

Position Description: Transitional President

Position Overview

The Transitional President serves as the senior administrative leader during a defined transition period, with responsibility for guiding the integration of two existing academic institutions into a unified organization.

This role is time-limited and transition-focused, ensuring organizational and cultural alignment, academic continuity, and operational stability.

The two existing academic institutions are St. Andrew's College (SAC) and Lutheran Theological Seminary Saskatoon (LTS). The Transitional President reports to and is accountable to the Transition Team. The Transition Team operates under delegated authority from the boards of both institutions and is responsible for implementing direction arising from this joint governance structure. As the governance framework for the new institution is established, the Transition Team's authorities and responsibilities will be transferred to the appropriate successor governance body.

Purpose of the Role

The Transitional President is responsible for:

- Leading the transition from two autonomous schools to a single integrated institution.
 - Ensuring continuity of programs, operations, and stakeholder relationships.
 - Implementing direction set by the Transition Team.
 - Establishing the organizational, cultural, academic, and financial foundation for the unified institution.
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Key Responsibilities

1. Transition and Integration Leadership

- Lead the execution of the integration strategy approved by the Transition Team.
- Ensure transition decisions reflect the mission and values of the unified school, building on the educational traditions of LTS and SAC.
- Develop a detailed implementation plan for transferring responsibilities from the existing colleges to the unified school. Coordinate activities across both institutions to ensure a timely and well-structured transition.
- Provide regular progress reports and recommendations to the Transition Team.
- Identify and mitigate risks affecting either institution or the transition overall.
- Manage the process of selecting a new name for the unified school.

- Provide regular updates and attend meetings of the SAC and LTS boards, as requested by the Transition Team.

2. Governance, Administration & Accountability

- Operate under the direction of the Transition Team, or another governance body designated to act on behalf of the boards of LTS and SAC during the transition period.
- Ensure decisions respect the authority, policies, and legal obligations of each existing board until formal unification.
- Act as the primary administrator of the unified school and oversee administrative functions.
- Clarify governance authorities and accountabilities during the transition period and support the Transition Team in developing the future governance model for the unified school.
- Maintain transparency and effective communication with the Transition Team, boards, faculty and staff, students, funders, partners, and stakeholders.

3. Organizational Culture & Community Building

- Foster the development of a shared organizational culture grounded in the mission and values of the unified school while honouring the histories, traditions, and strengths of both schools.
- Facilitate the further articulation of shared mission, values, and institutional identity for the new organization.
- Encourage open dialogue and thoughtful engagement throughout the transition, and lead initiatives that strengthen trust, collaboration, and mutual understanding among faculty, staff, students, funders, partners, and other stakeholders.
- Model collaborative leadership, transparency, and respect in all aspects of the transition.
- Support the development of leadership practices and organizational norms that reflect the mission and values of the unified school.

4. Academic and Faculty Alignment

- Work with faculty and academic leadership from both institutions to:
 - Align curricula, academic standards, and delivery methods.
 - Ensure fair, consistent, and policy-aligned treatment of faculty across both institutions.
 - Meet the standards and expectations of the Association of Theological Schools.
 - Assess opportunities to serve international students through the unified school.
- Foster collaboration among faculty to build a cohesive academic community rooted in mutual respect and shared purpose.
- Preserve academic integrity and continuity throughout the transition.
- Lead and coordinate the accreditation processes required for the unified school in collaboration with existing academic leadership, the boards, and the Transition Team.

5. Financial Oversight & Integration

- Provide leadership and oversight of financial operations, activities, and reporting across both institutions during the transition period.
- Work with the Finance Team to:
 - Develop an integrated financial model for the unified organization.
 - Provide financial reporting and analysis to the Transition Team and boards.
- Provide financial reporting and analysis to the Transition Team.
- Ensure that financial decisions reflect both transitional realities and long-term sustainability. Consider the impact of decisions on revenue generation, donor confidence, government funding, denominational support, grant eligibility, and restricted and endowed funds.

6. Human Resources & Change Management

- Lead organizational change with attention to equity, transparency, and institutional values.
- Support alignment of roles, structures, and policies across both organizations.
- Manage designated staff positions within the unified school and oversee designated SAC and LTS staff as requested.
- Clearly communicate changes affecting employees and address concerns constructively.
- Work to maintain morale and institutional trust during the transition.

7. Stakeholder Engagement

- Build confidence among stakeholders by communicating a compelling narrative for the future while honouring the heritage of both schools.
- Maintain relationships with:
 - Faculty and staff in both institutions.
 - Students and academic partners.
 - Denominational and other external stakeholders.
 - Ensure communications reflect joint governance direction and demonstrate sensitivity to both institutional identities.

8. Advancement & Donor Relations

- Provide leadership and oversight for advancement, fundraising, and donor relations activities across both institutions during the transition period.
- Ensure continuity of donor relationships and stewardship, maintaining trust, transparency, and confidence throughout the integration process.
- Identify and manage risks related to donor perception, funding continuity, and reputational impact.
- Work with the Advancement Team to:
 - Coordinate donor communications and engagement activities.
 - Harmonize fundraising practices, policies, and reporting.

- Engage with denominational and external stakeholders.
- Ensure that donor intentions, restrictions, and agreements are respected and appropriately managed during the transition.
- Support the Advancement Team in communicating the vision, rationale, and benefits of integration to key supporters and partners.

9. Transition Readiness & Handover

- Prepare the organization for formal transition to the governance structure established for the new institution.
- Advise the Transition Team on organizational readiness, culture development, and leadership priorities required for the successful establishment of the new institution.
- Deliver transition documentation and recommendations.
- Support onboarding of permanent leadership for the unified institution.

Reporting Relationship

- The Transitional President reports to the Transition Team, which is jointly mandated by the boards of both SAC and LTS to recruit, hire, and manage the Transitional President. The Transitional President does not report directly to the boards of SAC or LTS.
- The Transition Team serves as the coordinating and decision-directing body during the transition.
- The Transition Team will conduct an annual performance review of the Transitional President.
- The Transitional President implements the directions and decisions of the Transition Team and maintains transparent and effective communication with the Transition Team throughout the transition period.
- Each board retains its legal authority to manage the individual schools and their employees until such time as a unified governance structure is formally established.

Term

This role is planned as a full time, 30-month position, from January 2027 through June 2029. The term may be adjusted by mutual agreement between the Transition Team and the successful candidate.



LUTHERAN
theological seminary
SASKATOON



**ST. ANDREW'S
COLLEGE**