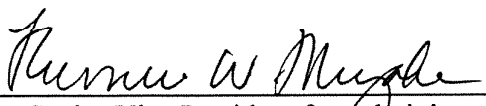


ASSISTANT VICE CHANCELLOR FOR ACADEMIC AFFAIRS (UHM)

This is advanced administrative work associated with serving as an Assistant Vice Chancellor for Academic Affairs, UHM in working collaboratively with Deans, Directors and faculty in the creation and development of academic programs and policies. Work involves responsibility for the promotion, design, implementation and coordination of academic programs designed to support a faculty/student/research centered university; assistance in formulating innovative strategies and policies in response to the changing nature of higher education in the United States and the world; the preparation, coordination and interpretation of academic program operational and administrative policies, procedures, guidelines, rules and regulations; the analysis and evaluation of academic program requests and proposals involving the allocation or reallocation of resources, initiation or termination of programs, alternative program operations or directions; the oversight of academic program personnel administration; the conduct of research and analysis of academic programs and issues resulting in the preparation of position papers, technical analyses, studies and reports in response to inquiries from the Board of Regents and legislature; the provision of definitive interpretation for the University of policies, procedures, requirements as they relate to academic affairs, program administration and operations; the formulation of academic policy based on consultation with a variety of executives, administrators, faculty, staff and students; the provision of staff support in the fulfillment of a variety of administration responsibilities of the Office of the Vice Chancellor for Academic Affairs, UHM; serving as representative of the Office of the Vice Chancellor for Academic Affairs, UHM to individuals, groups, and organizations within and outside the University; and the assumption of administrative and management responsibilities of the Vice Chancellor including the direction of the Office of the Vice Chancellor for Academic Affairs, UHM, as designated by the Vice Chancellor, in the event of the Vice Chancellor's absence.

Work involves extensive collaboration with UHM Vice Chancellors as member of the management team, working with the Chancellor to create a faculty/student/research centered campus, and considerable contact with senior executives, administrators, the Board of Regents, legislators, State executives and representatives of the community. Work requires knowledge of academic programs and academic program planning and evaluation techniques, and the ability to interpret and apply administrative policy statements to variety of unrelated situations, to conduct and prepare program analyses, to communicate effectively, and the ability to establish effective working relations with a variety of personnel. Work is reviewed by the Vice Chancellor through observation of results achieved.

The amendment and retitling of the class Assistant Vice President for Academic Affairs to Assistant Vice Chancellor for Academic Affairs (UHM) is effective August 15, 2001.

for 
Senior Vice President for Administration
AUG 15 2001