



Adventist International Institute  
of Advanced Studies  
*Graduate School and Seminary*

**Job Description**  
**Theological Seminary Dean**

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|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>     | Theological Seminary Dean                                                                                                                                      |
| <b>Department:</b>    | Theological Seminary                                                                                                                                           |
| <b>Reports to:</b>    | Vice President for Academic Administration (VPAA)                                                                                                              |
| <b>Supervises:</b>    | Seminary faculty and staff in Applied Theology, Biblical Studies, and Historical-Theological Studies Departments                                               |
| <b>Remuneration:</b>  | Remuneration will be according to the denominational wage scale at AIAS, considering educational qualifications, professional experience, and years of service |
| <b>Wage Scale:</b>    | 94% - 114% (+2%)                                                                                                                                               |
| <b>CE Benefit:</b>    | 100%                                                                                                                                                           |
| <b>Uses timecard:</b> | No                                                                                                                                                             |

**Responsibility Overview**

The dean is expected to take full responsibility for organizing the Seminary school with regard to faculty, staff, and students, as well as overseeing the curriculum, schedules, facilities, and the quality of all the Seminary programs. The dean works closely and collaboratively with the dean of the Graduate School in those areas where both schools have overlapping interests, for example the academic policies of the institution, calendar of events, admission standards, library matters, quality management, faculty development, etc.

**Required Qualifications and Skills**

1. Be a member of the Seventh-day Adventist Church in regular standing and fully supportive of the ideals, objectives, and mission of the Church, Adventist education, and AIAS.
2. Hold an earned doctoral degree in Religion, Theology, or Missiology with a minimum ranking of Associate Professor
3. Be well acquainted with the scope of research in Religion, and be able to guide professors and students in research for contemporary needs.
4. Be able to work with students and faculty from a variety of cultural and ethnic backgrounds.
5. Have demonstrated ability to guide graduate student research.

**Desired Qualifications and Skills**

1. Ability to work comfortably with technology for administrative tasks and communication.
2. Experience in teaching and presenting online.
3. Demonstrated ability in academic publications.

**Required Work Experience:**

1. Have a minimum of ten years' experience in tertiary teaching and administration.
2. Have experience serving as a church pastor.

**Desired Work Experience:**

1. International work experience.
2. Ordained or commissioned minister credential or endorsed chaplain.

**Key Responsibilities:**

1. Provide spiritual leadership by word and example.
2. Supervise curriculum development, instructional methods, grading practices, admission standards, registration procedures, graduation requirements, library requirements, and instructional media services.
3. Be responsible for counseling with the department chairs concerning the academic program, staff utilization, and development.
4. Develop and supervise academic advising and support services according to the needs of the Seminary.
5. Foster professional growth of faculty through orientation programs, in-service seminars, continuing education opportunities, study leaves, sabbatical leaves, conducting research and scholarly writing, and community involvement.
6. Collaborate with the VP for Finance in preparing the budget for the coming year, and be responsible for managing expenditures in the Seminary within the budget.
7. Serve as a member of institutional committees as assigned by the President.
8. Be in charge of the usage and maintenance of the Seminary building.
9. Advise the VP for Academic Administration on the needs of the Seminary and work with the VP for Academic Administration in strategic planning and outcomes assessment for the Seminary.
10. Serve as Administrator on Duty as assigned when the President is away from campus, and represent AIIAS to stakeholders as requested by the President.
11. Fulfill other duties as assigned by the Vice President for Academic Administration.

**Specific Duties and Responsibilities***A. To the Administration*

1. Serves as a liaison between faculty and administration
2. Supervises Seminary operations, on and off campus
3. Implements policies and directives
4. Leads in the formulation and implementation of Seminary strategic plans, assessment, and market survey for new programs

5. Confers with the School of Graduate Studies dean or faculty to develop and teach new religion courses to meet the needs of their discipline (e.g., biblical ethics for public health practice).
6. Represents the Seminary on, or to, decision-making bodies such as the General Conference International Board of Ministerial Education
7. Advises administrators on major challenges and opportunities
8. Performs specific assignments as assigned by the VPAA or President
9. Coordinates school actions with other administrators, where relevant
10. Recommends faculty appointments, guest faculty, or changes in personnel, in consultation with Seminary faculty
11. Develops strategies for recruiting students in consultation with the administration
12. Oversees the assessment of the Seminary faculty and staff
13. Oversees the Seminary parts of the accreditation process, communications, and site visits in collaboration with the VP Academics
14. Communicates with external stakeholders for collaboration in Seminary education

*B. To Faculty and Staff*

1. Leads the Seminary in supporting the mission and ministry of the Church
2. Fosters a spirit of cooperation and unity
3. Provides a positive climate for growth and development of faculty and staff
4. Approves teaching assignments, in consultation with the department chairpersons, and oversees class scheduling for on campus, cohorts, online, and extension sites
5. Arranges for new faculty/staff orientation for the Seminary, and in biblical foundations of Adventist education, as requested, for all faculty
6. Assigns specific tasks to Seminary faculty and staff
7. Recommends Seminary faculty and staff for promotion

*C. To Students*

1. Communicates with students (current and potential) regarding program(s)
2. Ensures that academic policies are implemented
3. Ensures that students are supported for their timely degree completion
4. Teaches courses as needed

*D. To Constituents*

1. Collaborates with administration and program directors on student recruitment for the Seminary
2. Oversees the publication of academic programs
3. Represents the Seminary to the conference, mission, union, division, and institutional officers in SSD, CHUM, NSD, and other divisions and attached fields
4. Organizes periodic academic program needs assessments with stakeholders
5. Gives periodic reports on Seminary programs to external stakeholders
6. Oversees the collection of data on the performance of Seminary graduates

*E. For Curricula*

1. Maintains the integrity of programs by promoting excellence.
2. Presents major changes in curricula to governance bodies for action
3. Ensures that the bulletin descriptions of curricula and courses are accurate
4. Consults with department chairpersons on proposals for substantial changes in existing curricula or for new curricula
5. Maintains files for course outlines, syllabi, and other instructional materials on each course offered in the Seminary

*F. For Resources*

1. Manages the Seminary budget responsibly
2. Recommends additions to AIIAS material resources
3. Allocates resources according to program needs
4. Participates in fund raising for Seminary initiatives
5. Ensures that each professor has essential resources for adequate instruction

**Committee Chair:**

Big 4 Project, Dean's Council, Seminary Academic Program, Seminary Faculty

**Committee Memberships:**

Administrative Committee (AdCom), Academic Standards and Admissions Committee (ASAC), AIIAS Scholarships, Asia Pacific Research Center, Dean's Council, Distributed Learning, Finance, International Board of Ministerial Training and Education (IBMTE), IT Executive, Job Assignments, Public Relations & Recruitment, Publication and Awards, Ranking, Spiritual Life, Spiritual Master Planning, Ex-officio member of all Seminary Committees

**Other Committees:**

President's Council, VP Academic Council

**Appointment by:**

AIIAS Board upon recommendation of the Ad Hoc Search Committee.