

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE CHANCELLOR

FUNCTIONAL STATEMENT

I. INTRODUCTION

- A. Overview: The Chancellor ensures that academic, instructional, research, and extension service excellence is achieved; ensures that policies and goals of the President and the Board of Regents are implemented effectively; develops and executes strategic plans and missions of the University of Hawai‘i at Mānoa campus; promotes effective and efficient use of resources including attracting and retaining faculty of the highest caliber, fostering and encouraging superior instruction and research as the State’s sole research institution; champions higher education for the people of Hawai‘i; advances research efforts and applications including preeminent internationally recognized programs; and directs through Deans and Directors the academic and non-academic programs of the University of Hawai‘i at Mānoa.
- B. Office Positions: The Chancellor is supported by the five (5) Vice Chancellors, the Vice Chancellor for Research, Students, Finance and Campus Operations, Academic Affairs, and Administration and Budget. In addition, the Faculty Senate, and the Mānoa Leadership Team shall support and advise the Chancellor accordingly.
- C. Authority: The Chancellor shall serve as the Chief Executive Officer of the University of Hawai‘i at Mānoa and shall have authority to plan, organize, direct, and control the development of instructional, research, extension, public service, business management, and support programs and services of the University of Hawai‘i at Mānoa. This is achieved through the authority to allocate or reallocate budgets, execute documents on behalf of the University of Hawai‘i at Mānoa, develop and promulgate policies, expend funds for the development and maintenance of the campus, and take appropriate action to improve and better direct the University of Hawai‘i at Mānoa.
- D. Relationships to the Chancellor: The Chancellor provides leadership and direction to Mānoa deans and directors, faculty, staff, and students to ensure achievement of excellence in academic, research, and campus services. Furthermore, the office works with the President and system offices to assure that the campus is in compliance with applicable policies and procedures.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE CHANCELLOR

In pursuit of the goals and strategic plans set forth by this office, the Chancellor as the chief executive officer of the University of Hawai‘i at Mānoa leads a team of executives, who bring together the purpose and common goal of administering quality higher education for the State of Hawaii and the University of Hawaii at Mānoa. The Chancellor’s Office coordinates and administers major academic units and research programs of the Mānoa campus as well as provides leadership and direction to Mānoa’s faculty, staff, students, and constituencies.

The Chancellor’s Office provides the following services:

- Serves as the Office of the Chief Executive of the University of Hawai‘i at Mānoa.
- Provides executive leadership in developing, planning, and administering the operations of the University of Hawai‘i at Mānoa campus.

- Provides guidance to deans, directors, faculty and staff on various academic and non-academic programs for the University of Hawai‘i at Mānoa.
- Plans, directs, and coordinates the development of long-range plans and programs designed to improve the quality of education, research activities, and services provided.
- Oversees the implementation of approved plans, policies, guidelines and procedures as set forth by the Board of Regents and the President in ensuring the continuing excellence of the University of Hawai‘i at Mānoa programs.
- Ensures effective and efficient administrative operations and programs/curriculum development for the University of Hawai‘i at Mānoa with a strong commitment to equal opportunity and affirmative action.
- Makes policy recommendations to the President on a wide variety of issues designed to advance the mission of UHM.
- Serves as Mānoa’s chief academic officer with responsibility overseeing the development, planning, implementation and evaluation of instructional, research and service missions and programs.
- Oversees the University of Hawai‘i at Mānoa’s faculty affairs as it relates to academic staffing plans, program, resource allocations, workload plans and standards, and other faculty affairs.
- Oversees the development and implementation of campus wide instructional and research policies and procedures through vice chancellors, deans and directors.
- Provides executive leadership in the University’s research, training, and graduate education programs.
- Determines direction and priorities in response to new research and training goals.
- Provides executive leadership and direction to administrators, faculty, and staff by establishing goals and objectives, and ensuring that day-to-day operations and activities are executed in conformity with governing policies, procedures, and guidelines.
- Allocates and reallocates resources.
- Confers with senior University executives, administrators, faculty, students, interest groups, State and Federal agencies, legislators, and the community relative to planning, developing, and implementing the University of Hawai‘i at Mānoa’s programs.
- Prepares and presents both oral and written testimony on University of Hawai‘i at Mānoa matters to the Board of Regents, Legislature, Federal and State Agencies and community groups.
- Plans, directs, and coordinates internal and external fund-raising activities.
- Develops and maintains effective relations with the community, legislature, other University of Hawai‘i campuses, internal and external organizations.
- Serves on regional and national boards and commissions relating to postsecondary education as the University of Hawai‘i at Mānoa’s representative.