



ACADEMIC LEADERSHIP

35%

Provides balanced academic and entrepreneurial leadership to position the School as a world leader in management education, training and research in the areas of hospitality, tourism and transportation.

Positions the School to become one of the primary resources of professional services and information to local, national and international organizations.

Focuses the School's programs and services toward uniquely filling the travel industry management needs of the Asia-Pacific region.

Establishes an environment that encourages quality research; solicits research and training contracts; acts as a principal investigator for grants when appropriate.

Ensures a relevant and cutting-edge curriculum in all offered programs and services.

Oversees the School's Center for Tourism Policy Study and Training.

Oversees student and academic services, including student recruitment and undergraduate internship program.

ADMINISTRATION

25%

Administers overall operation of the TIM School including the development and implementation of long-range and immediate objectives and budgets and responsiveness to statewide issues and initiatives related to travel industry management.

Oversees the Gee Technology Learning Center, computer facilities, Sunset Reference Center, distance learning initiatives and School's web site.

Serves as the School's liaison and maintains cooperative relationships with other academic programs at UH Mānoa and throughout the UH system; manages UH community colleges articulated agreements.

Manages assigned instructional space in George Hall including periodic upgrading and reconfiguration of facilities and equipment to serve changing instructional, student and staff needs using external resources

ASSESSMENT AND EVALUATION

20%

Assesses, monitors and assures compliance with accreditation and other academic reviews.

Works with the TIM Faculty Council in the continuous review, revision and development of programs and curricula for degree and certificate programs.

Directs faculty, especially junior faculty, in developing individual plans that require evaluation and decisions.

Oversees assignments of TIM faculty and staff; directs recruitment, tenure and promotion reviews.

EXTERNAL RELATIONS AND FUNDRAISING

20%

Continues to develop a strong relationship with industry locally and worldwide to ensure currency and relevancy of curriculum; works closely with the TIM Advisory Board/Council and other industry leaders.

Works closely with statewide organizations such as the Hawai'i Tourism Authority, Hawai'i Visitors and Convention Bureau, Chamber of Commerce and others to promote the health and sustainability of tourism.

Develops and maintains cooperative relationships with city/county, state, federal, and foreign governments or agencies; business and community organizations or groups; and colleagues worldwide in the area of travel industry management

Actively directs the resource development and fundraising initiatives of the School.

Builds and directs an active and influential alumni component; maintains close and effective relationships with TIM alumni branch chapters.

IV. LIST OF DIRECT REPORTS

In accordance with the official organization chart.

V. NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED

Work is performed under the general supervision of the UH Mānoa Vice Chancellor for Academic Affairs with opportunities for the exercise of independent judgment and initiative, as well as substantive decision making under broad policy and general operational guidelines as set forth by the Board of Regents, other University guidelines and applicable state and federal policies and guidelines.

VI. NATURE AND EXTENT OF CHECK OR REVIEW OF WORK

Leadership and program results achieved are reviewed on a regular basis by the Vice Chancellor for Academic Affairs, the Chancellor, state and federal agencies, and/or external audits. Annual reports are provided to the Accreditation Commission for Programs in Hospitality Management (ACPHA).

VII. DESCRIPTION OF CONTACTS WITH OTHER DEPARTMENTS OR UNIVERSITY ORGANIZATIONS, OUTSIDE ORGANIZATIONS, AND THE GENERAL PUBLIC

The dean provides professional leadership and represents the School of Travel Industry Management and the University in the educational community locally, nationally, and

internationally. In fulfilling that role, the dean works with UH System and UHM executives, administrators, faculty, staff, students, legislators, state and federal personnel, foundations and donors, and members of the community. The dean's responsibilities also involve extensive contact and dialogue with educational partners, especially industry leaders in hospitality, tourism and transportation industries and the TIM Advisory Board/Council.

#### VIII. MINIMUM QUALIFICATIONS

1. An earned master's degree in hospitality management, tourism management, transportation management, business or travel-related field or equivalent combination of degree(s) and substantial professional experience
2. A distinguished record of academic and/or professional achievements sufficient to qualify for tenure
3. Successful administrative experience at the collegiate level or the equivalent professional experience
4. Demonstrated leadership skills
5. Knowledge of contemporary issues in hospitality, tourism, transportation and the academic environment
6. Successful record of external fund raising

#### IX. DESIRABLE QUALIFICATIONS

1. An earned doctorate in hospitality management, tourism management, transportation management, business or travel-related field or equivalent degree is highly desirable
2. Expertise and knowledge of tourism and hospitality development in the Asia-Pacific region
3. Prior field or industry experience in an executive capacity
4. Sensitivity and perceptiveness necessary to function successfully in a multi-cultural and multi-ethnic environment
5. Proven interpersonal and communication skills
6. Excellent rapport with industry leaders
7. Teaching and research experience in hospitality, tourism and/or transportation management

Revised: October 9, 2008