

SEARCH PROFILE:

VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN



Phillips
Theological Seminary

TABLE OF CONTENTS

| | |
|---|----|
| PHILLIPS THEOLOGICAL SEMINARY | 3 |
| COMMITMENT TO ENGAGED DIVERSITY | 6 |
| PROGRAMS OF STUDY | 7 |
| THE PHILLIPS THEOLOGICAL SEMINARY LIBRARY | 9 |
| THE CENTER FOR RELIGION IN PUBLIC LIFE | 9 |
| VISIONARY NEW DEVELOPMENT | 10 |
| VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN | 10 |
| HOW TO APPLY | 12 |



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

PHILLIPS THEOLOGICAL SEMINARY

Phillips Theological Seminary is a graduate seminary, affiliated with the Christian Church (Disciples of Christ), dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. At its core, Phillips is a community of teachers and learners seeking to be faithful to God through disciplined, reasoned and reflective study of the biblical witnesses, religious tradition, and human experience.

The seminary's primary purpose is to serve the church's need for educated leaders – ordained and lay. Located in Tulsa, Oklahoma, Phillips offers a unique brand of theological education in this region of the country – welcoming all denominations. Phillips also welcomes students who are not pursuing ministerial degrees, but who want to explore and deepen their faith by taking specific courses.

Phillips Theological Seminary is a place to explore theology, question history, study and interpret the Bible responsibly, and be transformed by the Holy. Phillips Theological Seminary is:

- A graduate school that is open to clergy candidates, laity, and seekers with questions;
- A knowledgeable, progressive faculty;
- A diverse ecumenical community, affiliated with the Christian Church (Disciples of Christ);
- A place to explore what “the way of Jesus” means that is distinct in this part of the U.S;
- Leaven in its geographical and social contexts, offering leadership education for biblically and theologically responsible, compassionate, justice-oriented Christian practice;
- An educator of ministers serving in more than 20 denominations as chaplains, congregational leaders, justice advocates, ministry entrepreneurs, counselors, and more;
- Home to an outstanding, hospitable library;
- A series of vital conversations in which participants are often transformed.

PHILLIPS THEOLOGICAL SEMINARY (CONT.)

With a reputation as a caring community, Phillips prioritizes hospitality for students. In 2019 the Association of Theological Schools recognized Phillips's "exemplary attention to student-focused education and student services," noting the satisfaction of alumni/ae and students in their experiences at Phillips. Phillips has 25 trustees, 110 current students seeking graduate credit, 42 students who have recently taken courses for personal enrichment, approximately 1,700 living alumni, about 800 individuals and congregations that donate annually, and a dedicated faculty (full-time, affiliate, and adjunct) and staff.

Phillips Theological Seminary is accredited by the Commission on Accrediting of the Association of Theological Schools (ATS) in the United States and Canada. The ATS is Phillips's gatekeeper with the U.S. Department of Education. Phillips is also accredited to offer a Comprehensive Distance Education Program.

Phillips Theological Seminary is one of the four graduate seminaries affiliated with the Christian Church (Disciples of Christ). Within the Christian

Church (Disciples of Christ), Phillips has a historic covenantal relationship with the following regions:

- Central Rocky Mountain
- Greater Kansas City
- Oklahoma
- Great River (the portion comprised of Arkansas)
- Kansas
- Mid-America
- Nebraska

Phillips Theological Seminary is also approved by the University Senate of The United Methodist Church to educate candidates for ministry in The United Methodist Church.

IDENTITY

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good.



PHILLIPS THEOLOGICAL SEMINARY (CONT.)

MISSION

The seminary's mission is to learn and teach how to be: attentive to God; responsible biblical and theological interpreters; faithful individuals, congregations, and communities acting with God to transform the world.

