

Academic Dean Orientation:

1. Ministry Philosophy – San Diego
2. Academic Dean Job Description (see sample job description)
3. Hiring Faculty
4. Curriculum
 - a. Curriculum Worksheet – role play registration w schedule and student who wants to take only bible electives – misses required courses, takes a class he already took, takes more electives than can fit. (See Student Progress Worksheet)
 - b. Repeating Curriculum (see sample two-year repeating curriculum)
 - c. Setting Program Objectives: Competency Approach
 - d. Instructional Methods (charts)
 - e. Transfer credits (see sample Transfer Credit Policy)
5. IR Plan & Report: director job description (see sample job description)
6. Compliance Analysis
7. Strategic Planning (see sample Five Year Plan)
8. Library
9. Christian Service (see Student Ministry Handbook sample)
10. Faculty: committees, handbook, professional development, policy meetings, staffing classes, faculty evaluation chart & student evaluation of faculty & competency evaluation