

UNIVERSITY OF HAWAI‘I AT MĀNOA
POSITION DESCRIPTION
DEAN, COLLEGE OF ARTS AND HUMANITIES

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Position No: 0089198  
 Title of Position: Dean  
 Reports to: Vice Chancellor for Academic Affairs, UH Mānoa  
 (Position Number 0089104)  
 Campus: University of Hawai‘i at Mānoa  
 Office: College of Arts and Humanities

### **INTRODUCTION**

The University of Hawai‘i at Mānoa is the only “Research University (very high research activity)” Carnegie classification in Hawai‘i. By virtue of its culture and geographic location, UH-Mānoa plays an important role in providing Hawaiian, Asian, and Pacific perspectives on the higher education experience.

The College of Arts and Humanities is dedicated to the principle that a liberal education is central to the university mission of meeting the challenges of life and society. The College is comprised of the following departments: American Studies, Art & Art History, Communicology, Creative Media, History, Music, Philosophy, Religion, and Theatre & Dance. Because of the geographical location of our university, the College is especially conscious of the present and future importance of the Asia-Pacific regions and offers unique opportunities for the study of the histories, arts, philosophies, religions, cultures and peoples of these areas.

The College serves over 11,000 students each semester in core, elective and major courses. About 1,600 students are majors seeking bachelor, master and doctoral degrees within 29 degree programs in nine departments.

This position will provide the opportunity for a dean to make a substantial difference in a college that is critical to the future of the University, and to the local, national, and global communities. The Colleges of Arts and Sciences is comprised of four colleges, Social Sciences, Natural Sciences, Arts and Humanities, and Languages, Linguistics, and Literature. The deans of these colleges work collaboratively to coordinate advising and academic programs to assure uniformity across the four colleges.

### **RESPONSIBILITIES AND DUTIES**

The Dean is the academic and administrative leader of the College of Arts and Humanities and is the College’s principal advocate. As a senior member of the Vice Chancellor for Academic Affairs’ team, the Dean is also expected to ensure that the mission and goals of the College are aligned with and supportive of UH Mānoa’s and the University of Hawai‘i System’s visions and strategic missions. The Dean is expected to judiciously balance the best interests of the College with those of the campus, system and community.

Another important responsibility of the Dean is to actively and meaningfully promote the University’s commitment to diversity and equity. Given the unique character and location of UH Mānoa, the Dean is expected to embrace the indigenous, ethnic and cultural diversity of the

University's constituencies, and become readily knowledgeable about Hawai'i, its people, and its role in the national and international arena.

The Dean ultimately provides leadership and guidance in all aspects of the College including positioning the College nationally and internationally, maximizing the benefit of its multicultural and mid-Pacific island environment, fundraising, intellectual development, and management of all aspects of College operations.

Within this context, the duties of the Dean include, but are not limited to, the following:

**LEADERSHIP AND MANAGEMENT 40%**

Provide proactive and effective leadership in establishing, communicating, and achieving short- and long-term development goals and initiatives for the College.

Provide leadership and support for initiatives that foster innovative educational strategies, enhance effective research infrastructures and facilitate outreach to the community.

Develop and implement mechanisms for consultation and shared governance consistent with College policy.

Advocate for and obtain financial resources, based on sound financial plans, to meet the needs of the College; use the College's budget policy to develop, allocate and administer the College's budget.

Work with the University to secure adequate space in which instructional, research and outreach programs can operate and expand as they grow.

Build the necessary infrastructure support and processes to facilitate achievement of College goals and objectives, including classroom environments, research endeavors, technology transfer and innovation, and development of intellectual property.

Establish and maintain effective strategic and sustaining partnerships with internal and external entities; build strong inter-and intra-college initiatives.

Oversee administrative functions and human resources. Implement and oversee appropriate mechanisms to increase efficiency and responsiveness of service functions within the College.

Provide innovative leadership in the formulation, development and implementation of new initiatives. Utilize strategies in risk-management in College operations.

Be a contributing member to the Council of Arts and Sciences Deans Council.

**ACADEMIC AFFAIRS, RESEARCH AND SCHOLARSHIP 35%**

Build and sustain an optimal learning environment in classrooms, studios and laboratories that stimulate and actively engage undergraduate and graduate students, staff and faculty.

Oversee improvements in the instructional and training environment to ensure that the College's graduates are nationally and globally competitive. Create an environment of academic vigor that motivates students, staff and faculty to excel.