HISTORY

The seminary traces its roots to the College of the Bible at Oklahoma Christian University, founded in 1906, in Enid, Oklahoma (115 miles west of Tulsa). In 1912, Oklahoma Christian University's name was changed to Phillips University, after Disciples philanthropist T.W. Phillips. The College of the Bible (graduate) became the Graduate Seminary of Phillips University and was accredited by the Association of Theological Schools in 1951.

In 1986, after many years of faculty discussion concerning a Phillips presence in Tulsa, and at a time that the University was struggling financially, the Graduate Seminary initiated a center at the University of Tulsa (TU), renting space from TU and later from nearby churches. The student body of the Tulsa center soon grew larger than the Enid campus.

In 1987, Phillips University's property was purchased by the City of Enid during an oil bust that threatened the city's health and the University's existence. When a lawsuit against the University was brought to court the judge in this case ruled that a city could not own a seminary. That circumstance created the need for the seminary to separate from the University. Thus, Phillips Graduate Seminary was born in 1987. ATS accreditation of the seminary continued without interruption, but the new entity was required by the North Central Association of Colleges and Schools to seek re-accreditation, which the seminary did.

In 1995 the seminary was re-named Phillips Theological Seminary. In 1997, after about two years of investigation, the board or trustees voted to close the Enid campus and re-locate the seminary to Tulsa. Phillips University closed as a degree-granting institution in 1998. A former ATS executive director once told an audience at Phillips that he believes Phillips Theological Seminary is the only seminary to survive the demise of its university host.





COMMITMENT TO ENGAGED DIVERSITY

Phillips has a powerful sense of identity, not only as a graduate theological educational institution, but also as a community that cares deeply about students, faculty, staff, alumni/ae—and the rest of the world. The seminary is committed to diversity, interculturality, and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience. Attending to its social location, Phillips seeks to educate and prepare persons to be bearers of the way of Jesus in today's culture.

For more than 115 years, Phillips has fearlessly explored the frontiers of ministry. This spirit of courage has propelled the seminary into the 21st century, fueling the seminary's support for justice, equity, and inclusion as it prepares students to serve their communities. The need to stand for these values has never been greater.

The Board of Trustees of Phillips Theological Seminary believes that the Reign of God as announced by Jesus Christ is open to all people regardless of race, ethnicity, gender, gender identity, age, physical ability, sexual orientation, or socioeconomic class. This theological belief is the basis of the seminary's non-discrimination statement, and it is also the basis for the seminary's efforts to embrace and engage diverse persons in service of the mission of God, and specifically in service of the mission entrusted to this seminary. The Board of Trustees is committed to recruiting, educating, and engaging trustees, faculty, staff, and students with the range and depth of gifts, skills, and perspectives to move Phillips to become more of the community God calls the seminary to be.



PROGRAMS OF STUDY

Phillips Theological Seminary offers these degree programs:

- [Master of Divinity](#) (MDiv) – The 81-semester-hour Master of Divinity program is the basic graduate professional degree program in the seminary and is designed to provide a foundational academic preparation for an educated ministry. The MDiv program is designed to prepare leaders equipped to create, sustain and nurture vital communities that are following the way of Jesus.
- [Master of Arts in Ministry and Culture](#) (MAMC) – The 48-semester hour Master of Arts in Ministry and Culture is designed to equip persons to fulfill their vocations in providing faithful and effective forms of ministry in congregations and in the world. While the more extensive MDiv remains the degree required for ordination in most denominations, the MAMC degree, like the MDiv, requires Supervised Ministry and is designed to affirm and respond to students' educational needs.
- [Master of Theological Studies](#) (MTS) – The purpose of the 48-semester hour Master of Theological Studies degree program is to develop broad theological understandings for general education purposes. The MTS degree program has two distinct tracks: General Theological Studies, and Pre-doctoral Theological Studies.
- [Master of Arts \(Social Justice\)](#) (MASJ) – The Master of Arts (Social Justice) degree program gives students an opportunity to reflect on social justice as a central concern of contemporary Christian theologies. This 38-credit hour program is designed for those students who want to prepare for or continue to work within non-profit organizations that address justice issues in society, some of which are connected with churches or religious organizations; and those who have retired from professional life and are seeking ways to enhance their Sunday School education and to discover direction for a renewed sense of service and outreach to larger communities.
- [Doctor of Ministry](#) (DMin) – Graduates of the 32-credit hour DMin hybrid program (online and on-campus) will be prepared to exercise advanced skills in church and society issues including abilities to: Articulate an understanding of social change as a function of pastoral leadership that is grounded in theological and biblical reflection and responsive to the history of Christianity particularly as it is reflected in student's own denominational heritage; identify and address cultural issues surrounding race, gender, economic and cultural globalization, and interfaith relations from a theological/biblical standpoint; and develop strategies for community engagement and change around particular issues of common concern.
- [Clinical Pastoral Education](#) (CPE) – The PHS/ Phillips Clinical Pastoral Education LEVEL I is an extended parish/community based course intended to meet the standard requirements for one unit of certified ACPE approved training. The course design engages students in critical reflection in order to gain greater self-awareness, ministerial identity, and effective ministry skills. Phillips works with an external entity to offer CPE to students, and the seminary's current relationship is with the Sankofa CPE Center.

