

What Do Deans Look for in a Resumé?

by Bingham Hunter
Former Academic Dean,
Trinity Evangelical Divinity School

The answer will reflect the dean's personality and the

kind of institution he or she serves. I assume below the question is posed by someone seeking appointment in an accredited, free-standing evangelical seminary. Deans at university-related divinity schools and college departments of religious studies, history, philosophy, anthropology and/or linguistics think differently.

Form never replaces substance in a vita, but a substantial impression will be made in the first 30 seconds. If the resume is poorly presented, too creatively formatted, contains errors in spelling, grammar or language usage, is printed on cute colored paper using 12 different fonts, etc., you are off to a bad start. (Understatement is better than hype.) Do not, for example, begin by listing your name in 18-point type as "Dr.

Herman E. Utic, B.A., M.A. cum laude, Ph.D.").

The best resumes are concise statements of fact, generally not longer than two pages. (Lists of publications; detailed itemization of courses taken or subjects taught; referees, their addresses and phone numbers; work history not related to the position sought; personal testimony, etc., can be attached as separate documents if appropriate, or sent later, if requested.)

Deans look first for: first-rate academic work at substantial institutions; significant publications; involvement in professional societies and scholarly interests that are not too narrowly focused. The potential to teach cross-disciplinary courses is increasingly valued: an Old Testament Ph.D. who majored in Systematic Theology or New Testament at the Th.M. level, for example, is very attractive. Tailor

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Köstenberger's faculty secretary. With this change, she will be able to concentrate exclusively upon the administrative needs of our Ph.D. and Th.M. students and faculty. She will also be the one who handles the application process for incoming students. From application to graduation, Janet will be the central contact person for the Ph.D.

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WHAT'S NEW?

This has been an action-packed summer for everyone involved in the Academic Graduate Programs at Southeastern. New graduate students have been moving into the Wake Forest area and adjusting to their new surroundings. Current students have been busy preparing for core reading exams, written major field exams, and oral comprehensive exams. ABD students work diligently on their dissertation or thesis projects. Everyone is pushing to be ready for the start of a new academic year this fall.

This has also proven to be an active summer for the Graduate Studies office. Two major changes have taken place during these dog-days of summer that will benefit everyone in the Graduate Studies family. First, we are pleased to announce the addition of Janet Hellard as the new Administrative Assistant to the Director of Ph.D./Th.M. Studies. Janet is a familiar face for those involved with the program from her duties as Dr.

WHAT'S IN ? AN ARTICLE ?

Ph.D./Th.M Program Director Dr. Andreas Köstenberger

Discusses do's and don'ts for scholarly article submissions.

What do you look for in an article?" is a question I am often asked. *Considering that the present issue (JETS 44:1, March 2001) includes the first revision of the JETS Instructions for

Contributors in eleven years, this may be a good occasion to answer this question. By way of illustration, I am including examples from the previous two years of JETS, my first two years as editor.

Each article accepted for publication should meet at least three or four basic criteria. The first – and most important – thing I look for in a submission is quality scholarship. Does the author consult all of the relevant literature on the subject, including commentaries, monographs, and recent journal articles? Or are most (or all) bibliographic items at least ten or fifteen years old? Moreover, mere citation of an item is not enough; an article must engage recent scholarship in a substantive rather than merely cursory manner.

Quality scholarship presents the information with even-handedness and fairness. Are only those sources quoted that agree with the author's viewpoint? Or are possible objections and alternative positions dealt with as well? If someone wants to advocate a given viewpoint with-

out substantively engaging opposing viewpoints, I generally recommend a more popular and less academic publication or a journal committed to a certain perspective.

Finally, quality scholarship reflects research in primary as well as secondary sources. Also, are the proper editions used that are standards in the field?

The necessity of quality

The first – and **most important** – thing I look for in a submission is **quality** scholarship.

scholarship is independent of the specific subject of a given article. Evangelical theological writing ought to be able to hold its own in comparison with more critical journals, though it will differ as to its view of Scripture and its overall theological framework. One of the functions of a leading evangelical journal is to uphold a standard of excellence in academic theological scholarship.

The second important criterion is that of maturity of perspective. A paper written by someone who is just beginning to explore a given issue generally pales in comparison to one by someone who has done work in an area for a number of years. It is no coincidence that many of the excellent submissions that cross my desk are written by scholars who have been known for their significant contributions to scholarship in the evangelical world for years. Having said this, it is also true that some of the very best articles I receive are from doctoral students who are engaging in significant research on a given subject.

