

**FUNCTIONAL STATEMENT  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT MĀNOA  
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 Chancellor.

The Council, through its Chair, directs the Colleges of Arts and Sciences service programs headed by the Associate Dean for Academic Affairs and Student Academic Services.

**Associate Dean for Academic Affairs and Student Academic Services**

The Associate Dean for Academic Affairs and Student Academic Services is the staff officer of academic affairs and student academic services for the Colleges of Arts and Sciences, with responsibilities, in coordination with the Council of Arts and Sciences Deans, for Arts and Sciences curriculum, the general education requirements, student advising programs, personnel and budget of the office. The Associate Dean is responsible for administering the Freshman Seminar Program, the Liberal Studies Program, the Honors Program, Special Student Services, ACE, and Orientation. The Associate Dean is responsible for the interpretation and implementation of the University's and Colleges' academic policies and procedures with respect to 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 provides general academic assistance to the Council and to the individual College Deans on academic matters, including as appropriate, representing them on University committees, and other academic duties such as program reviews, articulation of Colleges of Arts and Sciences curriculum policies to other colleges and programs at Mānoa and throughout the University system, course scheduling, and General Catalog preparation. 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.

The Academy for Creative Media (ACM), a center within the Colleges of Arts and Sciences, is administratively housed within the Office of the Associate Dean. The ACM seeks to establish a globally competitive media studies program, with instructional programs that span the entire academic spectrum, from certificates to associate, baccalaureate, masters, and doctoral programs. While located organizationally within the University of Hawai'i at Mānoa, ACM engages all of the campuses within the University of Hawai'i system and works collaboratively, drawing upon programs, faculty, and students from across the system.

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COLLEGES OF ARTS AND SCIENCES

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 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

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**SUPERSEDED**  
Date JAN 16 2004

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