN: Office of the President ([officeofthepresident@etseminary.edu](mailto:officeofthepresident@etseminary.edu))**