

## **DIRECTOR OF RESEARCH INSTITUTE**

The Director of Research Institute is a key member of the Chancellor's executive leadership team and is charged with providing academic and administrative leadership for an academic school/institute/center, serving as an active supporter and proponent of the missions and goals of the Mānoa campus and the University of Hawai'i system, and promoting the University's commitment to diversity, equity, and cultural values.

As the senior manager for an academic school/institute/center, the Director is the lead facilitator and coordinator of the academic, curricular, research and service programs, and is responsible for all school/institute/center administrative matters, including human resources management, space utilization, financial management, and budget planning and execution. The Director must ensure that the academic/instruction, research and service responsibilities of the faculty members and the duties and responsibilities of staff are performed at the highest level of achievement, to support and enhance the research endeavor; contribute to the community; and support the institution and the overall strategic missions of the school/institute/center. The scope of responsibility includes, but is not limited to, providing effective leadership, direction, and support in establishing, communicating, and achieving short- and long-term development goals and initiatives to promote the academic, research, and community service missions of the school/institute/center and the Mānoa campus; developing and maintaining excellence in research programs through the recruitment and retention of high quality faculty and staff; building positive faculty and staff morale; securing appropriate funding from State, Federal, corporate and private sources; ensuring active and productive annual giving programs in cooperation with The University of Hawai'i Foundation; promoting active communications with alumni; establishing positive, proactive relationships with potential donors and sponsors; and coordinating activities with local, national, and international organizations to promote the school/institute/center. The Director is also expected to actively engage in research, scholarship, and/or professional activity in the subject area of the respective school/institute/center. This expected commitment is in line with the academic and management nature of the position.

Inherent in the Director's leadership role as a senior member of the Chancellor's team is also the commitment and responsibility to ensure the advancement of the strategic plans of the University of Hawai'i at Mānoa (UHM) campus as well as that of the University of Hawai'i system. This includes assuring that the school's/institute's/center's overall goals and missions are aligned with and supportive of the UHM campus and University of Hawai'i strategic missions and development goals. While the Director is the administrative standard bearer for the school/institute/center, it is imperative that the overarching commitment be to the University of Hawai'i at Mānoa. As such, the Director must positively support the campus vision, mission, and goals and clearly articulate the broader perspective and responsibility to the faculty members and staff within the respective school/institute/center. The Director must judiciously balance the best interests of the school/institute/center with those of the campus, system, and community.

The Director is also responsible for promoting the University's commitment to diversity, equity, and cultural values. Given the unique character and location of the University of Hawai'i at Mānoa in the Pacific region, the Director is expected to embrace the cultural diversity of the University's constituencies, and become readily knowledgeable about the islands, its people, and Hawai'i's role in the international arena.

In accordance with the Board of Regents' action taken on January 17, 2003, this class is established effective January 21, 2003.



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President, University of Hawai'i

03/10/03

Date