Columbia Theological Seminary
Dean of Faculty/Vice President of Academic Affairs (DOF/VPAA)
Position Description

Basic Responsibilities:
1. As Vice President of Academic Affairs, work with the President and other Vice Presidents to provide administrative leadership to all aspects of the seminary's life. In the absence or disability of the president, serve as chief administrative officer as instructed by the Board of Trustees.
2. As Dean of Faculty, be a voice for the faculty within the seminary's administration, the Academic Affairs Committee of the Board and, when requested, before the Board.
3. Responsible for the effective administration of the academic affairs of the seminary.
4. Give careful attention to the concerns and nurture of the faculty, to the quality of scholarship and teaching among the faculty, and to the structure and staffing of the seminary's curricular offerings.
5. Demonstrate a love for teaching, primarily in the administration of academic affairs but also in the teaching of an occasional course.
6. Exhibit scholarship that is broadly engaged with the issues of theological education and deeply informed by one of the disciplines of a theological seminary.

Faculty Status/Term: The DOF/VPAA is a member of the faculty with rank commensurate with training and experience, with a three year, renewable term.

Relationships: The DOF/VPAA is elected by and subject to the oversight of the Board of Trustees and is responsible directly to the President. This position oversees and advocates for student learning outcomes and coordinates the work of the office of academic affairs in collaboration with department support staff.

Requirements for Candidates:
- Education—PhD (or its equivalent) in a discipline appropriate to theological education
- Experience—experience in academic administration preferred
- Ordination—an ordained officer of the Presbyterian Church (USA) preferred

Other Desired Qualities:
- Passion for teaching and learning
- Proven ability to attend to complex systems and a highly varied workload
- Strong communication skills
- Deep Christian convictions and hope, rooted in and committed to the life and mission of the church
- Ability to help to move the seminary forward in concrete and decisive ways toward strategic goals
- Commitment to becoming a more diverse institution of the church in regard to the racial/ethnic composition of the faculty, staff, and student body

Evaluation: The DOF/VPAA will be evaluated annually by the President. Evaluation for renewal of term will be completed before the end of three years of service by the president in a

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format agreeable to the DOF/VPAA, with input from the faculty and appropriate staff persons. The President's recommendation will be forwarded to the Academic Affairs Committee of the Board of Trustees.

**Classification:**
- Full-time
- Exempt

**PHYSICAL DEMANDS:** Although physical limitations for this position can be accommodated, the job’s physical demands can include but are not limited to sitting, standing, stooping, crouching, bending, walking, and lifting light objects. Office and classroom environment.

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

**COLUMBIA THEOLOGICAL SEMINARY** is a community of theological inquiry and formation for ministry in the service of the Church of Jesus Christ. While an accredited theological school of the Presbyterian Church (USA) founded in the Reformed tradition, we are an ecumenical school hosting a large table for people of all denominations and backgrounds.