The University of Hawai‘i at Mānoa, a Carnegie I Research University, invites applications for a new position in the University, that of Dean of Undergraduate Education. This Dean will be specifically concerned with the quality of the undergraduate experience at Mānoa and will report directly to the Office of the Senior Vice President and Executive Vice Chancellor. Currently, there are some fourteen Colleges which serve some 12,000 undergraduates, each with a Dean who reports to the Senior Vice President.

This Office will have two complementary functional responsibilities: Academic Services and Enrollment Management.

Academic Services: The Dean will have oversight responsibilities for all curricular matters pertaining to undergraduates including: management and assessment of the Manoa core required of all undergraduates, and promotion and development of recently initiated learning communities which will, ultimately, serve all freshmen. The Dean will work in collaboration with University Departments and other Deans in allocating resources to assure that the sometimes diverging goals are being met as efficiently as possible. In addition, the Dean will supervise academic advisement and support of all unclassified students, address the needs of transfer students, promote development of the Mānoa Honors program and oversee a number of existing programs, including: Liberal Studies, Mānoa’s all-University interdisciplinary BA program, the Mānoa Writing Program, Mānoa’s writing-across-the-curriculum program, and Service Learning. It is expected that the Dean will provide highly motivated pro-active leadership as regards undergraduate education at Mānoa, including the development of faculty incentives and promotion of research-directed undergraduate teaching and learning.

Enrollment Management: This is also a newly created office which re-assembles some existing Manoa offices. Led by a Director who reports to the Dean, its goal is to assure effective recruitment, admissions, orientation, and retention.

More generally, the goal of the Office of Undergraduate Education is integrate the student into the University’s academic culture and to make the undergraduate experience at Mānoa a meaningful, seamless, interwoven set of activities, from recruitment to the freshman experience, to the development of a major interest, to a decision to pursue Honors or to study abroad.

Candidates should possess a substantial record of experience, both teaching and administrative, in undergraduate education. The candidate should have experience working with a highly diverse undergraduate student body, expertise in innovative learning environments and familiarity with emerging technologies, and demonstrated experience in program innovation and development. The Dean, who is expected to be strong advocate
for undergraduate teaching and learning, needs to be strong academician and leader who possesses outstanding communicative and interpersonal skills.