

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE PROVOST

FUNCTIONAL STATEMENT

INTRODUCTION

The provost serves as chief academic officer of the University of Hawai'i at Mānoa (UH Mānoa), as well as deputy to the president in her/his role as CEO of UH Mānoa, acting as CEO of UH Mānoa in the absence of the president, and as an Officer of the University of Hawai'i (UH) System. The provost participates as the independent voice of UH Mānoa in the collaborative development of systemwide imperatives, goals and priorities as well as the development of policies, procedures and resource allocation decisions for the UH. The Provost is an active and major leader in developing goals and priorities, as well as policies, procedures and resource allocation decisions for UH Mānoa and serves as a strong advocate for the UH Mānoa campus.

The Office of the Provost supports the provost in all aspects of the provost's duties, with a focus on the success of UH Mānoa students, faculty and staff across education, research, scholarship, service and outreach.

MAJOR FUNCTIONS

- A. In supporting the duties of the provost as chief academic officer, the Office of the Provost shall:
1. Ensure excellence and the achievement of mission objectives across education, research, student success, enrollment management, service, extension and outreach. Ensure UH Mānoa maintains its status as the premier R1 institution in the state of Hawai'i.
 2. Collaborate with the president, UH Mānoa chief business officer and the campus in a collegial budget development process for the entire UH Mānoa budget recognizing the unique contributions and requirements of all academic and non-academic campus programs. This should be based on budget priorities that provide guidelines for consistent and fair decision-making to ensure effective, efficient and accountable use of all resources as beneficial for UH Mānoa.
 3. Responsibly execute full budget authority for the entire academic enterprise including the authority to allocate and reallocate resources to centralized support units and all campus-level colleges, schools and organized research units. This includes all units of UH Mānoa that report to the provost.
 4. Lead, supervise and manage all academic deans and directors of UH Mānoa campus-level colleges, schools, and organized research units.
 5. Lead, supervise and manage all directly-reporting campus-level executives (e.g., vice provosts) who lead offices engaged in advancing the excellence and achievement of mission objectives in education, research, student success, enrollment management, faculty success, service, extension and outreach.
 6. Provide executive leadership for campus accreditation.
 7. Ensure the effective and efficient use of resources across all aspects of education, research, student success, enrollment management, service, extension and outreach.
 8. Attract, support and retain faculty and administrators of the highest caliber to foster and support superior instruction and research and the meaningful integration thereof at UH Mānoa.
 9. Represent UH Mānoa on regional, national and international boards and commissions relating to post-secondary education.
- B. In supporting the duties of the provost as deputy to the president in her/his role as CEO of UH Mānoa, the Office of the Provost shall:
1. Support the provost as acting CEO of UH Mānoa in the absence of the president.
 2. Work with the campus and system offices to assure that UH Mānoa is aligned with major systemwide/statewide plans and priorities and is in compliance with applicable UH policies and procedures.
 3. Advise the president of impending issues and potential crises that may arise and provide

recommendations in areas that may require presidential action or response.

4. Lead collaborative strategic planning efforts for the campus.
5. As set forth in applicable policies, the provost will lead a system of shared governance across the campus that is based on the values of collegiality, transparency, and excellence; cultivate frequent communication with student, faculty, and staff advisory groups including: Mānoa Faculty Senate, Associated Students of the University of Hawai'i, Graduate Student Organization, KOali'i Council, and Staff Senate.
6. Prepare and present both oral and written testimony on UH Mānoa matters to the Board of Regents, legislature, federal and state agencies, and community groups. Testimony to legislature should be consistent with BOR budgetary requests to avoid circumvention of the president and vice president of budget and finance by the provost.
7. Develop and maintain effective relationships with the community, legislature, other UH campuses, and internal and external organizations.
8. Foster a campus of transparency and inclusion by inviting representatives of appropriate shared governance entities to regularly attend UH Mānoa leadership meetings, including meetings with the deans and directors, Mānoa leadership council, etc.

