

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
OFFICE OF THE PROVOST  
**SCHOOL OF TRAVEL INDUSTRY MANAGEMENT**

FUNCTIONAL STATEMENT

**OFFICE OF THE DEAN – Org Code: MADNTM**

The School of Travel Industry Management prepares students for professional and managerial careers and leadership in Hawaii and the Pacific area in the field of Travel Industry Management. The School is responsible for the instructional, research, and professional and public service activities in the field, which encompasses hospitality, tourism, and transportation management. Responsibilities of the Office of the Dean include the maintenance of the academic quality of all degree programs and courses; the development of the academic content of new courses and programs; enrollment management; recruitment, retention, and improvement of faculty and staff, and the overall academic development of the School, including budgets, course offerings, teaching assignments, and research; and the administration of University policies and regulations as applicable.

The Dean is also responsible for public relationships with other academic institutions; community organizations; schools; alumni, state and federal agencies; and the state, national, and international business communities. The Dean of the School of Travel Industry Management plans, organizes, directs and coordinates the School's programs and activities with the assistance of the administrative staff and various advisory faculty committees. The Dean, in cooperation with the UH Foundation, is also responsible for the fund development activities of the School.

Advisory Group to the Dean:

TIM Advisory Board: Comprised of industry leaders in the private and public sectors, this group provides advice and insight to the Dean on local, national, and international industry trends as well as support for school activities.

**STUDENT SERVICES – Org Code: MASSTM**

Provides academic advising and counseling to students; provides recruitment, review and processing of applications for undergraduate students; administers the internship and career development activities of the school; course scheduling; supports faculty on curricular matters; and handles the preregistration and registration of students in courses, certifications for graduation, the maintenance of records and provision of advising services.

**ADMINISTRATIVE SERVICES – Org Code: MAASTM**

Oversees budget and financial controls; purchasing and property management including various auxiliary services; personnel management and transactions; and the administration of extramural research grants.

**TRAVEL INDUSTRY MANAGEMENT – Org Code: MATIM**

The School of Travel Industry Management's instructional faculty is composed of faculty members teaching in the fields of hospitality, tourism and travel management. Areas of teaching include: hotel and resort

management, services marketing, restaurant and club management, events planning, food service systems management, facilities design and operations, service quality management, information technology and research methods in tourism, destination planning and management, sustainable tourism principles, socio-cultural and geographical aspects of tourism, distribution systems and logistics, air transportation and supply chain management, international tourism and transportation public policy and planning. Faculty positions also support the internship program, professional development, research, knowledge management and distributed learning activities.

All of the three emphasis areas of hospitality, tourism and transportation are integrated into the TIM School's core curriculum and internship program. This is consistent with the strategic thrust and land grant mission of the University of Hawai'i at Mānoa, as well as these fields as being identified as statewide workforce shortage needs into the future.

Other duties of instructional faculty may include curricular development activities, such as creating curricular materials and innovative instructional methods; conducting research and presenting research findings; solicitation of funded research and other scholarly activities; advising students and student clubs; and service on university committees and other professional local, regional, national and international organizations and communities.

#### **CENTER FOR TOURISM POLICY STUDIES – Org Code: MACTPS**

Conducts research for academic, government, and industry use, offers professional development and continuing education programs, and provides technical assistance and other outreach community services in tourism-related areas.