

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE SENIOR VICE PRESIDENT AND EXECUTIVE VICE CHANCELLOR

MAJOR FUNCTIONS

Summary of Overall Responsibilities

Coordinate academic direction of the University. Administer major academic units and programs of the Manoa campus.

Major Functions for Which Responsible

- I. COORDINATE ACADEMIC DIRECTION OF THE UNIVERSITY AND OVERSEE BACCALAUREATE AND RELATED PROGRAMS THROUGHOUT THE SYSTEM
  - A. Develop and execute academic policies facilitating systemwide integration of baccalaureate and related programs
  - B. Design and carry out mechanisms to deliver educational services and programs to meet statewide needs and demands
  - C. In concert with the Council of Senior Executives, implement the Board of Regents Master Plan for the University
- II. ADMINISTER ACADEMIC AND INSTRUCTIONAL PROGRAMS AND SCHOLARLY ACTIVITIES OF THE MANOA CAMPUS
  - A. Administer degree granting units
    1. School of Architecture
    2. College of Arts and Humanities
    3. College of Business Administration
    4. College of Continuing Education and Community Service
    5. College of Education
    6. College of Engineering
    7. School of Hawaiian, Asian and Pacific Studies
    8. College of Languages, Linguistics and Literature
    9. School of Law
    10. School of Library and Information Studies
    11. School of Medicine
    12. College of Natural Sciences
    13. School of Nursing
    14. School of Public Health
    15. College of Social Sciences
    16. School of Social Work
    17. School of Travel Industry Management
    18. College of Tropical Agriculture and Human Resources
  - B. Administer other academic units
    1. Aerospace Studies
    2. Center on Aging
    3. Military Science
    4. Spark M. Matsunaga Institute for Peace
    5. Summer Session

- C. Administer units supporting academic functions
    - 1. Office of Faculty Development and Academic Support
    - 2. Faculty Senate
    - 3. Library
    - 4. 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. Resolve operational issues which cannot be handled at level V in the organization
- III. EXECUTE THE BOR APPROVED UHM 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 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
- IV. 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
- V. 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 UH/UHPA Agreement
  - F. Collect data and perform analyses needed to support decision making or respond to Board inquiries
- VI. 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
- VII. 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. Manage the Office of the Senior Vice President and Executive Vice Chancellor
  - D. Decide on requests for waivers, undelegated expenditures, etc.
  - E. Decide on requests for Dean/Director travel, leaves, etc.