UNIVERSITY OF HAWAI‘I AT MĀNOA
POSITION DESCRIPTION
DEAN, SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

Position No: 0089288
Title of Position: Dean, UHM
Reports to: Provost, UH Mānoa (position no 0089104)
Campus: University of Hawai‘i at Mānoa
Office: School of Ocean and Earth Science and Technology

INTRODUCTION
The School of Ocean and Earth Science and Technology (SOEST) is one of the seven degree granting schools within the University of Hawai‘i at Mānoa (UH Mānoa). Situated on the island of O‘ahu in Honolulu, Hawai‘i, SOEST is geographically advantaged with outstanding and unique access to deep oceans, land biomes, space resources and multiple knowledge systems, and features world-renowned faculty and staff. SOEST is globally recognized as a premier institution for research and education in geosciences and life sciences. Through an integration of research, education and diverse knowledge systems, SOEST works to transform our collective understanding of these islands, the world, and the way people live by fostering healthy and resilient communities and environments. The mission of SOEST is to serve society through uplifting and expanding knowledge about our oceans, Earth, atmosphere, planets, and life systems, and enhance the quality of human life in the state of Hawai‘i, the nation and across the globe, by providing world-class research and education, contributing to a high-tech economy, and promoting the sustainable and resilience of the natural environment.

UH Mānoa is a world-class research and academic institution focused on informing solutions to some of the world’s most pressing problems. UH Mānoa is a Land, Sea, Space and Sun-Grant institution, one of six in the United States and is classified by the Carnegie Foundation as R1: Doctoral Universities – Very high research activity RU/VH.

The University of Hawai‘i system is committed to being a foremost indigenous-serving institution and advancing sustainability efforts, and is designated as an Asian American and Native American Pacific Islander-Serving Institution and Minority Serving Institution.

DUTIES AND RESPONSIBILITIES
The Dean provides research, educational, administrative and professional leadership for SOEST, and facilitates the institutional capacity of SOEST to develop new and innovative academic, research and education units and cutting-edge laboratory facilities to support the needs of a rapidly evolving global community.

Actively and meaningfully promotes the University’s commitment to justice, equity, diversity, inclusion, and cultural values. Given the unique character and location of UH Mānoa, the Dean is expected to embrace the ethnic and cultural diversity of the University’s constituencies, and become readily knowledgeable about the indigenous host culture, the Islands, the people, and Hawai‘i’s role in the global arena.
Ensures that the mission and goals of SOEST are aligned with, and supportive of, the vision and strategic mission of UH Mānoa and the University of Hawai‘i System, and therefore judiciously balances the best interest of SOEST with those of the campus, system, and community.

**Leadership and Management**

Directs and leads the activities, personnel, infrastructure and budget of SOEST including its academic departments, research institutes in Hawai‘i, the Pacific, as well as national and global programs.

Manages the overall operations of SOEST, including the development and implementation of a comprehensive strategic planning process. Oversees all administrative matters including financial management, budget planning and administration, diversifying the schools fiscal portfolio, human resources management, procurement, and property management.

Exhibits a leadership style comfortable with delegating tasks, encouraging teamwork, and implements mechanisms for collaboration and shared governance among SOEST faculty, staff, and students.

Advocates a safe workplace environment that encourages and supports the highest standard for faculty and student research, student success, and staff equity, retention, and development. This includes advancing women and marginalized groups in leadership roles in STEM. Meets with deans, faculty, and students in a variety of matters related to the geosciences.

Serves as a spokesperson for SOEST within the University, and with our numerous multicultural external constituencies at the state, national, and international levels.

Advocates and identifies potential resources at the University, State, and Federal government levels to sustain and grow SOEST’s research, educational, and community engagement programs.

**Academic Affairs and Research**

Promotes academic and research rigor that motivates faculty, staff and students to excel by supporting the creation and dissemination of new knowledge systems, and serving the needs of Hawai‘i, and the Asia-Pacific region around ocean and earth/climate studies.

Creates and sustains an environment that fosters a healthy faculty, staff, and student morale, academic rigor, instructional excellence, and research productivity.

Provides leadership and financial plans to meet the goals of SOEST’s strategic plan and maintains standards that continue national accreditation and state recognition of all programs.

Pursues opportunities for growth in research productivity and impact as may be measured by federal and private funding and publication rates, quality, patents, and citations.

Develops and maintains excellence in instructional and research programs through the recruitment and retention of high-quality and diverse faculty and staff.

**Development, Constituent Relations, and Outreach/Community Engagement**

Builds community within SOEST and the state of Hawai‘i and works collaboratively to encourage connections to peoples of the Pacific and around the world.

Engages in, and encourages outreach, instructional, and community service programs.
Promotes and supports instructional, research, outreach, and community service programs that serve the community at large and builds upon strong relationships with academic, community, and agency partners to enhance networking and career opportunities for students and alumni.

Serves as the chief public spokesperson for SOEST within the University, and to external constituencies at the state, national, and global levels, to further promote SOEST’s reputation.

Partners with UH Foundation and other entities to fundraise and cultivate major gifts. Builds and nurtures new relationships and networking mechanisms among SOEST’s students, staff, faculty, alumni and friends of SOEST, and other constituencies.

Develops strong relationships, as SOEST’s primary representative, with government officials and legislators at the City, County, State, and Federal levels of government, the Native Hawaiian communities, and the community-at-large.

**LIST OF DIRECT REPORTS**

In accordance with the official organizational chart.

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

The Dean works under the general supervision of the UH Mānoa Provost, with wide latitude to exercise independent judgment and initiative, as well as substantive decision-making authority under 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**

Performance is reviewed on a regular basis by the appropriate campus executive or upper management, and through federal and state agencies, and/or internal/external audits.

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

The Dean leads and represents SOEST and the University in the scientific and environmental community locally, nationally, and internationally. In that role, the Dean works with University of Hawai‘i system and UH Mānoa executives, administrators, faculty, staff, students, alumni, Native Hawaiian councils, legislators, state and federal personnel, and donors, and engages with members of the community. The Dean has extensive contact and dialogue with private companies, corporations, funding agencies, and with large public organizations.

**MINIMUM QUALIFICATIONS**

1. Ph.D. or equivalent in Geosciences, Bio-Sciences, Life Sciences, Oceanography, Technology, Engineering, or closely related field(s).

2. Five (5) years of professional experience in academic leadership at the level of department chairperson or higher, or comparable professional experience.

3. Attained the rank of full professor or demonstrated a record of comparable professional experience prior to appointment.
4. Evidence of distinguished teaching, scholarship, community engagement, research, publication, and/or professional excellence and achievement, nationally and/or internationally.

5. Strong interpersonal, communication, and leadership skills.

6. Demonstrated successful fundraising ability and/or experience.

7. Experience with legislative processes and/or public policy.

8. Ability to establish and maintain effective working relationships with multiple and diverse constituencies.


10. Demonstrated commitment to consultative and collaborative processes.

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

12. Demonstrated commitment to and/or experience in promoting diversity, equity, and inclusion in the workplace.

**DESIRABLE QUALIFICATIONS**

1. Demonstrated experience creating and developing innovative programs/initiatives.

2. Demonstrated experience in developing strong community relationships.

3. National recognition and reputation in the scientific community; and/or the ability to command the respect of colleagues in research, university administration, federal agencies, and other extramural funding sources.

4. Familiarity with or experience in a unionized environment in higher education.

5. Demonstrated experience working with diverse communities including Indigenous people.