Dean of Graduate Studies

SAGU is in a search for qualified candidates for the position of Dean of Graduate Studies beginning June 1, 2018. Qualified candidates should have reasonable experience in academic administration and instruction, familiarity with the major disciplines under the oversight of the Graduate School, working knowledge of and loyalty to the Assemblies of God, experience in budget and personnel management, high level skills in communication, passion for spiritual leadership of faculty and students, and abilities to engage in effective personnel evaluation. Interested candidates should review the job description and qualifications. SAGU’s Harrison Graduate School provides programs in theological studies, practical theology, education, counseling psychology, and business.

Interested parties may contact the Academics Office (dbrunner@sagu.edu). This is a faculty position of leadership and file material required for faculty applicants should be submitted along with the business application accessible at this web site.

## Job Description-Dean of Graduate Studies

Primary Function

The Dean of the Graduate School supervises all graduate programs and exercises spiritual leadership.

Major Responsibilities

* Participates fully in the processes of Institutional Effectiveness, actively facilitates the completion of the Assessment Record, and ensures the successful collection of data useful to the purposes of institutional research and student achievement.
* Presides at the Graduate School Graduate Faculty Meetings, assists in faculty and student recruitment, reviews faculty evaluations, and engages in spiritual formation activities with staff and students.
* Manages the development of the Strategic Plan for the Graduate School.
* Actively engages in recruiting activities.
* Serves as the Graduate School budget manager.
* Manages the implementation of yearly action plans.
* Coordinates review and revisions of the graduate studies policies, curriculum and programs.
* Works with Department Chairs to recommend course offerings and instructional assignments, and negotiates with College Deans in situations of shared faculty.
* Supervises academic advisement of graduate students.
* Presents an annual evaluation/activity report.
* Carries a classroom instructional assignment of 12 hours per year which may be distributed over the fall, spring, and summer semesters of the academic year.
* Includes most basic responsibilities listed in the full time faculty job description.

Qualifications

* Faith, service and lifestyle that meets University expectations. (See IPM General Information sections: “Statement of Core Values,” “Doctrinal Statement,” “Christian Standards.:” See IPM Staff Handbook: “Employee Code of Conduct.” See IPM Faculty Handbook sections: “Academic Freedom & Responsibility,” “Biblical Integration,” “Professional Credentials,” “Democracy & Loyalty,” “Denominational Affiliation”)
* Doctoral degree required.
* Competence in supervision, planning, scheduling.
* Ability to relate and work effectively with a broad range of academic matters and issues.
* Ability to coordinate academic advisement and to advise.
* Ability to teach effectively in the classroom.
* Ability to work harmoniously with faculty, staff, administration, and students.
* Ability to participate in assessing institutional effectiveness.
* Ability to relate positively in University Marketing in promoting programs and the university.

Organizational Relationships

* As a member of the faculty, the Dean of the Graduate School reports to and is accountable to the Vice President for Academics. Mid-management, twelve-month position.
* Administers: Coordinators of graduate programs and faculty teaching in the graduate programs.
* Committees: Academics, Admissions, Spiritual Life Advisory.