



August 9, 2023

MEMORANDUM

TO: Dr. Todd Inouye

FROM: Bonnie Irwin *Bonnie D. Irwin*
Bonnie D. Irwin (Aug 9, 2023 13:55 HST)
Acting Vice Chancellor for Academic Affairs

SUBJECT: Invitation to serve as Faculty Director (2nd Year)

The CoBE faculty has recommended that you serve as Faculty Director of the College of Business and Economics for a three-year term, renewable annually based on performance. Your second-year appointment will begin on July 1, 2023 through June 30, 2025 and may be extended. The monthly stipend for this period will be \$1,000. You will receive a 15-credit release from teaching, provide 3 credits of instruction, and 12 additional credits (inclusive of summer) of service and scholarly/professional activity for a total of 30 credits for the 23-24 Academic Year and any academic year for which you are appointed.

This is an 11-month position. The 11-month position will formally begin 1 July 2023. This 11-month position has year-round responsibilities, and you are expected to be on campus throughout the calendar year, inclusive of summer sessions, during normal working hours. All 11-month faculty positions have 4 weeks of leave to be used at their discretion and in consultation with the Vice Chancellor for Academic Affairs.

As the Faculty Director, your responsibilities will include:

Academic Affairs 60%

1. Create an environment that fosters positive faculty, staff, and student morale, academic rigor, instructional excellence, and research productivity;
2. Serve as lead facilitator and coordinator of the credit and non-credit academic, curricular, and research programs in CoBE;
3. Develop and maintain excellence in instructional and research programs through the recruitment and retention of high-quality faculty and staff;
4. Facilitate the development and adoption of best and promising curricular,

- instructional delivery, and research practices;
5. Maintain faculty responsibilities. Teach at least one class per year, modeling excellence in the classroom and out.
 6. Actively engage in scholarly and/or professional activity in an appropriate field within the scope of the College curriculum;
 7. Serve the role of department chair and the duties ascribed to it, including work assignment and the dean-level review for contract renewal, promotion, and tenure.
 8. Support professional development of faculty and staff;
 9. Lead the College in maintaining AACSB accreditation, including assessment and program reviews;

Administrative Affairs 30%

10. Provide leadership and financial plans to meet the goals of the College's strategic plan; assure the budget is appropriately directed in support of the plan;
11. Provide effective leadership, direction, and support in implementing the vision, mission, strategic plan, and core commitments of the College;
12. In collaboration with faculty and administration, develop, coordinate, and achieve short and long-term goals, objectives, and initiatives consistent with the strategic plans of the College, University, and System;
13. Ensure that the College's administration, operations, and programs reflect the diversity of the College's stakeholders' cultures and thinking.
14. Supervise and evaluate College staff.


External Relations and Fund Raising 10%

15. Support the development of sustained, strategic academic partnerships and collaborations with academic, community, and business institutions as the external face of the College.
16. Provide avenues that foster alumni morale and support via various programs such as nurturing the inclusion of alumni in the College's strategic

- planning and implementation processes;
17. Serve as the College's primary advocate in interactions with local, state, and federal officials and legislators;
 18. Encourage and support faculty and staff in the area of grant development;
 19. When applicable, nurture relationships with donors and potential donors of major gifts in collaboration with the UH Foundation;

If you accept this appointment as described, please return this letter to Kristi Nakamura.

Appointment Accepted:


Todd Inouye (Aug 9, 2023 17:56 HST)

Todd Inouye

Aug 9, 2023

Date










Offer Letter - Inouye (Director) rev 8-9-23

Final Audit Report

2023-08-10

Created:	2023-08-09
By:	Kristi Nakamura (kanihok@hawaii.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAtoXFAd2tFqwWycBfFigxHFeU676yTUby

"Offer Letter - Inouye (Director) rev 8-9-23" History

-  Document created by Kristi Nakamura (kanihok@hawaii.edu)
2023-08-09 - 11:35:48 PM GMT- IP address: 132.160.47.192
-  Document emailed to Bonnie Irwin (bdirwin@hawaii.edu) for signature
2023-08-09 - 11:37:22 PM GMT
-  Email viewed by Bonnie Irwin (bdirwin@hawaii.edu)
2023-08-09 - 11:55:41 PM GMT- IP address: 132.160.35.80
-  Signer Bonnie Irwin (bdirwin@hawaii.edu) entered name at signing as Bonnie D. Irwin
2023-08-09 - 11:55:50 PM GMT- IP address: 132.160.35.80
-  Document e-signed by Bonnie D. Irwin (bdirwin@hawaii.edu)
Signature Date: 2023-08-09 - 11:55:52 PM GMT - Time Source: server- IP address: 132.160.35.80
-  Document emailed to Todd Inouye (todd.inouye@hawaii.edu) for signature
2023-08-09 - 11:55:54 PM GMT
-  Email viewed by Todd Inouye (todd.inouye@hawaii.edu)
2023-08-10 - 1:00:59 AM GMT- IP address: 98.155.196.197
-  Document e-signed by Todd Inouye (todd.inouye@hawaii.edu)
Signature Date: 2023-08-10 - 3:56:39 AM GMT - Time Source: server- IP address: 98.155.196.197
-  Agreement completed.
2023-08-10 - 3:56:39 AM GMT