MEMORANDUM

TO: Robert Bley-Vroman
   Interim Chancellor

VIA: Reed Dasenbrock
    Vice Chancellor for Academic Affairs

FROM: Denise Eby Konan
      Dean, College of Social Sciences

William L. Ditto
Dean, College of Natural Sciences

Jeffrey G. Carroll
Interim Dean
College of Languages, Linguistics, and Literature

Peter J. Amade
Dean, College of Arts & Humanities
Chair, Council of Arts & Sciences Deans

SUBJECT: REORGANIZATION PROPOSAL FOR COLLEGES OF ARTS & SCIENCES, STUDENT ACADEMIC SERVICES

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization for the Colleges of Arts & Sciences Student Academic Services.

RECOMMENDED EFFECTIVE DATE:

July 1, 2015

ADDITIONAL COST:

No additional cost.

PURPOSE:

The purpose of this reorganization is to reassign Colleges of Arts & Sciences Student Academic Services (CASSAS) positions to the A&S colleges to better serve their students. This will enable A&S Deans to develop specialized programs and functions to enhance Student Services within their units.
BACKGROUND:

Pursuant to Administrative Procedure A3.101 *University of Hawaii Organizational and Functional Changes* dated March 2008, reorganizations that:

- a) do not have an impact on BOR policy and/or laws
- b) do not create, eliminate, or significantly change responsibilities of programs reporting to the Board or President;
- c) do not incur significant additional expenses; or
- d) do not have significant programmatic impact on the University may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with faculty and staff members. The details of the reorganization are outlined in the attached Executive Summary and proposal.

ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the Colleges of Arts & Sciences Student Academic Services be approved.

Should you have any questions, please contact Peter Arnade at 956-6460 or at parnade@hawaii.edu

Attachments:

- Executive Summary – Attachment 1
- Narrative – Attachment 2
- BJ/BT Position Worksheet – Attachment 3
- Current Organizational Charts and Functional Statements – CASSAS Attachment 4
- Proposed Organizational Charts and Functional Statements – CASSAS Attachment 5
- Current Organizational Charts and Functional Statements – NATSCI Attachment 6
- Proposed Organizational Charts and Functional Statements – NATSCI Attachment 7
- Current Organizational Charts and Functional Statements – SOCSCI Attachment 8
- Proposed Organizational Charts and Functional Statements – SOCSCI Attachment 9
- Supporting Documents – Letters and Responses Attachment 10

APPROVED/DISAPPROVED:

[Signature]
Robert Bley-Vroman
Interim Chancellor

[Date] 6/3/15
Reorganization Proposal
Colleges of Arts & Sciences Student Academic Services
University of Hawai'i at Mānoa

Executive Summary

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate. Please limit Executive Summary to two (2) pages.

I. Purpose:
   Explain the purpose of this reorganization and the anticipated overall impact.

   The purpose of this reorganization is to reassign Colleges of Arts and Sciences Student Academic Services (CASSAS) positions in order to better serve students in the four Colleges of Arts & Sciences: College of Arts & Humanities (A&H); College of Languages, Linguistics and Literature (LLL); College of Natural Sciences (CNS); and College of Social Sciences (CSS). The anticipated impact is that the Deans will be able to develop specialized services for their academic advisors in order to enhance Student Services within their units.

II. Major Elements of the Proposal:
   Explain or list the key changes being proposed in this reorganization relative to purpose and results.

   This reorganization proposes reassigning four CASSAS positions to the College of Social Sciences (CSS) and two CASSAS positions to the College of Natural Sciences (CNS). Seven positions will remain in CASSAS to provide advising and support services for the College of Arts & Humanities (A&H) and the College of Languages, Linguistics and Literature (LLL), which together comprise the humanities at UHM and thus share many similar characteristics. CASSAS advising will focus on the humanities and will be integrated with the A&H and LLL programs upon the approval of the reorganization.

III. Resource Impact:
   Explain the resources impacted as a result of this reorganization. If there is no impact, reflect "None" for each category as appropriate.

   A. Budget
      1. What is the estimated cost of the reorg?

         Upon approval of the reorganization, CASSAS's allocation and any carryover cash balance (tuition funds) will be divided equally between the four colleges, as previously agreed by the A&S Deans. Funds sufficient to cover the reassigned positions will be transferred from CASSAS to CSS and CNS, and funds sufficient to cover the remaining positions for A&H and LLL will remain with CASSAS.
2. Are additional funds needed?

   No additional funds needed.

   If so, how will the cost of the reorg be funded? N/A

3. Will the reorg result in cost savings or be cost neutral?

   Cost neutral.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?

   CASSAS faculty and staff, both those remaining in CASSAS to serve A&H and LLL as well as those reassigned to serve CNS and CSS, will develop specialized services to better serve the students in those respective Colleges.

2. Will additional faculty/support personnel be required?

   No, not at this time.

   If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? N/A

3. Will there be a reduction in faculty/staff?

   No, just a reassignment as outlined below under #4.

   If so, what steps are planned or have been taken to ensure proper consultation? N/A

4. Identify faculty/staff positions impacted by the anticipated changes.

   Four CASSAS positions will be reassigned to the College of Social Sciences’ newly created Student Academic Services:
   85056 Assistant Specialist
   85062 Junior Specialist
   85061 Junior Specialist
   79242 Institutional Support

   Two CASSAS positions will be reassigned to the College of Natural Sciences Academic Affairs unit (MAAANS):
   70061 Junior Specialist
   15801 Office Assistant III
Seven CASSAS positions will remain in CASSAS:
Three will provide advising and support for the College of Arts & Humanities (A&H):
85060 Junior Specialist
85065 Specialist
44055 Secretary II
Three will provide advising and support for the College of Languages, Linguistics and Literature (LLL):
85064 Assistant Specialist
70060 Junior Specialist
79366 IT Specialist
Currently serving as Director/Chair, to provide administrative oversight:
84379 Associate Specialist

C. Space

1. Will additional space outside own resources/allocations be required?

No, CNS and CSS will accommodate reassigned positions within current existing space. CASSAS will remain in their current space.

If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A

IV. Consultation:

Explain or list the individuals and groups consulted and the key comments/feedback received.

In Spring 2013 Professor Thomas Bingham, former interim dean of the College of Arts & Humanities, was tasked with facilitating the proposed reorganization of CASSAS. Prof. Bingham had served as the supervising dean for CASSAS for a number of years. Through the Spring 2013 semester Prof. Bingham consulted with:

- CASSAS faculty and staff (collectively and individually);
- Colleges of Arts and Sciences deans and associate deans (collectively and individually);
- OVCAA (Reed Dasenbrock, Ron Cambra, Beverley McCreary, Myrtle Yamada);
- Vice Chancellor for Student Affairs (Francisco Hernandez);
- UHM Human Resources (Tammy Kuniyoshi);
- Registrar (Stuart Lau);
- Assistant Vice Chancellor for Planning & Facilities (Stephen Meder);
- STAR (Joy Nishida);
- Manoa Advising Center (Megumi Makino-Kanehiro);
- UHPA (Kristeen Hanselman);
- HGEA (Joan Fukumoto);
- various faculty groups in the Colleges of Arts and Sciences; and
- various UHM academic advisors.

The A&S deans and the faculty and staff of CASSAS were consulted both individually and as a group, and universally support this reorganization. Key
issues/concerns brought up from CASSAS faculty and staff and the unions included the following:

- where CASSAS faculty and staff would be assigned and through what process;
- the impact of reorganization on contract renewal and promotion and tenure, particularly as related to criteria and timeline;
- whether the scope of responsibilities and workload expectations of CASSAS faculty and staff would undergo significant change, and whether the A&S deans were fully aware of the scope of their current responsibilities;
- whether personal compatibility be a consideration when making the assignments;
- whether job duties of HGEA members would change significantly.
- who would provide academic advising services for Interdisciplinary Studies, which is under the Assistant Vice Chancellor for Undergraduate Education;
- whether their new units would be able to provide sufficient and appropriate space for advising; and
- how the budget and resources would be allocated.

The narrative provides details about how each issue/concern was satisfactorily addressed.

V. Implementation:
Explain when and how this reorganization will be implemented. Identify anticipated effective date.

The approved reorganization will be implemented effective July 1, 2015.
Reorganization Proposal
Colleges of Arts & Sciences Student Academic Services
University of Hawai‘i at Mānoa

Narrative

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. INTRODUCTION:
   A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.

