

Western Theological Seminary Job Description

Job Title: Dean and Vice President of Academic Affairs (VPAA)
Department: Academic Office
Reports to: President
Work Schedule: Full-time
Date: October 2025

Summary of Responsibilities

In support of the mission of Western Theological Seminary (WTS) to “form women and men for faithful Christian ministry and participation in the Triune God’s ongoing redemptive work in the world,” the Dean and Vice President of Academic Affairs take overall responsibility for the formational, teaching, and learning activity of the Seminary. The Dean and VPAA organizes and coordinates the work of the faculty in teaching, research, scholarly, and ministerial activity to advance the mission of the Seminary.

As an administrator, the Dean and VPAA provides supervision and support of faculty and academic office staff; the design, implementation, and evaluation of academic programs and policies; the supervision of the student life program and staff; and cultivates a vibrant academic environment and student learning experience. The Dean and VPAA also plays a vital role in helping the Seminary navigate the current landscape of theological education.

The Dean and VPAA is a member of the Leadership Team and, in collaboration with other Leadership Team members, shares responsibility for the internal administration of the seminary.

Essential duties and responsibilities (Other duties may be assigned)

Faculty

- Nurture participation in a shared and deepening vision for theological education among the core faculty to advance the Seminary’s mission in service to the church.
- Oversee the hiring, orientation, deployment and ongoing development of faculty (core, administrative, affiliate, adjunct, visiting) in the Seminary.
- Supervise and evaluate the faculty, including coordination of sabbatical leave proposals, reappointments, promotion, and post tenure reviews.
- Lead the faculty’s collective decision-making processes, including leadership of faculty meetings, program cabinets, and coordinating appointments to faculty and institutional committees.
- Facilitate an environment where faculty teaching, research, and service to the church can take place with excellence.

Academic Administration

- Supervise the strategic development, planning, implementation, execution, assessment (accreditation related and otherwise), and continuous improvement, refreshing, and revision of all academic curricula and programs in the Seminary.
- Be responsible for the budget of Academic cost centers.

- Supervise the Seminary's Centers and various academic-related grants (Eugene Peterson Center for Christian Imagination, Center for Disability and Ministry, Churches in Mission, etc.).
- Oversee the articulation, revision, interpretation, and implementation of the academic policies contained in the *WTS Handbook*.
- Be responsive to student concerns and feedback regarding academic programs and policies as they arise.

Field Education and Student Life

- Oversee the Field Education/Student Life office regarding strategic vision and implementation.

Institutional Leadership

- Actively support the mission, vision, and strategic plan of the Seminary.
- Establish strategic priorities, align academic structures, and make adjustments, as needed, to financial, human, technological resources, and supporting systems and processes to strengthen the Seminary.
- Serve as the Chief Academic Officer of the Seminary for the Association of Theological Schools and oversee all accreditation related requirements and processes.
- Participate actively and cooperatively in the academic and overall leadership of the Seminary, especially in admissions/recruitment, external and church relations, and cultivating relationships with partner denominations, networks, and organizations.
- Recommend, train, supervise, evaluate, and direct the Academic Office staff.

Information Technology

- In coordination with the CFO, manage the oversight, budgetary control, and planning of IT resources.

Knowledge and Abilities

- Ability to lead, supervise, and manage faculty and staff holding varying responsibilities
- Articulate understanding of theological curricula and the Reformed tradition
- Knowledge and experience in curriculum development and innovation
- Strong commitment to and active participation in the local and global church
- Ability to support without any reservation the Seminary's organizational commitments and Board approved statements
- Excellent written and oral communication skills
- Knowledge and experience in accreditation self-evaluation and service on an accreditation evaluation team
- Demonstrated support for and encouragement of faculty and student scholarship
- Demonstrated commitment to academic quality and standards

Qualifications

- Demonstrable mature Christian faith and commitment to ministry and service
- Committed to the historic Christian faith, the Reformed theological tradition, and the mission and identity of Western Theological Seminary
- A terminal degree in a theological discipline (PhD, ThD, DMin). MDiv also preferred