NOW ACCEPTING APPLICATIONS

Academic Dean

Lead the academic life of the oldest free-standing African American seminary in the world as its chief academic officer, scholar, and teacher.

Reports to: The President

Role: Chief Academic Officer & Cabinet Member

Location: Wilberforce, Ohio

About Payne

> A community of Christian learners and teachers, Payne Theological Seminary is dedicated to academic excellence in the tradition of African Methodism and committed to the preparation of men and women for leadership in local, national and global ministries. Mandated in 1844, Payne is the oldest free-standing African American seminary in the world and has a reputation for Afrocentric theological education.

Position Overview

The primary responsibility of the Academic Dean is to maintain the integrity of Payne's degree and certificate programs through scholarly instruction, routine assessment, analysis, and the initiation of change when necessary. The process should be consultative, involving the faculty and the President. The Academic Dean reports to the President and serves as a member of the cabinet.

The Academic Dean serves as the chief academic officer of the Seminary and is responsible for the design, development and delivery of all academic programs, including the Master of Divinity, the Master of Arts in Religious Leadership, the Doctor of Ministry, and the Seminary's certificate programs. The Academic Dean supervises full-time and part-time faculty as well as academic

staff. In addition, the Academic Dean ensures the quality of academic programs; prepares and administers the department's annual budget; carries out strategic planning; recommends appointment, promotion, and termination of faculty; and provides teaching and research faculty development resources, including encouraging, supporting and advocating for excellence in teaching.

The Academic Dean serves as the Seminary's lead academic contact for accreditation and external reporting. This includes working with the Registrar, the Office of Institutional Effectiveness, and other administrators to ensure that the Seminary meets the standards of its accrediting body and the requirements of federal and state agencies, and that required reports are accurate and submitted on time.

The Academic Dean promotes the vision, mission and values of the Seminary through the activities and programs of the Seminary and works with other seminary administrators to assure the well-being and success of the Seminary. The Academic Dean leads ongoing program review and assessment and supports curriculum and program development.

Accreditation, Compliance & External Reporting

The Academic Dean is expected to bring working knowledge of, and to carry primary academic responsibility for, the following:

- The Standards of Accreditation of the Commission on Accrediting of the Association of Theological Schools (ATS), including the educational standards that govern degree program design, learning outcomes, faculty, and library and information resources.
- ATS accreditation processes and procedures, including annual reporting, self-study and comprehensive evaluation visits, the review and approval of new degree programs and other substantive changes, and follow-up reporting on accreditation actions.
- Reporting requirements of the United States Department of Education, including Title IV program participation and related academic requirements, IPEDS data submissions, and Financial Value Transparency and Gainful Employment reporting.
- Requirements of the Ohio Department of Higher Education and other state authorities, including program authorization and the approval of new or modified programs.
- Requirements of other external entities that rely on academic data, such as the Department of Veterans Affairs for veterans' education benefits.

- Assessment of student learning outcomes and the use of assessment data for program improvement and for accreditation and federal reporting.
- Maintenance of accurate academic records, catalog statements and program information so that what the Seminary reports and publishes remains consistent across all agencies.

Minimum Qualifications

- Possess a terminal academic degree from an accredited seminary or university or equivalent.
- Demonstrate accomplishments or credentials that would merit appointment as full-time faculty.
- Possess three years of management or administrative experience at the level of department head, chair, research director, center director, dean or the equivalent.
- Serve as theologian and scholar and teach a minimum of two courses per year.
- Demonstrate administrative leadership capabilities with capacity to encourage consensus.
- Demonstrate working knowledge of ATS accreditation standards and procedures.
- Demonstrate knowledge of, and experience with, reporting processes and procedures for accrediting bodies and government agencies, including the U.S. Department of Education.

How to Apply

- **Review of candidate materials will begin immediately.**

1 Prepare your application materials

A complete application includes:

- A letter of interest
- Curriculum vitae
- Three professional references — **one must be from your current employer**

2 Email your materials to the Search Committee

Send all application materials electronically to:

deansearch2026@payneseminary.edu

Suggested subject line: `Academic Dean Application – [Your Name]`

3 Electronic submissions only

Hard copies will not be accepted.

Inquiries and nominations are welcome and should be sent to the same address.

Payne Theological Seminary is an Equal Opportunity, Affirmative Action Employer.