   Currently, the Colleges of Arts & Sciences Student Academic Services (CASSAS) provides academic advising services from matriculation through graduation to undergraduate students in the four A&S Colleges: the College of Arts & Humanities (A&H); the College of Languages, Linguistics, and Literature (LLL); the College of Natural Sciences (CNS); and the College of Social Sciences (CSS). These services include educational planning, maintenance of academic records, tracking of student progress, academic actions, monitoring of registration and evaluation of eligibility for graduation. The Department Director/Chair of the Colleges of Arts and Sciences Student Academic Services directs and coordinates the activities, personnel and budget affairs of the office.

   B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.

   The objectives/goals of this reorganization are to make it possible for the four A&S Deans to improve and enhance academic services within their individual Colleges by:
   - integrating academics and academic advising;
   - developing College-specific tailored/specialized duties for their academic advisors;
   - streamlining services; and
   - aligning academic services with the mission and goals of the individual colleges and UHM, including the Institutional Learning Objectives, improving retention and graduation rates, and decreasing time to graduation.

II. RATIONALE FOR THE REORGANIZATION:
   A. Provide background and relevant historical information.

   In 2005, the Associate Dean and Secretary positions in the A&S Academic Affairs and Student Academic Services (Org Code: MAAASA) were swept. Without the oversight, representation, consultation, and coordinating functions of those positions, CASSAS became increasingly disconnected from the four colleges it serves.
In 2012, the four A&S Deans decided to decentralize undergraduate advising services and locate them within the individual colleges, a concept endorsed by the Vice Chancellor for Academic Affairs (VCAA) Reed Dasenbrook.

In 2012 – 2013, Professor Thomas R. Bingham was charged by the VCAA to direct the initial phases of the CASSAS transition, and he coordinated numerous consultative meetings with and between the four Deans, CASSAS, VCAA Reed Dasenbrook, VCS Francisco Hernandez, STAR, AVCUE Ron Cambra, the Council of Academic Advisors, and a variety of advising units throughout campus, including the Mānoa Advising Center, the College of Education, the School of Ocean and Earth Sciences and Technology, and the Shidler College of Business.

B. Provide a detailed explanation of the conditions and/or factors prompting the proposed reorganization and how they will be addressed by the reorganization. Explain why the current organization is inadequate and whether the reorg is consistent with the University's strategic, program, and financial plans.

This reorganization has been prompted by the need for oversight, representation, consultation, and coordination between CASSAS and the individual Colleges, and by the Deans' desire to work more closely with their academic advisors to achieve the objectives listed above. These needs will be addressed by assigning CASSAS advisors to work directly with each of the four A&S Colleges and by transferring the advisors assigned to CNS and CSS into those Colleges' Student Services units, where their work can be better integrated with related programs. A&H and LLL together comprise the humanities at UHM and share many similar characteristics. Thus, the advisors assigned to A&H and LLL will remain a combined unit to serve the students enrolled in A&H and LLL. CASSAS advising will focus on the humanities and will be integrated with the A&H and LLL programs upon approval of this reorganization.

Owing to current organizational lines, our academic advisors serve the students in the four A&S colleges but work in CASSAS. Reassigning and transferring advisors will align advisors with their college and student population.

This reorganization more fully integrates CASSAS advisors into their academic units and is thus consistent with UHM's strategic, program, and financial plans.

C. Explain other alternatives explored.

NA

D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

With their own designated advising units, the A&S Colleges will be able to serve their populations better by tailoring advising services to each College's specialized degrees.
The colleges’ advising units will be able to develop relationships with other University segments that are better targeted to the needs of their individual populations.

E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted. Explain issues raised and how concerns were addressed.

In Spring 2013 Professor Thomas Bingham, former interim dean of the College of Arts & Humanities, was tasked with facilitating the proposed reorganization of CASSAS. Prof. Bingham had served as the supervising dean for CASSAS for a number of years.

Through the Spring 2013 semester Prof. Bingham consulted with:
- CASSAS faculty and staff (collectively and individually)
- Colleges of Arts and Sciences deans and associate deans (collectively and individually)
- OVCAA (Reed Dasenbrock, Ron Cambra, Beverley McCreary, Myrtle Yamada)
- Vice Chancellor for Student Affairs (Francisco Hernandez)
- UHM Human Resources (Tammy Kuniyoshi)
- Registrar (Stuart Lau)
- Assistant Vice Chancellor for Planning & Facilities (Stephen Meder)
- STAR (Joy Nishida)
- Manoa Advising Center (Megumi Makino-Kanehiro)
- UHPA (Kristeen Hanselman)
- HGEA (Joan Fukumoto)
- various faculty groups in the Colleges of Arts and Sciences
- various UHM academic advisors

The faculty and staff of CASSAS were consulted both individually and as a group, and universally support this reorganization. Key issues/concerns brought up from CASSAS faculty and staff included the following:

- CASSAS faculty and staff expressed concern about where they would be assigned and through what process.

_Bingham pledged complete transparency and met with CASSAS weekly through the semester to provide updates. To develop the recommendation to the A&S deans for the reassignment of personnel, Bingham (1) interviewed each dean to ascertain the colleges’ plan for their advising unit, (2) presented the colleges’ plans to CASSAS, (3) conducted individual interviews of every member of CASSAS to hear their thoughts regarding the different plans and where they thought they would fit best, (3) met individually with each member of CASSAS to present their proposed assignment and collect feedback, (4) provided time for CASSAS members to communicate concerns, (5) presented the recommendation to the A&S deans. Through this process, Bingham was able to provide a personnel recommendation that met with unanimous approval of all members of CASSAS and the A&S deans and is presented here in this proposal._

- CASSAS faculty and UHPA expressed concern regarding the impact of reorganization on contract renewal and promotion and tenure, particularly as related to criteria and timeline.
It was agreed that current CASSAS criteria would remain in force until the reorganization is approved and completed, at which point faculty would be free to work with their new dean to develop or revise criteria. A central component to acquiring tenure in CASSAS is initiating and developing programs. Given the uncertainty of when reorganization would be completed and whether programs initiated in CASSAS would be relevant to the new college, it was agreed that faculty should pause program development until the reorganization process is far enough along that faculty could begin working with their new dean. Requests to extend the probationary period will be favorably considered. Both issues were resolved through consultation with CASSAS, OVCAA, and UHPA.

- CASSAS faculty initially expressed concern that the scope of their responsibilities and workload expectations would undergo significant change, and that the A&S deans are not fully aware of the scope of their current responsibilities.

By using the process described above, CASSAS faculty had the opportunity to learn about each college’s plans and to request re-assignment appropriate to their personal philosophy and goals. As a result, there were no requests for reconsideration after the proposed recommendations were presented. In addition, Prof. Bingham and the CASSAS faculty reevaluated the CASSAS Functional Statement to review core services and functions. The A&S deans agreed that these core services are needed and will remain essentially the same.

- It was agreed upon early in the process that each college would be assigned two of the current CASSAS advisors. CASSAS faculty requested that personal compatibility be a consideration when making the assignments.

The recommendation for reassignment was made after discussing potential partners in the individual interviews, differences in experience, compatibility of advising styles/philosophies, and suitability for the targeted unit. That recommendation, which was unanimously approved by the CASSAS faculty, is identical to the recommendation for reassignment in this proposal.

- HGEA members in CASSAS expressed concern that their job duties would change significantly.

HGEA provided guidance that UH may relocate employees as long as the class specifications remain the same. The A&S deans do not have plans to make changes in job duties that would be outside the current class specifications. The CASSAS members of HGEA were satisfied with this response.

- At the time of these discussions, CASSAS was providing academic advising and conducting the graduation actions for students in Interdisciplinary Studies, which is under the Assistant Vice Chancellor for Undergraduate Education (AVCUE). There was some concern over who would provide these services after reorganization.

In preparation for reorganization and after consultation with Dr. Ronald Cambra, CASSAS no longer provides advising or certification services for Interdisciplinary Studies students, effective January 1, 2014. Interdisciplinary Studies students now receive advising and certification services from the Interdisciplinary Studies department (AVVCUE).
• CASSAS members expressed concern over whether their new units would be able to provide sufficient and appropriate space for advising.

Prof. Bingham consulted with the directors of advising in COE, CTAHR, and SOEST and the chair of CASSAS to develop recommendations for appropriate advising facilities. The recommendations were presented to the A&S deans. Prof. Bingham also worked with Stephen Meder (Assistant Vice Chancellor for Planning & Facilities) to attempt to identify appropriate spaces on campus within existing space allocations.