Third, does the article make a significant contribution to scholarship? Or is it merely restating tradi-

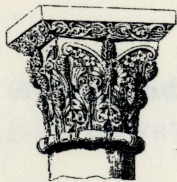
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ACADEMICUS™

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INSIDER

Volume II, Issue 1

•Gettin' to Know You

PH.D./TH.M FELLOWSHIPS

Do you want to be on the inside of the information loop concerning the Academic Graduate Studies program at Southeastern? Be sure to attend our Ph.D./Th.M. fellowships every Tuesday beginning August 28th from 11:15 am to 12:05 pm in the 2nd floor conference room of Stephens - Mackie. Dr. Patterson will be speaking to our group at our first meeting on August 28th. Students and faculty will have a great time of food, fellowship and prayer every week. See you there!

GRADUATE STUDIES PICNIC

There will be a family picnic for all current Ph.D. and Th.M. families on October 13 from 2-6:30 pm at Sandling Beach at Falls Lake. Great food, family fun and great fellowship will be the main fare. Please sign up in the Graduate Studies office or call Janet Hellard at 863-8491 to make your family's reservations by October 5th. Be sure to include the entire family for this wonderful event. Maps to the picnic site will be available in the Graduate Studies office by September 24th.

NEW STUDENT SOCIALS

All incoming Ph.D. students and their spouses are cordially invited to one of two dessert socials to be held at the home of Dr. and Mrs. Andreas Köstenberger. Students are asked to sign up for one of two dates: Friday, September 14th or Friday, September 28th from 7-9pm. Each social will be limited to eight couples on a first-come-first-served basis. Sign up at the Graduate Studies office or contact Janet Hellard at 863-8491. Each student must arrange their own childcare. Take advantage of this opportunity to become better acquainted with the Köstenbergers as well as other new Ph.D. student families.

•Important Dates

COLLOQUIUM DATES

- August 24
- September 14
- October 19
- November 9

GRADUATE STUDIES COMMITTEE DATES

- August 31
- September 21
- October 26
- November 30

• Program Notes

CORE READING LIST

During the first year of residency each student is expected to read selected books in his or her major field and be examined on this reading by the beginning of their second year. The respective areas will again revise these core reading lists in the coming semester. If you have not yet received a core reading list in your area of study, ask Janet Hellard in the Graduate Studies office or your mentoring faculty member.

MENTORSHIP

From the Ph.D. Student Handbook, page 18: "The student is expected to keep a log of all meeting times and a record of all work done for the mentorship. At the end of each semester of the mentorship, the student will submit a brief outline report on the work done to the faculty mentor and a copy to the Director of Ph.D./Th.M. Studies." Be sure to maintain accurate records of your work and be prepared to submit this outline by the end of the semester.

ACADEMIC STATUS

Students, not major professors, are personally responsible for keeping up with their current status in their program. If you have any questions on your progress, see Janet Hellard in the Graduate Studies office.

REGISTRATION INFORMATION

Please note that the last day to notify the Registrar of your intent to graduate in December is August 28.

If you are still trying to decide which seminars you plan to take in the fall semester, be aware that the last day to add a class to your schedule is August 28; the last day to drop a class without academic penalty is September 11.

The last day for those planning to graduate in December to submit their thesis or dissertation is October 26. Graduates must carefully attend to dissertation/thesis formatting and style. If you have any questions, see your major professor for guidance.

• Congratulations

PH.D. PROGRAM

Core Reading Exams passed:

Mike Soud

Bob Olsen

Steven Wade

Bruce Ashford

James Joseph

Kathie Johnson

Thayer Stamper

Mark Leeds

Michael Bryant

Keith Griffin

Chris Thompson

Mike Vlach

Abidan Shah

Written and Oral Comprehensive Exams passed:

John Tarwater

David Jones

Ovidiu Bulzan

Dissertations Defended:

Pete Schemm

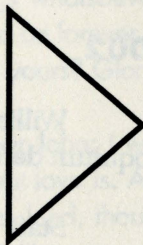
FYI

Want to find out what an academic acquisitions director of a major publishing company is looking for in potential manuscripts? Jim Weaver, Academic Director of Kregel Publishers will be available to meet with students September 5th from 4-5pm

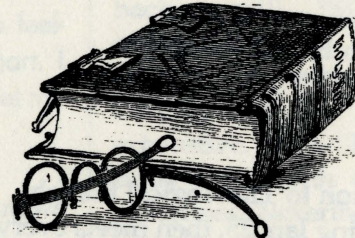
in the Faculty Commons lounge of Stephens-Mackie Hall. There will be a chance to ask Mr. Weaver your publishing questions. Be sure to take advantage of this unique opportunity.

