

Assistant Vice President

The Assistant Vice President is a member of the Vice President's team and is charged with executing the vision of the Vice President according to broad, system-wide responsibilities assigned by the Vice President, which require multiple stakeholder engagement across the system and its ten (10) campuses. A position in this class is designated and charged with authority for working directly with stakeholders to develop and implement initiatives on behalf of the Vice President in the area of assignment.

The Assistant Vice President reports directly to the Vice President and is responsible for multi-disciplinary projects among different campus stakeholders, some of which may be ongoing, some of which may be temporary in nature, ensuring that the goals and missions of the program and the University of Hawai'i are met. The class will exercise broad oversight for process improvement as it relates to administration in general, which may include evaluating existing policies and procedures that fall under the Vice President's purview and recommending updates as needed, advising on and determining the scope of system-level reorganizations, and performing and reporting on data analysis for areas of concern, proposing solutions to address issues in assigned areas. In all cases, the Assistant Vice President works to assure that the resources it offers to system-wide stakeholders are consistent with and aligned to support the overall University system, in accordance with the goals and mission of the University.

In addition, each Assistant Vice President must ensure that the unique missions, goals and objectives of the area of assignment for which they are responsible are accomplished at the highest level of excellence and achievement. The unique missions and goals of the areas of assignment must be recognized and appreciated, as each serves an important function as part of the State of Hawai'i's sole public institution of higher education. The range of responsibilities exercised by each Assistant Vice President will vary dependent upon the area of assignment and program missions and goals.

In the event a Vice President is responsible for a hybrid office that supports both systemwide and campus-specific responsibilities, the Assistant Vice President shall perform duties and responsibilities in furtherance of the appropriate entity.

The Executive/Managerial class Assistant Vice President is established effective

June 1, 2023.



David Lassner
President

June 1, 2023

Date