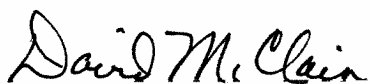


ASSOCIATE DEAN, UHH

The Associate Dean is a key member of the Dean's management team and is charged with planning, developing and directing the instructional and academic programs and/or major research efforts of the Hilo campus. Work involves responsibility for analyzing, reviewing and coordinating the development, modification, and refinement of curricular offerings; preparing academic program analyses; recruiting, mentoring, retaining and evaluating faculty; developing grant proposals or reviewing, analyzing and editing proposals prepared by faculty members; evaluating degree requirements and ensuring requisite intercollegiate and interschool coordination relative to cross-disciplinary core requirements; developing plans and program proposals for the establishing of multi-disciplinary degrees; managing student affairs, including recruitment, admissions, and retention; securing resources; overseeing and managing the accreditation process; and participating directly in the implementation of campus academic program policies and procedures. The employees in this class may be assigned responsibility for the direction, development, and coordination of graduate policies and programs including policies underlying graduate faculty appointments. Work requires considerable knowledge of the academic instructional and research programs of the area or fields of study to which assignment is made. Work includes considerable contact with senior system wide and campus academic program administrators, research unit staffs, professional societies and organizations, accrediting agencies, faculty committees, departmental chair, faculty support staff, and State and federal agencies. Supervision may be exercised over professional, administrative and technical personnel. Work is performed under general supervision and is reviewed through written and oral reports and observation of results obtained.

The class Associate Dean, UHH, is established effective 09/25/06.



President

09/25/06

Date