UNIVERSITY OF HAWAIʻI AT MĀNOA
POSITION DESCRIPTION
DIRECTOR, INSTITUTE FOR ASTRONOMY

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Position No: 0089036
Title of Position: Director of Research Institute
Reports to: Provost, UH Mānoa
(Position Number 0089104)
Campus: University of Hawaiʻi at Mānoa
Office: Institute for Astronomy

INTRODUCTION

The University of Hawaiʻi at Mānoa (UH Mānoa) seeks a motivated, dynamic, and experienced visionary leader to serve as Director of the Institute for Astronomy (IfA). Building upon the many strengths of the University, as well as the unique attributes of Hawaiʻi and its distinctively multi-cultural and diverse populations of students, faculty, and staff, the successful candidate has an exciting opportunity to lead the IfA in becoming a stronger intellectual presence in Hawaiʻi and beyond.

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 one of the nation’s few public, Land-, Sea-, Space-, and Sun-Grant universities as well as the only institution in the State of Hawaiʻi classified as “R1, RU/VH: Research Universities (very high research activity)” by the Carnegie Foundation. By virtue of its culture and geographic location, UH Mānoa plays an important role nationally and internationally, especially in providing Asian, Pacific, and Hawaiian perspectives into the higher education experience.

The IfA is a research institute within the University of Hawaiʻi (UH) with offices and laboratories on Oʻahu, Maui, and Hawaiʻi islands in addition to observatories on the summits of Maunakea and Haleakalā. With a total staff of over 240, it is one of the largest university astronomy programs in the world and has a broad-based research program including studies of the Sun, planets, stars, interstellar matter, galaxies and cosmology.

RESPONSIBILITIES AND DUTIES

The Director is responsible for the visionary leadership of IfA. In addition, this position represents the scientific leadership within IfA in discussions with representatives of national and international institutions interested in astronomy in Hawaiʻi.

The Director is also responsible in part 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 Director is expected to embrace UH’s cultural diversity and become knowledgeable about the islands, its people, and Hawaiʻi’s role in the international arena.
Within this context, the duties of the Director include, but are not limited to:

**LEADERSHIP AND MANAGEMENT 40%**

Provide effective leadership, direction, and support in developing and implementing the vision, mission, strategic plan, and core commitments of IfA. Develop, communicate, and achieve short- and long-term goals, objectives and initiatives in accordance with IfA’s and UH Mānoa strategic plans, including but not limited to acquiring the necessary resources to implement these goals.

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.

Initiate and support the development of strategic academic partnerships and collaborations with other academic units and/or institutions.

Maintain frequent and close interaction with directors of facilities in which UH is a partner with scientific and governmental representatives of their sponsoring agencies.

Set priorities for the repair and maintenance of UH facilities; prepare justifications and determine priorities associated with new capital improvement initiatives; make decisions regarding recommendations for specific improvements at IfA.

Develop and implement policy guidelines on the interaction between UH and other research facility partners; negotiate agreements covering interaction between UH and its partners. Develop funding opportunities for infrastructures both within Hawai‘i (Maunakea, and Haleakalā) and internationally.

Represent UH on special boards and committees associated with Maunakea and Haleakalā, and at ad hoc meetings called by representatives of interested institutions; prepares minutes, memoranda, and recommendations to UH administration relative to policies to be adopted in negotiations with potential partners on Maunakea and Haleakalā.

Oversee all administrative matters including human resources management, IfA construction projects, space utilization, off-campus research and extension facilities, financial management, and budget planning and execution. Determine priorities among major IfA programs, and justifications for new budgetary initiatives for State funding. Substantially increase the amount of funding garnered from government, corporate, and private funding sources.

**ACADEMIC AFFAIRS, EXTENSION, AND RESEARCH 40%**

Provide leadership and support for academic, extension, and research initiatives that foster the creation and dissemination of knowledge.

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

Develop discussions with individual faculty and researchers to review research progress, suggest new avenues of scientific work, consider new initiatives for research and instrumentation, provide a critical review of large reports and proposals in process, stimulate new scientific work and proposal preparation for Federal funding, and give policy guidance.
Represent the research program as Principal Investigator on large grants; represent the program to Federal agencies and maintain an awareness of potential new Federal initiatives, ensuring that progress reports are completed and forwarded in a timely manner; oversee expenditures, staffing, and progress in achieving programmatic objectives. This involves travel to Washington, D.C. and frequent telephone and written communication with agency staff and with Congressional staff and committees.

