

**UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES**

**FUNCTIONAL STATEMENT**

**OFFICE OF THE DEAN**

**Plans, organizes , directs and coordinates the activities, curricular, personal 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.**

**Articulates and conveys to faculty, staff, students and others the College's basic values, directions and goals, and develops and issues policies governing the activities of the College.**

**Guides and oversees the College's governance system, to ensure effective operation and equal access by all members of the College community.**

**Manages day-to-day College operations and activities, and represents the College within the University and to the Hawaii community at large.**

**Participates with the Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, and the College of Natural Sciences in the Council of Arts and Sciences Deans, a body which is responsible for the planning and coordination of the Colleges of Arts and Sciences programs.**

**Reports to the Office of the Senior Vice President for Academic Affairs, and functions with the authority delegated by the President.**