

## **ASSOCIATE VICE PRESIDENT**

### **OVERVIEW:**

The Associate Vice President is an executive who is a senior member of the Vice President's team and is charged with planning, developing, organizing, and coordinating the program's work on behalf of the Vice President. A position in this class is designated and charged with authority as a full deputy to the Vice President in the area of assignment. The Associate Vice President reports directly to the Vice President and is responsible for providing advice and counsel as it relates to the development of policies and procedures in the area of assignment, ensuring that the goals and missions of the program and the University of Hawai'i are met.

Inherent in this role as Associate Vice President, a position in this class serves as the deputy to the Vice President with a recognized commitment and responsibility to ensure the advancement of the strategic plan of the University of Hawai'i as it relates to the area of assignment. This includes assuring that the goals and missions of the program are consistent with and aligned to support the overall University system. The Associate Vice President is responsible for policy development and the appropriate implementation of the policies and plans on a day-to-day operational basis. The Associate Vice President speaks on behalf of the Vice President and has full authority to make decisions and commitments on matters related to the area of assignment.

As an member of the Vice President's team, the Associate Vice President must also foster the respect and support for the cultural diversity and the recognition of the responsibilities to the people of Hawai'i. The Associate Vice President must be knowledgeable, or become readily knowledgeable about the people of Hawai'i; actively promote and support cultural diversity and the unique and important cultural issues intertwined with the lives of the people of Hawai'i; and embrace the different cultures which invigorate and enhance the University of Hawai'i's unique character and location as a Pacific University. The Associate Vice President must embrace the mission of the University of Hawai'i and the cultural diversity of the University's constituencies and act responsibly to educate the people of Hawai'i and to contribute to the quality of life in Hawai'i.

### **MISSIONS AND RESPONSIBILITIES:**

In addition to the aforesaid responsibilities, each Associate 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 Associate Vice President will vary dependent upon the area of assignment and program missions and goals.

In accordance with the Board of Regents' action taken on January 17, 2003, this class is established effective January 1, 2003.



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President, University of Hawai'i

03/10/03

Date