

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

FUNCTIONAL STATEMENT

I. INTRODUCTION

- A. **Overview of the Office:** The Office of the Vice Chancellor for Academic Affairs has leadership responsibilities for the planning, direction, development, coordination, and management of the undergraduate and graduate academic programs of the University of Hawai'i at Mānoa. The Vice Chancellor for Academic Affairs (VCAA) serves as the chief academic officer of the campus and the principal policy advisor to the Chancellor on academic matters.
- B. **Office Positions:** The VCAA is supported by an Associate Vice Chancellor, a dean of graduate studies, a dean of undergraduate studies, four Program Officers, a Secretary IV, and a Secretary III.
- C. **Authority:** The VCAA has the authority to develop new academic programs, to review and determine the continuing status of existing programs, to develop and promulgate academic and academic personnel policies for compliance by all academic units, to rule on faculty complaints, grievances, and disciplinary actions on behalf of the Chancellor, and to take actions to improve the academic programs and climate of the campus. Administrative support and leadership is provided to selected academic or academic support units that are not assigned to a College or School. Examples are the Study Abroad Center, the ROTC Programs, the Office of Faculty Development and Academic Support, and the UH Press.
- D. **Interaction with other UHM Vice Chancellors:** The VCAA works with the Vice Chancellor for Research to ensure that the graduate and research programs of the academic units are provided with the best possible support; with the Vice Chancellor for Administration and Budget to ensure responsible allocation and expenditure of financial resources, to ensure that the academic programs are well-represented in the media, that personnel actions taken are reasonable and compliant; with the Vice Chancellor for Finance and Campus Operations to ensure that academic programs have access to the best information technology available at the University and to ensure that physical facilities are adequate for instructional needs; and with the VC for Students to ensure optimal support of students in the academic programs.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

In support of the Chancellor, the Office directs the development of governing policies, the conduct of program planning and assessment, the determination of directions and setting of priorities in response to new opportunities, the formulation of Mānoa goals and objectives, and the allocation and reallocation and management of academic programs and units.

The Office is actively involved in encouraging and developing new academic initiatives, in establishing new undergraduate and graduate programs, and in assessing existing academic programs and units.

The Office of the VCAA provides the following services:

- Coordinates the activities of the academic units and programs through the academic deans and directors, including the deans of Undergraduate and Graduate Studies; establishes academic standards for instructional programs and scholarly activities.

- Coordinates the academic personnel functions for the campus including faculty tenure and promotion review, review of tenured faculty, administering contract provisions, Executive directions, and Board policies; serving as Chancellor's designee for complaints, grievances, and disciplinary actions; participating in formulation of contract proposals and negotiating strategy.
- Provides advice and support for new academic initiatives from the formative phases through Board of Regents approval and implementation.
- Serves as the campus academic liaison with the Western Association of Schools and Colleges; maintains oversight of reviews by specialized accrediting agencies; conduct internal reviews of existing academic programs, including coordinating terminations of existing programs, implements campus-wide assessment program.
- Leads in the preparation and implementation of the Mānoa Strategic Plan; coordinates updates.
- Coordinates academic affairs of UHM with the University of Hawai'i system including promoting systemwide transfer of courses and degrees, participating in systemwide discussion with senior academic executives, developing system articulation agreements, collaborating with other campuses in establishing programs, policies, strategic plans, and system budgets.
- Plans and directs the undergraduate and graduate commencement ceremonies.
- Directs the development and implementation of programs that make full use of appropriate technologies and methods of delivery of educational and academic support services; manage the review and approval of distance delivered programs.
- Assists in the preparation and execution of the UHM budget; advise on policies and procedures to redistribute funds and positions; determine resource needs of new programs and recommend plans for securing resources; participates in determining campus priorities for CIP projects.
- Selects/appoints UHM representatives to various external and internal boards and committees associated with University academic programs.
- Serves as the UHM source of expertise on the subject of academic programs and activities.
- Serves as the Chancellor's representative for academic programs with a variety of individuals, groups, and agencies, both inside and outside the UH at Mānoa, such as Federal and State agencies, other higher education institutions, legislators, and the general public, which have the potential to take actions that impact UHM academic programs and capabilities.