CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS

OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT
Org Code: MAOFDA
Director*
Secretary III, SR16, #14349 1.00

CENTER FOR TEACHING EXCELLENCE
Org Code: MACTE
Specialist Type Faculty: #83597 1.00
Specialist Type Faculty: #86264 1.00
Secretary I, SR12, #39793** 1.00

CENTER FOR INSTRUCTIONAL SUPPORT
Org Code: MACTIS
Educational Specialist, PBB, #81678 1.00
Electronic Technician, PBA: #80723, #81012, #81344 3.00
Graphic Designer, PBB: #80687, #80688 2.00

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION
Org Code: MACMHE

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
OFFICE OF FACULTY DEVELOPMENT
AND ACADEMIC SUPPORT

GENERAL FUND FTE: 10.00

*Appointed from a faculty position to oversee OFDAS operations
**Position abolished; pending re-establishment
OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT – Org Code: MAOFDA

Under the leadership of the Assistant Vice Chancellor for Academic Personnel OFDAS provides supervision, support, counsel, and infrastructure to directors and coordinators of the Center for Teaching Excellence (CTE) and the Center for Instructional Support (CIS).

- Assists the Associate Vice Chancellor for Academic Affairs with policy development and during budgetary processes in areas of faculty development and new directions and priorities in teaching and instructional research.
- Professional development and training and leadership programs and events for faculty, department chairs, specialists, researchers, graduate teaching assistants, etc.
- Production of instructional publications, such as teaching related handbooks and manuals.
- Coordinates faculty recognition and incentive programs such as excellence in teaching and community service awards.

CENTER FOR TEACHING EXCELLENCE – Org Code: MACTE

- Mid-semester assessing—diagnostic and summative—for faculty and academic departments of existing courses and teaching.
- Consultation to individuals and academic departments in design, managing and delivering of course and instruction.
- Skill development programs to enhance instructional performance, including workshops, seminars, panels, and series.
- Programs for graduate teaching assistants to enhance instruction and prepare to become future faculty, through TA Trainings, Preparing Future Faculty Programs, and related events, with Graduate Division.
- Collaborates with campus-wide and college-level student services units to provide programming to enhance faculty and student engagement in and out of the classroom.
- Website resources, including taped CTE events.
- Maintains a formal Faculty Mentoring Program that includes:
  - Summer Dossier Series for faculty on application for renewal, promotion and tenure
  - Programs and events during the academic year on professional development processes and issues
  - Faculty Dossier Library
  - Colleague Pairing of Senior Mentors with Junior Mentees
  - Consultation to individuals and academic departments on mentoring processes.
  - Website resources, including taped FMP events.

CENTER FOR INSTRUCTIONAL SUPPORT – Org Code: MACTIS

The primary mission of the Center for Instructional Support is to provide the university community with support for instruction through the use of technology and technology-related services. The Center’s major functions include the following:

- Consults with Mānoa academic units and individual faculty and students to help them plan and provide the richest learning experiences for students, and to assist them in using instructional technology effectively within that context.
• Conducts a variety of workshops and training sessions that enhance instruction through the use of technology.
• Ensures that appropriate and desired instructional equipment are easily accessible to faculty and students, through classroom installations and a system of equipment pools.
• Ensures that requirements for appropriate learning technologies are included in all university academic planning and budgeting documents.
• Monitors Mānoa classrooms and auditoriums to ensure the best possible environment for teaching and learning; serves as advocate for the faculty in the design of all new construction and renovations of classroom facilities; and serves as ombudsperson to resolve faculty and student concerns about classrooms.
• Develops high quality, effective instructional materials including computer-generated graphics, 35mm slides, overhead transparencies, charts and graphs, illustrations, publications, certificates, signage, displays, video, and interactive multimedia.
• Provides a campus repair facility to repair and maintain instructional equipment owned by Mānoa departments and programs.
• Promotes the use of technology to departments by offering limited support installing data projection systems. Process includes assessment, consultation, procurement, installation, and training.

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION – Org Code: MACMHE

The Center for the Study of Multicultural Higher Education focused on research and practices related to cultural influences on teaching and learning. Processes of cultural influences on teaching and learning and on professional development has been absorbed within the programs and activities of CTE and FMP.