OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR STUDENTS

JUDICIAL AFFAIRS
Org Code: MAJDAF

Director of Student Affairs (Judicial), #89485 1.00
Student Services Specialist, PBB, #78530 1.00

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
OFFICE OF THE VICE CHANCELLOR
FOR STUDENTS
JUDICIAL AFFAIRS

ORGANIZATIONAL CHART
CHART IV-F

GENERAL FUND FTE 2.00
FUNCTIONAL STATEMENT

JUDICIAL AFFAIRS – Org Code: MAJDAF

The Office of Judicial Affairs reports to the Vice Chancellor for Students and oversees all formal judicial affairs involving students.

- Upholds students’ rights under the Family Educational Rights and Privacy Acts.
- Compiles judicial violation statistics in accordance with relevant statutes.
- Works with both students who have been accused of violations of University of Hawai‘i at Mānoa standards and the victims of such violations.
- Conducts fact-finding investigations and adjudicates disputes involving the student conduct code.
- Convenes the Academic Grievance Committee to adjudicate those grievances.
- Conducts fact-finding investigations and reports for student sexual harassment complaints.
- Conducts fact-finding investigations and reports for student discrimination complaints.
- Conducts fact-finding and adjudication of student employment grievances.
- Educates students on community responsibilities and living as a member of a community.
- Works with Residence Life to train relevant staff on the judicial process and develop the student staff’s confrontation, communication and leadership skills.
- Educates incoming students about the University of Hawai‘i at Mānoa Student Conduct Code.
- Develops and presents preventative and educational programs for all students regarding their rights and responsibilities.
- Develops and presents programs to assists students in their intellectual, ethical, and moral development.
- Conducts assessment efforts to evaluate benefits of the sanctions and educational programming for students.
- Coordinates with the Matsunaga Institute for Peace to ensure smooth operations in dispute resolution and appropriate division of roles between advocate and arbiter.