



DR. PAUL LEMON

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Bluefield, West Virginia 24701

Cell: 304.308.2855

INTRODUCTION

An experienced higher education administrator, Dr. Paul Lemon engages and empowers faculty and staff—through shared vision and objectives—to advance the gospel and fulfill the mission of the college in excellence and a spirit of unity. Through this style of leadership, he crafts biblically grounded, creative, effective solutions in an environment where Christ Jesus is glorified, colleagues are valued, and students thrive.

UNIQUELY QUALIFIED TO ADVANCE OUR MISSION

Since 2010, Dr. Lemon has led three Christian colleges to strengthen academic programs and curriculum, streamline processes and significantly reduce response times, and to expand opportunities and resources for students and faculty. As an integral part of the enrollment process, he coordinates with admissions, registrar, financial aid, student accounts, and advisors to see students, faculty, and staff thrive in their various roles. He has spearheaded multiple accreditation visits, scheduled classes, evaluated transcripts, advised students, taught courses, recommended hires, managed budgets, reviewed assessment, and coordinated future planning. In addition to his experience, he has an earned doctorate in ministry leadership, and completed degrees in music, business, and education.

Although driven to accomplish the mission, Dr. Lemon is a thoughtful academic leader with broad experience to bring people along as they craft solutions. He is a designer of college-level curricula, accreditation self-studies, strategic plans, and websites and apps, as well as a builder of campers, sheds, and skoolies—demonstrating his love to tackle any problem and bring about excellent solutions. When he gets the opportunity, he loves riding motorcycle, camping in his skoolie, and making music on a good piano or keyboard. Finally, he has lived in rural West Virginia and southern Illinois, the suburbs of Washington DC, Fort Worth, and Nashville, and the urban downtown of Chicago.

In sum, in a world that is constantly changing, Dr. Lemon bring a wide variety of life experiences to the table—experiences that make him a more effective leader and one who is uniquely qualified to inspire our people and advance our mission.

EDUCATION

DOCTOR OF MINISTRY (D.MIN.), 2020

Midwestern Baptist Seminary, Kansas City, MO

MASTER OF BUSINESS ADMIN (MBA), 2020

Western Governors University, Salt Lake City, UT

EDUCATIONAL SPECIALIST (ED.S.), 2014

Liberty University, Lynchburg, VA

MASTER OF MUSIC (M.M.), 2007

Southwestern Baptist Seminary, Fort Worth, TX

BACHELOR OF ARTS IN MUSIC (B.A.), 2004

Moody Bible Institute, Chicago, IL

MINISTRY

WORSHIP PASTOR, 2022-PRESENT

Johnston Chapel Baptist Church, Princeton, WV

WORSHIP PASTOR, 2018–2020

Three Rivers Fellowship, Waverly, Tennessee

WORSHIP PASTOR, 2015–2017

First Baptist Church, Jonesboro, Illinois

MINISTER OF WORSHIP & MEDIA, 2008–2014

Third Baptist Church, Marion, Illinois

MINISTER OF MUSIC, 2006–2008

First Baptist Church, Lillian, Texas

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ACADEMIC LEADERSHIP

DEAN OF REGISTRATION SERVICES

Bluefield University / Bluefield Virginia / 2020–present

As Dean of Registration Services, Dr. Lemon oversees the registration services of the University, with primary focus on creating an integrated experience that joyfully serves students, and efficiently connects student registration with other vital academic and financial services. In his role, he:

- ✓ oversees personnel and operations of the Office of the Registrar, including student registration, course scheduling (with a centralized master schedule), student advising, transcript release, and graduation;
- ✓ as Dean of Registration Services, works with the Financial Aid and Student Accounts Offices in serving students through Bluefield Central;
- ✓ coordinates with admissions to bring students from evaluation to enrollment;
- ✓ coordinates with financial aid and student accounts to verify enrollment and provide timely, accurate reporting of census data and changes in student academic standings;
- ✓ assists faculty in questions of advising, curriculum, scheduling, policies related to academics, etc.;
- ✓ annually assists the Provost and Academic Deans in the review of the Academic Catalogs, and coordinates the update, publication, and dissemination of the Catalogs and the Academic Calendars;
- ✓ coordinates the development of long range and strategic planning within registration services;
- ✓ develops training mechanisms for faculty, staff, and students regarding the various operations of Registration Services and the larger Bluefield Central space;
- ✓ serves as Primary Designated School Official (PDSO) for International Students and coordinates SEVIS reporting for F-1 students;
- ✓ assists the Business Intelligence office in institutional reporting to IPEDS, the state of Virginia (SCHEV), NAIA, NC-SARA, SACS-COC, and various other reporting agencies as needed; and,
- ✓ serves on multiple councils and committees to further the mission of the institution.

