

ASSISTANT VICE PRESIDENT FOR RESEARCH AND GRADUATE EDUCATION

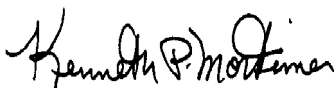
Definition

This is executive management work in planning, developing, coordinating and directing the University of Hawaii's research and graduate academic programs. Work involves serving as the principal assistant to the Senior Vice President for Research and Dean of the Graduate Division (SVPRDGD) in overseeing and providing executive leadership in the development of new research initiatives; establishing approved of new research and graduate programs. These duties include developing long-range and short range plans and policies for research and graduate education programs; preparing, administering and interpreting research and graduate education programmatic, operational and administrative policies, procedures, guidelines, rules and regulations; recommending and formulating the Office of the Senior Vice President for Research and Dean of the Graduate Division's (OSVPRDGD) position on various research and graduate education policies; reviewing and making recommendations on programs' requests and proposals to modify program operations or directions; coordinating and overseeing reviews of programs reporting to the SVPRDGD; coordinating relevant academic affairs activities with the Office of the Senior Vice President/Executive Vice Chancellor; leading and conducting research and analyses for special projects and studies of research and graduate education programs; and formulating the responses and institutional position on various issues in research and graduate education as reported by state and federal agencies.

Work includes serving as liaison between the OSVPRDGD and all campus units reporting to the SVPRDGD; providing academic leadership and staff support in the fulfillment of a variety of administrative responsibilities of the OSVPRDGD; and representing the SVPRDGD to individuals, groups, and organizations within and outside the University.

Work includes considerable contact with senior executives, administrators, faculty and staff in the University system. Board of Regents, legislative committees and their staffs, State and Federal agencies, and the general public. Work requires knowledge of academic programs and organized research programs and its requirements as well as related administrative structures, systems, and policy formulation processes. The work requires the ability: to establish and maintain effective and responsible work relationships with a wide range of constituencies within and outside the University including a variety of research agencies; to conduct and prepare program analyses; to communicate effectively; and to exercise extreme tact, diplomacy, initiative, and sound judgement. Work is performed with wide latitude for the exercise of judgement and initiative and is reviewed by observation and analysis of results obtained.

The establishment of the new class, Assistant Vice President for Research and Graduate Education, its pricing at M10-E, and its designation as academic, was approved by the Board of Regents on 01-17-97.



Kenneth P. Mortimer
President, University of Hawaii and
Chancellor, University of Hawaii at Manoa

December 9, 1996

Date