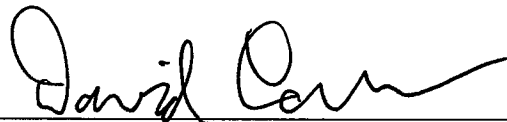


ASSISTANT DEAN (UHM)

This is administrative staff work in a college involving the leadership, development, implementation and evaluation for a specific area(s) of assignment (e.g., academic affairs, research, student services, etc.). As a key member of the Dean's leadership team, the Assistant Dean analyzes, reviews, and coordinates the development, modification and refinement of academic programs and curricular offerings; evaluates degree requirements and develops plans and program proposals for the establishment of multidisciplinary degrees; participates in the development and implementation of academic and administrative policies and procedures; coordinates class schedules and reviews class enrollments for purposes of cancellation, balancing or offering of additional course sections, as required; reviews course outlines and provides advice to faculty that wish to develop new or modify existing courses and programs; develops grant proposals; conducts community development and liaison work and establishes and conducts projects and conferences relating to community development; develops and guides the academic support program of a college; administers student services programs; and/or establishes or directs the establishment and maintenance of records systems and attendant procedures to ensure the proper storage and retrieval of student records.

Work is performed under the general supervision and guidance from the Dean. Work entails considerable contact with senior campus administrators, systemwide management personnel, faculty and administrative staffs of State and federal agencies. A position in this class is expected to exercise judgement, discretion and initiative, with the ability to understand and apply complex business and administrative concepts and communicate effectively with diverse constituents in higher education. In addition, the work requires the ability to establish and maintain positive and effective working relationships.

The new class, Assistant Dean (UHM) is approved effective 28 Feb 2020.



President, University of Hawai'i

28 Feb 2020

Date