STATE OF HAWAII
UNIVERSITY OF HAWAII
SCHOOL OF TRAVEL INDUSTRY MANAGEMENT

FUNCTIONAL STATEMENT

1. **Dean’s Office**

   The School of Travel Industry Management prepares students for professional and managerial leadership in Hawaii and the Pacific area in the field of Travel Industry Management which encompasses hotel, restaurant, tourism, and transportation management. The School is responsible for the teaching, research, and public service activities in these fields. The Dean’s office is concerned with the faculty and with curricula and academic programs of the School. Responsibilities include recruitment, retention, and improvement of faculty; budgets; course schedules; teaching assignments and departmental research; students enrolled in the School; and the administration of University rules as they apply to the School. The Dean is also responsible for public relationships with other academic institutions, community organizations, school, alumni, state and federal agencies, and the state, national, and international business communities.

   The Dean of the School of Travel Industry Management plans, organizes, directs and coordinates the School’s programs and activities with the assistance of the administrative staff and various faculty committees.

2. **Administrative and Student Services**

   Under the Associate Dean for Academic Affairs, functions include the development of the academic content of new courses and programs, the maintenance of the academic quality of all degree programs and courses, and the overall academic development of the School. Other functions include the recruitment, review, and processing of applications for enrollment in the School at the undergraduate and graduate levels; the preregistration and registration of students in courses; certification for graduation; and the maintenance of records and provision of advising services.

   Under the general supervision of the Administrative Officer, the functional responsibilities include budgeting and expenditure controls; purchasing and property management; personnel management and transactions; and various auxiliary services; and the administration of extramural research grants.

3. **Instructional Faculty**

   **Travel Industry Management**

   The travel industry management’s instructional faculty is composed of faculty members teaching in the fields of hotel, restaurant, and tourism management. Areas of teaching include; hotel management, marketing, restaurant and club management, institutional purchasing, quantity food production, food service systems management, economic, social, cultural and environmental factors in tourism, resort development and travel agency management. Specialist positions support the internship program, which is a degree fulfillment requirement, for all majors in TIM, assist in academic advising and recruitment, and develop and coordinate the TIM Neighbor Island Programs which, in consultation with the Department of Labor and Industry Relations Tourism Training Council, conduct seminars on the neighbor islands to provide continuing education opportunities for working adults in the travel industry.
Transportation
The transportation management's instructional faculty is composed of faculty members teaching in the areas of transportation, logistics, air travel management, transportation and public policy, and international transportation.

All of the instructional departments, including internship, have integrated components into their core curriculum in order to support the strategic thrust of the University of Hawaii at Manoa.

4. Tourism Research Division

The research and training functions of the School are performed through the tourism research division which conducts research studies and training in key areas to support the instructional faculty and activities of the School. The research functions include:

Conducting research, collecting and disseminating the findings and results to the academic, governmental, and private communities; facilitating the research and training activities of faculty and administration in locating grant support and other assistance; maintaining a comprehensive research and resource facility; providing research and training services to the community, government and industry; maintaining linkages with other research units and programs; assisting in the integration of research activities in TIM curriculum development, coursework, and graduate programs; and providing internal research support as a staff function in TIM.