• CASSAS members and the A&S deans expressed concern over how the budget and resources would be allocated.

Prof. Bingham consulted with the A&S deans and CASSAS members. The A&S deans agreed that upon approval of the reorganization, CASSAS’s allocation and any carryover cash balance will each be divided equally between the four colleges. The equal division of allocated funds is sufficient to cover the reassigned positions, including not only those to be transferred to CNS and CSS but also those remaining in CASSAS for A&H and LLL. CASSAS will take an inventory of resources and develop a fair division of office equipment, furniture, and supplies.

In summary, the CASSAS faculty and staff as well as the four A&S deans have been consulted and strongly support the reorganization.

F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and how the reorganization will minimize confusion over authority, roles, and responsibilities.

The benefits of this reorganization to UHM and to all five units impacted include:

• Better integration of academics and academic advising, making it easier for the Deans to improve retention and graduation rates and to decrease time to graduation for their students;
• Better integration of academic services with the colleges’ student services and extracurricular opportunities;
• Improved collaboration between professional and faculty advising, which includes better integration of General Education and Major advising;
• More specialized advising for degree programs within each A&S college;
• Increased options for developing specialized initiatives to meet the needs of students within the individualized colleges (e.g., to address transfer issues, at-risk populations, etc.);
• More streamlined services;
• Increased access to advising;
• More targeted tracking of students; and
• Minimized confusion for students, who will receive advising from their own college rather than from an external unit.
Better alignment between the four Colleges’ academic services and the mission and goals of UHM.

This reorganization assigns advisors and staff to specific colleges and thus clarifies their reporting lines, roles, and responsibilities:

Three faculty advisors (85056, 85061, 85062) and one APT (79242) positions will be reassigned to the CSS, Student Academic Services. Their roles and responsibilities will be within the reassigned college, headed by the CSS dean.

One faculty (70061) and one civil service (15801) position will be reassigned to CNS, Academic Affairs. Their roles and responsibilities will be within the reassigned college, headed by the CNS dean.

A&H and LLL together comprise the humanities at UHM and shares many characteristics. Thus, A&H and LLL will continue to share advising operations to serve the students enrolled in A&H and LLL. The combined unit will include seven positions: four faculty advisors (70060, 85060, 85065, and 85064), one civil service (44055), and one APT (79386), all of whom report to position 84379, currently designated as Director/Chair of CASSAS, who will oversee advising, academic activities, budget, and personnel matters. The combined unit will allow advisors to tailor their services for their populations in all the same ways as CNS and CSS.

III. IMPACT ON RESOURCES AND THE UNIVERSITY

Provide a detailed description of the resource requirements and the programmatic impacts of the reorganization on the University.

A. Impact on budget resources:

1. Provide a realistic assessment of the estimated annual and future cost or savings of the reorganization taking into account such factors as proposed position re-descriptions and reallocations. Explain how the annual and future costs or savings were derived and, if applicable, reasons the reorganization justifies the estimated costs.

None at the moment. This reorganization is to better meet student needs and will include reallocation of funds from CASSAS to CNS and CSS. Funds for A&H and LLL Colleges will remain with CASSAS, as the two units will share operations.

2. Are additional funds needed? If so, how will the cost of the reorg be funded?

No additional funds will be needed.

B. Impact on operational resources:

1. What is the overall impact on faculty and staffing responsibilities, if any? Explain reasons for the anticipated changes/relocation/reassignment/etc.
Reassigning advisors and staff to specific colleges (i.e., to CNS, CSS, and a shared humanities advising unit for A&H and LLL) will enable them to develop specialized/tailored advising services and activities to better serve the colleges and meet their students' needs.

The reasons for the anticipated reassignments are to make it possible to integrate academics and academic advising; i.e., to tailor services for the individual colleges; to streamline services; and to align academic services with the mission and goals of the colleges, UHM, and the Institutional Learning Objectives, improving retention and graduation rates and decreasing time to graduation.

The overall impact on the positions will be to reassign positions to CNS and CSS to serve those colleges, and to retain positions in CASSAS to serve A&H and LLL.

There are no anticipated changes in faculty and staff responsibilities; the overall impact will be to tailor current responsibilities to the individual colleges. For example, while all advising units have the responsibility of tracking students' progress, one may do it by integrating progress checks into mandatory advising, and another by implementing a system of record checks. Which method works best depends on systems in place for each college. This reorganization will align advising services with such systems.

2. Will additional faculty/support personnel be required? If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? What is the impact of the increase?

No additional faculty/support personnel is required at this time.

3. Will there be a reduction in faculty/staff?

No; this reorganization is a reassignment of positions from CASSAS to CNS and CSS. Positions remaining in CASSAS will serve A&H and LLL student populations.

If so, what steps are planned or have been taken to ensure proper consultation?

What is the impact of the reduction?

Not applicable.

4. Identify the positions impacted by position number, classification title, and anticipated changes.

The positions impacted are as follows:

70061 Junior Specialist, to be assigned to CNS
15801 Office Assistant III, to be assigned to CNS
85056 Assistant Specialist, to be assigned to CSS
85061 Junior Specialist, to be assigned to CSS
85062 Junior Specialist, to be assigned to CSS
79242 Institutional Support, to be assigned to CSS

85064 Assistant Specialist, to remain in CASSAS assigned to A&H/LLL majors
70060 Junior Specialist, to remain in CASSAS assigned to A&H/LLL majors
85060 Junior Specialist, to remain in CASSAS assigned to A&H/LLL majors
85065 Specialist, to remain in CASSAS assigned to A&H/LLL majors
84379 Associate Specialist, to remain in CASSAS, currently designated as Director/Chair for CASSAS
44055 Secretary II, to remain in CASSAS assigned to A&H/LLL, to provide support services for CASSAS operations
79386 IT Specialist, to remain in CASSAS assigned to A&H/LLL, to provide support services to CASSAS operations

5. Will there be changes to supervisory/subordinate relationships?

Yes. Positions reassigned to CNS and CSS will report to the respective colleges' director/chair/dean of Student Academic Services. There will be no changes to the supervisory/subordinate relationship of positions remaining in CASSAS.

If so, identify the impact.

The supervisory/subordinate relationship changes will impact the following positions:

Positions reassigned to CNS will report to the director/chair/dean of CNS Student Academic Services under the CNS dean:
   70061 Junior Specialist
   15801 Office Assistant III

Positions reassigned to CSS will report to the director/chair/dean of CSS Student Academic Services under the CSS dean:
   85056 Assistant Specialist
   85061 Junior Specialist
   85062 Junior Specialist
   79242 Institutional Support

Position 84379 Director/Chair of CASSAS will no longer supervise the positions reassigned to CNS and CSS.

Will the changes streamline operations, reduce supervisory span of control, etc.?

This reorganization will streamline operations by connecting advising services to the colleges, allowing advising services to be incorporated into college functions.
The supervisory span of control for position 84379 will be reduced by the following six positions, which will be reassigned to CNS and CSS:

Positions reassigned to CNS will report to the director/chair of CNS Student Academic Services under the CNS dean:
- 70061 Junior Specialist
- 15801 Office Assistant III

Positions reassigned to CSS will report to the director/chair/dean of CSS Student Academic Services under the CSS dean:
- 85056 Assistant Specialist
- 85061 Junior Specialist
- 85062 Junior Specialist
- 79242 Institutional Support

C. Impact on space resources:
1. Will additional space outside own resources/allocations be required? If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? Explain outcome.

The College of Natural Sciences and College of Social Sciences deans will accommodate reassigned positions within their current existing space.

