

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE PROVOST
SCHOOL OF ARCHITECTURE
FUNCTIONAL STATEMENT

OFFICE OF THE DEAN (Org Code: MADNAR)

The School of Architecture prepares students for careers in architecture particularly in Hawai'i and the Pacific Region. The Dean's Office directs all curricular, academic, and administrative matters for the School. These include 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. Oversees the proper maintenance of space, facilities, and equipment.

ADVISORY COUNCIL

The primary purpose of the Advisory Council is to assist the School in shaping, refining, and achieving its vision, mission, and goals. The Advisory Council will additionally foster closer ties between the School and its stakeholders.

ADMINISTRATIVE SERVICES (Org Code: MAASAR)

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.
- e. Provides computer and communications services

OFFICE OF THE ASSOCIATE DEAN (Org Code: MAADAR)

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 analysis 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.
- d. Schedules classes and classrooms.
- e. Maintains an accurate and 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.
- i. Maintains School files and student records.
- j. Prepares correspondence and coordinates School communications.
- k. Takes and prepares minutes of faculty meetings.

INSTRUCTIONAL POSITIONS (Org Code: MAARCH)

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