



JOB DESCRIPTION



INFORMATION			
Job Title:	<i>Dean</i>	EEOC Job Classification	Professionals
		FLSA Classification	Exempt
Department:	School of Science, Math, Technology, Health and Engineering	W/C Classification	8868 – Administration/Faculty
Reports To:	Provost	Compensation	\$85,000 – \$100,000

SUMMARY
<p>Advance the mission and vision of TMUS by effectively advocating for the School of Science, Math, Technology, Health and Engineering and TMU, both within the university and externally. Deans have ultimate accountability for TMUS's sound management of resources: fiscal, facilities and human. Responsible for collegiate planning, including alignment of plans for educational, research and other activities in assigned school.</p> <p>This position is responsible for, but not limited to, academic planning, enhancement of programs, curriculum, teaching, scholarship and service, professional and regional accreditation, recruitment of faculty, faculty development and evaluation, student recruitment, advising, budget development, and allocation of resources.</p>

ESSENTIAL JOB FUNCTIONS
<p>Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Ability to teach students effectively, evaluate their performance, and create a supportive learning environment. • Expertise in one or more teaching areas. • Engage faculty, staff and students in discussions of all important collegiate issues and assuring a positive, high-quality working environment. • Convene strategic intellectual discussions about future academic directions of departments, centers, programs and the university itself. • Advocate for the school, especially by joining the university-wide processes in strategic planning, budget, facilities planning and political action, to position the school favorably in the university's broader planning. • Engage in fund raising for scholarships, programs, and facilities in collaboration with the TMU Development department. • Play a key oversight role in accreditation, program review and other processes that are important for continuous improvement of the school's activities. • Engage with the Council of Deans in key discussions of institutional planning, policy, political action and other key activities, in so doing representing the school's interests effectively. • Engage and oversee the safety plans implemented by chairs and lab managers for each program which contains and uses chemicals and laboratories.

- Hire highly effective and doctrinally aligned faculty, staff and others who are direct reports, doing their performance evaluations, and assuring their accountability for high-level performance in areas appropriate to their positions.
- Provide leadership, working with the faculty, to achieve the mission of the TMUS in the areas of teaching, scholarship, and service.
- Responsible for department budget management including monthly review of allocated funds.
- Provide leadership for faculty development and professional growth.
- Ensure orientation of all new faculty and adjunct faculty and appoint Department Chairs with the concurrence of the Provost.
- Supervise the activities of the department chairs and advise and mentor new department chairs.
- Ensure the completion of both the annual faculty performance evaluations and student assessments of faculty/course.
- Review and approve all University curricular requests and coordinate instruction, ensuring programs meet state and accreditation standards.
- Assist in the establishment of and support for the orderly and regular review of programs and curriculum.
- Maintain open, positive channels of communication with all TMUS stakeholders.
- Foster the recruitment and retention of qualified students and provide leadership to students in academic endeavors and co-curricular activities.
- Ensure all students are advised and have a program of study.
- Respond to student academic concerns and seek resolution at the faculty level, ensuring that accurate records of all issues.
- Perform other related duties as established or assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Strong evidence of Christian service within local church music ministry as well as the greater community.
- A strong commitment to the doctrinal position and philosophy of the teaching ministry of The Master's University and Seminary.
- Exercise confidentiality, good judgment and discernment.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- Oversees the School of Science, Math, Technology, Health and Engineering faculty and staff.
- Assigns, plans, and oversees the work of departmental staff.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

EDUCATION AND EXPERIENCE

- Ph.D. in a scientific field required.
- Minimum of 10 years' experience in higher education, with at least 5 of those years in significant and successful leadership roles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- There is some travel required for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.