STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANO'A
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
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, overseeing 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 crew 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 curriculum 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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