

VICE PROVOST FOR ACADEMIC EXCELLENCE

Position #89169

I. INTRODUCTION

The Vice Provost for Academic Excellence (VPAE) serves as the deputy academic officer and senior policy advisor to the Provost at the University of Hawai'i at Mānoa, a Carnegie R1 research university and a Land, Sea, Space, and Sun-Grant institution. The VPAE is a member of the Mānoa Cabinet and Provost's Council and provides leadership for academic planning, program development, and cross-campus academic initiatives.

This position oversees academic programs across undergraduate and graduate levels, working closely with deans and directors to ensure that offerings are high-quality, interdisciplinary, and responsive to campus and state needs. The VPAE also supports faculty excellence through oversight of faculty development and academic personnel offices, and leads efforts to enhance academic leadership and support structures.

Units under the VPAE include the Office of General Education, Graduate Division, Honors, Interdisciplinary Studies, ROTC programs, Academic Personnel, and Faculty Development and Support.

II. DUTIES AND RESPONSIBILITIES

As a senior campus executive, serves as the deputy campus chief academic officer and senior academic policy advisor. Provides leadership in developing policies and procedures related to academic excellence in areas including but not limited to undergraduate and graduate/professional education, program assessment, honors and military programs, and faculty human resources. Promotes academic excellence through support of faculty, relevant curriculum, research opportunities, innovative programs that meet 21st century challenges and integrating the Manoa campus strategic plan.

Directs the development of governing policies, program planning and assessment, setting of priorities in response to new opportunities, and formulation of academic goals and objectives. Is actively involved in encouraging and developing new academic initiatives, in establishing new undergraduate and graduate programs, in assessing academic programs and units, and in analyzing and acting on data regarding academic programs.

Serves as the campus authority for academic personnel matters including faculty review processes, performance improvement, complaints and grievances, and negotiations.

Assists the Provost and President in the development and implementation of long-range plans, goals, and objectives related to academic excellence to improve the quality, direction and priorities of teaching, research, and administration in full compliance with accreditation standards and requirements. Designs and oversees programs to ensure all students are supported. Fosters a vibrant academic climate and supports scholarship and innovation, cultivating an environment in which effective, innovative and creative teaching and research may flourish.

Ensures that day-to-day operations, administration and management are executed

efficiently, and allocates resources, as appropriate, in conformity with governing institutional priorities, applicable laws, contracts, rules and policies.

Reviews and authorizes the development of new academic programs, reviews and determines the continuing status of existing programs, determines priorities and takes actions to improve the quality of both the academic programs and instruction more generally.

Administers and implements UH Mānoa, Board of Regents, and Executive policies and procedures; as appropriate, promulgates campus and provost directives and instructions. Makes recommendations to the Provost regarding campus-level policies and procedures based on campus experiences or needs. Develops and promulgates academic and academic personnel policies and guidance for all academic units.

Works with the Vice Provost for Research and Scholarship to ensure that the undergraduate, graduate and research programs of the academic units are provided with the best possible academic support; with the Provost and the Chief Business Officer to ensure the responsible allocation and expenditure of financial resources to support the academic programs, faculty, and academic support offices; with the Vice Provost for Student Success to ensure optimal academic support for students; with the Vice Provost for Enrollment Management in the formulation of retention strategies and enrollment plans and goals; and with appropriate System and campus offices to ensure that personnel actions taken are reasonable and compliant with existing policies, that academic programs have access to necessary information technology, and that physical facilities are suitable for instructional needs.

Collaborates with the Assistant Provost for Global Engagement to support international student programs and services. Collaborates with the Dean of Outreach College to develop strategies for distance and online learning and other innovative learning opportunities.

Works with governance bodies and advisory groups, including the Mānoa Faculty Senate Executive Committees related to academic excellence areas, representatives of student and staff groups, Kualii Council, and other constituencies to ensure effective and transparent systems of shared governance. Works with the University of Hawai'i Professional Assembly (UHPA) to ensure compliance with the Collective Bargaining Agreement (CBA) and the fair resolution of grievances related to the CBA.

Develops and oversees agreements, partnerships, and exchanges with other educational institutions and organizations, within the UH System and nationally and collaborates with the Assistant Provost for Global Engagement on international agreements.

Develops and maintains effective relations with the deans and directors, vice presidents, other campus counterparts and leadership, community, legislature, and other internal and external organizations.

Serves as the Provost's representative to the Council of Chief Academic Officers (CCAO) for the UH System, and in that capacity works on cross-campus initiatives, academic program articulation and the development and/or modification of system-wide academic policies.

Represents, promotes, and advances UH Mānoa in working with state, national, and international organizations and represents and promotes campus academic excellence interests to stakeholders, serving as the official representative of the Provost as appropriate

Performs other duties as assigned.

III. LIST OF DIRECT REPORTS

As reflected in the most current official organizational chart.

IV. AUTHORITY & DECISION-MAKING EXERCISED

Work is performed with wide latitude for exercising independent judgement and initiatives as well as decision-making under the broad policy and general operational guidelines as set forth by the Board of Regents, President, and Provost.

V. DIRECTION AND REVIEW OF WORK RECEIVED

Work is reviewed by the Provost for results achieved.

VI. CONTACTS AND RELATIONSHIPS

Work involves considerable contact with faculty, staff, students, senior executives, administrators, Board of Regents, legislators, state and county executives, union representatives, and representatives of the community.

VII. MINIMUM QUALIFICATIONS

Earned doctorate or equivalent terminal degree from an accredited institution; or equivalent combination of education and experience which provides the required education, knowledge, skills and abilities.

Academic rank of full professor or a demonstrated record of comparable professional experience prior to appointment.

Five (5) years of professional experience in higher education administration with responsibility for faculty personnel, academic program development and assessment, and financial administration, or a demonstrated record of comparable professional experience.

Experience at the dean's level or comparable that involved designing and implementing successful programs and initiatives, or a demonstrated record of comparable professional experience.

Demonstrated record of successful leadership in teaching, scholarship, service, and community engagement.

Demonstrated understanding of and commitment to shared governance and collaborative leadership.

Demonstrated ability to establish and maintain effective working relationships with administrators, faculty, staff, students, legislators, state and federal officials, union representatives, and the general public.

Experience in interpreting policies and formulating appropriate actions in a higher education or equivalent professional setting.

Ability to communicate effectively with internal and external constituencies orally and in writing in a professional manner, with tact and diplomacy.

Ability to understand and work effectively with global communities in higher education or in an equivalent professional setting.

VIII. DESIRABLE QUALIFICATIONS

Administrative experience at a university with undergraduate and graduate/professional programs.

Administrative experience at a university belonging to a state university system, which included planning, developing, and articulating programs in such a system as well as coordinating programs with local K-12 education institutions.

Demonstrated successful leadership experience in a unionized environment.

Demonstrated experience with successful academic and/or administrative innovation.

Demonstrated ability and record of success to bring campus groups together around new ideas and/or initiatives.

Demonstrated track record of working effectively with faculty, students, governing boards, advisory groups, legislative bodies, local government officials, and community and business leaders.

Demonstrated track record of supporting and implementing initiatives that engage students, faculty, and staff in meaningful participation in decision making processes.

Ability to facilitate and strengthen academic communities in higher education or in an equivalent professional setting, aligned with the institution's strategic goals