

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

MAJOR FUNCTIONS

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.

Major Functions for Which Responsible

- I. PROVIDE ACADEMIC LEADERSHIP TO AND GENERAL COORDINATION OF ACADEMIC AND INSTRUCTIONAL PROGRAMS AND SCHOLARLY ACTIVITIES OF THE MANOA CAMPUS
 - A. degree granting units
 - 1. College of Arts and Sciences
 - 2. Arts and Humanities
 - 3. Languages, Linguistics, and Literature
 - 4. Natural Sciences
 - 5. Social Sciences
 - 6. School of Hawaiian, Asian and Pacific Studies
 - 7. College of Health Sciences and Social Welfare
 - 8. School of Medicine
 - 9. School of Nursing
 - 10. School of Public Health
 - 11. School of Social Work
 - 12. College of Tropical Agriculture and Human Resources
 - 13. School of Architecture
 - 14. College of Business Administration
 - 15. College of Engineering
 - 16. School of Law
 - 17. School of Library and Information Studies
 - 18. School of Travel Industry Management

B. other academic units

1. Aerospace Studies
2. Center on Aging
3. College of Continuing Education and Community Service
4. Military Science
5. Spark M. Matsunaga Institute for Peace
6. Summer Session
7. University Affiliated Program/Developmental Disabilities

C. units supporting academic functions

1. Computing Center
2. Office of Faculty Development and Academic Support
3. Faculty Senate
4. Library
5. University Press

D. develop and implement academic policies

E. establish overall objectives for instructional programs and scholarly activities of the Manoa campus

F. set unit goals in support of Academic Affairs objectives and overall direction of the President

G. assist the President in managing executive personnel

H. resolve operational issues which cannot be handled at level V in the organization

II. EXECUTE THE BOR APPROVED ACADEMIC DEVELOPMENT PLAN, PROMOTE PROGRAM QUALITY, AND INSURE RESPONSIVENESS TO STUDENT AND STATE NEEDS

A. lead preparation of the Manoa Academic Development Plan and coordinate biennial update in conjunction with budget preparation

B. serve as accreditation liaison with the Western Association of Schools and Colleges for the Manoa campus

C. maintain general oversight of reviews by specialized accrediting agencies

D. conduct internal review of existing programs

E. oversee development and implementation of new programs

- F. coordinate plans for termination of existing academic programs, degrees, and certificates
- G. promote systemwide articulation of courses and degrees
- H. arrange for student academic support services which assist each student to identify and accomplish educational goals and which facilitate systemwide integration of University programs from the perspective of students
- I. coordinate campuswide implementation of the policy on educational assessment
- J. develop and implement programs which make full use of appropriate instructional technologies and methods of delivery of educational services

III. DETERMINE FINANCIAL, PERSONNEL, SPACE, AND MATERIAL RESOURCE NEEDS FOR EXISTING PROGRAMS AND IN SUPPORT OF NEW PROGRAMS

- A. prepare and execute the Academic Affairs budget
- B. determine functions and organizational structure for level V programs
- C. implement policies and procedures to redistribute funds and positions
- D. allocate and manage discretionary funds or special appropriations
- E. determine resource needs of proposed new programs and plan for securing resources through internal reallocation or through a program change request
- F. carry out the Manoa Long Range Development plan, in conjunction with Facilities Management
- G. participate in determining campus priorities for CIP projects (new construction and major renovations)
- H. implement the Manoa space policy, in conjunction with Facilities Management
- I. ascertain space needs of proposed new programs and plan for reassignment of existing space or construction of new space

IV. PROVIDE ADMINISTRATIVE COORDINATION OF ACADEMIC PERSONNEL FUNCTIONS FOR THE MANOA CAMPUS

- A. conduct the tenure and promotion review process

- B. conduct review of tenured faculty
- C. develop and implement programs to attract and retain a faculty of high quality
- D. administer contract provisions, Executive directions, and Board policies related to personnel actions based on academic decisions
- E. participate in formulation of contract proposals and negotiating strategy for the University in relation to the Agreement
- F. collect data and perform analyses needed to support decision making or respond to Board inquiries

V. REPRESENT ACADEMIC AFFAIRS TO INTERNAL AND EXTERNAL CONSTITUENCIES

- A. participate in systemwide decision making
- B. promote coordination of campuswide decision making
- C. coordinate Legislative relations, in conjunction with the Vice President for University Relations
- D. maintain communication with a wide variety of publics and constituencies

VI. OTHER DUTIES AS ASSIGNED

- A. represent the President and/or serve as Acting President
- B. provide decision support for the President and the Board of Regents on strategic, policy, and operational issues
- C. administer the Office of the Vice President for Academic Affairs
- D. decide on requests for waivers, undelegated expenditures, etc.
- E. decide on requests for Dean/Director travel, leaves, etc.