The New Turabian Summary is now available for all graduate students in the Graduate studies Office. This is a great tool to help assure that all seminar papers, prospectus submissions and dissertation/thesis projects conform to Turabian style. See Janet in the Graduate Studies office to pick up your copy.

Dr. Köstenberger's orientation paper, "Marks of a Scholar," is now available to our Southeastern students for a nominal fee. See Janet in the Graduate Studies Office to obtain your copy.



Marks of a Scholar



• Doctoral Seminars

FALL, 2001

0580	Introduction to Research Dates: August 16-17	Köstenberger	1	9-4
0012	Introduction to Theological Latin First meeting Aug. 20, then meets every Fri. except Colloquium dates	Williams	2	1-5(F)
0575	Ph.D. Colloquium Dates: Aug. 24, Sept. 14, Oct. 19, Nov. 9	Staff	3	1-5(F)
1779	Contemporary Approaches to NT Interpretation: Gospels	Köstenberger	3	7-9:30 (T eve)
3090	Theology of the Radical Reformers	Patterson	3	7-9:30 (R eve)
2181	Seminar in Early Christian Life and Practice	McKinion	3	1-3:30 (T)
1375	Seminar in Old Testament Theology	Galeotti	3	12:30-3 (W)
2285	Southern Baptist Foreign Missions: 1880-1920	Eitel	3	9-11:30 am (F)
3282	Seminar in Modern Western Thought	Bush	3	7:30-10 am (W)
2185	Seminar in Baptist History	Harper	3	7:30-10 am (W)

SPRING, 2002

0114	Introduction to Theological French First meeting Jan. 25, then meets every Fri. except Colloquium dates	Williams	2	1-5(F)
0586	Colloquium Dates: Feb. 22, Mar. 22, Apr. 19, May 3 and 10	Staff	3	1-5(F)
1777	Seminar in New Testament Theology	Köstenberger	2	7-9:30 (R eve)
3088	Seminar on Selected Doctrine: Soteriology	Hammett	2	7:30-10 am (W)
2182	Seminar in Ante-Nicene Christian Thought	McKinion	3	1-3:30 (T)
1379	Seminar in Contemporary Old Testament Research	Rooker	3	12:30-3 (W)
3279	Christian Faith and the Modern Mind	Bush	3	1-3:30 (R)
4077	Current Trends in Preaching	McDill	3	8-10:30 am (F)

Note: Classes are to meet for at least 2 hours. At the professor's discretion, classes may meet for 2 1/2 hours.

Article... Continued from page 2

tional points of view? I want to help advance scholarship beyond what is already known or accepted. Is there a new insight generated, or at least are the pieces put together differently than has previously been done? An article that merely reiterates a position previously articulated in the pages of our journal - or elsewhere - adds little to the debate. Especially when fresh pieces of scholarship are available, the editorial choice is clear: choose the latter, reject the former.

To be sure, genuine contributions to scholarship differ from trendiness. I am not advocating originality as an end in itself. This is a conservative journal, and there is no bias against those who argue conservative positions. Yet even conservative scholarship ought not merely to restate known facts but seek to advance our knowledge on a given subject. Of course, an article may be conventional in analysis but raise a new point in application. Certainly, there should be articles that explore the implications of conservative scholarship in today's world.

In light of the purpose statement of our society - "to foster conservative Biblical scholarship . . . in the general field of the theological disciplines as centered in the Scriptures" - there is always a need for solid biblical studies and the exploration of major doctrines in Scripture. One of the most fascinating aspects that sets JETS apart from most other academic journals is the great variety of subjects covered in its pages, reaching from Biblical studies over theology and philosophy to church history and the occasional article in preaching, missions, or education. This range is indicative of the broad interests of our members and makes our journal truly unique.

Beyond these basic criteria, there are certain stylistic and technical expectations. The following must

be strictly adhered to:

- Always avoid the apt art of alliteration.
- Avoid clichés like the plague.
- Never, ever generalize.
- Do not be redundant or use more words than necessary.
- One-word sentences? Eliminate.
- Don't use contractions.
- Exaggeration is a billion times worse than understatement.
- Foreign words are usually not *apropos*.
- The passive voice is to be avoided.
- Parenthetical remarks (however relevant) are unnecessary.
- Above all, contributors must understand the importance of proper punctuation, which is illustrated by the following two "portraits."

Dear John: I want a man who knows what love is all about. You are generous, kind, thoughtful. People who are not like you admit to being useless and inferior. You have ruined me for other men. I yearn for you. I have no feelings whatsoever when we're apart. I can be forever happy - will you let me be yours? Gloria.