Additionally, Phillips Theological Seminary offers a [concentration in Black Church Traditions](#) for students interested in enhancing their degree or certificate program. Students will study issues directly concerning Black clergy, clergy serving in majority Black faith contexts, as well as those working with or alongside communities concerned with the effects of race, justice, and faith in people of African descent in the context of the U.S. This concentration is available through the Black Church Traditions and African American Faith-Life program (BCTAF) program at Phillips and complements a student's coursework at the seminary.

PROGRAMS OF STUDY (CONT.)

NON-CREDIT PROGRAMS

Phillips is the only Christian Church (Disciples of Christ) seminary offering this [Certificate in Pastoral Ministry](#). Since 1906, Phillips has been educating those who serve the church and is pleased to continue the 120-year legacy of the Bible College of Missouri through the Center for Ministry and Lay Training. Center for Ministry and Lay Training students learn from the seminary's top-notch faculty and build networks of others engaged in ministry.

Additionally, Phillips Theological Seminary offers classes for no academic credit through an [audit program](#). A limited number of auditors may be permitted in some courses, depending on course size and type.

NON-DEGREE PROGRAMS FOR ACADEMIC CREDIT

[Special Student status](#) is granted to applicants in order to take classes for credit to transfer to another institution, to complete denominational requirements, to get a feel for seminary, or for personal enhancement.

Phillips offers a for-credit, graded [Graduate Certificate](#) program for those who hold a baccalaureate degree. This program requires 15 to 16-semester hours of work. Upon completion of the required hours, students will receive a Phillips Theological Seminary Certificate.

ACCESSIBLE AND INNOVATIVE INSTRUCTION

Through the years Phillips has offered in-person and online classes; courses at satellite locations in Oklahoma, Arkansas, and Missouri; and classes offered once a week, on weekends only, and in concentrated immersion formats. With an agile faculty willing to innovate, Phillips attracts many students who otherwise would not be able to pursue a seminary degree. Varied instructional formats allow students from all over the United States to complete degree programs with minimal disruption to their families and careers, including in their communities where they already serve.

Phillips's belief that theological education is for the whole church led to the development of [Phillips Online](#). The seminary believes that the need for Christians to strive for a compassionate, intelligent faith is too great to leave them without access to quality theological education. Phillips offers four master's degree programs – including a 48-hour MAMC, a 48-hour MTS, a 38-hour MASJ, and an 81-hour MDiv – that contain significant online components. Mdiv students must complete at least 24 hours on campus; MAMC and MTS students must complete 16 hours on campus; and MASJ students 12 hours on campus. Phillips also has 15-hour and 16-hour Graduate Certificate program. Students in the Graduate Certificate program participating in general theological studies and biblical studies programs can complete all 15 hours online.





