

**GRADUATE THEOLOGICAL UNION**  
**2400 RIDGE ROAD**  
**BERKELEY, CA 94709**

**POSITION DESCRIPTION**

**POSITION TITLE:** Dean and Vice President for Academic Affairs  
**STATUS:** Exempt, full-time  
**DEPARTMENT:** Academic Dean                           **EFF DATE:** 9.2015  
**SUPERVISOR:** President

**APPROVED:** \_\_\_\_\_ RWP \_\_\_\_\_

**PRIMARY POSITION PURPOSE:**

The Graduate Theological Union (GTU) Dean is the Chief Academic Officer of the common educational programs of the GTU.

- The Dean, in consultation with the appropriate individuals and bodies, is responsible for the conceptualization, planning, and administration of the GTU's academic programs.
- The Dean is the leader of the Core Doctoral Faculty (CDF).
- The Dean promotes consortial academic planning and works with the member school Deans in the planning and implementation of academic programs throughout the GTU to insure coherence, compatibility, and collaboration.
- The Dean has responsibility for planning and oversight of program units and affiliates.
- The Dean convenes the Council of Deans (COD).

Second Chief Officer, Acting President when President is unreachable or temporarily disabled.

Positions reporting to Dean: Administrative Assistant, plus, Director of the Center for Jewish Studies (CJS), Director of the Center for Islamic Studies (CIS), Director of the Hindu Studies Initiative, Director of the Sikh Studies Initiative, Director of the Center for Theology and the Natural Sciences, Center for Arts, Religion, and Education, GTU Rostered and In Residence faculty, Conveners of Departments.

**ESSENTIAL/PRIMARY DUTIES & RESPONSIBILITIES**

- Oversee Educational Standards and Student Learning Outcomes for Doctoral Program.
- Develop and lead Core Doctoral Program and Faculty, including the work and evaluation of Departments.
- Lead and administer the Doctoral Council, Council of Deans, Rostered and In-Residence Faculty.
- Oversee the development of an effective recruitment and admissions plan for Doctoral and Common MA programs that meets the goals of the institution.

- Lead and oversee the further development of the GTU's interreligious and interdisciplinary educational model.
- Serve as Accreditation Liaison Officer of the GTU.
- Support and contribute leadership to the GTU Board of Trustees and the GTU Executive Team in the fulfillment of the school's mission and strategic direction.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATIONAL DEGREES AND EXPERIENCE:**

- Doctoral degree in a related or relevant field from an accredited university.
- In addition to the degree, this position requires at least five years of increasingly responsible higher education leadership, management, and supervisory experience including teaching and curricular or program development.

### **PREREQUISITE SKILLS and ABILITIES:**

- Thorough knowledge of graduate theological and religious education, especially in an ecumenical, interreligious, and interdisciplinary context.
- Ability to manage multiple people in a complex organization and to motivate others to perform at a high level.
- Skill in communicating and negotiating, with good listening skills and sensitivity to diverse perspectives and experiences.
- Accomplished administrator with organizational skills for building good relationships among faculty, students, staff, trustees, and wider publics.
- Proven educator with depth of knowledge about the ways in which learning takes place.
- Ability to think critically, write and speak clearly, and balance conflicting demands and interests.

### **DESIRABLE SKILLS AND ABILITIES:**

- Knowledge of religious or wisdom traditions outside of Christianity.
- Experience in curricular development of interreligious educational models.
- Experience in fund development for research and program, including grant writing.

### **ENVIRONMENTAL DEMANDS:**

The work environment and physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily indoors.
- No significant noise/vibrations.
- No extreme temperatures.

- Frequently works with others.
- Variable environment when visiting donors or other offices.

#### **PHYSICAL REQUIREMENTS:**

- Vision – close vision required for reading correspondence/reports and working with computer.
- Hearing – ability to hear verbal communications and telephone conversations.
- Clear Speech – ability to communicate clearly in person and on phone.
- Lifting/carrying – some lifting and carrying of files and printed materials.
- Sitting – ability to sit for long periods of time at computer and during meetings.
- Manual dexterity – ability to use computer keyboard and other technology.
- Walking – ability to walk around the campus with prospective faculty, students, and friends.
- Driving – ability to drive to off-campus meetings with donors and friends.

#### **TOOLS AND EQUIPMENT USED**

Included, but not limited to:

Phones, personal computers, printers, fax machine, photocopier, scanner, shredder, and calculator.

#### **APPLICATION PROCESS**

Candidates should submit a letter of application addressing qualifications, resume, salary requirements, and names/contact information for three professional references via mail or email to:

Dean Search  
Office of the President  
Graduate Theological Union  
2400 Ridge Road  
Berkeley, CA 94709

E-mail: Teresa Joye, Assistant to the President ([tjoye@gtu.edu](mailto:tjoye@gtu.edu))

Review of applications will begin on October 15, 2015, and will continue until position is filled.