Title: Associate Dean (UHM) for Travel Industry Management (Director of the School of Travel Industry Management)

Position Number: 0089125

Hiring Unit: Shidler College of Business

Location: Manoa Campus

Closing Date: Continuous recruitment. First review will begin on Tuesday, February 18, 2020.

Salary Information: Salary commensurate with qualifications and experience.

Monthly Type: 11 Month

Full Time/Part Time: Full Time

Temporary/Permanent: Permanent

Funding: General Funds

Other Conditions: Continuous review of applications will begin on Tuesday, February 18, 2020, and will continue until the position is filled.

This position serves as a key member of the Dean's management team responsible for leading and developing the School of Travel Industry Management (TIM) as one of the top travel industry management programs in the world. The planning, developing, and directing of TIM's initiatives is a key component of the university's mission to ensure an accomplished community of scholars and students who can contribute to the economic vitality of the state of Hawaii. Responsibilities include establishment of new TIM degree and professional programs, enhancing scholarly research productivity, and strengthening international, national and local relationships through initiatives with academic and professional travel and tourism organizations and alumni.

DUTIES AND RESPONSIBILITIES:

Academic (40%)

- Provides leadership in developing, implementing, and evaluating a strategic plan to further TIM's mission in teaching, research, and service, both nationally and internationally.
- Responsible for the scholarly activities of tenure-track faculty. This relates to both goal-setting and assessment, to ensure that faculty at TIM meet the standards of the TIM-specific accreditation and of the AACSB.
- Oversees the TIM tenure, promotion, and post-tenure review process, as governed by UH Executive Policy, the Agreement between UH and the University of Hawaii Professional Assembly (UHPA), and the Board of Regents of the University of Hawaii, as well as the College's criteria and procedures.
- Responsible for course scheduling, working together with the TIM Department Chair who provides recommendation of the workload.
- Promotes academic rigor that motivates students, staff, and faculty to excel by supporting the creation and dissemination of new knowledge.
• Aggressively pursues opportunities for growth in research productivity, which may be measured by external funding and publication rates, publication quality, and publication citations.
• Oversees the establishment of new TIM degree and professional programs. This includes, but is not limited to, the establishment and implementation of TIM’s doctoral concentration, working with the Associate Dean for Academic Affairs to ensure that the TIM concentration is an integral part of Shidler’s overall doctoral degree in Business Administration.
• Oversees TIM undergraduate and graduate programs to ensure academic excellence and retention of accreditation by the TIM-specific accreditation and AASCB.
• Works with the Assistant Dean for Student Services to sustain an engaged learning environment in classrooms, laboratories, and collaborative spaces to ensure that TIM graduates are nationally and globally competitive.

Administrative and Outreach (40%)
• Works with the Shidler College Director of Executive Education to evaluate and develop new Masters programs in Hospitality and Tourism.
• Works with the Director of TIM Professional Programs on non-credit courses/program in the area of Travel Industry Management, including the Executive Development Institute for Tourism (EDIT), continuing education courses for industry and government professionals, and custom training.
• Manages the fiscal affairs of TIM to ensure maximum academic production from available resources.
• Develops and oversees TIM recruitment, hiring, employee development, and faculty advancement and retention plans, including due consideration of policies and procedures, collective bargaining agreements, and applicable Federal and State laws.
• Serves as an ex officio member of the College's Curriculum and Programs Committee.
• Assesses TIM program quality and effectiveness on a regular and systematic basis and reports the results of such endeavors.
• Works with the Associate Dean for Academic Affairs in assuring compliance with accreditation standards.
• Assists in external affairs by attending events on behalf of the Shidler College of Business, including foreign delegations, student groups, speakers, orientations, and events related to the recruitment of students.
• Works with the TIM alumni association and advisory board to engage alumni and industry stakeholders. Builds new relationships and networking mechanisms among TIM students, staff, faculty, alumni and friends, as well as other constituencies.
• Promotes and supports instructional and outreach programs that serve the Hawaii visitor industry and build relationships between external constituents and TIM.

Other (20%)
• Assists the Dean with reports, issues, and concerns related to the successful development of various programs, projects, and activities that impact the College and oversees the submission of TIM data to various travel industry surveys.
• Actively participates as a key member of the College leadership team to achieve the vision and mission of the College.
MINIMUM QUALIFICATIONS:
1. Ph.D. or other earned doctorate degree in Travel Industry Management, Business Administration, or related field from an accredited college or university.
2. An established international scholar with a solid record of publishing research in highly ranked scholarly journals.
3. Eight (8) years of academic experience at the Associate/Full Professor rank.
4. Three (3) years of academic administrative experience (e.g., department chair/director or equivalent) prior to appointment.
5. Thorough knowledge of the principles and practice of business or travel industry management education in an accredited College/School of Business Administration.
6. Knowledge of the practices and policies involved in the administration of a College/School of Business Administration or a College/School of Travel Industry Management.
7. Knowledge of and experience with the travel industry community and developing productive relationships in complex environments.
8. Ability to communicate and negotiate effectively with internal and external constituencies, both orally and in writing.
9. Demonstrated planning, organizational, and management skills.
10. Demonstrated a strong track record of promoting and facilitating excellence in scholarly activities in a research university.
11. Ability to work effectively in an administrative organization with demonstrated commitment to consultative processes and a strong understanding of shared governance.
12. Demonstrated working knowledge of the financial and administrative requirements of instruction, research, and service in a higher education setting.

DESIRABLE QUALIFICATIONS:
1. Prior experience as a Department Chair or Assistant/Associate Dean from an accredited College/School of Business Administration and/or a Travel Industry Management School.
2. Prior teaching and research in an accredited institution.
3. Five (5) to ten (10) years of work experience in an accredited College/School of Business Administration and/or Travel Industry Management.
4. Three (3) to five (5) years of managerial experience in the private or public sector.
5. Ability to motivate individuals from diverse cultures and ethnic backgrounds.
6. Work experience in the Asia Pacific region.

TO APPLY:
To be considered for this position, please visit the Work at UH website at http://workatuh.hawaii.edu/ and search for position 0089125.

To apply, please click on the "APPLY" button on the top right corner of the screen to complete an application. **NOTE:** If you have not applied for a position before using NEOGOV, you will need to create an account. **Please attach the following to the online application:** 1) cover letter summarizing your interest and qualifications for the position; 2) curriculum vitae; 3) names and contact information.
(phone number and email address) of three professional references; 4) official transcripts will be required at time of hire.

INQUIRIES:
Susan Kikuchi; 808-956-4889; tamurapa@hawaii.edu

EEO/AA, Clery Act, ADA:
The University of Hawai’i is an Equal Opportunity/Affirmative Action Institution and is committed to a policy of nondiscrimination on the basis of race, sex, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, domestic or sexual violence victim status, national guard absence, or status as a covered veteran. For more information or inquiries regarding these policies, please refer to the following link: http://www.hawaii.edu/offices/eeo/eeo-coordinators/.

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/