

UNIVERSITY OF HAWAI‘I AT MĀNOA
POSITION DESCRIPTION
DEAN, COLLEGE OF EDUCATION

Position No: 0089015
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 Education

INTRODUCTION

As a university striving to foster a Hawaiian place of learning and part of a system that is committed to being an Indigenous serving institution, the University of Hawai‘i at Mānoa (UH Mānoa) is the flagship campus of the UH System and the premier institution of higher learning in the Pacific Basin. UH Mānoa is one of the nation’s few public, Land-, Sea-, Space-, and Sun-Grant universities as well as the only institution in the State of Hawai‘i classified as “RU/VH: Research Universities (very high research activity)” by the Carnegie Foundation. Many of the University’s fields of study relate directly to the distinctive geographical and cultural setting of Hawai‘i, an island community with diverse ecosystems and exceptional cultural diversity. UH Mānoa plays an important role internationally and nationally, especially in providing Asian, Pacific, and Hawaiian perspectives to the higher education experience.

The College of Education (COE) houses nationally ranked programs and educators who provide innovative teaching, cutting-edge research and multifaceted services that improves the field of education and prepares educators to contribute to a just and democratic community through teaching, research and service. The College is the primary teacher preparation institution in the State of Hawai‘i and is committed to its responsibility to prepare educators for classrooms in Hawai‘i and abroad. In addition to its role as a professional school of education, the College also employs and prepares educators and researchers in the related fields of assessment, athletic training, curriculum development, disability studies, early childhood, educational administration, educational foundations, educational psychology, evaluation, kinesiology, special education, technology, and vocational counseling. The College also houses two research units and collaborates with a K-12 charter school on campus.

The Dean serves as the top academic and administrative leader for the College and is expected to lead the College’s members to higher levels of excellence by pursuing integrated, comprehensive academic programs that balance scholarship, instruction, research, and service. The Dean should be a committed, collaborative, and engaging advocate for the College within the University, across the State, and beyond.

RESPONSIBILITIES AND DUTIES

The Dean is the academic and administrative leader of COE and the College’s principal advocate. As a senior member of the Vice Chancellor for Academic Affairs’ team, the Dean is expected to ensure that the mission and goals of the College are aligned with and supportive of the vision and strategic mission of those of UH Mānoa and the University of Hawai‘i System. The Dean is also 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, equity, 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 Islands, their people, and Hawai'i's role in the 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, in no order of priority, the duties of the Dean include, but are not limited to the following:

LEADERSHIP AND MANAGEMENT **40%**

Provide proactive and effective leadership, direction and support in establishing, communicating and achieving the vision, short- and long-term goals and initiatives to promote the academic, research, and community service missions of the College and the University.

Ensure the College's commitment to the Native Hawaiian people and the general population of the State of Hawai'i in fulfilling UH and UH Mānoa strategic plans.

Build and sustain a learning environment that stimulates and actively engages students, staff, and faculty.

Develop and implement mechanisms for consultation and shared governance within the College, and for collaboration with professionals in other states to help shape and direct the national agenda for education.

Serve as leader and active partner in Hawai'i's educational community and actively engage in the dialogue and needed actions for the P-20 educational needs of the State.

Advocate for financial resources based on sound financial plans; allocate and administer the School's budget.

Oversee all administrative matters including financial management and budget planning and execution, human resources management, space utilization, and off-campus research and extension facilities.

ACADEMIC AFFAIRS AND RESEARCH **30%**

Promote an environment of academic rigor that motivates students, staff, and faculty to excel by supporting the creation and dissemination of new knowledge.

Sustain an optimal learning environment in classrooms and laboratories to ensure that the College's graduates are nationally and globally competitive.

Continue to build a strong and relevant teacher preparation program to fully prepare the educators of Hawai'i and to meet the workforce demands of the State.

Ensure continued accreditation; oversee the maintenance of standards established by accrediting boards.

Recruit and retain the highest quality of faculty and staff; support mentoring initiatives for College employees in their teaching, research and service endeavors, as well as project and program development.

Foster the recruitment and retention of top graduate students, and together with administration, develop recruitment and retention programs for undergraduates consistent with the University's mission and vision.

Aggressively seek out opportunities for growth in research productivity and impact as may be measured by federal and private funding and publication rates (i.e., contracts and grants).

Oversight of research units (Curriculum Research & Development Group and Center on Disability Studies).

Ensure that the academic/instruction, research and service responsibilities of faculty members and the duties and responsibilities of staff are performed at the highest level of achievement to support and enhance the education of the students, contribute to the community and support the institution.

DEVELOPMENT, CONSTITUENT RELATIONS AND OUTREACH

30%

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 reputation.

Encourage and support the development of programs focusing on strengthening ties and joint initiatives with the State's K-12 system/private schools, four-year universities, community colleges, and community organizations.

Serve as the College's primary advocate in interactions with officials and legislators at the city, county, state and federal levels of government.

Maintain close and effective working relations and lines of internal communication among the University, students, University executives and administrators, staff, faculty, formal and informal groups, and with the Board of Regents, as appropriate.

Nurture relationships with past donors and potential donors of major gifts. Build new relationships and networking mechanisms among the College's students, staff, faculty, alumni and friends of the College.

Lead and oversee the expansion of future facilities for the College.

Oversee the College's marketing and public relations efforts to increase the number of friends and alumni actively associated with the College.

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

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, with opportunities for the exercise of independent judgment and initiative, as well as substantive decision making 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

Program results achieved 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 COE 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, alumni, state and federal personnel, donors, and members of the community. The Dean's responsibilities also involve extensive contact and dialogue with educational partners, especially the Hawai'i State Department of Education, private schools, private companies, corporations, standard boards, funding agencies, and with large public organizations.

MINIMUM QUALIFICATIONS

1. Earned doctorate or equivalent terminal degree from an accredited institution in Education or closely related field.
2. Three (3) 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, research, publication, and/or professional excellence and achievement.
5. Evidence of strong interpersonal, communication, and leadership skills.
6. Demonstrated fundraising ability and/or experience.
7. Ability to establish and maintain effective working relationships with multiple constituencies such as indigenous communities.
8. Ability to function successfully in a multicultural and multi-ethnic environment.
9. Demonstrated commitment to consultative and collaborative processes.

10. Demonstrated commitment to the highest ethical and academic standards.
11. Demonstrated experience in partnering with industry to develop opportunities for the technical, pedagogical, and professional development of students.
12. Experience with accrediting bodies.

DESIRABLE QUALIFICATIONS

1. Demonstrated experience creating and developing innovative programs/initiatives.
2. Demonstrated experience working with indigenous and/or Native Hawaiian communities.
3. Demonstrated commitment to effective use of information technology and distance education.
4. National recognition and reputation in the education community; and/or the ability to command the respect of colleagues in research, university administration, federal agencies, and other extramural funding sources.
5. Familiarity with or experience in a unionized environment in higher education.
6. Demonstrated experience in partnering with K-12 constituents.