



BOSTON COLLEGE

CLOUGH SCHOOL OF THEOLOGY AND MINISTRY

Position Title Associate Dean, Academic Affairs

Role Summary

The Associate Dean, Academic Affairs serves as part of the senior leadership team of the Clough School of Theology and Ministry and works closely with the Dean on issues related to academic and faculty affairs. The Associate Dean assists the Dean in coordinating and implementing academic programs, faculty support services, and faculty service structures and processes. He/she has leadership responsibilities for accreditation, assessment, curriculum development, and academic policies and procedures. The Associate Dean interacts with and supports the faculty through collegiate committees and participation in activities related to faculty recruitment and development, advising, course scheduling, and staff planning.

Reporting Relationship

This position reports to the Dean of the Clough School of Theology and Ministry.

Scope

The Associate Dean, Academic Affairs oversees academic policies, procedures, and support services for the Clough School of Theology and Ministry (CSTM). In this role, he/she administers the budgets for faculty recruitment and academic events. The Associate Dean, Academic Affairs supervises the Assistant Director, Academic and Student Services and the Academic Services Specialist. The CSTM's academic programs include master's and doctoral, both civil and ecclesiastical. Some of these degrees form dual degree programs with other Boston College schools. The CSTM also offers certificates on the graduate level.

Essential Functions

Academic Administration (30%)

- Works with the Dean, other Associate Deans, and CSTM faculty and administrative team on CSTM strategic planning.
- Serves as a member of the CSTM Dean's Senior Leadership Team and a member of the CSTM Administrative Team.
- Advises the Dean on faculty and academic matters.

- Oversees course creation, development, scheduling, and registration.
- Manages CSTM's relationship with Association of Theological Schools (ATS) and the ATS Commission on Accrediting.
- Ensures that academic programs, policies, and procedures meet Association for Theological Schools (ATS) accreditation standards as well as that resources are provided for accreditation activities.
- Works with the Associate Vice Provost, Assessment & Accreditation to ensure that CSTM programs, policies, and procedures meet University and NECHE accreditation standards.
- Represents CSTM on the Academic Officers' Committee convened by the Provost's Office.
- Participates in Ecclesiastical Faculty of Boston College (EFBC) Board meetings.
- Oversees the Writing Companions Corner, serving as supervisor for the student tutor.
- Attends professional meetings and conferences as appropriate in consultation with the Dean (e.g., ATS).
- Participates in professional development, which could include scholarly activities such as research, writing, and publishing, and attendance at scholarly conferences.
- Oversees the management and staffing of all academic programs.
- Oversees the academic events and faculty search budgets.

Faculty Relations and Support (40%)

- Serves *ex officio* on Educational Policy Committee and the Pedagogy and Integrity Committee.
- Chairs the Curriculum and Faculty Service Committees.
- Works with the Dean to ensure faculty service positions and committees are staffed annually.
- Assists Dean and other administrators with review, tenure, and promotion processes.
- Oversees and participates in the processes of academic policy development.
- Oversees curriculum assessment and development.
- Works with Area Coordinators to ensure that course offerings meet the curricular needs of all CSTM academic programs.
- Collaborates with Associate Dean, Student Affairs and Career Services on curricular aspects of spiritual and human formation to ensure integrated formation for ministry.
- Works with Associate Director, Supervised Ministry and Community and Global Engagement and faculty director(s) of Contextual Education on development and assessment of pastoral formation.
- Ensures that faculty and students are aware of the University's opportunities for faculty development and enrichment through Boston College, ATS, the Wabash Center, etc.
- In consultation with the Dean, plans and coordinates faculty development activities.
- Oversees academic advisement.
- Coordinates dual and joint degree programs, as well as jointly offered courses and other joint academic matters, with graduate school academic associate/assistant deans and faculty.
- Serves *ex officio* on program review and assessment committees, assisting faculty program directors in the process of reviewing and evaluating academic programs, which includes overseeing data collection as well as ensuring that such reviews and assessments take into account school-wide strategic initiatives and curriculum policies set by the CSTM faculty.

