UNIVERSITY OF HAWAI'I AT MĀNOA
POSITION DESCRIPTION
DEAN, COLLEGE OF NATURAL SCIENCES

Position No: 0089197
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 Natural Sciences

INTRODUCTION

The University of Hawai‘i at Mānoa (UH Mānoa) seeks a creative, visionary, motivational, and experienced leader to serve as Dean of the College of Natural Sciences (CNS). Building upon the many strengths of the University, as well as the unique attributes of the Hawaiian Islands, the successful candidate has an exciting opportunity to lead the College’s strong intellectual presence in Hawai‘i and the Asia-Pacific region, as well as around the globe.

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. As a Hawaiian place of learning, it is the flagship campus of the UH System and the premier institution of higher learning in the Pacific Basin. 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. Of the over 18,800 students enrolled at UH Mānoa, CNS students comprise 11% of the undergraduate and 7% of the graduate students. There are approximately 217 faculty and staff members in the College and approximately 235 graduate assistants.

CNS has the following departments: Biology, Botany, Chemistry, Information and Computer Sciences, Mathematics, Microbiology, and Physics and Astronomy. The Dean serves as the top academic and administrative leader for the College and is expected to develop a strategic plan to lead the College’s members to higher levels of excellence by pursuing integrated, comprehensive academic programs that balance scholarship, instruction, and service. The Dean should be a committed, collaborative, and engaging advocate for the College within the University, across the state, and beyond. As one of the four deans of the Colleges of Arts and Sciences, the Dean works closely with the deans of these other colleges: Social Sciences, Arts and Humanities, and Languages, Linguistics, and Literatures.

RESPONSIBILITIES AND DUTIES

The Dean is the academic and administrative leader of CNS 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%

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

Lead faculty in developing, implementing and evaluating a strategic plan to further the CNS mission in teaching, research, service, technology transfer and the development of intellectual property.

Create and nurture interdisciplinary and inter-College collaboration, cooperation, and scholarly activity.

Demonstrate fiscal adroitness in developing, allocating and administering the College’s budget.

Advocate for adequate resources from the University to sustain the College’s instructional, research, and outreach programs.

With input from faculty and staff, establish the organizational infrastructure to best achieve the objectives of the strategic plan.

Oversee all personnel matters involving academic and non-academic employees.

**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.

Recruit and retain the highest quality of faculty and staff; support mentoring initiatives for College employees in their teaching and research endeavors.

Foster the recruitment of top graduate students, and together with administration, develop recruitment and retention programs for undergraduates consistent with the University’s mission and aspirations.
Aggressively seek out opportunities for growth in research productivity and impact as may be measured by federal and private funding and publication rates.

Embrace Hawai‘i’s unique cultural and ecological environment; promote initiatives to address stewardship needs of the Islands and maintain the College’s pre-eminence in ecology, evolution, sustainability, and conservation.

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.

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.

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.

Encourage and support the development of programs focusing on strengthening ties and joint initiatives with the State’s K-12 system and community organizations.

Expand support to the Science, Technology, Engineering, and Mathematics (STEM) pathways and establish programs that encourage students to pursue careers in the sciences.

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 the College of Natural Sciences and the University in the scientific 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 scientists and academicians.

MINIMUM QUALIFICATIONS

1. Earned doctorate in one of the natural sciences disciplines (biology, botany, chemistry, information & computer sciences, mathematics, microbiology, physics & astronomy), or closely related field.

2. Attained the rank of full professor or 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. Fundraising ability.

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

8. Ability to function successfully in a multi-cultural and multi-ethnic environment.

9. Demonstrated commitment to consultative and collaborative processes.

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

DESIURABLE QUALIFICATIONS

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

2. National recognition and reputation in the Natural Sciences community; and/or the ability to command the respect of colleagues in research, university administration, federal agencies, and other extramural funding sources.
3. Understanding and/or appreciation of the unique island and Native Hawaiian culture.

4. Familiarity with a unionized environment and/or labor relations.