

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MAJOR FUNCTIONS

I. Summary of Overall Responsibilities

Provides academic leadership to and general coordination of all academic and instructional programs and scholarly activities of the Manoa campus of the University. This is a statewide function as the University of Hawaii at Manoa is the only comprehensive university in the State offering graduate and professional degrees. Serves as Acting President in the President's absence.

II. Major Functions for Which Responsible

- A. Exercises academic leadership, and stimulates and encourages improvements in all instructional and related programs and activities of the Manoa campus.
- B. Recommends and implements campus policies for academic programs, curricula, academic personnel, faculty development, and related academic matters in accordance with University and campus priorities.
- C. Develops means of improving courses of study in response to the needs of the students and changing educational or professional requirements.
- D. Develops, measures, improves and oversees academic standards for degree and special programs.
- E. Provides for evaluation of academic programs, including activities related to accreditation of the institution and its programs.
- F. Implements ways of attracting and retaining a faculty of high quality.
- G. Provides interpretation and implementation of existing personnel policies and procedures relating to appointments, promotion, tenure, contract renewal, leaves, retirement, stipends, etc. Participates in the formulation of personnel policy affecting faculty. Develops and disseminates guidelines and procedures for promotion and tenure review, and oversees the review process. Shares responsibility with the campus Equal Employment Opportunity officer in the enforcement of

Equal Employment Opportunity regulations regarding faculty hiring. Reviews and approves faculty appointments, requests for sabbatical leave, requests for leave without pay.

- H. Directs the operations of the Computing Center serving instructional, research and other academic and administrative programs.
- I. Oversees the operations of the University of Hawaii Press.