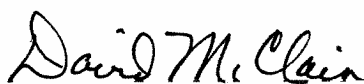


## DEAN (CC)

The Dean is a key member of the Chancellor's management team and is charged with providing academic and/or administrative leadership for the specific area(s) of assignment (e.g., academic affairs, major academic units or programs, student services). The Dean serves as an active supporter and proponent of the missions and goals of a community college campus and the University of Hawai'i system.

As the senior manager for the respective area(s) of assignment, the Dean is the lead facilitator and coordinator of the academic, curricular and/or student services program and is responsible for all administrative matters, including human resources management, space utilization, financial management, program review, and budget planning and execution. The Dean must ensure that the academic/instruction and/or student services responsibilities of the faculty members and the duties and responsibilities of staff are performed at the highest level of achievement, to support and enhance the education, student learning outcomes, and well-being of the students; contribute to the community; and support the institution and the overall strategic missions of the respective area(s) of assignment and campus. The scope of responsibility includes, but is not limited to, providing effective leadership, direction, and support in establishing, communicating, achieving, and assessing short- and long-term development goals and initiatives to promote the academic and community service missions of the program(s) and campus; developing and maintaining excellence in instructional programs through the recruitment, retention, and evaluation of high quality faculty and staff; building positive faculty and staff morale; planning and directing activities related to the recruitment, advising, counseling and selection of students for admission into the College; securing appropriate funding from State, Federal, corporate and private sources; ensuring active and productive annual giving programs in cooperation/collaboration with The University of Hawai'i Foundation; establishing positive, proactive relationships with potential donors and sponsors; and/or coordinating activities with local, national and international organizations to promote the program(s)/campus. The Dean is also expected to actively engage in scholarship and/or professional activity in the subject area of the respective program(s). This expected commitment is in line with the management nature of the position.

The establishment of the managerial class, Dean (CC), is approved effective 10/17/05.



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Interim President

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10/17/05

Date