General Education Office and Director Responsibilities

The General Education Office (GEO)
The Mānoa Faculty Senate, which is ultimately responsible for the quality and content of Mānoa’s curriculum, has delegated responsibilities with respect to the General Education (GenEd) curriculum to its General Education Committee (GEC) and associated boards. The General Education Office (GEO) was established by the Mānoa Faculty Senate and the UHM Chancellor’s Office to assist the GEC with implementation of policies and development of procedures for the GenEd curriculum, as adopted by the Mānoa Faculty Senate on December 8, 1999. The GEO is administratively attached to the Office of the Vice Chancellor for Academic Affairs (OVCAA). The Director of GEO is appointed by the OVCAA and Mānoa Faculty Senate Executive Committee to oversee the GEO. The primary functions of the GEO include the following:

1. coordinating the solicitation and review of GenEd course proposals, including distribution, collection, and processing of necessary forms;

2. providing accurate listings of GenEd requirements and courses in the UHM Catalog and Class Availability (online);

3. developing and maintaining the GenEd websites;

4. collecting and reporting data on GenEd courses to assist faculty groups in making informed decisions;

5. maintaining records of the GenEd program, including policy decisions and implementation procedures, minutes of meetings, course records;

6. providing administrative and clerical support for the faculty groups; and

7. coordinating faculty development and training with regard to GenEd, including appropriate attention to oral and written communication.

The Director of the General Education Office
The GEO Director will

1. oversee the staff of the General Education Office and ensure the GEO fulfills its primary functions;

2. devise and determine procedures for implementing GenEd curricular policies in consultation with GEC and its associated boards;

3. play a key role in the development and implementation of GenEd policy in collaboration with UHM colleges, departments, and offices;

4. work to ensure the GenEd curriculum adheres to requirements of external organizations;

5. work to ensure the GenEd program is consistent with efforts to improve graduation rates while maintaining high quality instruction;

6. with GEC chair, plan GEC meetings;

7. attend all GEC meetings and Focus Board meetings as needed;
8. communicate with the Office of Admissions, Records Office, Council of Academic Advisors, academic departments, faculty members teaching GenEd courses, and other UHM groups/units as appropriate;

9. work collaboratively with faculty and administrators within UH as well as with partner institutions on articulation policy and implementation related to GenEd courses;

10. guide and promote GenEd assessment activities in consultation with the GEC, its associated boards, the Mānoa Assessment Committee, and the Assessment Office;

11. formulate budget requests and manage the GEO budget;

12. update the SEC and OVCAA on GEO activities and needs.

The Director will be
• a tenured member of the UHM faculty,
• appointed for 3 years, with annual review by OVCAA and the SEC and possibility of continuation, and
• available for a full-time 11-month faculty appointment (negotiable).