

UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
SCHOOL OF ARCHITECTURE

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN

The School of Architecture prepares students for careers in architecture particularly in Hawaii and the Pacific Region. The Dean's Office directs all curricular, academic, and administrative matters for the School. This includes the following:

- a. Establishes program direction of the School and develops implementation strategies.
- b. Develops basic operating policies and procedures.
- c. Administers personnel matters including hiring, development, evaluation, promotion and tenure, and dismissal matters.
- d. Prepares and administers budgetary and fiscal reports.
- e. Develops and reviews curriculum in collaboration with the faculty.
- f. Plans, organizes, and administers teaching, research, and service functions.
- g. Represents the School to the University, City and County, State and Federal units.
- h. Develops space and facility proposals.
- i. Represents the School to, and coordinates activities with national and statewide professional organizations including national professional program accrediting agency.
- j. Plans and implements external fund-raising and development programs of the School.
- k. Assigns and coordinates faculty committees and taskforces.
- l. Provides computer and communications services.
- m. Oversees the proper maintenance of space, facilities, and equipment.

ASSOCIATE DEAN'S OFFICE

Assists the Dean in all teaching, research, and service programs administered by the School. Acts for the Dean in the latter's absence.

- a. Primarily responsible for the instructional programs.
- b. Conducts program analyses including review of curricula, evaluation of degree requirements, and review and coordination of program changes.
- c. Supervises the student services functions of the Dean's Office. Coordinates scholarships, admissions, advising, and registration.

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- d. Schedules classes and classrooms.
- e. Maintains an accurate an up-to-date recording of class enrollments and enrollment projections.
- f. In consultation with the Dean's Office, makes faculty teaching assignments.
- g. Maintains courses syllabus and course outlines of current program offerings.
- h. Assists with student recruitments.

INSTRUCTIONAL FACUTLY

Provides instruction, conducts research and undertakes professional and community service pertaining to environmental design with particular references to Hawaiian and Pacific Region needs. Serves on School and University committees and task forces relating to specific objectives.

ADMNISTRATIVE SERVICES

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Provides fiscal services for the School including coordination of fiscal matters such as budget requests, purchasing, and record keeping.
- b. Helps to prepare and maintain personnel documents and personnel files.
- c. Maintains inventory records, physical inventory, completes report forms, and arranges for the disposal of obsolete and unused equipment.
- d. Help provide program support including manages office personnel.

CLERICAL SERVICES

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Maintains School files and student records.
- b. Prepares correspondence and coordinates School communications.
- c. Takes and prepares minutes of faculty meetings.
- d. Responds to requests for program information.
- e. Provides clerical services to the faculty.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF ARCHITECTURE

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SUPERSEDED
Date FEB 17 2005