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 hospitality, tourism, and transportation management. The School is responsible for the teaching, research, and public service activities in these fields. Responsibilities include recruitment, retention, and improvement of faculty and staff, the development of the academic content of new courses and programs; the maintenance of the academic quality of all degree programs and courses; the overall academic development of the School budgets, course schedules, teaching assignments, and 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. The Dean, in cooperation with the UH Foundation, is also responsible for the fund development activities of the School.

2. Student Services

Advises students on curricula matters, oversees the internship and career development activities of the school, scheduling of courses, support to faculty in curricula matters, the recruitment, review, and processing of applications for enrollment in the School at the undergraduate levels; the preregistration and registration of students in courses; certification for graduation; and the maintenance of records and provision of advising services.

3. Administrative Services

Oversees budget and financial controls; purchasing and property management; personnel management and transactions; and various auxiliary services; and the administration of extramural research grants.

4. Travel Industry Management Faculty

The travel industry management's instructional faculty is composed of faculty members teaching in the fields of hospitality, tourism and travel management. Areas of teaching include: hotel and resort management, marketing, restaurant and club management, institutional purchasing, food service systems management, quality management, destination planning and management, travel agency management, logistics, air travel and crews management, transportation public policy and international transportation planning and management. Specialist positions support the internship program, professional development, research and consultancy service, knowledge management and distributed learning activities.

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All of the instructional emphasis areas, including internships, integrate their components into the School's core curricula in order to support the strategic thrust of the University of Hawai‘i at Mānoa.

Other functions of instructional faculty may also include the serving as academic advisor to students, conduct of research and other scholarly activities, serving on University committees, rendering service to the professional or lay community, participation in curriculum development activities including the development of curricular materials and special instructional methods.

The consultancy, applied research and training functions of the School are performed through the Professional Development and Research Consultancy positions which conduct research studies and training in key areas to support the instructional faculty and activities of the School. The research functions include the conduct of 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 into TIM curriculum development, coursework, and graduate programs; and providing internal research support as a staff function in TIM.
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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, restaurants 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 in the neighbor islands to provide continuing education opportunities for working adults in the travel industry.

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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.

SUPERSEDED

Date MAY 21, 2004