San Francisco Theological Seminary invites nominations and applications for the position of Dean of the Seminary and Vice President of Academic Affairs.

San Francisco Theological Seminary prepares religious leaders to serve God’s mission through the Church of Jesus Christ engaged with a 21st century world. Founded in 1871, SFTS is the only seminary of the Presbyterian Church (U.S.A.) located on the Pacific Rim. Grounded in the Reformed tradition and embracing a multicultural context, the seminary now serves a broad array of religious traditions by combining biblical, historical, theological, and ethical inquiry with spiritual formation and practical training for ministries of service, reconciliation, peace, and justice.

As a founding member of the Graduate Theological Union (GTU), SFTS is a pioneer in ecumenical graduate education. SFTS faculty members are part of the Core Doctoral Faculty of the GTU, and SFTS students benefit from open enrollment in the largest and most diverse partnership of seminaries and graduate schools in the United States and cross-registration of courses with the University of California at Berkeley. SFTS students interested in interfaith studies also take advantage of the GTU centers for Buddhist, Jewish, Muslim, and Orthodox studies. There are also opportunities through various certificate programs for students to enrich their education by exploring, e.g., the Black Church/Africana Religious Studies, Asian and Oceanic Cultures and Faith Traditions, or Women’s Studies in Religion programs. In the M.Div. program, students may pursue concentrations in biblical studies; history, theology, and ethics; chaplaincy and pastoral care; and spirituality.

In July 2011, the Rev. Dr. James L. McDonald became SFTS’s 11th president. He came to SFTS after 21 years in Washington, D.C., 13 of them with Bread for the World, a faith-based advocacy organization that urges national legislators to end hunger. He holds a Ph.D. in International Relations from American University, an M.Div. from Union Theological Seminary (NYC), and a B.A. from Princeton University. He spent 15 years in pastoral ministry.

SFTS has a distinguished faculty of 15 as well as a strong, diverse cohort of adjunct professors. Several hundred students are enrolled in a variety of graduate and professional degrees, including the M.Div., D.Min., M.A., and Ph.D. SFTS also offers graduate level diplomas in Spiritual Formation and Direction. SFTS has the first fully endowed chair in the discipline of Clinical Pastoral Education in a theological seminary. San Francisco Theological Seminary is fully accredited by the Commission on Accrediting of the Association of Theological Schools (ATS) and the Western Association of Schools and Colleges (WASC). For more information, go to www.sfts.edu.

SFTS is located in the town of San Anselmo, California, a vibrant and charming community nestled in the center of beautiful Ross Valley in Marin County, just north of the Golden Gate Bridge.

Position Description

The Dean of the Seminary and Vice President for Academic Affairs is the second officer of the Seminary and its Chief Academic Officer. The Dean is the Seminary’s administrative
officer for academic matters and is responsible to the President and the Board of Trustees. He/she serves on the President’s Cabinet, oversees all educational programs, nourishes the professional development of the faculty, ensures that the seminary’s academic policies are enforced, and teaches and pursues research and other professional activities as time permits. He or she is the Accreditation Liaison Officer and oversees the Seminary’s accreditation processes. The Dean resources the faculty’s research and classroom needs and maintains healthy communication processes. The Dean is an ex-officio member of all Faculty-Student committees. The Dean oversees Student Services and is the final ‘court of appeal’ for student disciplinary matters, except as otherwise described in the Student Handbook. The Dean shall act for the President in the President’s absence as requested by the President and the Board.

**Primary Responsibilities:**
A. Oversight of Educational Programs, Policies and Procedures, including Budgeting and other Resourcing
B. Leadership and Oversight of the Faculty, including
   1. Faculty Search Committees
   2. Annual Reviews
   3. Promotion, Tenure and Step Reviews
   4. Sabbatical Planning
   5. Continuous Communication
C. Development and Support of Curriculum
D. Service as the Seminary’s Accreditation Liaison Officer and Maintenance of Accreditation with WASC and ATS
E. Oversight of Student Life, including Disciplinary Issues
F. Representation of the seminary in the structures of the GTU
G. Participation in a “community of practice” through the Chief Academic Officer Society of the Association of Theological Schools (ATS)

**Secondary Responsibilities:**
A. Teaching, as time permits
B. Participation in professional associations, as time permits
C. Research, writing, and publishing, as time permits

**Key Elements of the Dean’s Work During the Next Term (2013-2016)**
In response to the rapidly changing nature of theological education, SFTS must change its educational model, and the curriculum and teaching that support it. This is SFTS’s most pressing need.

SFTS is seeking an educator and academic leader who understands the need and urgency for innovation and change, and who is capable of encouraging and supporting innovation and change. The seminary needs an administrative leader who is in sync with the president and the president’s vision for the seminary. The seminary needs a change manager who can work with the president and command the respect of the faculty to chart new directions for SFTS. This person must be committed to the racial, ethnic, and gender diversity of the faculty, staff, and student body.

The Dean must be committed equally to teaching and academic excellence. S/he will have to maintain SFTS’s accreditation with ATS and WASC by filing interim reports, and prepare SFTS for its accreditation renewal in 2017. The Dean must understand the importance of accreditation not only as an external accountability structure, but also as an opportunity to
integrate the ongoing work of assessment into the improvement of the curriculum and SFTS’s teaching.

Qualifications and Attributes:
1. Earned Ph.D. or its equivalent in a field appropriate to a theological curriculum broadly conceived
2. A distinguished record of teaching experience in theological or higher education
3. Master of Divinity (M.Div.) or record of substantive ministerial experience in the church
4. A strong record of professional scholarship in his or her discipline
5. Deep commitment to the preparation of religious leaders to serve the Church of Jesus Christ in a variety of contexts.
6. An understanding of the changing nature of the Church in the 21st century
7. Familiarity with the Presbyterian Church (USA), including its polity, trends, and salient issues
8. Demonstrated ability to innovate and drive change in an institutional setting
9. Demonstrated leadership qualities of integrity, fairness, openness, humility, resilience, transparency, collaboration, and accountability
10. Ability to lead, inspire, motivate, and supervise the faculty as well as develop a sense of collegiality and a “community of practice”\(^1\) among the faculty
11. Ability to supervise all aspects of student recruitment, enrollment, admissions, financial aid, registration, support services, campus life and worship, commencement
12. Demonstrated ability to manage a budget and attend to administrative matters in a timely, effective manner
13. Ability to think and act strategically and systemically for the benefit of the entire seminary community and its constituents
14. Trustworthy, with an ability to handle personnel matters and maintain appropriate confidentiality

APPLICATION PROCEDURES

Review of applications will begin immediately and candidate materials received by December 1, 2012 will be given full consideration. Applications will be treated in confidence and should include a letter of interest, a curriculum vitae, and five names of professional references with e-mail addresses and telephone numbers. Please send materials electronically (in MS Word format) to: Bonnie Blank, Director of Human Resources at jobs@sfts.edu. Visit the seminary’s website at www.sfts.edu for more information. San Francisco Theological Seminary is an Equal Employment Opportunity Employer.

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\(^1\) A term coined by Etienne Wenger. He defines such communities as “groups of people who share a concern or passion for something they do and learn how to do it better as they interact regularly.” (Etienne Wenger, *Communities of Practice: Learning, Meaning, and Identity* (Cambridge: Cambridge University Press, 1998)).