INTRODUCTION

The Dean of the William S. Richardson School of Law (Law School) at the University of Hawai‘i at Mānoa (UH Mānoa) is a lawyer, scholar, and visionary who is responsible for the overall leadership and management of the School, the only Law School in the State of Hawai‘i and one of the most ethnically diverse law schools in the country.

Accredited by the American Bar Association and the Association of American Law Schools, the William S. Richardson School of Law is dedicated to excellence in legal education and scholarship and the promotion of social justice, ethical responsibility, and public service.

The Law School places special importance on the students’ understanding and application of the laws affecting the unique history, diversity, and ecosystems of the State of Hawai‘i and the Pacific Region. Many of its programs and clinics, including Environmental Law, Native Hawaiian Law, Pacific-Asian Legal and International Studies, and Elder Law programs are nationally and globally recognized. The School also regularly hosts a U.S. Supreme Court Jurist-in-Residence program.

The Dean serves as the top academic and administrative leader for the School and is expected to lead globally through excellence in scholarship, instruction, and service.

RESPONSIBILITIES AND DUTIES

As a senior member of the UH Mānoa Provost’s team, the Dean is expected to ensure the mission and goals of the School are aligned with and supportive of the vision and strategic mission of UH Mānoa and the University of Hawai‘i System, and therefore judiciously balance the best interests of the School with those of the campus, the system, and the community.

The Dean is to actively and meaningfully promote the University’s commitment to diversity, equity, and cultural values. Given the unique character and location of UH Mānoa, the Dean is expected to embrace the ethnic and cultural diversity of the University’s constituencies, and become readily knowledgeable about the Islands, their people, and Hawai‘i’s role in the global arena.

Within this context, the duties of the Dean include, but are not limited to:
LEADERSHIP AND MANAGEMENT  

Model, embrace, and promote the Law School’s articulated values as its leader and spokesperson within the community.

Manage the overall operations of the Law School, including the development and implementation of its short- and long-term goals and objectives, and engage in university and state issues and initiatives related to law.

Advocate for adequate resources from the University, the State, and Federal government to sustain the Law School’s instructional, research, and outreach programs.

Develop and implement mechanisms for collaboration and shared governance within the Law School. Establish an environment that encourages quality research and student success.

Advocate for the Law School’s innovative and entrepreneurial efforts, and ensure a relevant, cutting-edge curricula in all offered programs, clinics, and services.

Create and nurture interdisciplinary and inter-college collaboration, cooperation, scholarly activity, and technology transfer.

Oversee all administrative matters including financial management and budget planning and execution, human resources management, and space utilization.

ACADEMIC AFFAIRS AND RESEARCH  

Promote academic and research rigor that motivates students, staff, and faculty to excel by supporting the creation and dissemination of new knowledge.

Recruit and retain the highest quality of faculty and staff, and support mentoring initiatives for the Law School’s employees in teaching, research, and service endeavors.

Recruit top law students and, together with administration, develop recruitment and retention programs for undergraduates consistent with the University’s mission and aspirations.

Assess, monitor, and assure compliance with accreditation and other academic reviews.

Pursue opportunities for growth in research productivity and impact as may be measured by federal and private funding and publication rates, quality, and citations.

Embrace Hawai‘i’s unique cultural environment: promote initiatives to address stewardship needs of the Islands and maintain the Law School’s pre-eminence in social justice, ethical responsibility, public service, and as a Native Hawaiian place of learning.

Develop high impact research and academic training that draws from and addresses the needs of both the unique local environment and the broader environmental challenges for the nation and planet.

Engage in own field of specialty through scholarship and professional development.

Work with faculty and students in the continuous review, revision, and development of programs and curricula for degree and certificate programs.
DEVELOPMENT, CONSTITUENT RELATIONS, AND OUTREACH  30%

Serve as the chief public spokesperson for the Law School within the University, and to external constituencies at the state, national, and global levels, to further promote the Law School’s reputation.

Work with UH Foundation and others to fundraise and cultivate major gifts. Build new relationships and networking mechanisms among the Law School’s students, staff, faculty, alumni and friends of the Law School, and other constituencies.

Develop and nurture close and effective working relations and lines of internal communication among the University, students, University executives and administrators, staff, faculty, formal and informal groups, and with the Board of Regents, as appropriate.

Promote and support instructional, outreach, and community service programs that serve the community-at-large and build stronger relationships between external constituents and the Law School. Connect the Law School to the local business and legal communities to achieve externship and internship opportunities and job placement for students and graduates, and to continuously foster relationships with these communities to grow employment opportunities.

Develop strong relationships, as the Law School’s primary representative, with officials and legislators at the City, County, State, and Federal levels of government; the Hawai‘i State Bar Association; Judiciary; and the community-at-large.

Encourage the pro bono activities of students and alumni and their active involvement in access to justice programs.

LIST OF DIRECT REPORTS

In accordance with the official organizational chart.

NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED

The Dean 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 Board of Regents, other University 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 Dean leads and represents the Law School and the University professionally in the legal community locally, nationally, and internationally. In that role, the Dean 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 Dean will have extensive contact and dialogue with private companies, corporations, funding agencies, and large public organizations.

MINIMUM QUALIFICATIONS

1. J.D., LL.B., or equivalent degree from an ABA-accredited law school.
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. Evidence 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.

DESIRABLE QUALIFICATIONS

1. Demonstrated experience creating and developing innovative programs/initiatives.
2. National recognition and reputation in the legal community, and/or the ability to command the respect of colleagues in research, university administration, federal agencies, and other extramural funding sources.
3. Familiarity with or experience in a unionized environment in higher education.
4. Understanding of and commitment to Hawai‘i, the Pacific, and UH Mānoa and its significance as a Native Hawaiian place of learning.
5. Demonstrated commitment to serving underserved communities and promoting access to justice.
6. Demonstrated experience in partnering with the legal community to develop opportunities for the professional development of students.
7. Reputation for outstanding and influential legal scholarship.