I. INTRODUCTION

The University of Hawaiʻi at Mānoa (UH Mānoa) is the premier institution of higher learning in the Pacific Basin and belongs to an international community of research universities. UH Mānoa is the only Carnegie classified Research University (very high research activity) in Hawaiʻi and the Pacific Basin and is one of the nation’s few land-, sea- and space-grant institutions. By virtue of its culture and geographic location, UH Mānoa plays an important role nationally and internationally, especially in providing Hawaiian, Pacific, and Asian perspectives to higher education. As a globally recognized center of learning and research, UHM has a kuleana to serve the people and places of Hawaiʻi and our Pacific and Asian neighbors and cultivates leaders who malama our people, our places and our ways of knowing in order to sustain and transform our islands and the world. UHM is grounded in a Native Hawaiʻi place of learning that summons our rich knowledge systems to help malama Hawaiʻi and the world for future generations.

The University of Hawaiʻi system is committed to being a foremost indigenous-serving institution and advancing sustainability efforts, and is designated as an Asian American and Native American Pacific Islander-Serving Institution and Minority Serving Institution. As one of the 25 Truth, Racial Healing & Transformation Campuses, CTAHR plays an active role in the healing and transformation process by collectively working towards aloha 'aina: taking care of one another and our island home.

As the founding college of the University of Hawaiʻi, the College of Tropical Agriculture and Human Resources (CTAHR) is an integral part of UH Mānoa and is actively engaged in assisting Hawaiʻi to diversify its economy to ensure a sustainable environment. CTAHR is committed to an educated community, healthy population, and sustainable food system and environment that strengthens the well-being and economic development of the people of Hawaiʻi. CTAHR provides exceptional transdisciplinary education, research, and extension in tropical agriculture, natural resources, and human wellbeing to local and global communities. CTAHR values learning, discovery, and engagement in formal and non-formal settings, place-based and experiential learning, and strives for excellence in all its endeavors. CTAHR believes that our local and global communities are best served by ensuring all populations are represented equitably throughout CTAHR. We strive to cultivate an environment that supports equitable opportunities for every member of CTAHR to achieve individual and common goals. We will advance diversity, equity, and inclusion by: (1) promoting the recruitment and retention of diverse students, faculty, and staff, especially from groups that have been underrepresented or marginalized; (2) creating equal opportunities for all members of CTAHR to participate in decision-making processes and
scholarly and professional development; and (3) fostering an inclusive culture where every CTAHR member feels respected and valued.

In addition, since CTAHR is central to the land-grant mission of the University of Hawai‘i, the Dean/Director must ensure that all federal mandates pursuant to the Hatch Act, Smith-Lever, McIntire-Stennis, and other federal formula funds are managed properly.

The Dean/Director of CTAHR manages a complex organizational structure with facilities and programs on multiple islands with responsibilities that exceed typical single-campus schools or colleges. The cultural and programmatic diversity of offerings in the field on all islands require a strong, proactive and visionary leader with the ability to motivate and lead a diverse group of stakeholders. As a key member of the Provost’s management team, the CTAHR Dean/Director is also responsible for leading and coordinating the activities, curricula, personnel, and budget of the College, including its academic departments, research, extension, and service units as well as national and regional programs. The Dean/Director is the principal advocate for the College's faculty, staff, and students. Further, the Dean/Director actively supports and promotes the missions and goals of both the UH Mānoa campus and the University of Hawai‘i System, including cooperation with other UH agriculture programs, and promotes the University's commitment to diversity, equity, and cultural values.

II. DUTIES AND RESPONSIBILITIES

The Dean/Director is ultimately responsible for building and maintaining the academic, research, extension, and service reputation of the College, making it the most respected college of its kind in the Pacific Basin. This necessitates progressive and effective leadership and management skills that have been developed in the course of a successful professional career.

The Dean/Director is also responsible for actively and meaningfully promoting the University's commitment to diversity, equity, and cultural values. Given the unique character and location of UH Mānoa, the Dean/Director is expected to embrace and engage appropriately in the cultural diversity of the University's constituencies, and become knowledgeable about the islands, its people, and Hawai‘i’s role in the international arena.

Within this context, the duties of the Dean/Director include, but are not limited to, the following.

LEADERSHIP AND MANAGEMENT

Provide effective leadership in developing and implementing the vision, mission, strategic plan, and core commitments of this land-grant College.

Develop, communicate, and achieve goals, objectives, and initiatives in accordance with CTAHR’s and UH Mānoa strategic plans, including acquiring the necessary resources to implement those goals.

In fulfillment of its land-grant mission, provide leadership within the State to assist in moving the local economy forward sustainably through the sharing of the College’s expertise within the community.

Oversee instructional, extension/outreach, and community services programs, including the management of off-campus facilities, that serve the community-at-large and build stronger relationships between the external constituents and the College.
Provide leadership to address the emerging national and international trends and issues. Collaborate with professionals in Hawai‘i and with other states to help shape and direct the national agenda in Agriculture, Natural Resource Management, and Family and Consumer Sciences, and incorporate Hawai‘i into a world-wide tropical and subtropical agricultural system.

