CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS

GENERAL EDUCATION OFFICE
Org Code: MAGEN
Director (appointed from a faculty position)
Secretary II, SR14, #42309 * 1.00
Educational Specialist, PBB: 2.00
#80836, #81997 *

* Positions partially support the Mānoa Writing Program.
GENERAL EDUCATION OFFICE – Org Code: MAGEN

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the following responsibilities.

• Works with the General Education Committee, a standing committee of the UHM Faculty Senate, and the Senate Executive Committee to implement General Education policies and procedures.
• Provides staff support to the various General Education Committees and Boards.
• Develops, supports, and maintains website for the General Education Program and the General Education Committee.
• Distributes, collects, and processes documents necessary for the implementation of the general education requirements.
• Maintains an accurate listing of general education requirements and courses for the Mānoa catalog and Schedule of Classes.
• Assists in the assessment of the General Education Program.
• Administers General Education writing requirements, guided by a board of nine professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students in W Focus classes.