The Colleges of Arts & Sciences Student Academic Services will remain in its current space to serve the College of Arts & Humanities and the College of Languages, Linguistics and Literature.
<table>
<thead>
<tr>
<th>Item No.</th>
<th>Chart No.</th>
<th>Affected Position No.(s)</th>
<th>Classification/Organizational/Functional Change</th>
<th>Basis for Change/Impact on Position</th>
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<td>1</td>
<td>Chart 1</td>
<td>70061 (V)</td>
<td>Moving of positions from Colleges of Arts &amp; Sciences-Student Academic Services-Counseling and Advising to the College of Natural Sciences, and to the College of Social Sciences:</td>
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<td>2</td>
<td>Chart 1</td>
<td>15801 (V)</td>
<td>CASSAS</td>
<td>College of Natural Sciences, Chart I</td>
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<td>Chart 1</td>
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<td>College of Social Sciences, Chart II</td>
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<td>Chart 1</td>
<td>79242 (V)</td>
<td>CASSAS</td>
<td>College of Social Sciences, Chart II</td>
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04/20/2015  
Date

956-6460  
Telephone Number

Peter Arnade  
Dean & Chair, Council of Arts & Sciences Deans

HR Review  
OFA Review
CURRENT

ORGANIZATION CHARTS

AND

FUNCTIONAL STATEMENTS
OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

COUNCIL OF ARTS AND SCIENCES DEANS
Org Code: MACASD
Chair (appointed from Arts & Sciences Deans)
   Educational Specialist, PBB, #80485  1.00
   Public Information Officer, PBA, #77160  1.00

ACADEMIC AFFAIRS AND STUDENT ACADEMIC SERVICES
Org Code: MAAASA
Associate Dean*
   Secretary*

COUNSELING AND ADVISING
Org Code: MACLAD
Chair (appointed from faculty)
   Secretary II, SR14, #44055  1.00
   IT Specialist, PBB, #79386  1.00
   Admin & Fiscal Support Specialist, PBA, #79242  1.00
   Office Asst. III, SR08, #15801**  1.00
   Specialist Type Faculty:
     #70060, #70061, #85056, #85060, #84379  9.00

**15801 Abolished—Pending Establishment of Permanent APT, PBA.

General Fund FTE: 15.00

GRAND TOTAL BY FUND:
GENERAL FUND FTE: 15.00

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGES OF ARTS AND SCIENCES
ORGANIZATIONAL CHART
CHART 1

UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGES OF ARTS AND SCIENCES
ORGANIZATIONAL CHART
CHART 1

CHART UPDATED
JUL-1 2014
University of Hawai‘i at Mānoa
COUNCIL OF ARTS AND SCIENCES DEANS – ORG CODE: MACASD

The Council of Deans of Arts and Sciences is made up of the Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, the College of Social Sciences, and the College of Natural Sciences. The Council is responsible for the planning and coordination of joint activities and programs for Arts and Sciences and of those that involve Arts and Sciences as a whole with other units outside Arts and Sciences. The Chair of the Council represents the Colleges externally, and serves as principal liaison to the Office of the Vice Chancellor for Academic Affairs.

ACADEMIC AFFAIRS AND STUDENT ACADEMIC SERVICES – ORG CODE: MAAASA

Academic Affairs and Student Academic Services is responsible for the academic policies and programs of the Colleges and provides general assistance to the Council and to the individual College deans as appropriate.

COUNSELING AND ADVISING – ORG CODE: MACLAD

Advising units that span more than one College are administratively housed in the Colleges of Arts and Sciences Student Academic Services, which also supports and coordinates the work of the advising units in the individual colleges and provides shared services. The Department Chair serves as Director of Student Academic Services and coordinates the activities, personnel and budget affairs of the office. Services include educational planning, maintenance of academic records, academic actions, monitoring of registration and evaluation of eligibility for graduation.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNSS

The Office of the Dean plans, coordinates, and directs the academic, personnel, budget, and computer affairs of the College. Organizes and coordinates support component, including staff supervision, community relations, and grievance and litigation. The Office also has administrative oversight of the units within the college (see below).

Other functions of the Office include the following:

- Articulates and conveys to faculty, staff, students and others the College's basic values, directions and goals, and develops and implements policies governing the activities of the College.
- Guides and oversees the College’s governance system, to ensure effective operation and equal access by all members of the College community.
- Manages day-to-day College operations and activities, and represents the College within the University and to the Hawaii community at large.
- Participates with Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, and the College of Natural Sciences in the Council of Arts and Sciences Deans, a body which is responsible for the planning and coordination of the Colleges of Arts and Sciences programs.
- Reports to the Office of the Vice Chancellor for Academic Affairs, University of Hawaii at Manoa and functions with the authority delegated by the Chancellor.
- Administers academic departments, programs, school and institutes in the College of Social Sciences.

1. Anthropology (department)
2. Communications (school)
3. Economics (department)
4. Ethnic Studies (department)
5. Geography (department)
6. Political Science (department)
7. Psychology (department)
8. Public Administration (program)
9. Social Science Research Institute
10. Sociology (department)
11. Social Sciences Public Policy Center
12. Urban and Regional Planning (department)
13. Women’s Studies (department – rev 12/11)
**PROPOSED**

**APPROVED:**

Tom Apple, Chancellor  
Date

---

**STATE OF HAWAII**  
**UNIVERSITY OF HAWAII**  
**UNIVERSITY OF HAWAII AT MANOA**  
**COLLEGE OF ARTS AND SCIENCES**  
**COLLEGE OF SOCIAL SCIENCES**  
**SUPPORT SERVICES**  
**ORGANIZATIONAL CHART**  
**CHART II**

General Fund FTE: 10.00

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**OFFICE OF THE DEAN**

**SUPPORT SERVICES**  
Org Code: TBD

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**ADMINISTRATIVE SERVICES**  
Org Code: MAA555

- Administrative Officer, PBC, #80203*  
  1.00
- Administrative Officer, PBB, #80357  
  1.00
- Administrative Officer, PBB, #80332  
  1.00
- Human Resources Spec, PBA, #77118  
  1.00
- Admin & Fiscal Sup Sp, PBA, #79636  
  1.00
- IT Manager, PBB, #81125  
  1.00
- IT Spec, PBA, #80640  
  1.00

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**STUDENT ACADEMIC SERVICES**  
Org Code: TBD

- Director (Appointed from Faculty Type Position)  
  Specialist Type Faculty:  
  #82188, #82377, #84891  
  3.00

* Provides technical supervision to positions #77767, #80107, #81943 (Chart III)
STUDENT ACADEMIC SERVICES – Org Code: TBD

This unit is focused on academic advising and engagement. This is in keeping with the College’s deep commitment to undergraduate education and providing meaningful learning experiences to our students. Targeted, student-centered advising combined with an expansion of experiential learning opportunities are directly in line with goals stated in the University of Hawai‘i at Mānoa 2011-2015 Strategic Plan and consistent with the learning outcomes developed by the Association of American Colleges and Universities LEAP (Liberal Education and America’s Promise) initiative and adopted by the Mānoa Faculty Senate, i.e., integrative learning, collaborative assignments, and global and community-based learning that combine to foster deep learning which goes far beyond content mastery.

The Student Academic Services provides the infrastructure for professional staffing to ensure services are streamlined.

Functions of Student Academic Services includes: recruitment; insuring the continual application of academic policies and procedures; assisting students with admittance/transfer/declaration; identifying various educational opportunities, e.g., internships, practicums, research, study abroad, civic engagement, etc.; conduct continual assessment of the undergraduate experience in the College to initiate appropriate improvements; assisting students in developing educational plans (academic with extracurricular); providing guidance in course selection in keeping with the student's interests, values and abilities; developing advising materials and programs; explaining general education and major requirements; identifying options for students to satisfy degree requirements; identifying the educational and career options appropriate for each student and assisting with the analysis of each option, including possible outcomes and their implications; monitoring student progress; assisting students with registration; auditing student records; processing administrative paperwork; overseeing academic actions and mandatory advising for at-risk students; processing and certifying students for graduation; assisting with certification for Financial Aid, VA, ROTC; maintains accurate records (including electronic records) of interactions with each student; coordinate entrance and exit surveys for declared
majors, and enter and analyze these data, and maintain a database; coordinate communications to the students regarding registration and academic probation; act as a liaison with the community colleges to assist in recruiting and assisting transfer students into the major; serve as resource for faculty/staff for undergraduate issues and problem solving; work with departments and undergraduate chairs to discuss new initiatives that will enhance their Undergraduate Programs, and develop and maintain an alumni database.