Ensure collegiality, collaboration, and consultation within the College to provide a safe and positive environment.

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

Initiate and support the development of strategic partnerships and collaborations to achieve College and University goals to recognize CTAHR’s excellence in tropical and subtropical agricultural systems in Hawai‘i.

Oversee all administrative matters including financial management, budget planning and execution, human resources management, space utilization and facilities management, and off-campus research and extension facilities.

Serve as the College’s Director for Research and Cooperative Extension and have overall responsibilities for research and extension programs, in accordance with federal statute. Act as liaison to federal, national, and international organizations and agencies such as USDA, USAID, international agriculture centers, foreign governments, universities and agricultural research institutes, and counterparts from other U.S. universities and international programs.

Serve as a member of the Hawai‘i State Board of Agriculture.

ACADEMIC AFFAIRS, EXTENSION, AND RESEARCH

Create and sustain an environment that fosters positive faculty, staff, and student morale and respect; academic vigor; instructional excellence; extension services effectiveness; and research productivity.

Develop and maintain excellence in instructional, extension, and research programs through the recruitment, retention, and development of high quality faculty and staff.

Provide innovative leadership and facilitate the development, coordination, management, and communication of educational, extension, and research programs and initiatives in both credit and non-credit programs.

In collaboration with others, develop, adopt, and implement best and promising academic and extension practices.

Provide leadership, collaboration, and support for faculty governance in academic, research, and extension initiatives that foster the creation and dissemination of new knowledge.

Commit to and support undergraduate and graduate education.

Ensure active student recruitment and retention programs to attract and retain top students for the College’s programs; create and sustain a positive student culture that integrates rigorous individual and collaborative academic achievement and support.
Encourage and support faculty, students, and staff in developing and successfully obtaining extramural grant funding.

Support and mentor faculty in their research and extension endeavors.

Ensure a vibrant and supportive professional development environment for faculty, students, and staff; provide opportunities for their professional growth.

DEVELOPMENT AND FUNDRAISING

Oversee the College’s marketing and public relations efforts to maximize financial returns, ensure stability, and encourage manageable growth.

Diversify and increase the amount of funding garnered from government, corporate, and private funding sources, such as endowments and fellowships for faculty and students. Establish positive, proactive relationships with potential donors and sponsors that result in significant major gifts.

Promote active communications and build positive relationships with College alumni.

Ensure active and productive annual giving programs in cooperation/collaboration with the University of Hawai‘i Foundation.

III. LIST OF DIRECT REPORTS

In accordance with the official organizational chart.

IV. DESCRIPTION OF THE NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED.

The Dean/Director works under the general supervision of the UH Mānoa Provost, 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 including, but not limited to, the Federal statutes, policies and procedures for USDA cooperative programs.

V. DESCRIPTION OF NATURE AND EXTENT OF THE CHECK OR REVIEW OF WORK.

Leadership and program results achieved are reviewed, on a regular basis, by the Provost, federal and state agencies, and/or external audits. Formal reviews of research and extension programs are conducted by the appropriate federal agencies and site review teams.
VI. DESCRIPTION OF THE CONTACTS WITH OTHER DEPARTMENTS OR UNIVERSITY ORGANIZATIONS, WITH OUTSIDE ORGANIZATIONS, AND WITH THE GENERAL PUBLIC.

The Dean/Director provides professional leadership and represents the CTAHR and the University in the educational community locally, nationally, and internationally. In fulfilling that role, the Dean/Director works with UH System and UH Mānoa executives, administrators, faculty, staff, students, legislators, state and federal agencies, donors, and members of the community. The Dean’s/Director’s responsibilities also involve extensive contact and dialogue with the CTAHR Board of Advisors, the State Department of Agriculture, agriculture industry leaders, private companies, corporations, funding agencies, and large public organizations.

VII. MINIMUM QUALIFICATIONS

1. Earned doctorate in agriculture, natural resources, family and consumer sciences, or related fields from an accredited institution.

2. Attained the rank of Professor or demonstrated 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. Evidence of strong interpersonal communication and leadership skills.

5. Evidence of distinguished teaching, scholarship, research, community engagement, publication, and/or professional activity and achievement.

6. Ability to function successfully in an environment characterized by cultural complexity and with a strong and valued indigenous presence.

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

8. Demonstrated successful fundraising ability and/or experience.

9. Demonstrated commitment to consultative and collaborative processes.

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

11. Demonstrated commitment to and/or experience in promoting diversity, equity, and inclusion in the workplace.

VIII. DESIRABLE QUALIFICATIONS

1. Administrative experience in a land-grant college.

2. Understanding of the unique island and Native Hawaiian culture.
3. Experience with diverse student populations.

4. Demonstrated experience working with diverse communities, including Indigenous peoples.

5. Experience with global agricultural potentials, opportunities, and problems.

6. Familiarity with or experience in a unionized environment in higher education.

7. Experience with distance education programs, professional certification, and other non-degree programs.

8. Experience with diversified agricultural sectors and university programs that served them.


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