



POSITION DESCRIPTION Principal and Dean, and Vice-Chancellor

Position Overview

The ethos of St Stephen's College is one of collegiality and the sharing of gifts and resources. The College Board of Governors, Senate and Committees are all considered to be 'working' bodies which share not only in the policy oversight of the school, but in many aspects of its daily work. Within this context, the Principal and Dean is the Chief Administrative and Chief Academic Officer of the College, responsible for coordinating the energies and activities of the community, and for its overall health and management. As Principal, the role includes *ex officio* membership on the Board of Governors, as well as its Executive and Standing Committees. As Dean, the role includes *ex officio* membership of Senate, as well as its Program and other Standing Committees. The Principal and Dean is a full member of the College Faculty, and will normally be called upon to teach as needed and possible.

Position Summary

As Chief Administrative Officer, the Principal and Dean:

- a) Provides leadership and administrative oversight for the College in harmony with its Mission, Purpose and Objects, and By-laws, whilst honouring the intent of the relevant policies and regulations of The United Church of Canada;
- b) In conjunction with the Board of Governors, ensures the quality of administration of the College: ie by providing leadership in developing, implementing and monitoring its short- and long-term strategic objectives, plans and policies that will best ensure the growth and success of the College;

As Chief Academic Officer, the Principal and Dean:

- a) Manages the academic enterprise of the College in its entirety and assures the quality of educational services of the school;
- b) Oversees on a day-to-day basis the support, orientation and accountability of the Faculty and Associate Faculty; carries forward the work of academic accreditation; and acts as the final authority on all matters pertaining to the academic life of the College.

As Vice-Chancellor, the Principal and Dean:

- a) Acts on behalf of, and with the authority of, the Chancellor as needed (eg, in the conferral of degrees off-campus).

Primary Functions

1. Curriculum Planning and Implementation

Within the context of responsibility shared with the Senate, Faculty, Program and other Committees, the Principal and Dean, or designate:

- a) Oversees conformity of College programming with the relevant Standards of the Association of Theological Schools in the United States and Canada (ATS), and leads the process towards ATS accreditation and re-accreditation;
- b) Oversees maintenance and development of academic policy and standards, in consultation with the Faculty, Registrar and Senate;
- c) Sets agenda for Senate meetings, with the Chair of Senate and Registrar;
- d) Serves as an *ex officio* member of all Program Committees of the Senate, and attends Program Committee meetings as possible;
- e) Supports and facilitates the work of the Honorary Degrees Committee;
- f) Supports the work of the Senate in curriculum and program review processes;
- g) Reviews and monitors curriculum development, including new course proposals and methods, with reference to College requirements and ATS standards;
- h) Interprets and rules on academic policy as required;
- i) Evaluates and responds to academic appeals as part of the College's formal appeal process;

- j) Plans and prepares for Convocation and other special events in consultation with the Faculty, administrative Staff and others as appropriate.

2. Human Resources Management

Within the context of responsibility shared with the Board and other committees as appropriate, the Principal and Dean, or designate:

- a) Works with the Personnel Committee to ensure that human resource systems and processes are developed and aligned with the strategic direction and culture of the College;
- b) Chairs Faculty Council meetings, sets agendas and holds Faculty members accountable for work performed as part of Faculty Council business;
- c) Coordinates and provides direction and support to the Faculty, Associate Faculty and Staff to best achieve the mission and goals of the College;
- d) With Board approval, participates in the search, recruitment and orientation of new Faculty and senior administrative Staff and supports the Registrar in the hiring of other administrative staff;
- e) Conducts annual performance reviews for Faculty and senior Staff, and supports the Registrar as required in the conduct of the annual performance review process for other Staff.

3. Financial Management

Within the context of responsibility shared with the Board of Governors, its Finance and Administration Committee, and the Business Manager, the Principal and Dean, or designate:

- a) Prepares the annual budget for the review and approval by the Board;
- b) Monitors the College budget and ensures cost control measures are in place when required;
- c) Monitors the Endowment Fund of the College;
- d) Provides for the distribution of bursaries, scholarships, prizes and other monies as available;
- e) Develops, plans and budgets for new initiatives as approved by the Board of Governors;
- f) Reports annually on the overall business and fiscal activities of the College;
- g) Monitors the management and maintenance of the physical assets and facilities of the College.

4. Institutional Advancement and Development

Within the context of responsibility shared with the Board of Governors, its Institutional Advancement Committee, the Coordinator of College and Community Relations, the College Chancellor, and other relevant persons or committees, the Principal and Dean, or designate:

- a) Provides leadership building relationships and programs that support and enhance the College;
- b) Provides for an ongoing and multi-faceted program of financial support.

5. External and Public Relations

Within the context of responsibility shared with the Board of Governors, the Coordinator of College and Community Relations, the College Chancellor and others, the Principal and Dean, or designate:

- a) Maintains and explores avenues of cooperation with The University of Alberta;
- b) Maintains and enhances relationships with The United Church of Canada and its relevant local and regional courts, as appropriate;
- c) Takes initiative to develop and maintain relationships with related academic and/or ecclesial partners, including international agencies in partnerships;
- d) Attends annual meetings of the (United Church) Deans and Principals group, and participates in other United Church national or regional gatherings, committees or bodies as appropriate;
- e) Participates in the Association of Theological Schools Biennial Meeting, the Chief Academic Officers Society and other ATS bodies, and maintains a good working relationship with ATS;
- f) Encourages ecumenical and interfaith relationships;
- g) Represents the College at church and community functions for the purpose of promotion, student recruiting, and support.

Other Powers and Duties

The Board of Governors may assign to the Principal and Dean further powers and other duties that may be needed to be performed from time to time.

Qualifications and Skills

The Principal and Dean will:

- a) Possess an earned PhD or equivalent (eg ThD or DMin) in a theological discipline (other qualifications may be considered in lieu);
- b) Be an active member of a faith community, and knowledgeable about and supportive of the ethos and programs of The United Church of Canada;
- c) Possess experience and skill in management and administration, including: financial, budgeting and advancement; human resources; public relations and communication; strategic planning;
- d) Be appreciative of, and experienced in, adult education;
- e) Have ability to "create community" amongst Staff and Faculty, to motivate and support Faculty and Staff in the performance of their duties, and to build a culture that supports the spirit, mission and goals of the College.

Accountability and Relationships

The Principal and Dean is accountable to the Board of Governors, and reports regularly to both the Board and the Senate as appropriate. The position of Principal and Dean, and Vice Chancellor is a full-time position, with academic rank and salary as negotiated, and with other benefits in accordance with the College's *Faculty Personnel Policy Manual*. The work of the Principal and Dean will be supported by an Executive Assistant, and provision of technical and communication resources as required. The Chair of the Board of Governors and the Chair of the Personnel Committee will jointly conduct an annual performance review.