

FUNCTIONAL STATEMENT
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES

Dean of the College of Arts and Humanities

The Office of the Dean of the College of Arts and Humanities directs and coordinates the activities, curricular, personnel and budget affairs of the College of Arts and Humanities and its ancillary support components including budget management, program management, staff supervision, community relations, grievance and litigation, and travel.

The Dean reports to the Office of the President of the University and functions with the authority delegated by the President.

Dean of the College of Languages, Linguistics and Literature

The Office of the Dean of the College of Languages, Linguistics and Literature directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, program management, staff supervision, community relations, grievance and litigation and Travel.

The Dean reports to the Office of the President of the University and functions with the authority delegated by the President.

Dean of the College of Natural Sciences

The Office of the Dean of the College of Natural Sciences directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, program management, staff supervision, community relations, grievance and litigation and travel.

The Dean reports to the Office of the President of the University and functions with the authority delegated by the President.

Dean of the College of Social Sciences

The Office of the Dean of the College of Social Sciences directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, program management, staff supervision, community relations, grievance and litigation, and travel.

The Dean reports to the Office of the President of the University and functions with the authority delegated by the President.

Functional Statement
College of Arts and Sciences

- 2 -

Council of Arts and Sciences Deans

The Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, the College of Social Sciences, and the College of Natural Sciences comprise the Council of Arts and Sciences Deans, a body which is responsible for the planning and coordination of Colleges of Arts and Sciences programs. The Chair of the Council represents the Colleges externally as appropriate, including close liaison with the Office of the Vice President for Academic Affairs and the President of the University.

The Council, through its Chair, directs the Colleges of Arts and Sciences service programs headed by the Associate Dean for Academic Affairs and the Associate Dean of Student Academic Services.

Associate Dean for Academic Affairs

The Associate Dean for Academic Affairs is the academic staff officer for the Colleges of Arts and Sciences, with responsibility, in coordination with the Council of Arts and Sciences Deans and its Chair, for curricular coordination throughout the Colleges of Arts and Sciences, especially in the general education requirements, and for administering the Freshman Seminar Program, the Liberal Studies Program, and the Honors Program, including administrative and support services. The Associate Dean provides general academic assistance to the Council and to the individual College Deans on academic matters, including, as appropriate, representing them on University committees, serving as acting dean during absence of a College Dean, coordinating College Senate affairs, and other academic duties as assigned, including but not limited to program reviews, articulation of Colleges of Arts and Sciences curriculum policies to other colleges and programs at Manoa and throughout the University System, course scheduling, and General Catalog preparation.

Associate Dean of Student Academic Services

The Associate Dean of Student Academic Services directs and coordinates the activities, personnel and budget affairs of the Office of Student Academic Services and the KOKUA Program and has cognizance over the federally funded Special Student Services, including Upward Bound Program. The Associate Dean is responsible for the interpretation and implementation of the University's and Colleges' academic policies and procedures with respect to the admission, readmission, registration, records, academic progress, retention, evaluation of transfer credits, and certification of graduating students within the Colleges. The Associate Dean serves as the primary consultant to the representative of the Colleges on various committees in the academic services area, working closely with the Associate Dean for Academic Affairs on matters bearing interrelated responsibilities. The Associate Dean also articulates with other student services and support services offices as needed.