



## **Dissertation Director**

### **EdD in Administration and Leadership**

#### **REPORTS TO**

Program Director for EdD in Administration and Leadership

#### **DEPARTMENT**

Graduate Studies in Education and Leadership (GSEL)

#### **EFFECTIVE DATE:**

July 1, 2021

#### **JOB SUMMARY**

The Dissertation Director is responsible for oversight of all aspects of the dissertation process for each learner in up to four cohorts in the EdD program, regardless of location or modality. This person meets with individual learners during their first module and throughout the program in an effort to in developing their research agenda. This person helps each learner identify committee members and serves as a resource for dissertation chairs. The Dissertation Director functions as the APA style and format reviewer for up to four cohorts. The Dissertation Director teaches ED-7623 Research Traditions, up to two sections per academic year. The Dissertation Director works closely with the EdD Program Director, and others as needed. Total cohort load will not exceed 4 cohorts or 60 students.

The School of Graduate Studies in Education and Leadership (GSEL) seeks to develop highly qualified leaders who contribute to their fields of study and inspire meaningful change. The EdD program currently serves more than 100 students representing diverse backgrounds, cultures and identities. The successful Dissertation Director brings diverse lived experiences and representative perspectives to provide expertise for current and relevant research topics and is culturally responsive in recognizing and honoring the uniqueness of each individual learner and engaging in diverse viewpoints to foster a supportive and inclusive academic environment.



## RESPONSIBILITIES

### Essential Functions:

- Maintain familiarity with current graduate catalog and EdD program dissertation policies and procedures.
- Assist Dissertation Chairs and learners in identifying training members to sit on each learner's dissertation committee.
- Guide Dissertation Chairs and learners with the theoretical framework for dissertation and creation of a timeline for each dissertation.
- Provide guidance on research proposal structure, formatting, content and setting clear expectations for timely completion of the proposal.
- Ensure Dissertation Chair acts as a communication center for issues related to dissertation.
- Support policies and procedures to ensure adequate progress on dissertation is being made.
- Ensure Dissertation Chair is able to assist in the entire dissertation proposal process and can support each learner through the research and defense process.
- Ensure the proper number of dissertation committee meetings occur.
- Assist Dissertation Chair and learner in navigating the IRB approval process.
- Serve as an APA style and format reviewer for assigned cohorts.
- Offer individual assistance, workshops, and focused class sessions on APA writing expectations for assigned cohorts.
- Serve on the proposal and defense hearing committees for all assigned Dissertation Director cohorts and all assigned APA style and format reviewer cohorts.
- Consult and collaborate with other dissertation directors.
- Organize and authenticate all documents and ensure all required university forms are completed.
- Represent the program on appropriate committees related to the EdD program.
- Create information videos or other communication tools for Dissertation Chairs and learners and share at appropriate times.
- Collaborate with the Vice President of Intercultural Learning and Engagement and Intercultural Faculty Fellows to ensure cultural issues are addressed.
- Participate in all program's celebratory events and commencement ceremonies.
- Perform other duties as assigned.

### Required Qualifications:

- Southern Nazarene University is an expression of the Church of the Nazarene. According to SNU policy, all faculty and staff must possess a strong personal Christian commitment and be committed to the SNU mission to make Christlike disciples through higher education in a Christ centered community.



- An understanding of the importance for diversity, inclusion, and equity.
- An understanding of qualitative and quantitative research designs.
- An understanding of adult learning theory.
- Terminal degree in a related field from a regionally accredited institution.
- Proven leadership and interpersonal skills.
- Positive attitude and high level of energy and enthusiasm.
- Ability to work with a team in a fast-paced environment.
- Exceptional persistence and self-motivated work ethic.
- Ability to prioritize and manage multiple tasks efficiently.
- Computer/classroom technology proficiency.
- Strong oral and written communication skills.
- Ability to adhere to strict confidentiality requirements.

#### **Preferred Qualifications:**

To perform job successfully, an individual should demonstrate the following competencies:

- *Extensive reading* - the individual accepts responsibility for extensive reading, analysis and editing of learner writing.
- *Problem solving* - the individual identifies and resolves problems in a timely matter and gathers and analyzes information skillfully.
- *Interpersonal skills* - remains open to the ideas of others and exhibits willingness to test new processes.
- *Diverse perspectives* - grounded in contexts of diversity in research, scholarship, and teaching.
- *Verbal communication* - the individual speaks clearly and persuasively in positive or negative situations. Capacity for group presentation skills and conducting meetings.
- *Written communication* - the individual edits work for spelling and grammar, presents numerical data effectively and is able to read and interpret written information. Possesses intermediate to advanced knowledge level of Microsoft Office Software.
- *Quality control* - the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality.

## **PROFESSIONAL & GRADUATE STUDIES COMMUNITY EXPECTATIONS**

**We value the worth and dignity of all people. SNU strives to be a culturally responsive community where all members of the community are respected, valued, and appreciated. We believe all people are made in the image of God and a diverse community valuing the contributions of every person is essential to SNU and the Kingdom of God.**



Apply Online for this position at <https://snu.edu/employment/>

## **BENEFITS**

Generous benefit structure including family health insurance plan (shared cost), long term disability, dental insurance, group life insurance, retirement matching, tuition remission, vacation, sick leave, personal days, and holidays.