Dear John: I want a man who knows what love is. All about you are generous, kind, thoughtful people, who are not like you. Admit to being useless and inferior. You have ruined me. For other men, I yearn. For you, I have no feelings whatsoever. When we're apart, I can be forever happy. Will you let me be? Yours, Gloria.

On a more serious note, with the publication of our updated Instructions in JETS 44:1, the expectation will be even more firm that contributors conform their submission to the Instructions prior to submitting an article. This expectation includes spell-checking, appropriate headings, proper abbreviations for ancient

literature and modern scholarly publications, and accurate citation of bibliographic references.

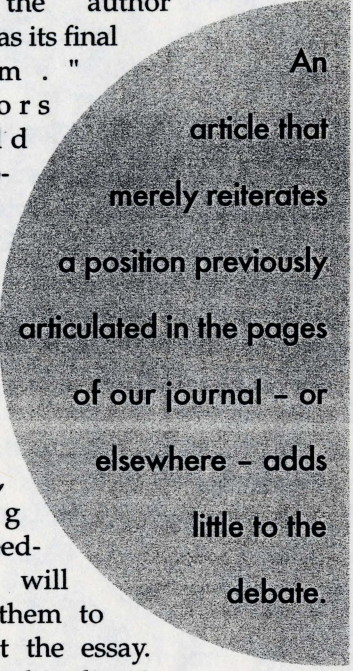
While there is no formal page limit, submissions of excessive length are less likely to be accepted. By all means, observe the stipulation at the beginning of the Instructions, "A MS should be submitted . . . in what the author intends as its final form."

Authors should not submit an article knowingly in an unfinished condition, hoping that feedback will enable them to resubmit the essay.

Clearly, this list is not exhaustive. Nor will everyone necessarily agree with the above-stated guidelines. Nevertheless, in order to run a journal, it is essential to have certain editorial in-house criteria, and for the sake of greater transparency and clarity of expectation, it seems like a good idea to share some of these criteria openly. Of course, every submission will still need to be treated on a case-by-case basis.

Finally, as many of us have learned, rejection at one journal is not the end of the world. Fortunately, there are many other alternative avenues of publication once a submission has been turned down. Not infrequently I have seen articles I have declined to accept published in another journal, and I have rejoiced in this. Every journal has a right to set its own distinctives, and part of the

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Article... continued from page 7

challenge for authors is to determine which journal is the most suitable for a given piece. Nor does having one's article rejected necessarily mean there is anything "wrong" with it. It may simply be that there were a sufficient number of more pertinent pieces available. After all, space is limited, and only a certain number of

Resumé... continued from page 1

each resume to the school: larger seminaries look for specialists, small schools need generalists who can teach in several disciplines. Social science doctoral grads in fields like Anthropology, Education, Intercultural Studies and Psychology must remember that seminary deans seek colleagues who can think (and articulate) theologically and integrate their discipline with Scripture. Because of this, Ed.D.s with theological degrees are likely to get more

What's New... continued from page 1

and Th.M. programs.

The second change coincides with the first. There is now a central office for the Graduate Studies program located on the first floor of Stephens-Mackie Hall. This office will provide

articles can be published in a journal every year.

No one can please everyone all the time. Editors have to learn sooner or later that they can only do their best and hope and pray that most of the articles they accept turn out to be competent and most of the articles they turn down were better

interviews. Persons listed for references should be respected by the dean to whom you send the resume. Do not list a referee unless you get permission.

Graduate-level teaching experiences often tip the balance when two equally qualified candidates are being considered. Pastoral ministry experience is very valuable. If you are ordained, mention it. I look for evidence of leadership involvement in the local church, and cross-

our graduate students with an easily accessible location to contact the Director or Janet with any questions or comments. You can also contact the Graduate Studies office by phone at 863-8491 (ext. 491) or by e-mail at jhellard@sebts.edu. Please feel

not published in their journals. Few (if any) of us claim infallibility. In light of these comments, may I wish all of you a fresh beginning of the new semester as you write hopefully many new articles and submit your best to good academic journals. **A**

cultural experience. Final advice: talk to people who interview candidates and make faculty hiring decisions. Humble yourself and ask others to read your draft. Take their advice. Pray over and through the composition of your resume. Discernment of God's will, not selling yourself, should be your overarching concern.

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free to come by at any time with your concerns or comments. We are here to serve you as you prepare for the Lord's work at Southeastern.

Whew! What a busy summer!



SOUTHEASTERN
BAPTIST THEOLOGICAL
SEMINARY

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