UNIVERSITY OF HAWAII
invites applications for the position of:

Associate Dean for Research
#0089053

**SALARY:** Not Displayed

**OPENING DATE:** 03/08/19

**CLOSING DATE:** Continuous

**DESCRIPTION:**
Title: Associate Dean for Research  
Position Number: 0089053  
Hiring Unit: School of Ocean and Earth Science and Technology  
Location: Manoa Campus  
Date Posted: March 08, 2019  
Closing Date: Continuous - application review begins May 01, 2019  
Monthly Type: 11 Month  
Full Time/Part Time: Full Time  
Temporary/Permanent: Permanent

SOEST faculty conduct research in the geosciences and life sciences and contribute to the University's teaching mission at the undergraduate, graduate, and post-graduate levels. SOEST employs around 1,000 personnel and has an annual budget of about $125 million, 80% of which is extramural.

**Duties and Responsibilities**

1. Responsible for effective management and oversight of the research and research-related instructional enterprise, under the direction of, and with appropriate authorities delegated by, the Dean.

2. **ADMINISTRATION AND DEVELOPMENT OF RESEARCH ACTIVITIES:** oversees SOEST institutional grants and research/facility appropriations; encourages inter-programmatic and transformational research; identifies means to fund new research directions; provides scientific oversight of research facilities, shared resources, and training programs; chairs SOEST Research Council, fosters strategic research planning and identifies new research directions in consultation with faculty.

3. **FACULTY DEVELOPMENT:** coordinates research faculty development and mentoring; performs periodic assessment of faculty performance, administers tenure and promotion procedures, post-tenure review and merit award applications.

4. **COMMUNICATION AND REPRESENTATION:** Responsible for internal/external communication of research and research administration issues; represents the Dean internally/externally as requested; maintains effective working relationship with faculty, research program directors, shared resource managers, and other senior staff.

5. **ADDITIONAL MANAGERIAL RESPONSIBILITIES:** Develops annual research administration budget; coordinates administrative support personnel activities with the Director of Administration to ensure adequate staff coverage for research programs; assists with duties of the Dean as needed.

**Minimum Qualifications**

1. Ph.D. in Geoscience or Life Science field.
2. Experience in leadership, management and development of large scientific research programs.
3. Attainment of rank R5 (professor/researcher) or demonstration of a record of comparable professional experience, prior to appointment.
4. Ability to communicate effectively both orally and in writing.
Desirable Qualifications

1. Proven record of scientific accomplishments in grants, publications, patents and (inter)national research programs.
2. Five years of administrative and leadership experience in an academic or research setting.

To Apply:
Applications must be submitted electronically via email as a single PDF file that includes the following: 1) letter of interest; 2) curriculum vitae; and 3) names and contact information (phone and e-mail address) of three professional references. Send to: ADR_SEARCH@soest.hawaii.edu

Inquiries:
Juanita Andaya, Director of Administration; ADR_SEARCH@soest.hawaii.edu

EEO/AA, CLERY ACT, ADA:
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Employment is contingent on satisfying employment eligibility verification requirements of the Immigration Reform and Control Act of 1986; reference checks of previous employers; and for certain positions, criminal history record checks.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawai‘i may be viewed at: https://www.hawaii.edu/titleix/help/campus-security/, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

Accommodation Request: The University of Hawai‘i complies with the provisions of the Americans with Disabilities Act (ADA). Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the EEO coordinator directly. Determination on requests for reasonable accommodation will be made on a case-by-case basis. For further information, please refer to the following link: https://www.hawaii.edu/offices/eeo/accommodation-request/

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APPLICATIONS MAY BE FILED ONLINE AT:
https://www.governmentjobs.com/careers/hawaiiedu

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