C. In supporting the duties of the provost as an Officer of the UH System, the Office of the Provost shall:

1. Support the provost's participation as an independent and dedicated voice of UH Mānoa in the UH System cabinet alongside vice presidents and four-year university chancellors as an equal.
2. Collaborate as a full partner with the president and fellow UH System officers in collaborative and collegial budget development processes that recognize the unique contributions of all units of the UH System and the need for effective, efficient and accountable use of all resources to fairly and appropriately allocate resources to UH Mānoa and all other units.
3. Provide recommendations on system policies and practices that advance the role and success of UH Mānoa as the flagship research university of the UH System whose success is enhanced in partnership with the other UH campuses.
4. Ensure that fellow UH Officers understand the unique needs of UH Mānoa and embrace
5. their responsibilities to support UH's flagship research university.
6. Collaborate with the vice president for administration in the oversight of UH Mānoa campus construction planning, campus maintenance and repair scheduling, strategic projects, etc.

The Office of the Provost assumes responsibility for other duties and responsibilities that may be prescribed by the president.

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INSTITUTE FOR SUSTAINABILITY & RESILIENCE
FUNCTIONAL STATEMENT

INTRODUCTION

The Institute for Sustainability and Resilience (ISR) provides a campus wide focus for interdisciplinary instruction, research, and outreach relating to sustainability and resilience. ISR serves as the coordinating body for sustainability and resilience-related activities across campus and provides UH Mānoa with representation and participation in systemwide sustainability and resilience activities and initiatives. The institute also provides a strong focus for competitive participation by the campus in large interdisciplinary global research initiatives and for philanthropic investment in sustainability and resilience at UH Mānoa. Through its work, ISR is committed to embracing the culture, wisdom, and fundamental values of the indigenous people of Hawai'i to advance sustainability across the educational, research and service missions of the campus. ISR stewards the Interdisciplinary BA in Sustainability and Undergraduate Certificate in Sustainability.

MAJOR FUNCTIONS

ISR is responsible for implementing Board of Regents Policy RP 4.208: Sustainability Policy, and Executive Policy 4.202: System Sustainability in the areas of instruction, research, and outreach as follows

A. Curriculum

- Provides leadership and collaboration on the development of new courses and programs related to sustainability and resilience in and across UH Mānoa schools, colleges and academic departments.
- Collaborates with colleagues across the UH System to establish and maintain the articulation of sustainability-related courses and programs for transfer students.
- Offers instruction and academic advising leading to the Interdisciplinary BA in Sustainability, the Undergraduate Certificate in Sustainability, and sustainability-related combined degree pathway programs.
- Oversees the Sustainability Curriculum Committee and supports its work in the assessment of learning outcomes and program evaluation.
- Provides oversight of the "SUST" sustainability and resilience courses, including the cross-listing of sustainability and resilience-related courses with academic departments and the creation of new SUST courses.
- Develops campus and community-based sites for laboratory or field-based learning related to sustainability, including engagement by students in the University's operational improvements in sustainability.
- Incorporates sustainability practices and learning into student life and other co-curricular activities.
- Develops and provides professional development opportunities for faculty related to curriculum development and delivery in sustainability.
- Represents UH Mānoa within the 10-campus Sustainability Curriculum Council, which works on issues of coordination and articulation between sustainability curriculum pathways among campuses.

B. Research, Service & Outreach

- Establishes metrics via the Association for the Advancement for Sustainability in Higher

Education (AASHE) Sustainability Tracking, Assessment and Rating System (STARS) to measure and promote increased research and scholarship in sustainability at all levels.

- Supports professional development and collaboration opportunities for faculty and students in sustainability scholarship.
- Facilitates interdisciplinary research and scholarship related to sustainability and resilience.
- Collaborates with partners with academic and research units and community organizations to secure extramural grants and contracts that support the mission of ISR and UH Mānoa's kuleana in Hawai'i and the Pacific.
- Establishes mutually beneficial, reciprocal partnerships with community organizations, nonprofit organizations, the private sector, and higher education institutions to advance sustainability initiatives.
- Creates internship and service-learning opportunities for students with external partners and collaborators.
- Supports sustainability and related science education initiatives in Hawai'i's public schools.