

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF EDUCATION

MAJOR FUNCTIONS

I. Office of the Dean (Chart II)

- A. Provides executive/managerial direction and support to the primary programs of instruction and organized research and the support program of student services.
 - 1. Academic - Plans, organizes, and administers
 - a. Program curricula and course development
 - b. Program evaluation
 - c. Staff recruitment and development
 - d. Curriculum research, development and implementation
 - e. Outreach instructional and community service programs
 - 2. Administration - Plans, organizes, and administers
 - a. Budget development, allocation, and administration
 - b. Accounting for resources
 - c. Procurement and property management
 - d. Personnel
 - e. Other logistical support services

II. Student Services (Chart III)

- A. Administers the functions of recruitment, application, selection, and admission of undergraduate and Professional Diploma students.
- B. Provides counseling services, career guidance, and placement services to all students in the College.
- C. Conducts institutional research studies for program planning.
- D. Maintains accurate student records.

III. Instructional Departments (Charts IV to XII)

- A. Provides instruction for degree credit leading to the following educational objectives:
 - 1. Bachelor's Degree - Elementary Education, Recreation Leadership, and Secondary Education.