APPROVED:

[Signature]
Tom Apple – Chancellor
Date 2/10/11
OFFICE OF THE DIRECTOR

Director, #86226 1.00
Specialist Type Faculty: 1.75
\#88743, \#40845 (0.75)
Adm & Fiscal Support Sp, PBA, #80087 1.00

FISCAL SERVICES
Org Code: MAASRI

Administrative Officer, PBB 3.00
#77767, #80107, #81943

ECONOMIC RESEARCH ORGANIZATION
Org Code: MARSRI

Instr Type Faculty, #84797 0.50
Instr Type Faculty, #84871 1.00
Specialist Type Faculty: 3.00
\#84643, #84870, #85736

CENTER FOR ORAL HISTORY
Org Code: MACOHRI

Ed Specialist, PBB, #80813 1.00
Research Assoc, PBB, #80935 1.00
Research Assoc, PBA, #77024 (0.50) 0.50

CENTER FOR YOUTH RESEARCH
Org Code: MAYRRI

Instr Type Faculty, #84797 0.50
Ed Specialist, PBB, #80531 1.00

TELECOMMUNICATIONS & SOCIAL INFOMATICS (TASI)
RESEARCH PROGRAM / PEACE SAT
Org Code: MAPSAT

Specialist Type Faculty, #86225 1.00
The Office of the Director oversees the research programs of the Social Science Research Institute (SSRI) and the sponsored research enterprise in the College of Social Sciences (CSS). The Office of the Director provides leadership in promoting sponsored research on social, behavioral, economic, and environmental issues and collaborates with instructional and research units within the College and across campus to foster excellence in research. The Director of SSRI is responsible for the programmatic direction of the Institute, serves as the head of sponsored research in the Institute and College, conducts research, and serves as the chief advisor to the Dean of the CSS in these areas.

As the sponsored research unit of the CSS, the Office of the Director is also responsible for fiscal and administrative management of all research and training grants and contracts in the College. Fiscal/administrative responsibilities include proposal review and coordination, procurement, personnel, inventory, reports, budget management and monitoring, compliance oversight, management of the College’s Research and Training Revolving Funds and other intramural funds, and consultations to the College’s faculty and staff on grants management.

The University of Hawaii Economic Research Organization (UHERO) conducts rigorous, independent economic research on the people, environment, and economies of Hawai‘i and the Asia Pacific region. Dissemination of research results help inform public and private sector decision making that impact Hawai‘i’s citizens, policymakers, business and community organizations who make daily choices that impact social welfare, the environment, and prospects for sustainable economic development.

The Center for Oral History collects, preserves, and disseminates life history data from segments of the Hawaiian community using oral history methodology. Statewide objectives include: (a) research, conduct, and disseminate life history interviews with individuals on social issues and other topics related to Hawai‘i’s history; (b) publish transcripts, books, articles, videos, and newsletters on COH research; (c) train individuals and groups in the community on oral history methodology; (d) present lectures to the general community on topics relating to oral history and local Hawai‘i history; and (e) serve as resource clearinghouse for oral history activity statewide.
CENTER FOR YOUTH RESEARCH - MAYRRI

The Center for Youth Research conducts research using a science-practitioner model to integrate research and service/intervention targeting at-risk youth in Hawaii. Youth-related research areas include juvenile justice, delinquency, substance abuse, suicide prevention, and youth violence. The CYR is also involved in policy and program development and in the evaluation of youth programs. The CYR focuses on social and cultural issues affecting youth and advises youth-service agencies on incorporating this information in program planning and decision-making to improve the lives of youth in Hawaii.

TELECOMMUNICATIONS AND SOCIAL INFORMATICS (TASI) RESEARCH PROGRAM/PEACESAT - MAPSAT

The TASI/PEACESAT program conducts sponsored interdisciplinary and applied research on social informatics, information technology, communication and education application and experiments in Hawaii and the Pacific Islands region. Research areas include information and communication technology (ICT), policy, regulation, and development; telehealth and health information technologies. Other interdisciplinary areas of inquiry include distance learning, disaster management and humanitarian assistance in organizations and society. This program undertakes community services relating to ICT systems, services, policies, and applications.

APPROVED

Tom Apple – Chancellor

7/10/14

Date
# DEPARTMENT OF ANTHROPOLOGY

**Org Code: MAANTH**

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**General Fund FTE: 22.50**
The Department of Anthropology offers degrees in B.A., M.A. and Ph.D., as well as an MA track in Applied Archaeology that trains professional archaeologists for careers in historic preservation and cultural resource management in Hawaii and the Pacific. Faculty and students also participate actively in numerous certificate programs including Historic Preservation, Museum Studies, International Cultural Studies, and others.

The Department offers training in three major subfields of anthropology: cultural anthropology, archaeology, and biological anthropology. In addition, the program's specialization in the study of Asian and Pacific regions, including Hawaii and the U.S. prepares students for a variety of careers concerned with intercultural and international relations. Faculty and graduate students are involved with teaching, advising, and cooperative research in all of the centers for area studies in the School of Pacific and Asian Studies.

Our undergraduate curriculum is not designed solely for majors, but attracts students from across the University. This service begins with the UH Mānoa general education core courses, including those designated in the Foundations (Multi-Cultural and Global Perspectives), Diversification (Social Sciences, Humanities, Biological Science, Physical Science), and Focus (Hawaiian, Asian, and Pacific Issues) areas. A significant number of anthropology majors go on to study for graduate degrees and professional careers applying anthropological skills.
**OFFICE OF THE DEAN**

**SCHOOL OF COMMUNICATIONS**  
Org Code: MACOMS

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STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
SCHOOL OF COMMUNICATIONS  
ORGANIZATIONAL CHART  
CHART IV-B

General Fund FTE: 14.00  
Authorized Temps 1.00
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES

FUNCTIONAL STATEMENT

SCHOOL OF COMMUNICATIONS – Org Code: MACOMS

Under the College of Social Sciences, the School of Communications shares the missions of excellence of scholarship in teaching, research, application, and service. The school develops and teaches curriculum leading to undergraduate degrees in Journalism and Communication, and graduate degrees in Communication.

Major Functions of the School:

- Offers instruction leading to the Bachelor of Arts degree in Journalism.

- Offers instruction leading to the Bachelor of Arts degree in Communication.

- Offers instruction leading to the Master of Arts degree in Communication.

- Offers instruction leading to the Doctor of Philosophy degree in Communication and Information Science, an interdisciplinary program in collaboration with Information and Computer Science, Decision Sciences, and Library and Information Sciences.

- Conducts international fellowship program in Journalism Education for journalists from the People’s Republic of China.

- Conducts annual Carol Burnett Fundraiser event for program in Responsible Journalism Ethics.

- Conducts an annual outreach program in Journalism Education for high school students.

- Houses the Media Lab, a college resource in media production.

Major Functions of the Faculty:

- Develop new and innovational curriculum and pedagogy that reflects the latest advancements in knowledge in the field.

- Conduct or participate in research initiatives that advance the fundamental knowledge in Communication and Journalism.

- Maintain contact with other researchers worldwide, keep abreast with current literature and incorporate state-of-the-art developments into research agendas.

- Provide academic advising and career counseling to all Communication and Journalism majors, and research guidance to graduate students in the School and other University units.

- Consult, and often collaborate with, faculty in other University units in instruction and research in Communication and Journalism.
• Consult, and often collaborate with, Communication and Journalism professionals in developing training programs and undertaking projects.

• Develop criteria for and participate in peer review process for professional development.

• Participate in other academic or educational activities of the College and University as appropriate.

• Participate in the governance of the School, the College and the University.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF ECONOMICS
ORGANIZATIONAL CHART
CHART IV-C

General Fund FTE: 26.75

NO CHANGE

OFFICE OF THE DEAN

DEPARTMENT OF ECONOMICS
Org Code: MAECON

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #14362
Admin & Fiscal Support Sp, PBA, #77989

1.00
1.00

Instructional Type Faculty:
#82192, #82286, #82323, #82679, #82838,
#83023, #83411, #83611, #83748, #83943,
#84047, #84054, #84286 (.50), #84556, #84815,
#84816, #84829, #84837 (0.75), #85027,
#88169, #88619

20.25

Graduate Assistants (0.50):
#88061, #88175, #88193, #88233, #88248
#88262, #88420, #88517, #88631

4.50
The Department of Economics is an academic department offering B.A., M.A. and Ph.D. degrees in economics within an integrated research and education program for both undergraduate and graduate students under the direction of a faculty engaged in funded and unfunded research projects and extensive outreach activities.
OFFICE OF THE DEAN

DEPARTMENT OF ETHNIC STUDIES
Org Code: MAES

Chair (Appointed from Faculty Positions)  1.00
Secretary II, SR-14, #24006
Instructional Type Faculty:
  #82125, #83195, #84801, #84805, #84807 (0.50),
  #84810 (0.50), #84813, #84822 (0.50), #85586
  Graduate Assistants (0.50):
  #88217

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF ETHNIC STUDIES
ORGANIZATIONAL CHART
CHART IV-D

GENERAL FUND FTE: 9.00
ETHNIC STUDIES – Org Code: MAES

The Ethnic Studies Department is an interdisciplinary unit with emphasis on undergraduate education. It was founded in 1970 with a mandate to provide a research, institutional and community service unit which integrated the concerns of race, ethnicity and class. The focus is on Hawai‘i, with its rich legacy of multiethnic heritages. The research, teaching, and service components, however, also involve the United States and comparative studies of societies around the globe.

