



PROVIDENCE

SEMINARY ACADEMIC DEAN

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Provost, the Seminary Academic Dean leads the development, reviews and oversees the implementation of Providence Seminary's strategic plan, articulates and facilitates the distinctive educational goals and programs of the seminary. The Seminary Academic Dean maintains the general oversight of the management of the Seminary, developing and administering the seminary budget, and leading the faculty in maintaining accreditation for the seminary.

As a member of the Provost Council, together with all members of the Provost Council, the Dean oversees and is responsible for all student-facing activities of the institution, including strategy, planning, forecasting and special projects.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Administration

- Leads the development, review, and implementation of the Seminary strategic plan.
- Articulates and facilitates the distinctive educational goals and programs of the Seminary
- Aids the Provost in developing and administering the Seminary budget
- Leads the seminary Faculty in maintaining accreditation, particularly with the Association of Theological Schools (ATS)

Faculty

- Supervises the work of the Faculty
- Sets the mandate for individual Faculty roles
- Recommends additions or changes to the Seminary Faculty
- Leads the Faculty in a process of continuous development and improvement
- Appoints Seminary Department Chairs
- Chairs the Seminary Executive Committee and Seminary Faculty Council and serves ex officio on all Seminary, academic-related committees



PROVIDENCE

Academic Programs

- Ensures the integrity and effectiveness of the academic programs and curriculum
- Working with the Seminary Department Chairs, the Dean recommends to the Senate the addition, revision, and/or deletion of academic programs
- In cooperation with the Registrar, edits the annual Seminary Academic Calendar

Teaching and Research

In addition to the primary responsibilities of academic leadership, the Dean:

- Teaches one or two courses annually
- Is conversant with continuing developments in graduate pedagogy
- Maintains an active engagement with the scholarship of their unique discipline

Students

- Works strategically with the Enrollment Management Department to plan the Seminary's comprehensive enrolment and retention strategy
- Works with the Faculty and the Student Life Department to promote the spiritual, psychological, social, and physical well-being of Seminary students throughout the calendar year
- Proactively pursues engagement with Seminary students

Institution

- Serves as a member of the Provost Council, supporting the overall growth and development of Providence University College and Theological Seminary
- Serves as a non-voting member of the Senate
- Represents the Seminary on a variety of institutional committees as needed
- Represents the Seminary in the various external organizations to which it belongs

Constituency

- Represents the distinctive educational goals and programs of the Seminary to constituents, especially the Board and Corporation of Providence
- Works with the External Relations Department to maintain the accuracy and effectiveness of the Seminary webpages and other publication materials
- Represents the needs and concerns of students to the members of the broader Providence community



PROVIDENCE

EDUCATION & QUALIFICATIONS

- An earned doctoral degree related to a discipline offered by Providence Theological Seminary
- Demonstrated experience and knowledge of pedagogies suitable to theological higher education
- History of commitment and leadership within the local church and/or parachurch ministry

COMPETENCIES

- Leadership: A willingness to lead, model behavior, demonstrate, and offer direction. A team leader who can positively and proactively impact both strategic and administrative initiatives. Entrepreneurial thinker with an ability to translate strategic thinking into action.
- Administration: A solution minded manager with an ability to balance budget considerations with the educational needs of the Seminary. Attentive to detail and thorough in completing work tasks. Ability to work on multiple tasks, ability to prioritize.
- Relational: High level of empathy. Ability to move about campus and to graciously interact with students, faculty, staff, and constituents. Able to navigate interpersonal conflict with skill and diplomacy.
- Communication: An effective communicator in both public and personal contexts, possessing excellent oral and written communication skills.
- Character: Unquestionable integrity. Emotional resilience. Reliable. Collaborative.

PERSONAL COMMITMENT

- Have an enthusiastic personal commitment to the Christian faith
- Be an active participant in a local church
- Affirm without reservation the Covenant of Faith of Providence University College and Theological Seminary as outlined in the Employee Handbook
- Uphold and model the Covenant of Community Life

APPLY

- To apply, submit a cover letter and resume by email to:
Cameron McKenzie, Provost and VP Academic
c/o Marlin Reimer, Human Resources Manager
Email: hr@prov.ca
- Targeted start date for position: July 1, 2021.
- Consideration of applications will continue until the position is filled.
- All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.
- We thank all applicants for their interest, however, only those selected to proceed in the application process will be contacted.