

Academic Dean

The Person with the Academic Dean Function (AD):

1. Is the Academic leader of the Institute.
2. Maintains the quality, security, and academic standards of the Institute in accord with the magnitude and sophistication required for a growing and developing Institute.
3. Manages and implements Institute academic programs and resources in order to achieve and fulfill the Institute vision and mission as elaborated in the Corporate Strategic Plan.
4. Assures the academic quality of faculty, courses, academic programs, and certification within and across campuses, locations, and national boundaries, including the certification program and the goals set for certification and diploma programs.
5. Assures provision of biblical faith-based environmental stewardship materials for all faculty and works to have faculty infuse and integrate such materials into their course syllabi and their teaching.
6. Assures that all courses, curricula, and student communities are infused with dedicated Christian environmental stewardship.
7. Develops and implements reporting and evaluation procedures for all faculty for the purpose of achieving the finest teaching and learning possible, including infusion of teaching and learning with Christian environmental stewardship and earthkeeping.
8. Insures that the most appropriate pedagogical methods are used for teaching and learning.
9. Implements and manages procedures that assure that all academic programs are conducted and are made visible in the context of the entire Institute, locally, regionally, and globally.
10. Recruits and recommends faculty for appointment.
11. Works with the CEO/Director to issue faculty contracts.
12. Mentors the faculty by instructing, tutoring, coaching, and assisting.
13. Assists the CEO/Director on the definition and interpretation of the Institute vision and mission as elaborated in the Corporate Strategic Plan as this applies to academic programs.
14. Assists the CEO/Director in maintaining the quality, security, and academic standards of registrar operations in accord with the magnitude and sophistication required for a growing and developing Institute.
15. Works with the CEO/Director and Site Directors to develop enrollment goals across the system of sites and campuses in a manner that provides for students to enter or leave at any point in this system.
16. Assists the CEO/Director in developing and nurturing a broadly-based constituency of individuals, institutions, corporate donors, charitable trusts, and foundations to engage with the Institute to foster and sustain Christian environmental stewardship within the Institute and this constituency.

17. Works with the CEO/Director in the preparation and submissions of grants and requests from individuals, institutions, corporate donors, charitable trusts, and foundations.
18. Serves as an advisor to the Program Committee of the Board.
19. Collaborates with and lends support to participating and affiliated academic institutions to help them better achieve and sustain Christian environmental stewardship in their own academic courses and programs.
20. Submits an annual budget to the Financial Coordinator to assure provision of facilities, teaching supplies, and laboratory equipment in support of high quality teaching and learning in a manner exemplary of dedicated Christian environmental stewardship.
21. Teaches courses as appropriate.
22. Reports to the CEO/Director.