

Duties of the Assistant to the Vice Chancellor for Academic Affairs (AVC)

The AVC is assigned areas of responsibility and participates in special projects

Recurring items:

1. Ensure coordination among the appropriate colleges on issues related to
 - a. Faculty orientation and faculty development
 - b. Advising
 - c. General Education
 - d. Interdisciplinary programs
 - e. Academic support services performed by academic units such as placement and proficiency testing, the writing and math labs, STEM grant program.
2. Provide curricular liaison with Hawai'i Community
3. Coordinate action items with the UH Hilo Faculty Congress
4. Coordinate, negotiate, and update articulation agreements
5. Prepare an annual schedule for personnel reviews, notify participating parties, monitor deadlines
6. Schedule and coordinate commencement activities
7. Prepare recurring reports for the UH System including Small Class Report, Tenure and Promotion, etc.
8. Support the development and implementation of policies and procedures related to graduate programs; assist with the development of a graduate catalog
9. Attend regularly scheduled meetings of Academic Administrative Council
10. Assist the Acting VCAA when the VCAA is absent from campus.

From time to time the VC may assign special projects to the AVC. These may include writing special reports, creating brochures, representing academic affairs at functions, helping to establish a chapter of an academic honor society at UHH, etc.

The AVC will teach two courses annually and will have an 11-month duty period.