Ethnic Studies has developed a unique academic presence at Mānoa. It is the only unit whose concentration is wholly upon race and ethnic relations, both in Hawai‘i and the U.S., as well as comparative studies of groups around the world. The Ethnic Studies Department is also unique in that it maintains a research and teaching philosophy emphasizing praxis: the application of intellectual theories to the complex programs in our local communities.

This includes being committed to an ongoing interaction with local communities, through civic engagement and service learning, on the basis of mutual respect and a two-way exchange of learning and information. We have also continued to engage undergraduates as teaching assistants in our classes to provide peer instruction, a program has produced outstanding “publicly oriented” citizens in a variety of fields including politics, law, labor, education, business, culture, and human services.

Our faculty has special expertise in the history of Native Hawaiians, Japanese, Chinese, Filipinos, African Americans, Native Americans and Caucasians; ethnic and race relations in the United States; political economy and ethnic issues in the Middle East, North America, and the Pacific Islands, and offers courses and conducts research in these areas.
OFFICE OF THE DEAN

DEPARTMENT OF GEOGRAPHY
Org Code: MAGEOG

Chair (Appointed from Faculty Positions) 1.00
Secretary II, SR-14, #14358
Admin & Fiscal Supp, PBA, #79306 1.00
Lab Manager, PBB, #80641 1.00
Instructional Type Faculty: 15.00
#82328, #82332, #82680, #82681, #82708,
#83405, #83935, #84209, #84254, #84478,
#84518, #84565, #84841, #84868, #84917
Graduate Assistants (0.50): 3.00
#84864, #88065, #88103, #88110, #88140,
#88232

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF GEOGRAPHY
ORGANIZATIONAL CHART
CHART IV-E

GENERAL FUND FTE: 21.00
DEPARTMENT OF GEOGRAPHY – Org Code: MAGEOG

Under the auspices of the College of Social Sciences, the Department of Geography’s mission is to create, examine critically, preserve, and disseminate the discipline’s knowledge, wisdom and integrating insights. Provides undergraduate and graduate instruction; conducts sponsored and unsponsored research in areas of human and cultural geography, physical and environmental geography, and geo-technologies; and provides consultation services to an array of institutions, public, private, or governmental.

Instruction
- The Chair and faculty plan, develop and implement curricula and courses leading to: Bachelor of Arts degree in Geography, Graduate Ocean Policy Certificate, Master of Arts degree in Geography, Doctor of Philosophy in Geography.
- Provide service courses for students from other departments in the College of Social Sciences, and other colleges in the University.
- Provide academic advising and related career counseling to undergraduate, graduate, and unclassified students.

Research
- Plan, develop and conduct sponsored and unsponsored research projects to advance knowledge in areas of human and cultural geography (economic geography, food and agriculture, marine conservation, political ecology, political geography, social theory, and urban geography), physical and environmental geography (biogeography, climatology, geomorphology, environmental impact assessment, hydrology, coastal and water resource systems), and geo-technologies (computer cartography, geographical information systems [GIS], and remote sensing).
- Network with and develop collaborative relationships with other researchers and professionals within Hawaii, nationally and internationally to create new knowledge and conduct joint research endeavors in areas of mutual benefit.
- Supervise the research of undergraduate students, and graduate students conducting MA thesis and PhD dissertation projects.
- Publish new knowledge in the form of peer-reviewed articles written in journals, monographs, scholarly and professional books, chapters in scholarly and professional books, proceedings, policy papers, and technical and project reports for clients of applied research.
- Present papers at scholarly meetings, and publication of associated abstracts of those presentations, and hearings and presentation of the results of applied research to interested groups.

Service and Application
- Share our knowledge through unpaid consulting activities, and respond in various ways to a variety of geographically related queries.
- Provide geographic source information, data, maps, GIS and remote sensing data to the public, private sector, and governmental agencies.
- Provide valuable services to the community at various levels, within the College, University, State and their individual professional communities. We play a key role in the peer review process for journals and books, and
for grant reviewing. Additionally, we organize conferences, hold regional, national or international professional offices, and conduct government commissions.

- Participate in the governance of the Department, the College, the University of Hawaii at Manoa, and the University System as a whole.
- Participate in other appropriate academic and educational activities of the College, the University of Hawaii at Manoa, and the University System as a whole.
DEPARTMENT OF POLITICAL SCIENCE
Org Code: MAPOLS

Chair (Appointed from Faculty Positions)  1.00
Secretary II, SR-14, #11112
Admin & Fiscal Support Sp, PBA, #77635  1.00
Instructional Type Faculty:  22.00
#82145, #82278, #82317, #82823 (0.50),
#82913, #83085, #83194, #83311, #83621,
#83778, #83858, #84023, #84059, #84109,
#84121, #84130, #84234, #84399, #84800,
#84824, #84888, #88113, #88549 (0.50)
Graduate Assistants (0.50):  4.00
#84880, #85507, #88076, #88090, #88238,
#88336, #88407, #88676

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF POLITICAL SCIENCE
ORGANIZATIONAL CHART
CHART IV-F

GENERAL FUND FTE: 28.00
DEPARTMENT OF POLITICAL SCIENCE – Org Code: MAPOLS

The Department of Political Science offers programs of study leading to degrees at the undergraduate, master's and doctoral levels. The department provides instruction in the areas of American Politics, Hawaii Politics, International Relations, Comparative Politics, Law and Society, Indigenous Politics and Future Studies. Political Science faculty conducts both sponsored and unsponsored research in the aforementioned areas, focusing on the Asia-Pacific region. Among the major sponsors/funders of research are the National Science Foundation, the Japan Foundation, the Ford Foundation, the Mellon Foundation, and the Korea Foundation. Political science graduates enter numerous professions including journalism, foreign service, social services, government, law, law enforcement, teaching, civil service, business, librarianship and research.
<table>
<thead>
<tr>
<th>Role</th>
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General Fund FTE: 32.50
Authorized Temps: 0.50
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES

FUNCTIONAL STATEMENT

DEPARTMENT OF PSYCHOLOGY – Org Code: MAPSY

Provides instruction at the graduate and undergraduate levels in psychological topic areas, methodology, statistics, and history, including general education and courses for majors; conducts sponsored and unsponsored research in the major areas of Psychology; provides clinical training intended to lead to licensure for Ph.D. degree recipients; supports the dissemination and application of psychological knowledge to benefit the public; provides consultation and clinical service to the field, to schools, and to the general public.
PUBLIC ADMINISTRATION PROGRAM  
Org Code: MAPUBA

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STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
PUBLIC ADMINISTRATION PROGRAM  
ORGANIZATIONAL CHART  
CHART IV-H  

GENERAL FUND FTE: 8.50
The Public Administration Program is a graduate level academic program within the College of Social Sciences. Its mission is to educate individuals to play leadership roles in whatever positions they occupy in the public sector, non profit sector, and civil society. Through its research and applied scholarship, the program also strives to increase the capacity of organizations to meet their public purposes. The program emphasizes interdisciplinarity in its faculty and in its curriculum; the application of scholarly knowledge to public issues; carefully designed learning environments; and close bonds among and between students, practitioners and faculty. The student population is intentionally diverse and comes from the Islands, the Asia-Pacific region, and the U.S. Mainland. The program is actively engaged with Hawaii's public institutions, and its work significantly includes Asia and the Pacific.
OFFICE OF THE DEAN

DEPARTMENT OF SOCIOLOGY
Org Code: MASOC

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #13485
Admin & Fiscal Support Sp, PBA, #77562
Instructional Type Faculty:
#82084, #82097, #82204, #82207, #82602,
#82605, #83713, #84076, #84237, #84346,
#84456, #84616, #84823, #84827, #85806 (0.50)
Graduate Assistants (0.50):
#88008, #88100, #88182, #88408, #88485,
#88498, #88533, #88616, #88681

