

**VICE CHANCELLOR FOR ACADEMIC AFFAIRS (UHH)****DEFINITION**

This is executive administrative work in planning, developing, organizing, directing and evaluating academic programs, policies, procedures and guidelines. Work involves providing overall leadership, direction and control in all academic areas; directing faculty administrators in the evaluation and review of academic programs and curriculum development; implementing Board policies and procedures relating to academic programs; exercising seasoned judgement in determining the means, methods and resources necessary to achieve academic goals and objectives; serving as academic liaison with various state and federal academic educational boards, systemwide university offices, Legislature, etc.; overseeing faculty appointments, promotion and tenure recommendations made by college deans; recommending approval for salary adjustments for faculty and subordinate staff in accordance with University policies, procedures, collective bargaining unit agreements, etc.; recommending budget proposals for academic related programs; allocating and reallocating funds and resources; etc. A position in this class serves as the chief academic advisor to the Senior Vice President and Chancellor for UH at Hilo and West Oahu on all academic issues and formulating academic policy proposals for consideration by the Board of Regents. Work involves considerable contact with senior executives, administrators, Board of Regents, legislators, state executives and representatives of the community. Work requires knowledge of academic programs and academic program planning and evaluation techniques and the ability to interpret and apply administrative policy statements to a variety of unrelated situations, to conduct and prepare program analyses, to communicate effectively, and the ability to establish effective working relations with a variety of personnel. Work is reviewed by the Senior Vice President and Chancellor for program results achieved.

The establishment of the class, Vice Chancellor for Academic Affairs (UHH) is approved.

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Albert J. Simone  
President and Chancellor, Manoa

MAR 20, 1992