

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF ARTS AND HUMANITIES

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNAH

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.

The role of the college is to implement the mission statement of the university, which is:

- to provide all qualified people in Hawai'i an equal opportunity for high quality university education
- to create knowledge and gain insights through research and scholarship
- to preserve and contribute to the artistic and cultural heritage of the community
- to provide other public service through the dissemination of current and new ideas and techniques.

The college serves two broad constituencies: (1) students seeking general education subjects within and beyond the arts and sciences "Core" and (2) undergraduate and graduate majors within our departments and in the Honors and Interdisciplinary Studies programs.

In concert with the role the college plays in implementing and enhancing state and university plans and in helping departments, faculty, staff, and students reach their goals, our mission is:

- to support the university's special interest in Asia and the Pacific
- to reaffirm the centrality of the arts and humanities in higher education
- to help students adapt to rapid cultural and technological change
- to reassert the value of personal involvement in and responsibility to society
- to prepare students for meaningful positions in the economy of Hawai'i, the nation, and the Pacific.

Because of the university's geographical position, the college and its departments are unusually conscious of the importance of the Pacific Basin nations and Asia, and many course offerings in proportion of the teaching and research in these areas has been done by faculty and students in our college. The college maintains a close relationship with the School of Pacific and Asian Studies (SPAS), because so many of our faculty are involved in SPAS activities.

DEPARTMENTS – Org Code: MADPAH

The College of Arts and Humanities consists of the following departments:

American Studies – Org Code: MAAMST
Art and Art History – Org Code: MAARTH
Theatre and Dance – Org Code: MATD
History – Org Code: MAHIST
Music – Org Code: MAMUS
Philosophy – Org Code: MAPHIL
Religion – Org Code: MAREL
Communicology – Org Code: MASP
Academy for Creative Media – Org Code: MAACM

ADMINISTRATIVE SERVICES – Org Code: MAASAH

This unit provides fiscal, personnel, and administrative support to departments under the College of Arts and Humanities.

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COUNCIL OF ARTS AND SCIENCES DEANS – ORG CODE: MACASD

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 Vice Chancellor for Academic Affairs.

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.

ACADEMIC AFFAIRS AND STUDENT ACADEMIC SERVICES – ORG CODE: MAAASA

The Academic Affairs and Student Academic Services section is headed by the Associate Dean for Academic Affairs and Student Academic Services, who serves as the staff officer of academic affairs and student academic services for the Colleges of Arts and Sciences. The Associate Dean coordinates 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 the interpretation and implementation of the University's and Colleges' academic policies and procedures with respect to the 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, and course scheduling. 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.

COUNSELING AND ADVISING – ORG CODE: MACLAD

The Counseling and Advising section provides academic advising services to students from matriculation to graduation. These services include educational planning, maintenance of academic records, academic actions, monitoring of registration and evaluation of eligibility for graduation. The Department Chair of the Colleges of Arts and Sciences Student Academic Services directs and coordinates the activities, personnel and budget affairs of the office.