



Program Director Responsibilities

TITLE: Professor, Associate Professor, Assistant Professor

JOB SUMMARY: Full time position with 3-year renewable contracts eventually leading to tenure-review process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Teaching load is 15 semester hours per year (5 courses)
- Developing and distributing syllabi for the courses assigned
- Teaching the course material at the assigned days and times throughout the semester
- Assessing student performance and submitting grades by the published deadlines for doing so
- Distributing student evaluation forms after each course taught with results going to the Dean's Office
- Participating in Faculty Meetings with voice and vote (Note: only full professors vote on matters of tenure)
- Participating in student orientation and other activities of the Seminary
- Serving as advisor to students assigned by the Dean
- Participating in academic processions and Baccalaureate and Commencement
- Serve on oral exams and assess theses and projects
- Perform other related duties as assigned