GENERAL FUND FTE: 21.00
DEPARTMENT OF SOCIOLOGY – Org Code: MASOC

This department provides graduate and undergraduate instruction; conducts sponsored and non-sponsored research into topics of social relevance with a primary focus on Comparative Asian Societies, Criminology, Medical Sociology, and Race and Ethnic Relations; and, provides community service and consultation to state government and private non-profit organizations. The Department performs its functions in collaboration with other Social Science Departments, other University of Hawaii at Manoa Departments and Programs, Community Colleges, International Agencies, Universities, and Programs, State and Federal agencies, and Agencies of the City and County of Honolulu.
DEPARTMENT OF URBAN AND REGIONAL PLANNING
Org Code: MAP/LAN

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #15640
1.00

Instructional Type Faculty:
#82539, #83624, #84042, #84060,
#84351, #84522, #84811 (0.50), #84830,
#84838 (0.75), #85208, #88154
10.25

Specialist Type Faculty, #84875T
0.50T

Graduate Assistants (0.50):
#88446
0.50
#84793T, #84877T
1.00T
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES

FUNCTIONAL STATEMENT

DEPARTMENT OF URBAN AND REGIONAL PLANNING – Org Code: MAPLAN

The Department of Urban and Regional Planning (DURP) offers the Master of Urban and Regional Planning (MURP) degree, a Ph.D. in Urban and Regional Planning, a Certificate in Disaster Management and Humanitarian Assistance, a Certificate in Planning Studies and a Professional Certificate in Urban and Regional Planning as well as a limited number of undergraduate courses. The Department emphasizes theory, methodology and practice in the following areas: community planning and social policy; environmental planning and natural resource management; urban and regional planning in Asia and the Pacific; and land use, transportation and infrastructure planning. DURP faculty and students engage in both funded and unfunded research on environmental issues, sustainability, policy research on urban issues in Asia, transportation, important agricultural lands, climate change, and natural resources management in Hawaii, the Pacific and Asia. Department faculty also provides professional planning services to communities, non-profit organizations, local and state agencies and international organization and foundations.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF WOMEN'S STUDIES
ORGANIZATIONAL CHART
CHART IV-K

GENERAL FUND FTE: 7.50

OFFICE OF THE DEAN

DEPARTMENT OF WOMEN'S STUDIES
Org Code: MAWS

Director (Appointed from Faculty Positions)
Secretary II, SR-1A, #31328 1.00
Instructional Type Faculty:
#82280, #83050, #84057 (0.50), #84804,
#84817, #86071, #85962 (0.50)
Graduate Assistants (0.50): 0.50
#88268
DEPARTMENT OF WOMEN’S STUDIES – Org Code: MAWS

The Department of Women’s Studies is an academic entity that offers an interdisciplinary transnational feminist approach to the study of gender issues. The purpose of the department is to provide a rigorous and integrated academic experience for students interested in feminist research and teaching, giving them a coherent program of study in contemporary scholarship with a special emphasis on Asia-Pacific and Hawaii. With a faculty trained in a variety of fields, the program is a productive research unit that investigates gender as it intersects with race, class, sexuality, and other vectors of power in shaping the study of history, psychology, anthropology, economics, sociology, political science, philosophy, literature, law, and biology.

Functions of this department include:

- Provide educational and training opportunities for both undergraduate and graduate students in the field of gender studies.
- Conduct research, public service and disseminate studies in the field of gender studies.
- Serve the community by addressing issues concerning gender in the Asia-Pacific region.
OFFICE OF THE DEAN

SOCIAL SCIENCES PUBLIC POLICY CENTER
Org Code: MASSPP

Director (Appointed from Faculty Positions)
Admin & Fiscal Support Sp, PBA, #77465
Graduate Assistants (0.50):
#88391 1.00 0.50

SPARK M. MATSUNAGA INSTITUTE FOR PEACE
Org Code: MAPACE

Chair (Appointed from Faculty Positions)
Ed Specialist, PBB, #80358 1.00
Instructional Type Faculty:
#88112, #88732, #84790 3.00
Graduate Assistants (0.50):
#84805T 0.50T

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
SOCIAL SCIENCES PUBLIC POLICY CENTER
ORGANIZATIONAL CHART
CHART IV-L

General Fund FTE: 5.50
Authorized Temps: 0.50
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES

FUNCTIONAL STATEMENT

SOCIAL SCIENCES PUBLIC POLICY CENTER – Org Code: MASSPP

The Social Sciences Public Policy Center is an academic center within the College of Social Sciences focused on enhancing the quality of community life through instruction, non-partisan research and civic engagement designed to encourage community-based policy dialogs. The Center is aligned with the University’s strategic plan to engage multi-disciplinary elements of the U.H. system and diverse communities to provide educational initiatives for students, (e.g. the Graduate Certificate in Public Policy and opportunities to work on grants and contracts); conduct research and facilitate and support community collaborations and networks. More specifically, it builds on the college’s existing research strengths, collaborates across disciplines and provides the administrative leadership, support and infrastructure to facilitate strong partnerships within the university and with public and private sector partners. Three instructional positions (two tenured positions and one tenure track) teach in the Public Administration Program and Social Sciences Public Policy Center and are split funded (50% FTE). For tenure purposes these three positions are reflected under the Public Administration Program.

FUNCTIONS

• To provide education and training opportunities in policy studies for both undergraduate and graduate students, promoting and developing effective and reflective practitioners and leaders in public policy and public affairs.

• To provide graduate students course work and internship opportunities to hone their skills in policy analysis by offering a Graduate Certificate in Public Policy.

• To conduct research, publish and disseminate studies and reports useful to policy makers so they can make sound policy decisions.

• To become a responsible repository and clearinghouse for data bases, information systems and other reference material critical to public policy analyses.

• To support and promote the programs of the Matsunaga Institute for Peace and Conflict Resolution (See MIPCR functional statement).

SPARK M. MATSUNAGA INSTITUTE FOR PEACE – Org Code: MAPACE

The Spark M. Matsunaga Institute for Peace and Conflict Resolution offers opportunities to link the fields of peace studies, human rights, and conflict resolution with public policy issues. It is aligned with the University’s strategic plan to initiate learning centers that respond to society needs and, by design, focuses on interdisciplinary teaching and areas of inquiry. MIPCR offers a wide array of undergraduate, graduate and outreach college courses. It offers a Graduate Certificate in Conflict Resolution, a BA in Peace Studies and Conflict Resolution (through Interdisciplinary Studies) and a certificate in Peace Studies (equivalent to a minor). The Institute has built a reputation for leadership in dispute resolution and facilitation of community dialogs which provide
student/faculty engagement in community-based problem solving. Inherently interdisciplinary and international in perspective, these programs encourage critical thinking and further the University's mission of expanding leadership in international affairs and advancing stable, peaceful, prosperous and democratic relations in the region (UHM Strategic Plan, 2002-2010, pp 8-9). MIPCR has two full time, tenured FTEs and one tenure track position which is split .50% with the Richardson School of Law.

FUNCTIONS

- To provide education and training opportunities for both undergraduate and graduate students, promoting and developing effective and reflective practitioners and leaders in conflict analysis, peacemaking, mediation, facilitation, human rights, and international dispute resolution.

- To provide opportunities for students to learn through practicum and internships with hands-on skills as the MIPCR works to resolve conflicts within the campus and in the broader community.

- To conduct and publish research in relevant fields, including alternative dispute resolution, culture and conflict resolution, war powers, international law, and human rights.

- To serve the community by providing educational forums, training programs, and conflict resolution services.
OFFICE OF THE DEAN – Org Code: MADNNS

The Office of the Dean of the College of Natural Sciences provides leadership and overall vision for the college and coordinates all of its activities including, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, staff supervision, community relations, grievance and litigation and travel.

The Dean reports to the Office of the Vice Chancellor for Academic Affairs, University of Hawai‘i at Mānoa, and functions with the authority delegated by the President and Vice Presidents.

Manage the personnel, budgeting and planning functions.

Initiates and oversees curriculum development and reform, program review, and workload activities.

Manage the development of College research related programs.

Serve on intra-university committees.

Serve as chair of the Council of Arts and Sciences Deans on a rotating basis.

Manage community relations and development including fundraising, representing the College at professional meetings, and meeting with alumni groups.

ACADEMIC AFFAIRS – Org Code: MAAANS

Coordinates major curricular policy activities on behalf of the Dean.

Review proposals for adding, deleting, or modifying courses, certificates and degrees.

Initiate college-wide curricular innovations, such as certificate programs, interdisciplinary/multidisciplinary programs, across college and school lines.

Assist in establishing and maintaining inter-college coordination relative to cross-disciplinary core requirements.

