

## **Job Description**

### **Penn West Academy for Ministry Faculty**

The Penn West Academy for Ministry has faculty in the following disciplines: Church History, Covenant and Polity, Old Testament, New Testament, Theology, and Worship & Preaching.

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 assembled by Members in Discernment (in cooperation with their Association Committees on Ministry) according to the guidelines described in the Manual on Ministry.
- 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. This presently consists of four regularly scheduled sessions (September, October, March and May) lasting an hour and twenty minutes each. They may teach via Zoom if they so choose. They shall be remunerated \$130 per class (Fall 2023 rate), plus reimbursements for mileage, supplies, etc. as detailed in the Faculty Expense Reports (distributed by the Dean).
- Attend the Annual Meeting of the Penn West Academy Faculty and Penn West Conference Committee on Ministry. This meeting is typically held in May and is the designated time for evaluations of Academy students.
- The Covenant & Polity and Theology faculty members shall assign papers in students' fourth years, covering the topics of United Church of Christ history and polity, and the students' understanding of theology and sacraments, respectively.

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