Call for Applicants

Chair of Doctor of Ministry Program, Professor of Theology, and Co-Chair of the Department of Theology

St. Stephen’s College in Edmonton, Alberta, wishes to appoint a Chair of the Doctor of Ministry Program (“DMin Chair”) in the Department of Theology with the rank of Professor of Theology (area of specializations TBD). The DMin Chair will work together with the Theological Studies Program Director to co-chair the Department of Theology. The post is available for 1 January 2022, with the possibility that the successful applicant can work remotely. This is a parttime (0.5FTE) limited term appointment (January–December 2022); possibility of renewal to be determined as part of the College’s discernment of future faculty configuration in the Department of Theology.

The appointee will be an applied scholar, teacher, and mentor who is committed to interreligious theological education in which students explore the inherent spiritual and ministerial dimensions of their work in traditional and non-traditional ministry contexts (eg., education, health practitioners, chaplaincy and spiritual care, social work, religious ministry, and others). The successful candidate will have a doctoral degree in theology, religious studies, and/or an area related to the College’s core disciplines.

General Position Overview:
The Chair of the Doctor of Ministry Program in the Department of Theology, together with the support of the Doctor of Ministry Program Committee, works to oversee and direct the Doctor of Ministry program. Chief responsibilities include overseeing the resources, curricula, and faculty support of the DMin program, and advising and mentoring current and prospective DMin students, including facilitation and guidance of projects and dissertation research. Teaching assignment to be negotiated with the Dean, but not to exceed one course per year. There will be ongoing duties related to the management of the program (recruitment, admissions, program committee meetings, convocation, etc.). The DMin Chair works also in collaboration with the Theological Studies Program Director to provide joint oversight and direction to the Department of Theology (eg., administrative oversight, growth, and development of programs: DMin, MTS, BTS, and Graduate Certificates).

Application Materials and Deadline:
A complete application will consist of a Letter of Application, CV, and three reference letters. Inquiries and applications should be submitted to Frederick S. Tappenden, Principal and Dean of St. Stephen’s College (frederick.tappenden@ualberta.ca). Interviews will begin on November 22, 2021, and will continue until the position is filled.

St. Stephen’s College is committed to fostering a diverse and inclusive workspace. We welcome and encourage applications from all interested candidates, and do not discriminate based on ethnicity, religion, gender identity, or sexual orientation. Applications from historically underrepresented groups...
are encouraged. In accordance with Canadian Immigration requirements: all qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

About St. Stephen’s College:
Nestled on the main campus of the University of Alberta, St. Stephen’s College “engages and equips compassionate, globally conscious learners and leaders, researchers and practitioners who integrate spirituality into their lives, communities, and professions.” The roots of St. Stephen’s reach back to 1903; the College has been affiliated with the University of Alberta since its founding in 1908 and with the United Church of Canada since its founding in 1925. A legislative Act to Incorporate St. Stephen’s College (April 27, 1927; amended 1968) authorizes St. Stephen’s to confer degrees in divinity. Currently, the College offers divinity degrees in Theological Studies, Psychotherapy and Spirituality, Art Therapy, and Spiritual Care. St. Stephen’s is an Associate Member of the Association of Theological Schools in the United States and Canada (ATS), and is actively working toward full membership and accreditation with ATS. Our Art Therapy programs meet the educational standards of the Canadian Art Therapy Association (CATA).
Detailed Position Description

POSITION: Chair of the Doctor of Ministry Program and Professor of Theology, Department of Theology

DATE AND TERM: Effective 1 January 2022, with possibility of remote work. This is a limited term appointment (January–December 2022); possibility of renewal to be determined as part of the College’s discernment of future faculty configuration in the Department of Theology.

OTHER DETAILS: 0.5FTE, salary will be negotiated with the academic Dean and benefits are in accordance with the Faculty Personnel Policies of the College.

