

Job Description Position: Director of English Programs in Theology

Reports to: Provost

Position Summary: The Director of English Theology Programs provides leadership to the academic programs she supervises and is responsible for ensuring the quality and administration of all academic degree programs in theology delivered in the English language: the Master of Arts in Theology, the Master of Arts in Theology and Educational Ministry, the Bachelor of Arts in Theology, as well as the undergraduate and graduate academic certificate programs in theology. Each of these programs requires a substantial knowledge of theology, as well as *Ex corde ecclesiae* and Newman's *Idea of a University*, so as to grasp CDU's overall vision of Catholic education and to ensure that this vision permeates the academic programs and serves as the framework for integrating the offerings into the single Catholic vision of the intellectual life.

Hours: 40 per week

Responsibilities: This position includes the following responsibilities:

- Recruiting qualified faculty who are fully committed to CDU's mission and to achieving excellence in teaching courses in an online format.
- Providing faculty training in the use of Canvas and Populi.
- Ensuring that faculty are trained in assessment practices and regularly collecting and recording assessment data in Canvas and Weave.
- Working with the Course Development Manager and faculty to provide oversight of courses to ensure their continuous improvement.
- Reviewing and updating the Course Development Handbook.
- Monitoring faculty progress to ensure that students receive an optimal educational experience.
- Conducting annual reviews of faculty in the English Theology programs.
- Providing and coordinating regular faculty advising to students enrolled in the major.
- Working with staff to plan the schedule of course offerings.
- Coordinating all faculty teaching assignments.
- Arbitrating academic or disciplinary issues that may arise between students and faculty as appropriate and according to established procedures.
- Maintaining the channels of academic governance in coordination with the Provost and other academic staff.

- Working with the Director of Admissions and the Registrar to review applications, along with the academic records for those applying to the programs and requests for the transfer of credits.
- Contributing to filings related to all accreditation processes and reports.
- Preparing and managing program budgets.
- Teaching and developing a limited number of courses to the extent that administrative duties allow.
- Participating in the following regularly scheduled meetings:
 - Academic Senate
 - Academic Operations
 - Faculty Governance Council
 - Faculty meetings
 - Board Academic Committee

Qualifications & Skills:

- Practicing Catholic in good standing
- Available to work locally at the CDU office in Charles Town, West Virginia
- Earned STL, STD, or PhD in a theology-related teaching field
- Demonstrated record of research and publications
- Demonstrated record of excellence in teaching, with experience in online education
- Demonstrated collaborative leadership skills, including supervision, planning, innovation, budgeting, and analysis of data trends for program development
- Administrative experience
- Professional communication skills, including professional writing and public speaking

Organizational Placement

- Reports directly to the Provost
- Works as needed with the President and University Accreditation Liaison Officer