POSITION DESCRIPTION

Dean of the School of Law
School of Law [Boise, Idaho campus]

University Mission: Concordia University is a Christian university preparing leaders for the transformation of society.

University Core Values:
- Christian
- Community
- Excellence
- Learning & Teaching
- Service

Unit or Department: School of Law [Boise, Idaho Campus]

Unit/Department Mission: Concordia University’s School of Law, founded in 2012, was the first three-year law school operating in the City of Boise. The School of Law integrates faith, learning, and civic engagement in the search for truth, social justice, and an informed voice of reason. The curriculum aims to facilitate each student's professional and personal development and to promote the highest professional standards, critical thinking, self-and other-awareness, creative problem-solving skills, life-long learning, interconnections and critical conversations between law and the Christian faith, and a commitment to serving society. Its smaller enrollment and excellent student/faculty/staff ratio create a collaborative and collegial learning environment. The Faculty has recognized teaching as its most important responsibility, which reinforces the law school’s primary mission to prepare students for effective and responsible participation in the legal profession and law-related fields.

Position Title: Dean of the School of Law

Mission of the Position (overall goal): The Dean will join a forward-looking, dynamic faculty who are collaboratively engaged with its leaders on principal initiatives, such as a shared governance structure and an ongoing curriculum review, application of the philosophy of Lutheran higher education, excellence in the teaching and learning process, and contributory scholarship aimed at aligning the School of Law with current and future best practices in legal education.

Summary of the Position (how the overall goal is reached): The Dean is the chief academic and administrative officer of the School of Law. The Dean is the chief liaison with the University. The Dean is responsible for the following functions directly or by delegating to members of the Faculty or special function administrators: (i) managing budget and finance; (ii) carrying out the instructional programs and implementing educational and professional objectives; (iii) working
with Faculty, staff, and students in developing quality teaching, scholarly research, and public
service programs; (iv) maintaining and improving the Law Library and Law School technology;
(v) planning, implementing, and administering admissions policies and procedures; (vi) coordinating internal and external communications; and (vii) ensuring the integration of a
Lutheran-Christian philosophy of education into the curriculum. To fulfill these responsibilities,
the Dean takes direct action or consults as necessary with the Provost on selected matters
related to personnel, programs, instruction, budgets, physical plant and other related
management issues.

The Dean coordinates with the chief advancement officer of the School of Law, and supports
the advancement officer’s special functions in the areas of (i) managing alumni relations; (ii)
planning and implementing annual and capital fund-raising initiatives; and (iii) seeking grant support.

The Dean is also responsible for developing and coordinating the public image and vision of the
School of Law. The Dean is expected to represent the Law School locally, regionally, and
nationally to all external constituencies, including but not limited to the City of Boise, the
Concordia University System, the American Bar Association, the state and federal judicial
systems, and the Idaho State Bar.

Staff Relationships:

Reports to: Provost
Supervises: School of Law Faculty and Staff, including specifically the
Associate Dean of Academics, Associate Dean of Admission,
and Director of the Law Library
Hired/appointed by: President

Classification: Exempt
Salary: Competitive

ESSENTIAL RESPONSIBILITIES:

1. Academic Responsibilities

   a. The Dean integrates and advances the university’s core values, mission and vision
      into the administration, operation, and planning of the School of Law;
   b. The Dean administers the School of Law pursuant to policies of the Concordia
      University Board of Regents and Council of Trustees, and implements policies
      adopted by the faculty committees of the School of Law;
   c. The Dean is responsible for the development, review, and evaluation of both short-
      and long-range goals, objectives, programs, and curriculum for the School of Law
      within the framework of the overall mission of the Law School and the System, in
      cooperation with the School of Law Faculty, staff, students, alumni community and
      the community at large;
   d. The Dean will ensure that Concordia University’s core themes of Lutheran, Rigor,
      and Servant Leadership are integrated appropriately into every facet of the School of
      Law;
e. The Dean works with the Provost and other system-wide administrators to share information, address academic concerns, and to coordinate effective Law School interface with other University plans, initiatives, policies, and programs.

f. The Dean recommends to the Provost the hiring, promotion, retention, tenure, dismissal, and salary of all Faculty who hold full-time and visiting appointments in the Law School assuring that full and part-time faculty members are able to integrate the Christian faith into the curriculum and co-curriculum;

g. The Dean is responsible for the appointment of all part-time adjunct faculty, lecturers and instructors in special programs for the School of Law;

h. The Dean encourages and supports Faculty participation in scholarship and publication activities and encourages maintenance of a high-level of teaching quality, as well as Faculty participation in professional and community service;

i. The Dean is responsible for encouraging and ensuring that students have a meaningful role in the development of the School of Law;

j. The Dean will encourage and support speakers, discussion and scholarship which will include a variety of topics related to the law, including the integration of the Christian faith into the teaching and learning environment and the practice of law;

k. The Dean serves as chair of Faculty meetings, is a member ex officio of all committees, and is encouraged to engage in teaching, scholarship, and public service to the extent consistent with fulfillment of the administrative responsibilities of the position; and

l. The Dean is responsible for the oversight of Law School student journals and other publications.

