

## **Dean of the Pruet School of Christian Studies Detailed Job Description**

The dean provides leadership and fosters excellence in all the school's academic programs. Reporting to the Vice President for Academic Affairs, the dean is responsible for maintaining academic and theological integrity, recruiting and retaining students, fostering a positive learning environment in collaboration with faculty colleagues, cultivating strong relationships with churches and leaders in the Arkansas Baptist State Convention and other ministry partners, and expanding opportunities for the school and its constituents.

### **Academic Leadership**

- Articulate and exemplify the theological and educational vision for the Pruet School of Christian Studies, consistent with Ouachita Baptist University's vision, mission, and values
- Lead the faculty in developing and advancing a strategic plan for the school in consultation with senior leadership of the University
- Guide curriculum development within the school to ensure academic quality, theological integrity, and relevance of all programs
- Actively practice professional and scholarly engagement and promote the same by encouraging faculty to take advantage of faculty development opportunities
- Exemplify excellence in teaching and lead the faculty in ongoing efforts to improve the quality and effectiveness of teaching and learning
- Lead the school in effective assessment, including documentation of student learning outcomes, submission of an annual report on the school's progress, and preparation of periodic program reviews of the school and its departments
- Advance the school's effectiveness by monitoring and improving existing programs, developing new academic programs consistent with the school's mission, and, when appropriate, phasing out under-performing programs
- Support the University's efforts to strengthen recruitment and support for students from diverse backgrounds
- Teach the equivalent of six hours per semester
- Serve on the Academic Deans Council
- Coordinate and preside at meetings of the school faculty

### **Administrative Leadership**

- Coordinate the school's academic departments and programs (Departments of Biblical Studies and Theology, Christian Ministries, Christian Missions, and Philosophy), including supervision of department chairs, timely development of class schedules, monitoring of faculty teaching loads, and enforcement of academic policies and procedures
- Coordinate budget planning and control within the school, including oversight of funds generated by the Pruet Endowment

- Oversee annual evaluation process for each faculty member in the school and make recommendations to the Vice President for Academic Affairs regarding salary, promotion, and tenure for each faculty member
- Coordinate the search process for hiring faculty within the school, with a focus on recruiting qualified faculty who represent gender and ethnic diversity
- Serve as Building Supervisor for the Berry Peoples Bible Building and Chapel, monitoring and upgrading classroom technology and multimedia resources as needed
- Supervise the Dean's Administrative Assistant

### **Student Recruitment and Support**

- Work with the Admissions Counseling Office to identify and recruit prospective students and coordinate faculty efforts to communicate with these students
- Attend regional recruiting events and award school-based financial aid in consultation with Student Financial Services
- Cultivate relationships with current students, providing guidance and support as they seek to discern and act on their sense of vocational calling
- Work with department chairs and faculty to promote quality and consistency in advising
- Approve all degree plans of students within the school and conduct the dean's check for each graduating senior during the semester prior to the anticipated semester of graduation
- Provide guidance and support for students as they prepare for post-graduation opportunities, such as applying to seminary or graduate school and seeking ministry positions
- Develop and maintain positive relationships with Pruet School alumni, with special attention and support for those who may be well-suited for future teaching careers
- Work with faculty to expand student opportunities for high-impact learning

### **Internal and External Relationships**

- Collaborate with the Office of Communications and Marketing and other appropriate staff to publicize the school's academic programs, activities, and accomplishments
- Work with appropriate Ouachita administrative staff to seek philanthropic support for the school's programs from alumni, friends, and foundations
- Manage and communicate with the Pruet School Advisory Board, including recruiting board members, scheduling meetings, developing agendas, and making productive use of their insights and expertise
- Working with the University president, cultivate positive relationships with Arkansas Baptist State Convention leaders and collaborate with them to make the resources of the Pruet School available for training, professional development, and related opportunities
- Cultivate positive relationships with key pastors and other church staff, and be available to speak in churches as opportunities arise

- Engage with Southern Baptist ministry partners, including the International Mission Board, SBC seminaries, as well as other theological educators, missionaries, and ministry leaders who support the school's mission
- Assist the VPAA and the President as needed to represent Ouachita Baptist University in the local community and region