NEW OR REVISED FUNCTIONAL STATEMENTS

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. 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, rational, 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 Assistant Dean, 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; 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.

APPROVED BY THE UNIVERSITY
BOARD OF REMENDS

SEP 21, 1998
Date
3. Instructional Faculty

The School of Travel Industry Management is composed of faculty members teaching in the fields of hotel, restaurant, tourism, and transportation management. This School is responsible for the teaching, research, and public service activities in these fields. One specialist position supports the internship program, which is a degree fulfillment requirement, for all majors in TIM.

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.