

**St. John's Seminary in Camarillo, CA**  
**Academic Dean**  
**Job Description**

St. John's Seminary in Camarillo, CA, is a diocesan seminary of the Archdiocese of Los Angeles. The seminary serves dioceses throughout the Southwestern United States to prepare future priests and lay leaders in the Catholic Church. The seminary seeks an experienced academic administrator as its next Academic Dean.

The Academic Dean serves as the primary administrator of the seminary and as its Chief Academic Officer. The Dean is responsible to the President/Rector and the Board of Directors. He/she advises the Rector, serves on his Executive Council, oversees all educational and degree programs, supervises the faculty and supports their professional development, ensures the enforcement of academic policies, and contributes scholarship and teaching within the seminary programs. The Dean acts as Accreditation Liaison Officer and oversees the seminary's accreditation and assessment processes in collaboration with other faculty leaders and committees. The Dean oversees several academic committees and maintains an environment of healthy communication among faculty and with the seminary Rector and administration. Responsible for assessing the educational needs of the seminary, the Dean facilitates shared governance among faculty and accountability toward students, dioceses, and other shareholders. A successful candidate will possess leadership skills and administrative experience to provide a vision for the seminary in keeping with its legacy and mission.

**Primary Responsibilities:**

- Oversight of educational programs, policies and procedures, budgeting, and resourcing
- Leadership and guidance in faculty meetings and over committees, including Admissions
- Ensuring academic integrity and supporting innovations in programs and methods of instructional delivery.
- Supervision of the Faculty, including
  - Teaching assignments and faculty load
  - Academic committees
  - Faculty Annual Reviews
  - Promotions and Faculty Development
  - Communication and Shared Governance
  - Recruitment and development of a diversified and qualified faculty in conjunction with appropriate procedures and approvals
- Curriculum Development and Assessment
- Maintenance of Degree Programs: B.A., MDiv, M.A., M.A.P.M., and S.T.B.
- Accreditation Liaison Officer: Accreditation with WASC, ATS, and Angelicum University
- Oversight of student academic progress, including disciplinary issues
- Evaluation of seminarians
- Regular availability to Faculty and Students
- Academic Office and Staff Management

**Secondary Responsibilities:**

- Teaching
- Scholarship, research, and publication
- Participation in professional associations and professional development

**Qualifications:**

- A terminal degree in theology from an ecclesiastical university is preferred, or minimally, an S.T.L. degree with a Ph.D. in a similar field.
- Bilingual in English and Spanish is preferred.
- Experience with teaching and administration in an institution of higher learning
- Leadership experience with higher education program assessment and evaluation, project management, and staff supervision
- Exceptional skills in communication and organization, planning and problem-solving
- Ability to form and articulate a theological vision of educational programs and their value in forming priests and Catholic lay leaders.
- Ability to foster collaborative relationships
- Willingness to take an Oath of Fidelity

Proposed Starting Date: on or before July 1, 2024.

Salary commensurate with experience.

Interested candidates should submit a C.V. and cover letter by March 1, 2024, for full consideration to the Academic Office Assistant: [jsherman@stjohnsem.edu](mailto:jsherman@stjohnsem.edu). A list of at least three professional references (with phone numbers and email addresses) is requested as part of the application process.