OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

GRADUATE EDUCATION
Office of the Dean
Org Code: MAGRAD

Dean, #89040, 1.00
Secretary III, SR-16, #08095**, 1.00
Associate Dean, #89060, 1.00
Secretary II, SR-14, #26604, 1.00
Administrative Officer *

GRADUATE STUDENT SERVICES
Org Code: MASSGR

Student Services Specialist, PBC, #80275, 1.00
Office Assistant IV, SR-10, #26508**, 1.00
Student Services Specialist, PBB
#78265, #78687, #78738, #80480
#80607, #80634, #81275, #81537
Office Assistant IV, SR-10
#17377, #41853

STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
GRADUATE EDUCATION
ORGANIZATION CHART
CHART II-J

General Funds: 17.00 FTE

INFORMATION TECHNOLOGY
Org Code: MAITGR

IT Manager, PBB, #81628 1.00

* Position Number and Count to be requested
** Position abolished; pending re-establishment
FUNCTIONAL STATEMENT

The Office of Graduate Education reports to the Vice Chancellor for Academic Affairs and plans, directs, develops, coordinates, and manages the graduate academic education programs of the University of Hawaiʻi at Mānoa.

Office of the Dean – Org Code: MAGRAD

- Convenes the Graduate Council and Graduate Assembly as the initial advisory bodies for graduate program policy and development.
- Assists in the management, review, development, and assessment of graduate programs, courses, and curricula, including the appointment and review of graduate faculty and graduate chairs.
- Coordinates the recruitment of graduate students and recruitment planning with the academic units.
- Advises graduate students in applying for scholarship support.
- Conducts a graduate student orientation.
- Provides counseling and advising for graduate students.
- Acts as an arbitrator for disputes between graduate students and their mentors.
- Conducts training for graduate teaching assistants.
- Coordinates the selection of Research Corporation of the University of Hawaiʻi (RCUH) Fellows, University of Hawaiʻi nominee for CGS Outstanding Dissertation Award, Outstanding Teaching Assistant and other graduate awards.
- Works closely with the officers of the Graduate Student Organization regarding graduate education concerns.
- Represents the University of Hawaiʻi at Mānoa graduate programs on various national organizations such as ETS, CGS, and WICHE. Serves as a liaison with EWC on matters pertaining to fellowships and scholarship.
- Acts as PI for extramural student awards, such as NSF graduate fellows, Fulbright-Hayes, USA Vietnam Federation, Ford, and others.
- Monitors post-doctoral involvement on campus.

Information Technology – Org Code: MAITGR

- Provides IT support for the Office, which includes report generation, server and desktop maintenance, etc.

Graduate Student Services – Org Code: MASSGR

- Operates the Admissions and Records offices for graduate and post-baccalaureate unclassified programs.
- Advises graduate students in applying for scholarship support.
- Supervises and monitors graduate fellowships.
- Provides advising for graduate students.
- Certifies students for eligibility for graduate assistantships.
- Admits graduate students, both degree-seeking and non-degree seeking, to Graduate Division and to the fields of study.
- Maintains the records of all current and inactive graduate students, acts as the official keeper of all graduate student records and is responsible for maintenance of full and accurate records, including data on admissions, academic records, degrees awarded, and financial assistance and the preparation of reports based on this data.
- Completes eligibility checks for all potential graduates, and advises students on thesis and dissertation formats. Certifies status of graduate students and awards All-But-Dissertation (ABD) certificates.