

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
GRADUATE DIVISION

MAJOR FUNCTIONS

Dean of the Graduate Division

The Dean of the Graduate Division is responsible for the supervision, development, and improvement of graduate education, including the appointment of graduate faculty, the admission of graduate students, and the establishment and maintenance of standards in graduate programs. Also is responsible for the dissemination of information about faculty fellowships and awards, and administers fellowships and scholarship programs such as Fulbright, NDEA, NSF, NASA, and others.

In order to fulfill responsibilities, the Dean of the Graduate Division:

1. Appoints faculty to serve as chairperson of each of the graduate fields of study.
2. Approves the appointment of new faculty who may be eligible for nomination to the Graduate Faculty (I3 or equivalent and up).
3. Approves initial appointments of all Graduate Assistants, and any reappointments.
4. Appoints members of the University faculty to the Graduate Faculty.
5. Appoints personnel to the Affiliate Graduate Faculty.
6. Chairs the Graduate Council, composed of 20 members of the Graduate Faculty, who are advisory to the Dean in all matters pertaining to students and programs.
7. Chairs the Senate of the Graduate Division (70 members) who are advisory to the Dean in policy matters which pertain to all fields of study.

Dean of the Graduate Division--2

8. Approves any new graduate programs and new graduate courses.
9. Approves all changes of graduate programs or graduate courses.
10. Is responsible for maintaining quality of graduate programs through regular formal reviews thereof, both at the doctoral and master's level.
11. Is responsible for administration of special short-term graduate level educational institute.
12. Administers fellowship and scholarship programs such as Fulbright, NDEA, NSF, NASA and others.
13. Hears student grievances.
14. Awards tuition waivers to graduate students (currently 370 Dean's tuition waivers and 150 Pacific-Asian Scholarships).
15. Establishes and maintains standards of admission of graduate students, and requirements for continued registration thereof.
16. Administers actions resulting in probation or dismissal of graduate students and all regulations related thereto.
17. Performs any other necessary duties pertaining to graduate faculty, programs and students. Meets with a variety of University personnel and others daily for consultation, discussion, and examination of views, policies and procedures.

Associate Dean of the Graduate Division for Programs
and Personnel

The Associate Dean of the Graduate Division is responsible for reviewing graduate programs, courses and curricula, surveying graduate offerings, assisting the Dean of the Graduate Division in review of appointments, advising the officers of the Graduate Student Organization, organizing an annual workshop for Graduate Teaching Assistants. Is Vice Chair of the Graduate Council. Serves as Acting Dean in the absence of the Dean of the Graduate Division.

To fulfill these responsibilities, the Associate Dean:

1. Reviews all proposals for new and revised graduate programs, courses and curricula.
2. Organizes and facilitates reviews of all graduate programs on a five-year cycle, working in close cooperation with department chairpersons and chairpersons of graduate fields of study.
3. Consults, advises and assists departments in preparing proposals for programs or policy changes for consideration by the Graduate Division and Graduate Council.
4. Is Vice Chair of the Graduate Council, consulting with and advising the committees of the Graduate Council, chairing ad hoc committees or standing committees as necessary.
5. Is responsible for the preparation of agenda and minutes of meetings of the Graduate Council.
6. Takes appropriate administrative actions as required by recommendations of the Graduate Council.

Associate Dean of the Graduate Division--2

7. Is Vice Chair of the Senate of Graduate Division, and prepares agenda and minutes of meetings of the Senate.
8. Assists the Dean by reviewing all recommendations for appointment of all graduate faculty.
9. Is a liaison between members of the faculty and the Graduate Division, answering questions, routing queries, consulting and advising.
10. Consults with and advises the officers of the Graduate Student Organization and attends meetings of the Graduate Student Assembly and Graduate Student Council.
11. Assists the Dean in hearing student grievances.
12. Reviews, verifies, and re-writes program and course material biennially for the Graduate Information Bulletin.
13. Reviews, verifies, and re-writes program and course material for all department and college flyers and brochures.
14. Is a liaison between the Graduate Division and various national organization (e.g. Educational Testing Service, Danforth Foundation, Western Interstate Commission on Higher Education), handling primarily information collection and dissemination.
15. Performs duties of the Assistant Dean in his/her temporary absences.
16. Reviews all training proposals involving students, especially those proposals related to academic programs.

