

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

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 for 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 and academic matters, including, as appropriate, representing them on University committees, coordinating Arts and Sciences Faculty (i.e., the faculty 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. The office of the Associate Dean for Academic Affairs provides administrative and support services for his programs.

Associate Dean for Student Academic Services

The Associate Dean for Student Academic Services is the student academic services staff officer for the College of Arts and Sciences with responsibility in coordinating with the Council of Arts and Sciences Deans and its Chair for directing and coordinating the programs, personnel and budget of the Office of Student Academic Services and Special Student Services, including the Upward Bound Program. The Associate Dean is responsible as well 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 and the representative of the Colleges on various college, campus, and external committees. The Associate Dean also coordinates programs and services with other student and academic affairs offices and departments as needed. The Associate Dean is responsible for defining and directing Arts and Sciences' academic advising and counseling for students as well as for developing and implementing related student academic success and retention programs to facilitate student academic and personal growth.

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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.

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.

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.

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.