

ASSOCIATE DIRECTOR FOR THE CONTINUING EDUCATION AND ENRICHMENT PROGRAM

Responsibilities

The Associate Director for the Continuing Education and Enrichment Program is its principal administrator. S/he works collegially with the Director and other Associate Directors and Program Coordinators in the general planning and coordination of the summer sessions. When the schedule and course rotation permits, the Associate Director may teach a course during the summer session. As the principal administrator of the C&E Programs, s/he is responsible for the following:

Administration and Curriculum

- Provides general administration and management of the Continuing Education and Enrichment Programs, with particular attention to curriculum consistency;
- Monitors the pastoral/formation needs of Church and community to develop the curriculum of the Continuing Education and Enrichment Programs;
- Reviews national, regional, and organizational requirements for certification and accreditation;
- Plans the Continuing Education and Enrichment courses to be offered each session;
- Identifies and recruits Continuing Education and Enrichment faculty to be recommended to the Director for hiring;
- Promotes Continuing Education and Enrichment Programs during the year;
- Provides faculty support for effective instruction;
- Provides the Director with evaluation of the Continuing Education and Enrichment Programs' faculty;
- Coordinates the organization of student and program files.

Students

- Oversees registration and monitors the academic progress of the Continuing Education and Enrichment Program students;
- Conducts student evaluation process;

Budget

- Proposes to Director the faculty and other budget items for the Continuing Education and Enrichment Programs.

Selection

The Associate Director for the Continuing Education and Enrichment Programs is appointed by the Director in consultation with the recommendation of the C&E Advisory

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Committee. Ordinarily, the position of Associate Director for the &E Programs should be advertised nationally. The process is initiated by invitations to apply and/or application of the interested parties.

Credentials

The Associate Director of the C&E Programs should hold a terminal degree (D. Min or Ph.D.) in Pastoral Theology or Religious Studies, Religious Education, or a related field, from an accredited University with demonstration of previous administrative competency in an educational or similar institution. Credentials should be supported by the proper transcripts, curriculum vitae, references and other supporting evidence.

Length of Term

The Associate Director for the Continuing Education and Enrichment Program is appointed for a term of one year. The appointment is renewable. Provision must be made so that at no time should the Director and Associate Directors all be new to the Institute.

Accountability

The Associate Director is accountable directly to the Director of the Institute.

5/11/23