Review and approve the allocation of UH observing time for telescopes on Maunakea and Haleakalā.

Confer with an executive committee on major programmatic decisions in IfA such as allocation of vacant faculty positions, response to Announcements of Opportunity to propose from Federal agencies, reviews of strengths and weaknesses of individual areas in IfA, and identification of steps needed to correct shortcomings.

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

Support the continued development of the astronomy undergraduate program with the goal of enlarging the IfA’s role in undergraduate education at the UH campuses.

Support the continued development of the astronomy graduate program by encouraging faculty to offer high-quality courses and involve graduate students in research projects using the unique facilities of the Maunakea and Haleakalā observatories.

Support and encourage faculty in the integration of research and educational endeavors at the undergraduate level through the implementation of relevant courses and summer research opportunities; and encourage the same at the graduate level by providing a high-quality research-oriented Ph.D. program.

Ensure active student recruitment and retention programs to attract and retain top students for IfA’s programs.

Continue to participate in research, both through his/her own efforts and/or through close interaction with students, postdoctoral fellows, or faculty members with similar interests.

**DEVELOPMENT, CONSTITUENT RELATIONS, AND OUTREACH**

Serve as the chief public spokesperson for IfA within UH, and to external constituencies at the state/local, national, and international levels, to further promote IfA’s reputation.

Oversee instructional, extension/outreach, and community services programs, including the management of the network of off-campus facilities that serve the community-at-large and build stronger relationships between the external constituents and the IfA.

Comment on items of public interest as the focal point for astronomy at UH, such as new scientific discoveries and new initiatives in Hawai‘i to present such information to the community, and to answer questions on astronomy in Hawai‘i from representatives of the state/local, national, and international press.

Establish and maintain positive, proactive relationships with potential donors and sponsors that result in significant major gifts. Ensure active and productive annual giving programs in cooperation/collaboration with the UH Foundation.
LIST OF DIRECT REPORTS

In accordance with the official organizational chart.

NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED

The Director works under the general supervision of the UH Mānoa Provost, with opportunities to exercise independent judgment and initiative, as well as substantive decision-making authority under broad policy and general operational guidelines, as set forth by the UH Board of Regents, other UH guidelines, and applicable state and federal policies and guidelines.

NATURE AND EXTENT OF CHECK OR REVIEW OF WORK

Program results achieved are reviewed regularly by the Provost, federal and state agencies, and/or external audits.

DESCRIPTION OF CONTACTS WITH OTHER DEPARTMENTS OR UNIVERSITY ORGANIZATIONS, OUTSIDE ORGANIZATIONS, AND THE GENERAL PUBLIC

The Director provides professional leadership and represents the IfA and UH in the educational community locally, nationally, and internationally. In that role, the Director works with UH System and UH Mānoa executives, administrators, faculty, staff, students, legislators, alumni, state and federal personnel, donors, and members of the community. The Director will have extensive contact and dialogue with private companies, corporations, funding agencies, and large public organizations.

The Director also provides leadership by representing the IfA on Hawai‘i Island and Maui on community and outreach issues relating to local astronomical research, observatory activities, and observatory development. On Hawai‘i Island, the Director works closely with the Office of Maunakea Management, the Maunakea Management Board, and UH Hilo. On Maui, the Director works closely with UH Maui College. On both islands, the Director develops and maintains a strong working relationship with local community individuals and organizations.

MINIMUM QUALIFICATIONS

1. Ph.D. in astronomy, physics, or related field.

2. Five (5) years of professional experience in academic leadership at the level of department chairperson or higher, or comparable professional experience.

3. Attained the rank of full professor or demonstrated a record of comparable professional experience prior to appointment.

4. Record of distinguished teaching, scholarship, research, publication, and/or professional excellence and achievement.

5. Strong interpersonal, communication, and leadership skills.

6. Demonstrated successful fundraising ability and/or experience.

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

11. Commitment to respect and consideration of Hawai‘i’s unique host culture.

**DESIRABLE QUALIFICATIONS**

1. National recognition and reputation in the astronomy community, and/or the ability to command the respect of colleagues in research, university administration, federal agencies, and other extramural funding sources.

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