



Position: Associate Professor of Psychology (50%, 9 months) and Associate Dean for Academic Affairs (50%, 12 months)

Location: Montreat, North Carolina

Start Date: January 2022 or August 2022

Summary: The School of Arts and Sciences at Montreat College seeks a full-time employee to serve as Associate Professor of Psychology (50%) and Associate Dean for Academic Affairs (50%). Additional duties as chair of the Psychology and Human Services Department may be negotiated.

Duties and Responsibilities: The candidate will be responsible for:

- Serving as Associate Dean for Academic Affairs at Montreat College.
 - Direct the academic assessment processes of the College and providing related reports as needed for SACSCOC accreditation.
 - This portion of the appointment also involves some attention to institutional research elements that overlap between Academic Affairs in the School of Arts and Sciences and other offices of the College.
 - Review faculty load sheets each semester from all departments, and work closely with the Registrar's Office, VPAA, department chairs, and faculty members in the creation of the effective and efficient course offerings, schedules, and classroom assignments for each semester.
 - Represent the VPAA internally and externally as needed and directed.
- Teaching two general education and/or major courses in the Psychology and Human Services department each semester, determined by background and departmental needs.
- Advising students in Psychology and Human Services. (This may overlap with negotiated duties as chair)
- Participating in faculty committees
- Additional duties as chair of the Psychology and Human Services Department may be negotiated separately
- Other duties as described in the Faculty Handbook

Qualifications: Successful candidate will affirm and support the Mission, Vision, and Statement of Faith of Montreat College as found here: <https://www.montreat.edu/about/mission/>

The successful candidate will also demonstrate support for Christian liberal arts education and the specific ability to integrate faith and the discipline in a compelling, thoughtful manner. Teaching excellence and a willingness to serve the broader college community through service and committee work are also expected.

Education/Experience:

Ph.D. in Psychology; significant college-level teaching experience; administrative experience in college-level academic assessment, accreditation, and related institutional research areas.

Supervision:

Vice President for Academic Affairs

P.O. Box 1267 | Montreat, NC 28757 | 828-669-8012

Application Requirements/How to Apply:

Review of applicants will begin immediately and continue until the position is filled.

Candidates should send the following materials:

- 1) Complete Application <https://www.montreat.edu/about/job-openings/application/>
- 2) Letter of Application
- 3) Curriculum Vitae
- 4) Transcripts of Undergraduate and Graduate Work (unofficial transcripts are acceptable for initial screening; official transcripts required prior to employment)
- 5) Statement of Faith
- 6) Statement of Philosophy of Christian Higher Education
- 7) List of Three References with Contact Information

Send materials by email to:

Dr. Mark Hijleh
Vice President for Academic Affairs
Montreat College
mark.hijleh@montreat.edu

About Montreat College:

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. The College is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.