- Oversees support for faculty committees and elections.
- Ensures that the Faculty Handbook is up to date.

Student Academic Matters (30%)

- Oversees the academic integrity process and communicates the decisions of the Committee to parties involved in each case (e.g., Dean, student, faculty member) as well as the Associate Dean, Student Affairs and Career Services.
- Implements academic policies and procedures approved by the EPC and Dean.
- Advises faculty and students on requirements of new and existing academic programs.
- Mentors students with academic issues, connecting them with appropriate resources, advising faculty regarding such issues, and working with Associate Dean, Student Affairs and Associate Dean, Enrollment Management as appropriate.
- Adjudicates student requests for transfer of credits, incompletes, pass/fail, leaves of absence, readings and research, extensions, etc.
- Tracks progress of CSTM students through completion of degree requirements and clears students for graduation.
- Responsible for academic progress reporting to include completion of comprehensive exams, language requirements, theses, and dissertations.
- Oversees thesis and dissertation processing.
- Oversees the student academic grievance process.
- Works with Associate Dean, Student Affairs and Career Services, on new student orientations.
- Responsible for designing and running the Professional Ethics in Ministry workshops, in consultation with the Associate Dean, Student Affairs and Career Services.
- Coordinates the Research Assistant Mentoring Program.
- Oversees creation, updating, and publication of academic resources and materials, including degree Handbooks, programs of study, and other academic forms internal to the CSTM.

Decision Making and Problem Solving

- Assists the Dean in establishing and interpreting academic policies and faculty governance processes for the school.
- In collaboration with the Associate Dean, Finance and Administration, administers all budgetary funds related to the academic affairs of the Clough School of Ministry and Theology.
- In collaboration with the Associate Dean, Finance and Administration, interviews, hires, trains, supervises, and evaluates academic support staff.
- Resolves problems related to academic policies and procedures.
- Ensures that course availability matches student needs and degree requirements.
- Facilitates faculty collaboration across areas of study.

Minimum Qualifications

University Core Competencies

These are the skills, knowledge, and abilities that reflect the mission and values of the institution and are critical to successful individual performance and organizational success. A baseline level of proficiency in each of the following competencies is required to perform the essential functions of any job role in the organization.

Teamwork, Customer Focus, Continuous Learning, Decision Making/Problem Solving, Communication, Applying Technology, Valuing Diversity, Big Picture Perspective, Openness to Change, Productivity, People Development.

Functional and Technical Competencies

- Academic vision combined with excellent interpersonal communication and management skills.
- Leadership skills to work with faculty and staff to implement the academic mission of the Clough School of Theology and Ministry.
- Commitment to and appreciation of the mission of a Catholic, Jesuit theological school.
- Ability to foster collaboration, cooperation, and respect within the faculty, staff and student population.
- Ability to apply emotional intelligence and pastoral sensibilities in complex and challenging human situations.
- Skilled in conflict resolution.
- Ability to maintain confidentiality at all times.
- Proficiency in computer applications including Google for Education, Word, Excel and database programs.

Education/Training and Certification, Licensure, Registration Requirements

Doctorate required (preferably in theology, religious education or related pastoral or educational discipline). Graduate degree in theology strongly preferred.

Experience

A candidate has:

- At least five years in an administrative position (preferably in higher education) with academic and fiscal management responsibilities.
- Knowledge of and commitment to formative theological education for ministry in the Roman Catholic tradition.
- A depth of knowledge of, appreciation for, and commitment to Catholicism and the Roman Catholic Church.
- An understanding of Roman Catholic polity.

Exceptional Work Schedule Demands

May be required to work evenings or weekends to accommodate deadlines and attend various programs and/or ceremonies.

Full-Time Equivalent Hiring Range: \$104,700 to \$130,900; salary commensurate with relevant experience.

The proposed start date for the position is June 1, 2026 or before.