Key Successes

- ✓ Streamlined processes to significantly improve customer service response times for emails, forms, and other registration functions from days to hours or less;
- ✓ Implemented cross-training within the department to ensure office responsibilities could be completed in a timely manner regardless of total workload;
- ✓ Developed and, in coordination with Academic Deans, launched a Master Centralized Schedule with consistent rotations, and regular review to ensure student success and institutional cost savings;
- ✓ Transitioned Registrar from a paper based office to a completely digital office;
- ✓ Decreased Registration Services spending by eliminating paper (including files) and reducing graduation expenses;
- ✓ Developed and maintain a Five Year Academic Calendar;
- ✓ Coordinated the development and review of each new annual Academic Catalog;
- ✓ Streamlined census process to provide accurate campus enrollment to executive leadership and decreased delays in final numbers by almost 2 weeks;
- ✓ Strengthened International Student policies to clarify requirements and enforce timely payment;
- ✓ Developed training manuals/brochures to assist incoming students, faculty, admissions recruiters, and others with processes related to Registration Services;
- ✓ Created and maintains an app in PowerApps to streamline Fine Arts Community School (FACS) lesson registration and documentation that significantly decreased program costs while providing up-to-date lesson information to instructors, and payment reminders to students;
- ✓ In coordination with Registrar staff, developed and updates a Standard Operating Procedure Manual for the functions of Registration Service;

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ACADEMIC LEADERSHIP *CONTINUED*

Bluefield University Councils and Committees

- ✓ **University Leadership Team (ULT)** | Comprised of the Vice Presidents and key leaders throughout the institution, we review and provide feedback on institution wide policies, events, and situations.
- ✓ **Deans Committee** | Comprised of the Academic Deans of the University, we review program additions and changes, address academic concerns, and consider long-term improvements in the academic offerings.
- ✓ **Curriculum Review Committee(s)** | Comprised of Faculty, Department Chairs, and other academic stakeholders within the undergraduate and graduate divisions, we review and vet curriculum and approve changes in undergraduate and graduate programs.
- ✓ **Provisional Admissions Committee** | In cases where applicants do not meet minimum requirements, we review the potential of each applicant to determine whether we as an institution are equipped to help the student thrive.
- ✓ **Academic Appeals Committee** | For students who are facing suspension due to poor academic performance, we review their appeal and consider their plan of action to overcome the academic deficit.
- ✓ **Institutional Effectiveness Committee** | As a committee, we review the mechanisms established in each area to ensure assessment is robust and comprehensive.
- ✓ **Student Success Committee** | Comprised of a cross section of the institution, we review policies and procedures to identify and help students who are struggling academically, and engage with these students to encourage them toward success.

DEAN OF ACADEMICS AND CHIEF ACADEMIC OFFICER

New College Franklin / Franklin Tennessee/ 2017–2020

As the Dean of Academics and Chief Academic Officer at New College Franklin, Dr. Lemon oversaw the day-to-day operations of the college, with primary focus on academic administration, institutional advancement, and strategic planning. In his role, he:

- ✓ coordinated the academic program, including course development, course scheduling, student advising, faculty recruitment;
- ✓ led the faculty in regular reviews of student progress and the curriculum;
- ✓ coordinated the accreditation process;
- ✓ coordinated the development of long range and strategic planning;
- ✓ developed and regularly implemented direct and indirect measures of assessment institution-wide;
- ✓ championed initiatives in student services and student government;
- ✓ annually reviewed and updated institutional publications, digital and print;
- ✓ coordinated the library reorganization, relocation, and expansion; and
- ✓ redesigned the budgeting process to better accommodate actual needs.

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ACADEMIC LEADERSHIP CONTINUED

ASSESSMENT, STRATEGIC PLANNING, DEAN OF RECORDS

Morthland College / West Frankfort Illinois / 2010–2016

For six years at Morthland College, Dr. Lemon was integral to much of the academic, assessment, student life, and policy aspects of the institution. In his roles, he:

- ✓ coordinated the academic programs, including course and program development, scheduling, assessment and evaluation of faculty and programs, faculty recruitment, and taught music courses;
- ✓ developed the online program and oversaw its administration;
- ✓ coordinated academic records, transcript evaluations, and the student management system;
- ✓ supervised academic and student services personnel;
- ✓ chaired the Council of Institutional Research & Strategic Planning and coordinated its initiatives;
- ✓ spearheaded two accreditation self-studies and site visits earning accreditation and the addition of two new degrees;
- ✓ crafted most of the publications, digital and print, and led the annual review of all policies, including those regarding student life and financial aid; and
- ✓ coordinated institutional reporting to IPEDS/Clery Act, IBHE (state), TRACS (accreditors).

ADDITIONAL LEADERSHIP/ EXPERIENCE

Accreditation | In addition to coordinating four successful self-studies and site visits for his own institutions, Dr. Lemon also serves as a peer reviewer for the Transnational Association of Christian Colleges and Schools (TRACS) and has reviewed twelve institutions for candidacy or accreditation.

Financial Aid Training | To better understand the policies, procedures, guidelines, and pitfalls of Title IV funding, Dr. Lemon attended and participated in three extensive federal financial aid training conferences.

TECHNOLOGY SKILLS

MS Office: Word, Powerpoint, Excel, PowerApps; Adobe: InDesign, Photoshop, Audition, PremierePro; Wordpress; HTML/CSS; Apple OS (Mac), iOS (iPad & iPhone); Windows 10; SMS Populi; LMS Moodle, Populi, Canvas; ProPresenter; OBS; Jenzabar, Salesforce.

BIOGRAPHY

The son of Pastor Rob and Anita Lemon (both graduates of Moody Bible Institute), Dr. Paul Lemon grew up in the hills of West Virginia and the suburbs of Washington DC in northern Virginia before attending college. He met his wife Kiel—a native of Nebraska and South Dakota—at Moody where she earned a BA in vocal performance. She homeschools their two children, Josiah and Annika, edits and manages several podcasts, and is very involved in several local homeschool groups and our church's music ministry.

