



# Holy Apostles

## College & Seminary

Holy Apostles College and Seminary invites applications for a part-time, Theology Program Director, with an option to work remotely. Theology is one of Holy Apostle's largest programs. The college offers Theology courses in a small campus-based environment as well as fully online Bachelor's and Master's degrees. In addition, this role will continue to substantively form, establish, and direct a new Ph.D. program. Review of applications will begin July 15 and continue until the position is filled. The anticipated start date is August 2024.

Holy Apostles College and Seminary, a private, not-for-profit college located in Cromwell, CT, offers a faithfully Catholic, 100% online and on-campus liberal arts degree program for undergraduate students, as well as 100% online graduate degree programs in Philosophy, Theology, and Pastoral Studies and a Master of Divinity in the New Evangelization. With under 1,000 students, HACS is looking for a professional who can work in a small campus environment that offers affordable and authentically Catholic academic degree programs.

### **Requirements:**

Applicants must possess a Ph.D. in Theology, or be a Ph.D. candidate, from a regionally accredited institution of higher education, with a balanced theological background including Vatican II, the life and writings of John Paul II, and Thomistic studies. The candidate should have a devotion to service, support for the college's mission, and a willingness to take the Oath of Fidelity and Profession of Faith.

The successful candidate will form part of a campus-based team that will strongly support the mission of HACS and contribute to the overall excellence of the institution by maintaining and improving academic quality, managing faculty in the program in a collaborative manner, and fostering frequent and open communication among those in the program. The position accomplishes this through a respectful, constructive, and energetic style, guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles. The salary for this position is \$35,000 annually.

### **Faculty Duties:**

- Teach two courses per semester which can be a combination of graduate and undergraduate courses.
- Available to collaborate as needed and attend faculty meetings.
- Serve on faculty committees.

## **Theology Program Director Duties**

The Theology Program Director is responsible for leading and managing all aspects of both undergraduate and graduate programs, both on campus and online, under the supervision of the Vice President of Academic Affairs (VPAA). The successful candidate must have a strong commitment to education and be willing to devote the necessary time and resources to ensure the smooth day-to-day functioning and overall academic excellence of the programs.

### **Responsibilities:**

- Oversee all academic matters pertaining to undergraduate and graduate Theology programs including submission of academic class schedules to Associate Dean and Registrar.
- Coordinate with advisors and meet regularly to answer curricular questions and to ensure satisfactory academic progress of degree plans.
- Coordinate with the BA Theology Coordinator.
- Develops new curricular proposals for degree programs and/or revising standing degrees and requirements done in conjunction with the curriculum committees and Academic Affairs staff.
- Coordinate assessment of student learning outcomes as well as academic program review.
- Serve on the hiring committee for Theology instructors.
- Supervise faculty teaching activities and monitor courses for academic quality.

To apply please submit:

- a cover letter,
- C.V.,
- evidence of teaching effectiveness (including evaluations).
- a statement of your teaching philosophy and how it fits with the vision of Catholic higher education expressed in *Ex corde Ecclesiae*;
- a statement of understanding of the mission of Holy Apostles College and Seminary
- three letters of reference;
- and official transcripts.

All materials must be submitted electronically to Dr. Kristina Olsen (Vice President of Academic Affairs, Theology Search Committee) [kolsen@holypostles.edu](mailto:kolsen@holypostles.edu)