

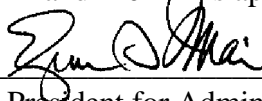
DIRECTOR OF UNIVERSITY OF HAWAI‘I CENTER

This is educational and administrative management work in directing all academic and administrative functions of a University of Hawai‘i Center, which can be characterized as a University without walls. The concept of a University of Hawai‘i Center is that of a UH presence in communities that otherwise lack access to programs offered elsewhere in the UH system. The Center is a site at which qualified students who are unable to travel to the UH campus offering their program of choice can enroll in courses or credential programs that are offered by one or more of the University’s accredited institutions. The University of Hawaii Center provides access to multiple disciplines, utilizing a variety of delivery strategies. The primary purpose of University of Hawai‘i Centers is instructional, and some may also serve as “receive” sites for various research and public service programs.

University of Hawai‘i Centers are not degree-granting institutions, but rather, facilitate access to existing degree programs. University of Hawai‘i Centers are not separately accredited, but their program offerings derive accredited status because they are provided by accredited UH campuses. University of Hawai‘i Centers are administratively attached to existing UH campuses, and the Provost of the respective campus is administratively responsible for the Center. The Director serves as the chief operating and academic officer of the University of Hawai‘i Center with responsibility for community needs assessment, ensuring infrastructure needs consistent with accreditation requirements. Infrastructure needs include services as facilities such as basic academic support (e.g., library, computing support); basic student services (general assistance with admissions, registration, and academic advisement); institutional; physical plant; facilities support; and core staff support to serve the clientele. The University of Hawai‘i Centers do not directly hire faculty to teach courses; all such faculty are hired by the originating campus and are subject to the personnel policies and procedures of the hiring campus. The originating campus is also responsible for all specialized student support and advisement.

The Director of University of Hawai‘i Center is responsible for program development, brokerage of courses with other campus provosts, deans and directors, course sequencing, scheduling and determination of delivery medium, basic student services, physical plan maintenance, and supervision of support staff. Responsibility for the planning, implementation and continuing operation of a viable mini-college is a salient portion of the duties of this class. Work requires considerable knowledge of educational administration as well as budgetary processes, program planning and evaluation, needs assessment strategies, developing and guiding the academic support program of a college and ability to effectively communicate with the various constituencies both internal and external to the University. Work is performed with wide latitude for independent judgment and is reviewed through consultation with the Provost and evaluation of program attainments and community acceptance.

The establishment of the class Director of University of Hawai‘i Center, its designation as academic, and its assignment to salary ranges M05-M and M04-M is approved effective March 1, 1997.



Senior Vice President for Administration

March 6, 1997

Date