Promote mechanisms to recruit top undergraduate and graduate students. Work with the University to develop recruitment and retention programs for students (including under-represented students) that are consistent with the University's mission and aspirations.

Promote and support programs that enhance a diverse and high quality student body, faculty and staff.

Provide an encouraging and supportive environment and mentoring initiatives for College faculty and students in their research and scholarship endeavors.

Oversee the implementation and operation of mechanisms that will ensure growth in research and scholarship productivity and impact as measured by national and international recognitions such as publications, performances and exhibitions.

Build on the cultural and comparative advantages of Hawai'i; serve as an active proponent of initiatives that address the needs of Hawai'i.

**DEVELOPMENT, CONSTITUENT RELATIONS AND OUTREACH 25%**

Serve as the chief public spokesperson for the College within the University and to the College's multiple external constituencies at the state, national and international levels to further promote the College's mission. Serve as the College's primary advocate in interactions with officials and legislators at the city and county, state and federal levels.

Work with the University of Hawai'i Alumni Association and the Arts and Sciences Office of Community and Alumni Affairs to increase the College's marketing and public relations efforts with the goal of increasing and engaging the number of friends and alumni actively associated with the College.

Better position the College toward achievement of its goals by maintaining close and effective working relations with all College constituencies.

Work with the University of Hawai'i Foundation to increase funding from foundations and private funding sources. Nurture relationships with potential donors of major gifts. Nurture continuing relationships with past donors; build new relationships and networking mechanisms between the Dean and constituent groups (e.g., students, staff, faculty, alumni and friends).

Promote and support instructional, outreach, and community service programs that serve the community-at-large and build strong relationships between external constituents and the College.

Encourage and support the development of programs that focus on strengthening ties and joint initiatives of the College with the State's K-12 system and community organizations.

**LIST OF DIRECT REPORTS**

In accordance with the official organizational chart.

## **NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED**

Work is performed under the general supervision of the Vice Chancellor for Academic Affairs, UH Mānoa, consistent with broad policy and general operational guidelines as set forth by the Board of Regents, other University guidelines and applicable state and federal policies and guidelines.

## **NATURE AND EXTENT OF CHECK OR REVIEW OF WORK**

Program results are reviewed on a regular basis by the Vice Chancellor for Academic Affairs, the Chancellor, federal and state agencies, and/or external audits.

## **DESCRIPTION OF CONTACTS WITH OTHER DEPARTMENTS OR UNIVERSITY ORGANIZATIONS, OUTSIDE ORGANIZATIONS, AND THE GENERAL PUBLIC**

The Dean provides professional leadership and represents the College of Arts and Humanities and the University in the community locally, nationally, and internationally. In fulfilling that role, the Dean works with UH System and Mānoa executives, administrators, faculty, staff, students, legislators, state and federal personnel, donors, and members of the community. The Dean's responsibilities also involve extensive contact and dialogue with private companies, corporations, and funding agencies, and with large public organizations. In addition, the Dean interacts with visiting scholars and academicians.

## **MINIMUM QUALIFICATIONS**

1. Earned Masters or Ph.D. in one of the Arts disciplines (or closely related field), or Earned Doctorate in one of the Humanities disciplines (or closely related field).
2. Attained the rank of full professor or have demonstrated a record of comparable professional experience prior to appointment.
3. Three (3) years of professional experience in academic leadership at the level of department chairperson or higher or comparable professional experience.
4. Strong interpersonal, communication and leadership skills.
5. Record of distinguished teaching, scholarship, research, publication, and/or professional activity and achievement.
6. Ability to function successfully in an environment characterized by cultural complexity and with a strong and valued indigenous presence.
7. Ability to establish and maintain effective working relationships with multiple constituencies.
8. Fundraising ability and/or experience.
9. Demonstrated commitment to consultative and collaborative processes.

10. Demonstrated commitment to the highest ethical and academic standards.

### **DESIRABLE QUALIFICATIONS**

1. Demonstrated experience creating and developing innovative programs/initiatives.
2. Recognition and reputation in the arts and humanities at the national and/or international level; able to command the respect of colleagues in teaching, research, university administration, federal agencies, and other extramural funding sources.
3. Understanding and appreciation of Hawai'i and Native Hawaiian culture.
4. Understanding and/or appreciation of the Asia/Pacific region.
5. Ability to work within a unionized environment.