Position Overview
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Qualifications and Skills
- Doctoral degree (e.g., PhD, DMin) in theology, religious studies, and/or an area related to the College’s core disciplines.; a graduate degree in theology or a related discipline (e.g., MDiv, MTS, MRE) is desired but not required.
- Familiarity with a range of research approaches and methodologies, particularly qualitative research perspectives in a theological or spiritually reflective context.
- Experience with Research Ethics Reviews is strongly desired.
- Background in, commitment to, and skills in teaching and learning in post-secondary education, and in working with adult learners engaged in graduate education
- Support for the College’s emphasis on a combination of online and face-to-face approaches to education, including skill and comfort using computers and electronically-facilitated teaching and learning
- Ability to liaise with stakeholder groups in the community, including (but not limited to) faith communities and groups (e.g., the United Church of Canada, the Anglican Church of Canada, the Edmonton Interfaith Network, etc.), relevant professional associations (e.g., CASC), educational partners (e.g., Centre for Christian Studies, the University of Alberta), and examiners, supervisors, and committee members.
- Spiritually reflective and able to communicate from a stance of openness to a wide variety of vocations and faith traditions
• Ability to work collaboratively in a team environment
• Excellent written and oral communications skills, and proficiency with social media tools
• Essential agreement with the College’s Vision, Mission, and Values (available online)
• Open to life-long learning and integration of scholarship with personal life experience

Primary Functions and Responsibilities
• Ensure the provision of academic leadership, oversight, and planning to the Doctor of Ministry program, including:
  o Oversee the planning, development, and faculty support of the various learning requirements in the DMin program (eg., Integrative Seminars, courses, collegia, etc.). This includes advising Associate Faculty regarding the development of course syllabi and program curriculum.
  o With the support of the Doctor of Ministry Program Committee, attend to program visioning, oversight, development, policy, and admissions. This includes coordinating student research advisors (noting that DMin committee members often act as student advisors and participate on doctoral research committees).
  o Advise and mentor current students, including working with the Dean’s office concerning disciplinary issues that might arise.
  o Manage and coordinate Dissertation processes.
  o Work closely with the Dean’s and Registrar’s offices in matters relating to approvals, student progress, and instructional procedures.
  o Work together with the Principal’s office on matters of recruitment, and advise potential applicants throughout the admissions process.
  o Teaching assignment not to exceed one course per year (to be negotiated with Dean).
• Together with the Theological Studies Program Director, provide academic leadership, oversight, and planning to the Department of Theology; this includes:
  o Attend to visioning, oversight, development, policy, admissions, and student progress as related to all departmental programming, including DMin, MTS, BTS, and Graduate Certificates.
• General Responsibilities
  o Attend all meetings of the Doctor of Ministry and Theological Studies Program Committees
  o Continue to develop connections between Department programming and wider multi-faith and university communities
  o Work together with (and as a member of) the Faculty Council to coordinate academic programming at the College, and to develop academic and institutional policies for the College.
  o Share with other members of the faculty and staff in the collegial life and planning of the College, which might occasionally include serving on committees in the community
  o Attend to her/his need for ongoing professional development through reading, research, publication, attendance at meetings of appropriate professional societies or associations
  o Carry out other responsibilities and duties as assigned
Working Relationships
The DMin Chair:

- is a full member of the Faculty of the College, and is expected to attend regular meetings of Faculty Council, as well as emergent meetings as possible
- is accountable to Faculty colleagues in matters of Faculty responsibility
- is a full voting member, *ex officio*, of the Doctor of Ministry and Theological Studies Program Committees and works with these Committees to help set program direction, policy and promotion
- is a full voting member, *ex officio*, of the Academic Senate, and attends Senate meetings
- is a member of the St. Stephen’s staff and expected to attend periodic meetings of the staff
- may be asked to represent the College on other committees or working groups, internal or external, in rotation with other Staff and Faculty and in consultation with the Dean
- works closely with Departmental Colleagues, the Dean’s Office, the Director of Academic and Administrative Services (Registrar), and the Department Administrator of the Department of Theology

Accountability
The DMin Chair:

- is accountable to the Principal and Dean in matters of teaching, academic policy, and personnel matters, according to the *Faculty Personnel Policies* of the College
- will participate in annual and other performance reviews with the Principal and Dean as needed and specified in the *Faculty Personnel Policies* of the College
- will receive support from the Department Administrator of the Department of Theology, and the provision of technical and communication resources as required