

# *Hiring for Mission Information Packet*

## **Contents:**

- Hiring for Mission Policy
- University of Mary Statement of Mission & Identity
- University of Mary Benedictine Values



**UNIVERSITY**  
*of MARY*

| *for Life.*

## **HIRING FOR MISSION AT THE UNIVERSITY OF MARY**

Those who apply for employment at the University of Mary honor us. They are enquiring about the kind of place this is. They are choosing to put themselves forward as potential members of our community. They are beginning to imagine what their future could hold if they were working here as partners for the advancement of our mission in Catholic higher education.

For these reasons the university takes seriously the responsibility to articulate our mission and values in a clear manner for applicants who have been invited to interview for a position. We also invite these applicants to respond thoughtfully to our mission and values, demonstrating how they understand them and how they might support them. This process is meant to assist the applicants in discerning whether employment at the University of Mary would be a good fit for them, whether they could be happy here.

It follows that the hiring process at the University of Mary at all levels should include meaningful conversations about mission and values, both out of courtesy and concern for the applicants and in service to the university.

### **Procedure<sup>1</sup>**

When an applicant is granted an interview, she or he is provided with:

- 1) a copy of this document,
- 2) the University of Mary statement of mission and identity,
- 3) the University of Mary formulation of Benedictine values.

The applicant is invited to prepare for the interview with a thoughtful, written response. Questions to consider:

- At the University of Mary, every member of the community has a role in advancing our mission. You have carefully reviewed the university's statement of mission and identity. Responding thoughtfully to this statement, how would you support the Christian, the Catholic, and the Benedictine mission of the University of Mary?
- Based upon the documents which have been provided to you, do you have any reservations about serving at a Catholic institution with the mission and values of the University of Mary?
- You have also reviewed the six Benedictine values of the University of Mary. Which of these values resonate most deeply with you? Give an example or two.

The written response should reach the University of Mary prior to the time of the interview.

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<sup>1</sup> All hiring procedures at the University of Mary are to take place in accord with the university's non-discrimination statement: ***The University of Mary does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, marital status or public assistance, in accordance with applicable laws. Sexual harassment, which includes acts of sexual violence, is a type of sex discrimination. The University will not tolerate any unlawful discrimination, and any such conduct is prohibited. The University also prohibits any form of discipline or retaliation for reporting incidents of discrimination. University employees commit to uphold and respect the Christian, Catholic and Benedictine identity of the University.***

Those applying for positions on the teaching faculty or for senior administrative positions (including – but not limited to – dean, director of athletics, vice president, president) are also expected to read and be conversant in the following two documents:

- *Education within the Benedictine Wisdom Tradition*: this statement of the Association of Benedictine Colleges and Universities sets forth the history and context for Benedictine higher education and enumerates ten “hallmarks” of Benedictine education which complement the University’s own six Benedictine values. There is a link to the document at [www.umary.edu/hr](http://www.umary.edu/hr).
- *Ex Corde Ecclesiae*: this apostolic constitution of Pope John Paul II elucidates a Catholic university’s responsibilities in the service of truth and the common good, the importance of academic freedom and institutional autonomy, and the nature of the university’s relationship with the universal Church. *Ex Corde Ecclesiae* constitutes one of the University of Mary’s governing documents. There is a link to the document at [www.umary.edu/hr](http://www.umary.edu/hr).

At the discretion of the unit supervisor, applicants for certain director-level positions may also be asked to consider these two documents in their preparation.

### **Interview with the University President**

Finalists in the interview process are scheduled for a personal meeting with the university president, after which time a hiring decision will be made. Unless special arrangements have been made, application materials should reach the office of the president at least two days prior to this meeting.

Reviewed and approved by University Legal Counsel, 11 January 2011

Approved by the President’s Council, 12 January 2011

## **THE UNIVERSITY OF MARY: MISSION AND IDENTITY**

Founded to prepare leaders in the service of truth, the University of Mary is distinctive in our education and formation of servant leaders with moral courage, global understanding, and commitment to the common good. *As America's Leadership University, we are deeply devoted to our mission:*

*The University of Mary exists to serve the religious, academic and cultural needs of the people in this region and beyond. It takes its tone from the commitment of the Sisters of Annunciation Monastery. These Sisters founded the University in 1959 and continue to sponsor it today. It is Christian, it is Catholic, and it is Benedictine.*

We cherish our Christian, Catholic, Benedictine identity; we welcome and serve persons of all faiths.

### **We are faithfully Christian.**

As a Christian university, we strive to accomplish our mission in faithfulness to the Gospel of Jesus Christ. We regard each human person as created in the image and likeness of God, gifted with life and dignity. We seek to be agents of cultural renewal in our time and place, courageous advocates for justice and peace. Our Christian commitment is born from and sustained by the encounter of the Risen Lord, who came not to be served but to serve. As He humbly washed the feet of His disciples on the night before He died, so we seek to serve one another. We are faithfully Christian.

### **We are joyfully Catholic.**

As a Catholic university, we joyfully draw our life from the heart of the Church, identifying with the ancient tradition which gave rise to the first universities in medieval Europe. This Catholic intellectual tradition proposes an integrated spiritual and philosophical approach to the most enduring questions of human life. Thus we seek to advance the vital dialogue between faith and reason, while acknowledging the proper autonomy of the arts, sciences, and professions. A university is a place for the free exchange of ideas, and so we warmly welcome students and faculty of many faiths and convictions. At the same time, our common discourse ever takes place in a spirit of authentic respect for Catholic teaching and practice. We acknowledge the Catholic faith as a path to moral integrity and personal holiness. We are joyfully Catholic.

### **We are gratefully Benedictine.**

As a Benedictine university, we remember with gratitude the Benedictine Sisters who came to Dakota Territory in 1878, bringing ministries of teaching and healing. This community of Sisters would become our founders and sponsors and, through them, we share in the 1500-year-old heritage of the Benedictines. Inspired by lives of prayer, community, and service, Saint Benedict and his spiritual followers through the ages have been a stable source of tremendous good in the world: renewing the Church, preserving learning, cultivating wisdom, modeling humane virtues of balance and generosity. The life of our Sisters shapes our life. We are gratefully Benedictine.

The University of Mary, America's Leadership University:

*Faithfully Christian*

*Joyfully Catholic*

*Gratefully Benedictine*

Approved by the Board of Trustees, 3 December 2010

## **BENEDICTINE VALUES**

Although communal life inspired by the Rule of Saint Benedict stores a vast treasury of Benedictine values, six of these are of particular importance for our life at the University of Mary:

### **Community**

Striving together for the common good and growing in relationship with God, one another, and self

Rule of Benedict 33 - "Let all things be common to all."

### **Hospitality**

Receiving others as Christ with warmth and attentiveness

Rule of Benedict 53 - "Let all be received as Christ."

### **Moderation**

Honoring all of God's creation and living simply with balance and gratitude

Rule of Benedict 31 - "Regard all things as sacred and do everything with moderation."

### **Prayer**

Attending to the mystery and sacredness of life, abiding in the divine presence, listening and responding to God

Rule of Benedict 4 - "Listen intently to holy readings. Give yourself frequently to prayer."

### **Respect for Persons**

Recognizing the image of God in each person and honoring each one in their giftedness and limitations

Rule of Benedict 4 - "Honor everyone and never do to another what you do not want done to yourself."

### **Service**

Meeting the needs of others in the example of Jesus the servant leader

Rule of Benedict 35 - "The members should serve one another."