## **APPLICATION TIMELINE**

Review of applications will begin immediately, and priority will be given to applications submitted by June 11, 2021. The position will remain open until filled.

**Updated: August 17, 2020**

## **SOUTHERN NAZARENE UNIVERSITY**

### **DIVERSITY STATEMENT**

Southern Nazarene University values each person created in the image of God, therefore, we also desire to be a community that reflects representation of diversity. We care about inclusion and equity through the refining of our character, the way we create culture and the way we serve Christ. Our University values reconciliation through God's love.

## **SOUTHERN NAZARENE UNIVERSITY**

### **NON-DISCRIMINATION/EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Non-Discrimination/Equal Employment Opportunity Statement: Southern Nazarene University policy prohibits discrimination on the basis of race, sex, age, color, creed, national or ethnic origin, marital status, disability, genetic information, veterans status or any other legally protected class in the recruitment and admission of students, in all personnel actions or decisions including, but not necessarily limited to, recruitment, hiring, training, upgrading, promotion, demotion, termination and salary, and in the operation of all university programs, activities, and services. Any concerns regarding discrimination on the basis of categories listed above should be addressed to the appropriate person:



**Students contact:**

Dean of Students  
Southern Nazarene University  
Office of Student Life  
6612 NW 42nd St.  
Webster Commons, Lower Level Suite 110A  
Bethany, OK 73008  
405-491-6336/ Email: [kbradley@snu.edu](mailto:kbradley@snu.edu)

**Employees contact:**

Director of Human Resources (or immediate supervisor)  
Southern Nazarene University  
6729 NW Expressway  
Bresee Hall, Room 306  
Bethany, OK 73008  
405-491-6333/ Email: [gcollier@snu.edu](mailto:gcollier@snu.edu)

**Chief Diversity Officer**

Vice-President for Intercultural Learning and Engagement  
Southern Nazarene University  
6729 NW 39th Expressway  
Bresee Suite 200  
Bethany, OK 73008  
405-491-6600/ Email: [lcrouso@mail.snu.edu](mailto:lcrouso@mail.snu.edu)

Anyone with questions or concerns regarding sex discrimination or the university's compliance with Title IX can contact the university's Title IX Coordinator:

**Executive Vice President**

Southern Nazarene University  
6729 NW Expressway  
Bresee Suite 202  
Bethany, OK 73008  
[405-491-6306](tel:405-491-6306)/ Email: [mredwine@snu.edu](mailto:mredwine@snu.edu)

**TITLE IX DISCLOSURE**

Regardless of other language in this policy notwithstanding, Sexual Harassment (including Sexual Assault, Domestic Violence, Dating Violence, and Stalking), as defined in the Sexual Harassment Policy, will be governed exclusively by the Sexual Harassment Policy and processes provided in it. All other forms of sex-based discrimination are governed by this policy, including sex-based Harassment, as defined in this policy, that does not rise to the level of Sexual Harassment as defined in the Sexual Harassment Policy.



Conduct that is initially raised through a formal complaint under the Sexual Harassment Policy may also be addressed under this policy, in the institution's discretion, when: (i) the conduct, or some part of it, may amount to a violation of this policy regardless of whether it meets the definition of Sexual Harassment under the Sexual Harassment Policy; (ii) the formal complaint, or some part of it, has been dismissed under the Sexual Harassment Policy; or (iii) a final determination of a formal complaint has been made under the Sexual Harassment Policy and separate or additional action may be necessary to enforce this policy.

Discrimination is material, adverse treatment of an individual based on a protected category.

Harassment consists of unwelcome conduct on the basis of a Protected Category that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

A person's subjective belief that behavior is intimidating, hostile, or offensive does not make that behavior harassment. The behavior must create a hostile environment from both a subjective and objective perspective and must be so severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives a member of the community of the ability to participate in or to receive benefits, services, or opportunities from the university's education or employment programs and/or activities. In determining whether a hostile environment exists, the university examines the context, nature, scope, frequency, duration, and location of incidents, as well as the relationships of the persons involved.

Non-sex-based VAWA crimes.

Note that, when addressing domestic violence, dating violence, and stalking that are not sex-based (i.e., that are not covered by the university's revised Sexual Harassment policy), the university will need to provide VAWA protections to the parties.

Under Title IX of the Education Amendments of 1972, Southern Nazarene University prohibits all unlawful discrimination on the basis of sex or gender in its educational programs and activities, except where the University has been granted exemptions from certain Title IX regulations on religious grounds, including the specific religious tenet of the University.

No individual will be subject to any form of retaliation, discipline, or other adverse action for reporting conduct in violation of the university's nondiscrimination/Equal Employment Opportunity Statement, assisting/cooperating in making a complaint, or assisting with the investigation of a complaint. Any individual who believes they have experienced or witnessed retaliation should immediately notify the appropriate member(s) of the administration as identified above. Those found to be engaging in any type of discrimination in violation of law or university policy will be subject to disciplinary action, up to and including dismissal or termination of employment.

\*Christian faith and employment at Southern Nazarene University: Southern Nazarene University is an expression of the Church of the Nazarene. It reserves the right to prefer employees on the basis of religion (Title VII, Section 702-703, U.S. Civil Rights Act of 1964).