I. **Summary of Overall Responsibilities**

Provides academic leadership to and general coordination of all academic and instructional programs and scholarly activities of the Manoa campus of the University. This is a statewide function as UH Manoa is the only comprehensive university in the State offering graduate and professional degrees. Serves as Acting President in the President's absence.

II. **Major Functions For Which Responsible**

A. Exercises academic leadership, and stimulates and encourages improvements in all instructional and related programs and activities of the Manoa Campus.

B. Recommends and implements campus policies for academic programs, curricula, academic personnel, faculty development, and related academic matters in accordance with University and campus priorities.

C. Develops means of improving courses of study in response to the needs of the students and changing educational or professional requirements.

D. Develops, measures, improves and oversees academic standards for degree and special programs.

E. Provides for evaluation of academic programs, including activities related to accreditation of the institution and its programs.

F. Implements ways of attracting and retaining a faculty of high quality.
G. Provides interpretation and implementation of existing personnel policies and procedures relating to appointments, promotion, tenure, contract renewal, leaves, retirement, stipends, etc. Participates in the formulation of personnel policy affecting faculty. Develops and disseminates guidelines and procedures for promotion and tenure review, and oversees the review process. Shares responsibility with the campus Equal Employment Opportunity officer in the enforcement of Equal Employment Opportunity regulations regarding faculty hiring. Reviews and approves faculty appointments, requests for sabbatical leave, requests for leave without pay.

H. Directs the operations of the Computing Center serving instructional, research and other academic and administrative programs.

I. Oversees the operations of the University Press of Hawaii.
Major Functions for Which Responsible

- Coordinates evaluation and assessment of academic programs.
- Coordinates the development and management of new academic programs.
- Develops and evaluates new degree proposals and program changes.
- Coordinates reallocation of Manoa instructional positions.
- Recommends space and resource allocations.
- Advises on outreach programs, including telecommunications.
- Coordinates the operations of the Computing Center on behalf of the Vice President for Academic Affairs.
- Coordinates Army and Air Force ROTC programs on behalf of the Vice President for Academic Affairs.
- Coordinates Instructional Resources Service Center on behalf of the Vice President for Academic Affairs.
- Liaison to Dean of Graduate Education.
- Completes special assignments for the Vice President for Academic Affairs.
ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS
(Manoa Faculty and Curricular Affairs)

Major Functions for Which Responsible

- Develops guidelines and procedures for promotion and tenure review, and oversees the review process.

- Responsible for interpretation and implementation of personnel policy affecting faculty.

- Develops means of improving courses of study for undergraduate degree programs, including the undergraduate core requirements.

- Accreditation liaison officer for the Manoa Campus with the Western Association of Schools and Colleges.

- Responsible for articulation with other campuses in the University of Hawaii system.

- Coordinates the development and management of new academic programs.

- Coordinates the development of the budget priorities for Manoa instruction and academic support.

- Liaison for all Manoa library resources.

- Coordinates the Center for Asian and Pacific Studies on behalf of the Vice President for Academic Affairs.

- Coordinates the University of Hawaii Press on behalf of the Vice President for Academic Affairs.

- Completes special assignments from the Vice President for Academic Affairs.
I. PROGRAM OFFICERS FOR ACADEMIC AFFAIRS

Academic Support Program Officer

Major functions are:

- Academic support for catalog, course approvals, scheduling, academic procedures and faculty advising.
- Coordinates teaching, other academic awards and scholarships, and educational improvement funds.
- Coordinates programs for faculty and staff development.
- Liaison to the Office of Vice President for Student Affairs.
- Articulation with Community Colleges for undergraduate curriculum.

Personnel, Policy and Planning Officer

Major functions are:

- Provides staff support for the implementation of Units 7 and 8 collective bargaining agreements with the University of Hawaii at Manoa. Works with system negotiating staff on the formulation of contract proposals and negotiating strategy.
- Reviews faculty appointments, requests for sabbatical leave and requests for leave without pay.
- Coordinates faculty salary adjustments.
- Liaison to Equal Employment Officer for the Manoa Campus.
- Liaison to the Vice President for Administration.
- Liaison to the Office of the Associate Vice President for Planning, Policy and Budget.
New and Special Program Development Officer

Major functions are:

- Provides staff support for the development and management of new and special academic programs.
- Monitors and coordinates Manoa Academic Affairs legislative activities.
- Liaison to the Vice President for University Relations.
- Liaison to the University of Hawaii Foundation.