2. Fiscal Responsibilities

a. The Dean is responsible for managing budget and finance for the School of Law, including the preparation, submission, disbursement of, and working within the budget of the Law School;

b. The Dean supports advancement and fundraising activities of the School of Law and works collaboratively with the VP for Community Engagement and advancement staff to help achieve goals and help cultivate prospective donors to help the University and School of Law solicit donations;

c. The Dean is responsible for identifying grant opportunities to support programs of the School of Law and for supervising the preparation of grant proposals and the administration of grant funds received; and

d. The Dean is responsible for determining the present and future space, facilities, and equipment needs of the School of Law and for seeking appropriate resources to meet those needs.

3. Administrative Responsibilities

a. The Dean is responsible for the administration of the School of Law’s degree programs, including admissions, curricular planning and implementation, class scheduling, registration, student advising, maintenance of student records, and information for academic publications and disclosures;

b. The Dean is responsible for the planning, development, and management of the Law Library and Law School technology;

c. The Dean is responsible for ensuring the success of the clinical and other experiential learning programs, and for ensuring that such operations comply with applicable standards of professional conduct;
d. The Dean is responsible for the management of the School of Law building;

e. The Dean is responsible for maintaining an effective career services and placement 
   operation for students and graduates of the School of Law; and

f. The Dean is responsible for the employment and supervision of all non-teaching 
   personnel in the School of Law.

4. External Responsibilities

a. The Dean is responsible for developing and maintaining an effective liaison between 
   the School of Law and Faculty, administrators, and leadership throughout the 
   System, the bench and bar, selected public and private institutions, the media, and 
   the general public, pursuant to the School of Law’s mission;

b. The Dean is responsible for maintaining and meeting reporting requirements and 
   accreditation standards of the Association of American Law Schools, the Section on 
   Legal Education of the American Bar Association, and other professional and 
   accrediting bodies, and for advancing the School of Law’s national reputation and 
   stature;

c. The Dean is responsible for maintaining relationships with the alumni of the School 
   of Law;

d. The Dean is responsible for the development of public service programs that serve 
   the needs of the state, the legal profession, and the System;

e. The Dean participates in and represents the School of Law at professional activities 
   and ceremonial functions outside of and within the institution; and

f. The Dean is responsible for developing and coordinating the School of Law’s internal 
   and external communications systems.

QUALIFICATIONS: The School of Law seeks a Dean with demonstrated understanding and/or 
record of leadership, higher education, legal education, teaching, administration, scholarship, 
and practice.

The successful candidate must have a J.D. or equivalent degree from an ABA-accredited law 
school. In addition to teaching, administrative, scholarly and practical experience, a candidate 
should possess distinguished records of accomplishment in several or all of the following areas:

- A commitment to the Christian faith, with an ability to effectively advocate and integrate 
  faith into the teaching and learning environment, as well as related external components 
  of the curriculum and co-curriculum.
- Outstanding legal academic credentials, including legal publications;
- A vision to advance the public service commitment of the School of Law;
- A deep appreciation for the legal profession and for legal scholarship;
- Administrative and intellectual leadership;
- A track record of consensus building;
- Strong communication and interpersonal skills;
- Ability and commitment to integrate and advance the University’s core values, mission 
  and vision into the operation and planning of the School of Law;
- Demonstrated ability to innovate academic programs and organizations for increased 
  effectiveness and responsiveness within a changing environment;
- Experience with law school faculty administration, including tenure and non-tenured 
  faculty;
- Experience with American Bar Association accreditation;
• Experience with law school fundraising;
• Expertise in legal education, understanding of pedagogy, and commitment to experiential education;
• A strong commitment to effectively leading and administering within an authentically faith-based institution offering a quality legal education guided by a Lutheran philosophy of higher education;
• A record of involvement with, and understanding of, national legal education organizations;
• A commitment to diversity;
• Strong business acumen and experience managing large budgets;
• An ability to work with the Idaho State bar, the Idaho Legislative Assembly, and alumni of the School of Law;
• A record of strong leadership, including innovation, creativity, and a history of developing and maintaining consensus and cohesiveness within a law school;
• A demonstrated concern for, and interest in, students; and
• A commitment to a culture of shared governance with the school's faculty, staff, and students.