

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH  
AND GRADUATE EDUCATION  
OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION  
(GRADUATE DIVISION)

FUNCTIONAL STATEMENT

The Office of Graduate and Professional Education (Graduate Division) works with the Vice Chancellor for Research and Graduate Education and the Vice Chancellor for Academic Affairs to plan, direct, develop, coordinate, and manage the graduate academic and professional education programs of the University of Hawai'i at Mānoa. The Office is led by the Dean of the Graduate Division who convenes the Graduate Council and Graduate Assembly as the initial advisory bodies for graduate program policy and development. Responsibilities include:

- Assists in the management, review, development, and assessment of graduate programs, courses, and curricula, including the appointment and review of graduate faculty and graduate chairs.
- Operates the admissions and records offices for the graduate and post-baccalaureate unclassified programs.
- Coordinates the recruitment of graduate students and recruitment planning with the academic units.
- Admits graduate students, both degree seeking and non-degree seeking, to Graduate Division and to the fields of study.
- Maintains the records of all current and inactive graduate students, acts as the official keeper of all graduate student records and is responsible for maintenance of full and accurate records, including data on admissions, academic records, degrees awarded, and financial assistance and the preparation of reports based on this data.
- Completes eligibility checks for all potential graduates, and advises students on thesis and dissertation formats. Certifies status of graduate students and awards All But Dissertation (ABD) certificates.
- Monitors post-doctoral involvement on campus.
- Advises graduate students in applying for scholarship support.
- Conducts a graduate student orientation.
- Provides counseling and advising for graduate students.
- Acts as an arbitrator for disputes between graduate students and their mentors.
- Supervises and monitors graduate fellowships.
- Certifies students for eligibility for graduate assistantships.
- Conducts training for graduate teaching assistants.
- Coordinates the selection of Research Corporation of the University of Hawai'i (RCUH) Fellows, University of Hawai'i nominee for CGS Outstanding Dissertation Award, Outstanding Teaching Assistant and other graduate awards.
- Works closely with the officers of the Graduate Student Organization regarding graduate education concerns.
- Represents the University of Hawai'i at Mānoa graduate programs on various national organizations such as ETS, CGS, and WICHE. Serves as a liaison with EWC on matters pertaining to fellowships and scholarships.
- Acts as PI for extramural student awards, such as NSF graduate fellows, Fulbright-Hayes, USA Vietnam Federation, Ford, and others.