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 Hawai‘inuiākea School of Hawaiian Knowledge (Hawai‘inuiākea) houses programs and educators who provide innovative teaching, cutting-edge research and multifaceted services that improves the field of Hawaiian knowledge and prepare students to contribute to a just and democratic society.

The mission of Hawai‘inuiākea is to pursue, perpetuate, research, and revitalize all areas and forms of Hawaiian knowledge, including Hawaiian language. This includes its origins, history, arts, sciences, literature, religion, political, medicinal, and cultural practices, as well as all other forms of knowledge. HSHK seeks to accomplish this mission with a Native Hawaiian perspective that recognizes the holistic aspects of this knowledge, its diversities, and the importance of its practical applications. Given the significant role of language in each aspect of Hawaiian knowledge as well as its role as a major field of study in Kawaihuelani Center for Hawaiian Language, it is imperative that the Dean has a basic understanding of the language, its history, and its use as well as be actively engaged in the learning and advancement of the many areas of Hawaiian knowledge.

The Dean serves as the top academic and administrative leader for the School and is expected to lead the School’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 an engaging advocate for the School within the University, across the State, Oceania and beyond.

RESPONSIBILITIES AND DUTIES

The Dean is the academic and administrative leader of Hawai‘inuiākea and the School’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 School 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 School 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, especially for the Native Hawaiian and indigenous communities. 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 local, national and international arena.

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

Create an environment of support for the recruitment and graduation of Native Hawaiian students, the selection and promotion of faculty within Hawai‘inuiākea and Native Hawaiian faculty, and the creation and dissemination of the research of Native Hawaiian students and faculty.

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 School and the University.

Ensure the School’s commitment to the Native Hawaiian people and the general population of the State of Hawai‘i in fulfilling UH System and UH Mānoa strategic plans.

Build and sustain a learning environment that stimulates and actively engages students, staff, and faculty. Support the use of Hawaiian language by all staff as a viable medium of communication at all levels and in multiple contexts.

The Dean advocates and supports Hawai‘inuiākea faculty and majors, and Native Hawaiian faculty and students across the Mānoa campus

Provide leadership to address the emerging national and international trends and issues affecting Hawaiian knowledge and indigenous studies.

Initiate and support the development of strategic, sustaining partnerships and collaborations with academic and education-related organizations, including those within the Hawaiian language community.

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.

Provide leadership and support for initiatives that foster the dissemination of knowledge and the creation of new knowledge; commit to and support undergraduate and graduate education.

Support the development and administration of innovative programs dedicated to the perpetuation and revitalization of Hawaiian language. Similarly, support the development and administration of programs dedicated to the perpetuation and revitalization of Hawaiian traditional practice, and Hawaiian epistemology.

Build excellence in instruction and research, both in English and Hawaiian, through the recruitment and retention of high quality and diverse faculty, staff and students.

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).

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.

 Develop and implement mechanisms for consultation and shared governance within the School.

DEVELOPMENT AND CONSTITUENT RELATIONS 15%

Serve as the chief public spokesperson for the School within the University, and to the School’s multiple external constituencies at the state, national and international levels, to further promote the School’s reputation.

Serve as the School’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 School’s students, staff, faculty, alumni and friends of the School.

Lead and oversee the current maintenance of facilities and future facilities development for the School.

Oversee the School’s marketing and public relations efforts to increase the number of friends and alumni actively associated with the School.
COMMUNITY ENGAGEMENT AND OUTREACH 15%

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

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 Hawai‘inuiākea 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, 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.
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. Demonstrated commitment to diversity and equity and ability to work with Native Hawaiian, indigenous and/or multicultural populations.
6. Strong interpersonal, communication, and leadership skills.
7. Demonstrated fundraising ability and/or experience.
8. Ability to establish and maintain effective working relationships with multiple constituencies such as indigenous communities.

9. Demonstrated commitment to consultative and collaborative processes (i.e., shared governance and/or consensus building).

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

DESIRABLE QUALIFICATIONS

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

2. Demonstrated experience working with the Hawaiian and Pacific and other indigenous communities/cultures.

3. Demonstrated knowledge of Hawaiian cultural practices and their relationships with other Pacific Islanders.

4. Demonstrated practical application or understanding of Hawaiian Language in the areas of reading, writing, and conversation.

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

6. Considerable knowledge of the needs, trends, and developments in higher education and/or Native Hawaiians in higher education within the state, nation and internationally.

7. Commitment to effective use of information technology and distance education.

8. Knowledge of policies and objectives of external funding agencies.

9. Familiarity with or experience in an unionized environment in higher education.