

UNIVERSITY OF HAWAII AT MANOA
POSITION DESCRIPTION
DEAN, SCHOOL OF ARCHITECTURE

Position No: 0089188
Title of Position: Dean
Reports to: Provost, UH Manoa
(Position Number 0089104)
Campus: University of Hawai'i at Manoa
Office: School of Architecture

INTRODUCTION

The University of Hawai'i at Manoa is the only "Doctoral/Research University-Extensive" (Carnegie classification) in Hawai'i. By virtue of its culture and geographic location, UH-Manoa plays an important role in providing Hawaiian, Asian, and Pacific perspectives on the higher education experience.

The School of Architecture is a unique professional school that supports an integrated approach to architectural education emphasizing both theory and practice developed through a balance of systematic analysis and directed creativity to help protect and shape the environment. As an institution within an island community, the School is profoundly influenced by its immediate natural environment and the State's longstanding cultural interaction within the Asia-Pacific region. The School is committed to tackling regional issues as instructive models for global concerns.

The School of Architecture offers the only NAAB accredited professional Doctor of Architecture degree in the United States. The Dean is expected to advance cutting-edge instruction and research and practice, and promote a standard of creativity and critical thinking that leads to innovative solutions and raises the stature and value of architects in today's ever changing society.

RESPONSIBILITIES AND DUTIES

The Dean is the academic and administrative leader of the School and is the School's principal advocate. As a member of the Provost' team, the Dean is also expected to ensure that the mission and goals of the School are aligned with and supportive of UH Manoa's and the University of Hawai'i System's visions and strategic missions. The Dean is expected to judiciously balance the best interests of the School with those of the campus, system and community.

Another important responsibility of the Dean is to actively and meaningfully promote the University's commitment to diversity and equity. Given the unique character and location of UH Manoa, the Dean is expected to embrace the indigenous, ethnic and cultural diversity of the University's constituencies, and become knowledgeable about Hawai'i, its people, and its role in the national and international arena.

The Dean ultimately provides leadership and guidance in all aspects of the School including positioning the School nationally and internationally, maximizing the benefit of its multicultural and mid-pacific island environment, fundraising, intellectual development, and management of all aspects of School operations, which may include being a role model for fostering student relationships.

Within this context, the duties of the Dean include, but are not limited to, the following:

LEADERSHIP AND MANAGEMENT

Provide proactive and effective leadership in establishing, communicating, and achieving short and long-term development goals and initiatives for the School.

Provide leadership and support for initiatives that foster innovative educational strategies, enhance effective research infrastructures and facilitate outreach to the community.

Develop and implement mechanisms for consultation and shared governance consistent with School policy.

Advocate for and obtain financial resources, based on sound financial plans, to meet the needs of the School; use the School's budget policy to develop, allocate and administer the School's budget.

Work with the University to secure adequate space in which instructional, research and outreach programs can operate and expand as they grow.

Build the necessary infrastructure support and processes to facilitate achievement of School goals and objectives, including classroom environments, research endeavors, technology transfer and innovation, and development of intellectual property.

Establish and maintain effective strategic and sustaining partnerships with internal and external entities; build strong inter-and intra-school initiatives.

Oversee administrative functions and human resources. Implement and oversee appropriate mechanisms to increase efficiency and responsiveness of service functions within the School.

Provide innovative leadership in the formulation, development and implementation of new initiatives. Utilize strategies in risk-management in School operations.

Ensure continued **NAAB** accreditation; oversee compliance and standards established by **NAAB** and other accrediting bodies.

ACADEMIC AFFAIRS AND RESEARCH

Build and sustain an optimal learning environment in classrooms and laboratories that stimulate and actively engage undergraduate and graduate students, staff and faculty.

Oversee improvements in the instructional and training environment to ensure that the School's graduates are nationally and globally competitive. Create an environment of academic rigor that motivates students, staff and faculty to excel.

Promote mechanisms to recruit top undergraduate and graduate students, as well as recruit and retain high caliber faculty members. Work with the University to develop recruitment and

retention programs for students (including under-represented students) that are consistent with the University's mission and aspirations.

Promote and support programs that enhance a diverse and high quality student body, faculty and staff.

Provide an encouraging and supportive environment and mentoring initiatives for School faculty and students in their research endeavors.

Oversee the implementation and operation of mechanisms that will ensure growth in research productivity and impact as measured by extramural funding and publication rates.
Build on the cultural and comparative advantages of Hawai'i; serve as an active proponent of initiatives that address the stewardship needs of Hawai'i.

DEVELOPMENT, CONSTITUENT RELATIONS AND OUTREACH

Serve as the chief public spokesperson for the School within the University and to the School's multiple external constituencies at the state, national and international levels to further promote the School's mission. Serve as the School's primary advocate in interactions with officials and legislators at the city and county, state and federal levels.

Work with the University of Hawai'i Alumni Association to increase the School's marketing and public relations efforts with the goal of increasing and engaging the number of friends and alumni actively associated with the School.

Better position the School toward achievement of its goals by maintaining close and effective working relations with all School constituencies.

Work with the University of Hawai'i Foundation to increase funding from foundations and private funding sources. Nurture relationships with potential donors of major gifts. Nurture continuing relationships with past donors; build new relationships and networking mechanisms between the Dean and constituent groups (e.g., students, staff, faculty, alumni and friends).

Promote and support instructional, outreach, and community service programs that serve the community-at-large and build strong relationships between external constituents and the School.

LIST OF DIRECT REPORTS

In accordance with the official organizational chart.

NATURE AND EXTENT OF GUIDANCE AND DIRECTION RECEIVED

Work is performed under the general supervision of the Vice Chancellor for Academic Affairs, UH Mānoa, consistent with 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 are reviewed on a regular basis by the Vice Chancellor for Academic Affairs, the Chancellor, 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 provides professional and academic leadership and represents the School and the University in the community locally, nationally, and internationally. In fulfilling that role, the Dean works with UH System and Mānoa executives, administrators, faculty, staff, students, legislators, state and federal personnel, donors, and members of the community. The Dean's responsibilities also involve extensive contact and dialogue with private companies, corporations, and funding agencies, and with large public organizations. In addition, the Dean interacts with visiting scholars and academicians.

MINIMUM QUALIFICATIONS

1. Professional degree in Architecture or closely related field.
2. Attained the rank of full professor or have demonstrated a record of comparable professional or academic experience prior to appointment.
3. Three (3) years of professional experience in academic leadership at the level of department chairperson or higher, or comparable professional experience.
4. Strong interpersonal, communication and leadership skills.
5. Record of distinguished teaching, scholarship, research, publication, and/or professional activity and achievement.
6. Knowledge of the practice and scholarly discourse of architecture and its related disciplines.
7. Fundraising ability and/or experience.
8. Ability to establish and maintain effective working relationships with multiple constituencies.
9. Ability to function successfully in an indigenous and multi-ethnic environment.
10. Demonstrated commitment to consultative, collaborative and inter-disciplinary processes and initiatives.
11. Demonstrated commitment to the highest ethical and/or academic standards.

DESIRABLE QUALIFICATIONS

1. Post-professional degree in architecture or closely related field.
2. Demonstrated experience creating and developing innovative programs/initiatives.
3. License to practice architecture in any U.S. jurisdiction or equivalent in a foreign country.
4. National and international recognition and reputation in the architecture community; able to command the respect of colleagues in teaching, research, university administration, federal agencies, and other extramural funding sources.
5. Understanding and appreciation of Hawai'i and Native Hawaiian culture.
6. Understanding and appreciation of the Asia/Pacific region.
7. Ability to work within (or familiarity) with a unionized environment.