

Job Description



For the Position:

Provost and Dean

October 2017

The Opportunity

Denver Seminary is seeking an exceptional leader to step into the position of Provost and Dean.

The Seminary's mission statement provides the rationale and purpose for all of our programs and operations. *"Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture. Through our educational programs and mentoring process, the Seminary challenges students to grow spiritually, intellectually, and professionally in order to lead God's people in the accomplishment of His mission in the world."*

Leading a seminary is first and foremost a theological task. A seminary's mission and vision, those bedrock questions upon which a board and administration build strategies and programs, must be formulated on the basis of shared theological convictions about the nature of God's mission in the world, the role of God's people in that mission, and the unique contribution that seminary education can make to that mission.

Leading a seminary is also a missiological task. By this we mean, a seminary's mission and vision is executed in a particular social, cultural, political, economic, and religious context for the sake of God's mission. With particular attention to our local and national context, but also with an ongoing commitment to supporting the participation of God's people globally in his universal redemptive mission, we must be keenly aware of how our context affects the way we envision and execute our mission.

To discover additional information regarding this calling, we invite you to view the following video, as President Mark Young introduces you to the Provost and Dean position:

<https://vimeo.com/238093994> Password: **DenSem2017**

Reporting to the President, the Provost/Dean is the Seminary's Chief Administrative Officer and the Chief Academic Officer. A member of the President's Executive Leadership Council, the Provost/Dean is the second ranking officer of the Seminary and serves as leader of the institution in the absence of the President. The Provost works in close collaboration with the President, Board of Trustees, Vice-Presidents, Faculty and Staff in advancing Denver Seminary's theological mission. The Provost/Dean advises the President on strategic, operational and academic matters. The Provost/Dean offers energetic, intellectual leadership to the campus community and plays a leading role in the development of vision and strategy for the Seminary.

Denver Seminary is a graduate-level school of theology, accredited by the Association of Theological Schools, the Higher Learning Commission, and the Council for Accreditation of

Counseling and Related Education Programs. With campuses in [Denver](#), [Washington DC](#), and [West Texas](#) we offer [MA](#), [MDiv](#), [ThM](#), and [DMin](#) degrees with numerous specialized concentrations. We currently have three fully online degrees with plans for further expansion of online courses and programs. Denver Seminary has cultivated a culture of innovation and growth in academic programming and delivery. We affirm men and women's calling, by the Lord, to all leadership roles in their areas of giftedness.



Living in the beautiful Rocky Mountains and the dynamic Denver Metro area, our students, staff, and faculty have opportunity to pursue a healthy work-life balance. Our 5,300 alumni are known for both the depth of their faith and the excellent quality of their service for Christ and his mission globally.

Solidly grounded in historical evangelicalism we are diverse in thought and practice of faith, with almost 900 degree-seeking students representing over fifty denominations along with over 120 non-degree-seeking students in English and Spanish programs.

Denver Seminary Core Commitments

Our vision for the future of Denver Seminary must be forged from ore mined deep within the legacy and values of the Seminary. Questions such as, “What defines this institution?”, “What commitments center everything that we do?” and, “What provides a foundation for our vision?” must guide us in the process of crafting strategy and executing our mission. We believe that these five characteristics are woven throughout the tapestry of our school's history and remain central to our distinct institutional identity.

Biblical Authority

We are *people of the Book*, believing the Bible to be our final authority for faith and practice. Since our founding, the Seminary has been committed to the inspiration, inerrancy, and authority of the Bible. That commitment remains strong and unyielding; it defines us and shapes us. The Bible forms the basis of our doctrinal statement and the centerpiece of our curriculum. We study the Bible and look to it as our authoritative reference, assessing theories and arguments for congruence with what it affirms. We marvel at its intricacies and revel in its simplicity. We meditate on it and contemplate how profoundly it describes the human

condition and God's saving solution for us. We preach and teach the Bible. We sing it, recite it, and constantly find ourselves looking to it for truth that endures while the world around us changes.