THE PHILLIPS THEOLOGICAL SEMINARY LIBRARY

The [Phillips Theological Seminary Library](#) enhances the mission of Phillips Theological Seminary to cultivate vital communities, vital conversations, and the public good by providing resources and services that support the work and interests of the faculty, the students of Phillips, and the larger public.

Phillips is an ecumenically-oriented institution and the library's collections reflect the non-sectarian mission of the school. The library's focus is on the core materials necessary for Christian ministerial education, critical thinking, historical understanding and ethical judgment. The library collections comprise holdings of approximately 100,000 items, making it the largest graduate theological library in the region extending from Dallas to Kansas City and St. Louis to Denver. It serves as an important resource for theological students, religious professionals and researchers in the area.

The library also contains:

- The [Writing & Research Lab](#), which provides guides on writing and citation styles, research guidance, and identifying and working with writing tutors for the campus community.
- The Beasley Rare Books Room, which is a collection of approximately 700 rare and valuable titles, many originating from the Christian Church (Disciples of Christ). Some noteworthy tomes include a 1479 Vulgate Bible, a 1529 Great Byble, a 1596 Hamburg edition of the Polyglot Bible, and Alexander Campbell's 1835 Christianity Restored. Construction on this special, climate-controlled room was completed in November 2010, and was underwritten by the Beasley Foundation.
- The Imbler Discipliana Collection, which consists of a sizable collection of Discipliana – materials relating to the Christian Church (Disciples of Christ) – from the many years of Phillips's affiliation with the church. Materials cover many formats including books, journals, ephemera, electronic resources, and other pieces of importance to the history of the Disciples of Christ.
- The Merrick Hymnody Collection, which is comprised of over 1,100 titles, including monographs, journals, & ephemera initially drawn from alumnus Rev. Daniel Merrick's hymnody collection. The library continues to develop materials in this collection.

THE CENTER FOR RELIGION IN PUBLIC LIFE

The [Center for Religion in Public Life](#) has focused on significant themes at the intersection of religion and public life in Oklahoma, conducted interviews with religious leaders who are engaged in building the common good for all Oklahomans, and provided several public courses for more in-depth learning about how American Christianities have influenced politics,

and vice versa. Following the retirement of the center's inaugural executive director on January 31, 2023, a group of Phillips trustees, faculty and area religious leaders are considering possibilities for the direction of the center and will make a recommendation to the Board of Trustees concerning its future in the next calendar year.

VISIONARY NEW DEVELOPMENT

Grounded in a belief that the need for people to strive for a compassionate, intelligent faith is too great to leave them without access to quality theological education, there is a drive to make Phillips as accessible as possible to as many people as possible. To provide gathering space, offer short-term lodging, and extend greater hospitality to students and guests, Phillips will add a new building on the current campus. The building will create a physical space to embody Phillips' concern for all people and the seminary's intention to cultivate vital congregations, communities, conversations, and the public good.

The Phillips community is dreaming about the ways to use this new building for good. This will be the first campus expansion since classes began in the current building in 2003. The versatile space will present opportunities to raise awareness of Phillips in Tulsa and its greater region and to have an active local impact by offering meeting spaces for congregations and nonprofit organizations.

VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN

The Vice President of Academic Affairs and Dean at Phillips Theological Seminary is the chief academic officer of the institution and as such holds a critical and unique position in the seminary's governance as it is shared by the Board of Trustees, the administration, and the faculty. This person also interfaces with primary constituents of the seminary, including the churches and denominations served by students and alumni. Primary responsibilities for this position include directing all academic educational programming of the seminary and developing and leading the faculty and

academic staff in ensuring the excellence of degree program curricula and student services.

In addition, the VP/Dean's office includes personnel related to recruitment and admissions, financial aid, student services, library and its services, including writing and research lab, communal worship, and instructional design.

To learn more about the benefits package associated with this position, [click here](#).



