INTRODUCTION:

The Chancellor serves as the Chief Executive Officer for the University of Hawai‘i Maui College (UHMC) and is responsible for the overall administration and management of the College’s instructional, student services, institutional support, academic support and continuing education and training programs and career and technical education programs. The Chancellor is also accountable for the overall onsite operations of the University of Hawai‘i (UH) Center on Maui.

The Chancellor represents the UH in the County of Maui and acts on behalf of UHMC, UH Center on Maui, and within the community.

The Chancellor reports to the Vice President for Community Colleges (VPCC), and serves as the College liaison officer to the University President and President’s staff, Board of Regents (BOR), and State Legislature.

GENERAL ADMINISTRATION - 20%

Responsible for the administration of the academic and non-academic programs of the College. This responsibility includes, but is not limited to, setting the broad institutional goals and mission, planning and forecasting course of action, determining performance objectives and desirable results, developing strategies to achieve goals, allocating resources, developing policies and setting procedures, developing the budget, etc.

Works with the campus program managers and the various governing bodies that serve as the recommending and advisory body in matters relating to the priorities for the direction of the College, especially about budget planning and resource allocation. The Chancellor is the primary decision-maker and is held accountable for decisions rendered by members of the College and University Center administration, faculty, staff and students.

Responsible for ensuring that federal and state rules and regulations, and BOR, Executive, University of Hawai‘i Community Colleges (UHCC), and College policies and procedures are enforced and applied appropriately on campus. As necessary, the Chancellor oversees and approves the development of campus procedures to implement these broader rules and policies.

The Chancellor coordinates, facilitates and ensures effective communication, decision-making, and action amongst campus administrators, faculty members, staff, and/or students on a range of programmatic, service, personnel, and other matters; and meets
with businesses, nonprofit organizations, community leaders, and other groups to explore various educational and training alternatives to meet their needs.

Delineates responsibilities and decision-making authority of administrative staff. Organizes College committees to address campuswide problems and concerns. Meets with the administration staff to plan, control, and make decisions concerning the total College operation through budget preparation, resource allocation, development of performance standards, and continuing program evaluation. Organizational reviews are guided by UH System, UHCC, and UHMC Strategic Plans, Long Range Development Plans, Technology Development Plan, and accreditation reviews.

**ACADEMIC ADMINISTRATION – 20%**

Responsible for the planning and development of all academic programs at the College. Directs the development, review, update of the campus academic development plan and development of accreditation self study reviews.

Responsible for guiding institutional improvement of the teaching and learning environment by establishing a collegial process that sets values, goals and priorities; ensuring that evaluation and planning rely on high quality research and analysis on external and internal conditions; ensuring that educational planning is integrated with resource planning and distribution to achieve student learning outcomes; and establishing procedure to evaluate overall institutional planning and implementation efforts.

**FISCAL ADMINISTRATION - 15%**

Responsible for the financial soundness of the College’s operations. Directs periodic review and update of long-range educational development plan, capital improvement plan, and organizational plans. Develops parameters for program plans and budgets, reviews and approves program plans and budgets, expenditure and travel plans for all program units, contract, and new program extramural grant proposals. Ensures the efficient and appropriate use of various funding streams, which supports compatible objectives and activities. Works with College administrative staff to prepare the College budget, sets priorities, coordinates budget with short- and long-range plans, and presents the budget to the VPCC.

**PERSONNEL ADMINISTRATION - 15%**

Works with the College and University Center administrative staff members to direct, manage, and supervise personnel responsible for academic and non-academic programs. Renders decisions on faculty contract renewal applications, faculty post-tenure review evaluations, and delegated disciplinary actions. Makes final recommendations on BOR (faculty/APT) appointments, and tenure and promotion applications. Participates in collective bargaining negotiations. Conducts evaluations of administrators, faculty, and staff.
CAMPUS AND DEVELOPMENT - 25%

Establishes internal campus communication processes to handle transmittal of information. Articulates mission of UHMC and University Center to serve the campus and the community at large. Approves student activities budget and serves as source of authority for student governance and participation in College affairs.

Responsible for institutional fundraising, marketing, and relations. Responsible for communications with the VPCC, UH System, including BOR, President, and deans, directors, and Chancellors of other UH units statewide; State Legislature and other State agencies; and organizations and representatives.

Serves as the strategic liaison to area schools and principals for the purpose of building and maintaining mutually beneficial relationships between UHMC and the schools, and promote post-high school enrollment.

Serves on various boards to address the community’s needs. Serves on national commissions and committees to network with other agencies to enhance the College.

OTHER – 5%

Serves in staff capacity to the VPCC as needed and performs other related duties.