Vigorous Scholarship

We are *people of the Truth*, committed to seeking truth in all disciplines. We have the courage to ask tough questions and allow the text of Scripture to take us to answers that we may not want to face. Vigorous scholarship is robust and relentless, the kind of scholarship that does not blink when the skeptic questions our faith. Vigorous scholarship does not shrink back and retreat to the comfortable confines of tried and true axioms that the already convinced repeat to one another in order to avoid facing their own doubts. Neither does vigorous scholarship descend into the catacombs of academic irrelevance, "the knowing of more and more about less and less." At Denver Seminary, scholarship means knowing more and more about what matters—the real questions of real people in the real world. Vigorous scholarship is what Dr. Grounds described in 1965 when he wrote of the Seminary, "Here is no unanchored liberalism—freedom to think without commitment. Here is no encrusted dogmatism—commitment without the freedom to think. Here is vibrant evangelicalism--freedom to think within the bounds laid down in Scripture."

Charitable Orthodoxy

We are *people of the Faith*, committed to the great core confessions that have defined Christianity for centuries. We cling to these great core truths of the faith for they frame our understanding of God, the world in which we live, and His work in it. Furthermore, we confess these great truths as a way forward for those trapped in the mire of indifference and relativism. Around that common confession and our agreement with the doctrinal statement of the Seminary, we engage in gracious and serious conversations about many different areas of faith and life. At times, we may disagree about the interpretation of particular passages, about theological issues of secondary importance, about the expression of Christian ethics in public life, and about the application of Scripture to ministry. At all times, however, we will be known as a community that relates to one another charitably, with a penchant to listen before speaking and a desire to learn that trumps the instinct to defend and to tell. The freedom and courage to think is only half the equation for a vibrant learning community; freedom and courage to listen completes it. Our conversation with those with whom we disagree, particularly outside the community of faith, must be marked by charity and respect. The apostle Paul described the manner we desire to relate to all people with these words, "speaking the truth in love." (Eph. 4:15)

Redemptive Relationships

We are *people of the Gospel*, a community of humbled and broken people who have found life anew in its redemptive power. We come together knowing that Christ has rescued us from the bondage and the penalty of our sin simply through the death of his Son on the cross because he loves us. And we live like those for whom redemption, grace, and reconciliation are more than theological concepts—they are the breath of life that sustains us each and every moment of each and every day. We believe that redemption comes only through honesty with ourselves and through the truth of the gospel. So we nurture interpersonal mentoring relationships throughout the seminary experience that drag us out of our hiding places so that we can move into the light of Christ's searing gaze of love. We are committed to an integrated learning process that redemptively addresses the needs of the whole person. We also believe that our redemptive relationships must go beyond the community of faith and reach into the lives of those who have yet to confess faith in Christ. We help one another develop and model a grieving compassion for the lost and, like our Savior, we seek their salvation (Luke 19:10).

Global Concern

We are *people of the Kingdom*, committed from our founding in 1950 to global mission because of God's concern for the redemption of all peoples. Our commitment to mission provides rationale and urgency to our task. We will make the uncomfortable realities of a blinded and broken world an abiding issue in our educational process and we will challenge ourselves to courageously face the indifference and self-indulgent tendencies that keep us from whole-hearted commitment to the mission of God in the world. Furthermore, we value and embrace the marvelous diversity of God's people and we will nurture meaningful partnerships with other like-minded schools and agencies in the work of the Kingdom around the globe.



Our Mission

Denver Seminary prepares men and women to engage the needs of the world with the redemptive power of the gospel and the life-changing truth of Scripture.

Through our educational programs and mentoring process the seminary challenges students to grow spiritually, intellectually, and professionally in order to lead God's people in the accomplishment of His mission in the world.

Our Vision



We commit ourselves to being a school that is more widely recognized as a leading institution in evangelicalism.



We commit ourselves to being a school that is impacting a broader spectrum of God's people with theological training.



We commit ourselves to being a school that is committed to valuing and nurturing diversity in our community.



We commit ourselves to being a school that is growing each year in all key institutional indicators.



We commit ourselves to being a school that is intentionally and regularly pursuing improvement and innovation in every area of operations.



We commit ourselves to being a school that is attracting and retaining exceptional students and employees.

