Job Description
Penn West Academy for Ministry Faculty

As of 2014, the Penn West Academy for Ministry has faculty in the following disciplines: Church History, Covenant and Polity, Old Testament, New Testament, Systematic Theology and Practical Theology.

Members of the Penn West Academy for Ministry Faculty shall

- Work with their advisees (assigned by the Dean) in their composition of a portfolio. Portfolios are to be assembled by Members in Discernment (in cooperation with their Association Church and Ministry Committees) according to the guidelines described in Ministry Issues Document 3.1.

- Attend the annual orientation of the Academy. At that time, they shall supply their students with syllabi (which shall be approved in advance by the Dean), outlining their courses of study and expectations.

- Prepare for and teach their classes. In 2014, this consists of four regularly scheduled sessions (September, October, March and May) lasting an hour and twenty minutes each. They may be asked, at the discretion of the Dean, to teach at the Refresher Course, typically held in November at Camp Living Waters. They shall be remunerated $120 per class (2014 rate), plus reimbursements for mileage, supplies, etc. as detailed in the Faculty Expense Reports (distributed by the Dean).

- Assign papers, if recommended, to their students according to the *Revised Summary Guide and Working Document for the Authorizing/"Member in Discernment" Process of Association Church & Ministry Committees in the Penn West Conference* (under "Final Assessment for Candidates for Licensing") in the 4th year of their program.

- Attend the Annual Meeting of the Penn West Academy Faculty and Penn West Conference Church and Ministry Committee. This meeting is typically held in May and is the designated time for evaluations of Academy students.

All faculty members are accountable to the Dean, who is in turn accountable to the Penn West Conference Church and Ministry Committee. The Dean will attend, for observation, one Faculty class session annually.

June 2014