STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF TRAVEL INDUSTRY MANAGEMENT

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNTM

The School of Travel Industry Management prepares students for professional and managerial careers and leadership in Hawaii and the Pacific area in the field of Travel Industry Management. The School is responsible for the instructional, research, and professional and public service activities in the field, which encompasses hospitality, tourism, and transportation management. Responsibilities of the Office of the Dean include the maintenance of the academic quality of all degree programs and courses; the development of the academic content of new courses and programs; enrollment management; recruitment, retention, and improvement of faculty and staff; and the overall academic development of the School, including budgets, course offerings, teaching assignments, and research; and the administration of University policies and regulations as applicable.

The Dean is also responsible for public relationships with other academic institutions; community organizations; schools; 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 advisory faculty committees. The Dean, in cooperation with the UH Foundation, is also responsible for the fund development activities of the School.

Advisory Group to the Dean:

TIM Advisory Board: Comprised of industry leaders in the private and public sectors, this group provides advice and insight to the Dean on local, national, and international industry trends as well as support for school activities.

STUDENT SERVICES – Org Code: MASSTM

Provides academic advising and counseling to students; provides recruitment, review and processing of applications for undergraduate students; administers the internship and career development activities of the school; course scheduling; supports faculty on curricular matters; and handles the preregistration and registration of students in courses, certifications for graduation, the maintenance of records and provision of advising services.

ADMINISTRATIVE SERVICES – Org Code: MAASTM

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

TRAVEL INDUSTRY MANAGEMENT – Org Code: MATIM

The School of 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, services marketing, restaurant and club management, events planning, food service systems management, facilities design and operations, service quality
Center for Tourism Policy Studies – ORG CODE: MACIPS

Conducts research for academic, governmental, and industry use, other	
Conducts research in tourism-related areas.

Technical assistance and other outreach community services in tourism-related

Conducts research on university committees and other professional local, national,

Conducting research and presenting research findings, solution of funding

Other duties of instructional faculty may include curriculum development activities.

Workforce shortage needs into the future.

Hawaii as a state, as well as those roles as being identified as strategic

Consulting with the strategic thrust and grand mission of the University of

Integrating into the ITM Schools core curriculum and informing program. This is

All of the three emphasize areas of hospitality, tourism and transportation are

Management and distributed learning activities.

Intensive program, professional development, research and knowledge

Faculty positions also support the
to transportation and supply chain management, international tourism and
cultural and Leisure asset of tourism, distribution systems and logistics,

desorption planning and management, sustainable tourism principles, socio-
management, information technology and research methods in tourism,