Associate Dean of the Graduate Division--3

17. Facilitates scholarship and fellowship programs such as Fulbright, NDEA, NSF, NASA and others by:
 - a. Providing administrative assistance and coordinating link among the various agencies and applicants.
 - b. Providing information and guidance to University programs on matters pertaining to fellowships and scholarships.
18. Is a liaison between the Graduate Division and East-West Center for degree-seeking Center awardees.

Assistant Dean for Student Services

The overall responsibilities of Assistant Dean of the Graduate Division include:

1. Is responsible for the operation of the admissions and records offices, reviewing and modifying procedures, forms, etc. as necessary. The admissions section handles the admission of graduate students to the Graduate Division and graduate fields of study. The records section maintains the academic records of all active and inactive graduate students.
2. Is the designated keeper of the Graduate Division student academic records which are considered the official records for legal purposes; is, therefore, responsible for the maintenance of full and accurate academic records; acts as the official liaison office: concerning graduate student matters in legal cases, etc.
3. Is responsible for the registration of graduate students in cooperation with the UHM Office of Admissions and Records.
4. Is responsible for the development and maintenance of a computerized information system regarding graduate admissions, graduate records, degrees awarded, and graduate financial assistance; the compilation of all statistical reports related to graduate students, e.g., applications processed, admissions action, enrollment, degrees awarded, financial assistance (graduate assistantships and tuition waiver awards) by field of study, degree sought, sex, semester/year, registration status, etc.

Assistant Dean for Student Services--2

5. Is responsible for eligibility check of student applicants for graduate assistantships and tuition waiver awards and maintenance of records of actions taken thereof.
6. Acts as ombudsman/counselor for graduate students with academic/personal problems.
7. Interprets and clarifies Graduate Division policies and procedures related to student matters to staff, faculty, students, and the general public.
8. Advises the Graduate Dean as required on matters related to student services in such areas as modifications of policies and procedures, mediation of student grievances, etc.

UH Educational Specialist III, Fellowships & Scholarships

The UH Educational Specialist III (Assistant to the Dean), functions as officer in charge of the Fellowships and Scholarship section of the Graduate Division. Is in charge of processing all graduate assistantship applications and changes in appointment, all tuition scholarships, exemptions and waivers; handles tax information and employment certifications for graduate assistants; and provides information and processing for fellowships and traineeships of local, national or international origin. Nature of the work is highly specialized in educational support activities. The work is therefore administrative and supervisory, requiring decisions related to student appointments and awards and evaluation of qualifications.

In order to fulfill these responsibilities, the UH Educational Specialist of the Graduate Division:

1. Reviews all recommendations for appointment of graduate assistants, both state and federally supported. Is delegated responsibility from the Dean to sign off on appointments. Evaluates student records individually for qualification to serve as an assistant. Must check any discrepancies and contact chairpersons and faculty, if there are questions. With clerical assistance, processes all papers relative to these appointments. The Graduate Division is the last office in the process of making such appointments.
2. Directs processing and makes decisions regarding all appointment changes for graduate assistants. Changes include such actions as increase of reduction in workload, changes in length of appointment, overload requests, adjustments of stipends, and changes in stipend scales.

UH Educational Specialist III, Fellowships & Scholarships--2

3. Must be familiar with tax regulations relating to graduate assistantships; certifies student status, assistantship appointments and other matters related to tax information; keeps graduate assistants informed of tax changes and potential impact.
4. Reviews and certifies all recommendations from graduate fields of study for tuition waivers. Must review applicant's academic standing and progress toward the degree sought. Is delegated from the Dean responsibility for signing tuition waivers.
5. Reviews and certifies eligibility to receive Pacific-Asian Scholarships. Must ascertain scholar eligibility and approve such scholarships by delegation from the Dean.
6. Must be familiar with fellowships and scholarship programs at local, regional, national and international levels. Maintains a library of such information and assists students to locate information on such support.
7. Reviews and approves travel requests as delegated by the Dean for graduate assistants and graduate students; reviews and approves under supervision of the Dean overload requests, visa applications and other matters pertaining to graduate student support areas.
8. Must keep all manner of statistical records by use of the computer showing the status of support for graduate students. Must be able to report on such things as numbers, department of hire, degree status, and all other parameters in order to be able to analyze support given to and needed by graduate students. Must be prepared to assist the Dean in other areas of graduate student educational activity as determined by the Dean and as time permits.