VICE PRESIDENT OF ACADEMIC AFFAIRS AND DEAN (CONT.)

ESSENTIAL FUNCTIONS

The Vice President of Academic Affairs and Dean:

- Administers the work of the faculty by chairing the Faculty Senate and resourcing its committees;
- Oversees all aspects of curricular planning, implementation, and assessment;
- Develops, supports, and evaluates all faculty teaching in degree programs (regular and adjunct) and in various formats;
- Leads faculty initiatives in curricular development and revision for all degree programs;
- Ensures compliance with federal and state regulations pertaining to higher education, oversees adherence to any academic consortia agreements or other academic partnerships in which the seminary participates, and serves as chief academic accreditation officer for the seminary;
- Serves as a bridge between administration, faculty, and Board of Trustees as an advocate for best practices in faculty development and teaching and learning in theological education and as a representative of various viewpoints within the seminary community and the churches and organizations with which it is connected;
- Administers the Academic Affairs office, including budgeting, supervising academic affairs personnel, giving oversight to the production of academic handbooks, course schedules, and catalogs;
- Represents the seminary in congregational, denominational, ecumenical, and multireligious settings.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the next VP/Dean.

COMPETENCIES

The ideal candidate for the VP/Dean position possesses:

- Proven experience in teaching adults in graduate theological education or commensurate venues in higher education;
- Understanding of and participation in ecumenical denominations and ministries;

- Hands-on knowledge of accreditation processes and practices of regional accrediting agencies and the Association of Theological Schools in the US and Canada;
- Experience in academic administration, including budgeting, personnel supervision, and compliance and assessment reporting;
- Knowledge and appreciation of a variety of pedagogical methods and formats, including online education;
- Strong capacity to work with people of diverse backgrounds, races and ethnicities, sexual orientations, educational experiences, and socioeconomic statuses;
- Proven abilities to initiate, support, and lead change and academic program innovation.

REPORTING RELATIONSHIP AND SUPERVISORY RESPONSIBILITIES

This position reports to the President and supervises all academic affairs staff including the Dean of the Library, the Associate Dean of Academic and Student Affairs, the Dean of the Chapel, the Executive Assistant to the Dean and Faculty, the DMin Director, the Director of Black Church Traditions and African American Faith-Life, the Registrar, the Director of Instructional Design, the Director of Theological Field Education and the Financial Aid Officer.

REQUIRED EDUCATION AND EXPERIENCE

- A PhD or ThD in a theological or cognate discipline
- At least four years as an associate or full professor in graduate theological education or commensurate venues in higher education

ADDITIONAL ELIGIBILITY QUALIFICATIONS

Full participation in a church affiliated with the National Council of Churches.





HOW TO APPLY

Applications should consist of a substantial letter of interest, a curriculum vitae, and a list of five professional references with full contact information. No references will be contacted without the explicit permission of the candidate. Applications, nominations, and expressions of interest can be submitted electronically, and in confidence, to:

PhillipsVPDean@academicsearch.org

The position is open until filled but only applications received by **Thursday, January 25, 2024**, can be assured full consideration. The Seminary is being assisted by Academic Search. Confidential discussions about this opportunity may be arranged by contacting consultants Ann Hasselmo at Ann.Hasselmo@academicsearch.org and Chris Butler at Chris.Butler@academicsearch.org. Further information about Phillips Theological Seminary is available at <https://ptstulsa.edu/>.

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The Seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The Seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

ABOUT ACADEMIC SEARCH

Academic Search is assisting Phillips Theological Seminary in this work. For more than four decades, Academic Search has offered executive search services to higher education institutions, associations, and related organizations. Academic Search was founded by higher education leaders on the principle that we provide the most value to partner institutions by combining best practices with our deep knowledge and experience. Our mission today is to enhance institutional capacity by providing outstanding executive recruitment services, executive coaching, and transition support, in partnership with our parent organization, the American Academic Leadership Institute. For more information, visit www.academicsearch.org.



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