

### ***THE OPPORTUNITY***

Houghton College was founded in 1883 as a Christian liberal arts college in the Wesleyan tradition. For more than 125 years Houghton College has prepared students to become global contributors empowered by a challenging education, taught in a vibrant community and grounded in Christian faith. Located in beautiful Allegany County, New York, Houghton College has a student body of around 1,200 students from over 40 states and 25 countries. Baccalaureate degrees are offered in 46 fields and Master level degrees are offered in Music.

Houghton announces a nationwide search to recruit an innovative and collaborative individual for the position of Academic Vice President and Dean of the College beginning June 1, 2012. Reporting directly to the President and an integral member of the President's cabinet, this individual serves as the campus leader in the President's absence. The successful candidate will provide compelling leadership for the personnel and academic program of Houghton's undergraduate college and graduate school in the Christian liberal arts tradition.

### ***PREFERRED CREDENTIALS***

- Personal Christian faith that informs and animates both one's professional and personal lives.
- Earned doctorate or equivalent terminal credentials.
- Commitment and ability to articulate a Christian liberal arts philosophy of education for the 21<sup>st</sup> century.
- Membership in, or willingness to join, the College's sponsoring denomination—The Wesleyan Church.
- Demonstrated leadership experience in an academic setting and the capacity to provide that leadership in the context of a Christian liberal arts college.
- Demonstrated ability to work with others as part of a leadership team.
- Demonstrated skills in effective organizational and interpersonal communication.

### ***JOB RESPONSIBILITIES***

- Lead and develop the academic program of the College, including primary responsibility for the integration of co-curricular with curricular elements of the educational programs.
- Serve as the chief executive office of the College in the absence of the President.
- Serves as the dean of the faculty and provides leadership with respect to their intellectual, professional, and spiritual development.
- Work to ensure the overall quality of student academic experiences.
- Promote the spiritual formation of students in partnership with the Dean of the Chapel, the Departments of Biblical Studies and Theology, and the Vice President for Student Life.
- Manage academic decision making and academic resource allocation in the context of institutional priorities and ongoing assessment.
- Collaborate with the Associate Dean for Academic Administration.

- Collaborate with the faculty's elected leadership to set faculty meeting agendas and guide deliberation.
- Direct faculty recruitment, evaluation, and development.
- Mediate unresolved issues pertaining to academic integrity among students and faculty.
- Supervise the Academic Records Office, the College library, Institutional Research and Assessment, Student Academic Services, and the P.A.C.E. program (adult education).
- Chair the Academic Council.
- Chair the Rank and Tenure Committee.
- Provide academic leadership in the area of education technology.
- Work with the Board of Trustees and its appropriate sub-committees.
- Represent Houghton in the larger world of higher education both inside and outside of the Christian community.

## **APPLICATION PROCESS**

Applicants, potential applicants, and nominators may direct questions to the Office of the President at Houghton College at 585.567.9310.

While applications and nominations will be received until a new Academic Vice President and Dean of the College is selected, interested parties are encouraged to submit their materials by January 30, 2012 to receive optimal consideration.

Individuals interested in the Academic Vice President and Dean of the College position may submit a letter of interest and full curriculum vitae electronically to the Office of the President at: [president@houghton.edu](mailto:president@houghton.edu).

Nominators may submit names via email to: [president@houghton.edu](mailto:president@houghton.edu)

*Houghton College is an equal opportunity employer committed, within our historic Christian tradition, to diversity in its administration, faculty, staff, and student populations.*