More information regarding Denver Seminary may be found at <http://denverseminary.edu/about/who-we-are/mission-and-vision/>

Position Summary

General Statement of Duties:

- Serves as the Chief Administrative Officer and Chief Academic Officer of the Seminary, as well as Executive Vice President of the Corporation. Reports to and serves at the will of the President.
- Oversees the execution of the Seminary's *Strategic Framework 2017-2021*.
- Oversees the strategic planning process and the execution of any necessary adjustments to the *Strategic Framework* on an annual basis.
- Provides general operational oversight of the Seminary and is responsible for the day-to-day administration of the Seminary under the President's direction and during his absence.

Examples of Provost Duties

Coordination of Management and Operations

1. Facilitate the efficient coordination of all Seminary operations in cooperation with the Vice-President of Finance, the Vice-President of Student Life and Enrollment Management, and the Vice-President of Advancement.
2. Execute institution-wide procedures for evaluating the effectiveness and efficiency of Seminary operations, policies and programs.
3. Assure that the management culture of the Seminary values people, is responsive to the concerns of employees and students, promotes initiative and creativity in fulfilling responsibility and builds ownership of the accomplishment of the Seminary's mission.

Provide Staff Support to the President and Trustees

1. Provide executive leadership for institutional operations in the absence of the President.
2. Support the President at meetings of the Executive Committee of the Board of Trustees.
3. Provide staff representation at the Educational Programs Committee of the board of trustees and other trustee committees as assigned by the President.
4. Oversee the execution of initiatives assigned by the President for the improvement of Seminary operations in support of its mission.
5. Represent the institution at internal and external functions in the President's absence.
6. Report on Seminary operations at staff meetings.

Examples of Dean Duties

1. Represent the concerns and needs of the Educational Programs Department on the Executive Leadership Council (ELC) and execute any decisions affecting academic programs.
2. Oversee the work of the associate deans (Ed Technologies, Initiatives, Institutional Assessment, Extension Sites).
3. Set agenda and chair all faculty meetings; execute decisions made.
4. Work with faculty in developing and monitoring all curricular decisions.
5. Serve as ex-officio member of all faculty committees.
6. Conduct annual evaluative interviews with faculty and administrative staff responsible to the Dean.
7. Oversee the preparation of faculty employment agreements.
8. Oversee the planning of academic events such as convocation, fall graduates recognition, commencement, faculty retreat, etc.
9. Oversee the completion of all requirements and criteria for accreditation purposes.
10. Work with other institutions regarding conferences and programs of mutual interest.
11. Establish, manage and monitor Educational Programs budget.
12. Prepare reports and relevant information for the Board of Trustees. Work with Chairman of the Educational Programs Committee of the board to plan agenda for that committee.

Education/Training/Skills

Doctoral degree and ministry orientation are required. Effective and accurate written and verbal communication skills are required. Strong administrative, organizational, delegating, prioritizing and people skills are essential. Must possess good judgment, maintain confidentiality, engender trust, be a good listener and negotiator, and be willing to make and implement decisions. Ability to lead meetings effectively and efficiently is required.

Campus and Community

Denver—the ‘Mile High City’—sits along the Front Range of the Rocky Mountains and has grown into a dynamic metropolis of over 2.6 million people. We enjoy the benefits of world-class museums and entertainment, fine dining and an outstanding international airport. Just a short drive from campus you find some of the country’s best slopes for skiing, snowboarding, and many other outdoor adventure activities. With over 300 days of sunshine every year, we

enjoy a wonderful semi-arid, alpine climate. The Denver metro area is a great place to live, work, and play.

Denver Seminary's campus is found in the southern part of the Denver Metro on the banks of the South Platte River. You can walk off campus directly onto a network of 19,512 trails for your crack-of-dawn bike ride or sit and enjoy the gorgeous view of the mountains from nearly every bench and window on campus.



Completed in 2005 our campus includes outstanding classroom, chapel, library and office facilities along with a mountain resort style student center designed to foster great conversations in a welcoming environment. Sit, pray, reflect, laugh with friends, or chat with students and colleagues between classes—the campus is built for community.

If you still have questions about Denver, check out DenverSeminary.edu. However, if you're ready to consider making Denver your home, let's talk further.

Denver Seminary is an equal opportunity employer committed to excellence in all areas of ministry and operations.

Search Team and Contact Information

Denver Seminary has retained Diversified Search to assist in this search process. Confidential nominations, recommendations or expressions of interest in the position should be directed to:

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Search Team:

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