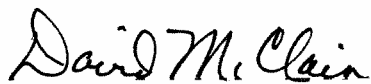


## ASSOCIATE DEAN, UHM

The Associate Dean is a key member of the Dean's management team and is charged with planning, developing and directing the instructional and academic programs and/or major research efforts of a Mānoa college/school. Work involves responsibility for assisting the Dean in planning, developing and directing new initiatives and programs in the respective area of assignment; analyzing, reviewing and coordinating the development, modification and refinement of curricular offerings; preparing program analyses; recruiting, mentoring, retaining and evaluating faculty; assisting in formulating innovative strategies and policies relating to the program assignment; developing grant proposals or reviewing, analyzing and editing research proposals prepared by faculty; evaluating degree requirements and ensuring requisite intercollegiate and interschool coordination relative to cross-disciplinary core requirements; developing plans and program proposals for the establishment of multi-disciplinary degrees; securing resources; overseeing and managing the accreditation process; and participating directly in the implementation of academic and research program policies and procedures. A position in this class may be assigned responsibility for the direction, development and coordination of graduate policies and programs.

Work involves extensive collaboration with the Dean as a member of the management team, and considerable contact with executives, campus administrators, faculty and staff, students, research unit staffs, professional societies and organizations, accrediting agencies, representatives of government agencies, and community groups. Work requires knowledge of academic programs and/or organized research programs in the area or field of study to which the assignment is made; administrative structures, systems and policy formulation processes; and program planning and evaluation techniques. Work requires the ability to interpret and apply administrative policy statements to a variety of situations, conduct and prepare program analyses, communicate effectively, and exercise diplomacy, initiative and sound judgment. Work is performed under general supervision and is reviewed by observation and analysis of results obtained.

The amendment and retitling of the class Associate Dean for Academic Affairs to Associate Dean, UHM is approved effective 08/02/07.



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President, University of Hawai'i

08/02/07

Date