

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

FUNCTIONAL STATEMENT

The Graduate Division has overall responsibility for all graduate programs at Manoa, starting with the admission process, extending through graduation, and encompassing all academic actions involving graduate students. This includes the supervision of existing programs, the development of new programs, the appointment and review of graduate faculty and graduate chairs, and the proposal and implementation of any improvements in graduate education. The Associate Dean also chairs the Graduate Council and the Graduate Senate. The Graduate Council is composed of 23 members of the Graduate Faculty, and advises on all matters pertaining to students and programs. The Graduate Senate is composed of all the Graduate Chairs and advises the Associate Dean on policy matters that pertain to all fields of study.

ASSOCIATE DEAN OF THE GRADUATE DIVISION

The primary responsibility of the Associate Dean is the overall management of the Graduate Division and to advise the Chancellor's Office in all matters pertaining to graduate students. The Associate Dean is also responsible for reviewing graduate programs, courses, and curricula; surveying graduate offerings; appointing and reviewing graduate faculty; supervising and monitoring graduate fellowships; and advising the officers of the Graduate Student Organization. He/she serves as Chair of the Graduate Council, and Chair of the Graduate Senate.

The Associate Dean of Graduate Division is also responsible for implementing procedures, personnel management, and fiscal matters. Also included are such activities as selecting RCUH Fellows, selecting the UH nominee for CGS Outstanding Dissertation Award, awarding ABD certificates, certifying the status of graduate students, acting as an arbitrator for disputes between students and their mentors, serving as the Graduate Division liaison on various national organizations such as ETS, CGS, and WICHE. The Associate Dean serves as the official Graduate Division liaison with EWC on matters pertaining to fellowships and scholarships. Within Graduate Division, the Assistant Dean, the IT Specialist, the Fellowship and Scholarship Office, and a Secretary III also report directly to the Associate Dean.

In addition, the Associate Dean chairs and provides administrative support to the following activities as delegated: The University Research Council, Committee on Human Studies, and the University Patent and Copyright Committee.

ASSISTANT DEAN FOR STUDENT SERVICES

The Assistant Dean advises on matters related to student services and is responsible for the operation of the admissions and records offices of the Graduate Division. The admissions office is responsible for the admission of all graduate students, both degree seeking and non-degree seeking, to the Graduate Division and to the fields of study. The records section maintains the records of all current and inactive graduate students. The Assistant Dean is the official keeper of all graduate student records and is responsible for maintenance of full and accurate records, including data on admissions, academic records, degree awarded, and financial assistance and the preparation of reports based on this data. The Assistant Dean also acts as an ombudsman and counselor for graduate students with academic or personal problems, is responsible for completing eligibility checks for all potential graduates, and advises students on thesis and dissertation formats.

SUPERSEDED
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