ADMINISTRATIVE SERVICES – Org Code: MAASNS

In conjunction with the Dean, manages the budget preparation/execution for the College including developing criteria for departmental budget allocations.

Directs and advises departments in all matters related to personnel.

Provide guidance on labor-relations issues.

Supervise the purchasing activities of the College.

Provide financial management for all College funds.
OFFICE OF THE DEAN

DEPARTMENT OF BIOLOGY
Org Code: MABIOL

Chair (Appointed from Faculty Positions)
Associate Chair of Undergraduate Education
(Appointed from Faculty Positions)
Associate Chair for Research and Graduate Education
(Appointed from Faculty Positions)

Administrative Officer, PBA, #81425 1.00
Admin & Fiscal Support Spec, PBA, #80681 1.00
Educational Specialist, PBB: 6.00
#77266, #77383, #79023, #80296, #80637, #81177
Educational Specialist, PBA, #81779 1.00

Instructional Faculty: 21.00
#82015, #82167, #82243, #82269, #82424, #82434, #83079, #83141,
#83232, #83692, #83857, #83910, #83948, #84144, #84162, #84248,
#84378, #84472, #85803, #88135, #88993

Specialist-Type Faculty: 1.00
#70244

Graduate Assistants: 14.50
#83905, #85524, #88014, #88016, #88021, #88068, #88070, #88081,
#88105, #88114, #88149, #88150, #88153, #88157, #88161, #88162, #88275,
#88302, #88312, #88321, #88337, #88354, #88397, #88394, #88442,
#88447, #88461, #88472, #88516, #88599, #883828T*, #88384T*, #884249T*,
#84341T*, #84643T*, #86064T*, #87056T*

Hawai‘i Cooperative Fishery Research Unit
Org Code: MACFZO

Marine Option Program
Org Code: MAMOP

*Appropriated Temporary Positions
The biology of Hawai‘i is extraordinary, and offers unique opportunities for research, teaching and graduate education. The Department of Biology is the academic home for students who wish to pursue broad training in the biological sciences. Many members of the graduate faculty of the Department of Biology are affiliated with other units, both within and outside the University, such as the Hawai‘i Institute of Marine Biology, the Pacific Biosciences Research Center, the Kewalo Marine Laboratory, the Békésy Laboratory of Neurobiology, the Center for Conservation Research and Training, the Bishop Museum, and the Hakalau Forest Biological Field Station. The department offers a BA degree and a BS degree with various specializations including cell and molecular biology, ecology/evolution/conservation biology, marine/aquatic biology, and organismic biology, a BS degree in marine biology, and a minor in biology. The Department of Biology offers MS and PhD degrees in zoology.

The research focus of the faculty of the Department of Biology is in Hawai‘i’s unique natural resources, especially its endemic and indigenous marine and terrestrial animals and their habitats.

**Hawai‘i Cooperative Fishery Research Unit – Org Code: MACFZO**

Established in 1966 the Hawai‘i Cooperative Fishery Research Unit is a collaboration between the University of Hawai‘i; the Department of Land and Natural Resources; and the U.S. Department of the Interior, U.S. Fish & Wildlife Service. The objective of the cooperative undertaking is for the advancement, pursuit, and application of research, management, education, extension, and demonstration programs concerned with sport fisheries.

**Marine Option Program – Org Code: MAMOP**

The Marine Option Program offers undergraduates of all majors throughout the University system, the opportunity to discover and develop their marine and marine-related interests and talents. The program is responsible for the development and management of one certificate-granting program offered at all UH campuses, including the Community Colleges, for those students who elect to complete selected academic seminars, symposia, field trips, workshops, baseline surveys and other hand-on experiences designed to promote marine education and training.
DEPARTMENT OF BOTANY
Org Code: MABOT

Chair (Appointed from Faculty Positions)
   Associate Chair (Appointed from Faculty Position)  1.00
   Admin & Fiscal Support Spec, PBA, #80950  1.00

Instructional Faculty:  17.00
   #82301, #82411, #82552, #82674,
   #83297, #83344, #83598, #83691,
   #83755, #83963, #84169, #84189,
   #84876, #85019, #85414, #85790,
   #86159

Graduate Assistants:  4.50
   #88063, #88173, #88177, #88351,
   #88479, #88480, #88523, #88530,
   #88628

General Fund FTE: 23.50
DEPARTMENT OF BOTANY – Org Code: MABOT

The UH Mānoa has the only botany department located in a tropical environment in the U.S. Both aquatic and terrestrial tropical ecosystems provide the subjects of research and teaching. The department is committed to broad-based botanical training that focuses on developing an understanding of Hawai‘i’s unique island environment. While it maintains traditional areas of botanical study, the department also uses new approaches and current technologies. It has faculty in anatomy, ecology, systematics, ethnobotany, physiology, and population and evolutionary biology. Participation in the interdepartmental undergraduate biology program and the graduate program in ecology, evolution and conservation biology provides interactions with other departments and expands opportunities for breadth in research and instruction. The department offers BA, BS, and minor degrees in botany, a BS degree in ethnobotany; and MS and PhD degrees in botany.

Research programs focus on ecology, evolution and conservation of Hawai‘i’s ecosystem and unique endemic flora; the ecology and physiology of marine macroalgae; ethnobotany; invasion biology by alien weeds; and the uses of plants by humans.
### Support Activities

**Org Code: MASACH**

**Associate Chair (Appointed from Faculty Positions)**

**Storeroom Services**
- Educational Specialist, PBB, #80086 1.00
- Chemical Stores Clerk, SR-09, #45199* 1.00

**Instrument/Computer Services**
- Electronic Engineer
  - Electronics Engineer, PBB, #80722 1.00
  - Electronics Technician, PBB, #80747 1.00

**Analytical Services**
- Research Associate, Senior, PBC, #80362 1.00
- Research Associate, PBB, #80121 1.00

**Glassblowing Services**

### Instructional Activities

**Org Code: MACHEM**

**Instructional Faculty:**
- #82051, #82455, #82618, #82624, #82749, #83065, #83430, #84078, #84116, #84190, #84305, #84641, #84737, #84860

**Graduate Assistants:**
- #85020, #85021, #85023, #85049, #85091, #85158, #85523, #88022, #88041, #88106, #88116, #88220, #88234, #88274, #88316, #88330, #88459, #88468, #88471, #88496, #88497, #88520, #88554, #88567, #88570, #88580, #88590

*Position abolished, pending reestablishment*
Chemistry stands at the crossroads between physics and biology. As biological processes are examined in ever finer detail, chemistry is increasingly called upon to provide the insights, techniques, and materials needed to understand the workings of living organisms, including ourselves.

Support Activities – Org Code: MASACH

Associate Chair
The Associate Chair of the Department of Chemistry manages the support activities of the department which include storeroom services; instrument/computer services; and analytical services.

Storeroom Services
The Department of Chemistry is home to two well-supplied stockrooms, containing an array of materials necessary for undergraduate instructional courses and graduate research for the entire University of Hawai‘i community.

Instrument/Computer Services
The Department of Chemistry also provides design and construction services of analog and digital devices not available commercially. Instrument/Computer Services provide repair and maintenance of departmental instruments in the fields of Gas Chromatography, UV-visible, Infrared and Atomic Absorption Spectroscopy, X-ray diffractometry, etc. Support services include the instrument shop, the machine shop and the electronics shop.

Analytical Services
The Department has a strong commitment to maintaining state-of-the-art instrumentation. Instrumentation includes Nuclear Magnetic Resonance spectrometers and Mass Spectrometry. These facilities are regularly used by members of the Department of Chemistry, in addition to other research units within the University of Hawai‘i system and across the United States.

Glassblowing Services
The Chemistry Department provides glassblowing services for the entire University system including repair, design, modification and fabrication of glass apparatus not commercially available.

Instructional Activities – Org Code: MACHEM

The department offers a BA, BS and minor degrees in chemistry and MS and PhD degrees in chemistry.

The faculty of the Department of Chemistry has research interests in bioinorganic, organic, inorganic, physical, and analytical chemistry. The graduate faculty participates in a number of collaborative efforts with colleagues at the Cancer Research Center of Hawai‘i, the Hawai‘i Natural Energy Institute, the Cell and Molecular Biology Program, the NASA Astrobiology Institute, and the W.M. Keck Astrochemistry Laboratory.
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES
Org Code: MAICS

Chair (Appointed from Faculty Positions)
Associate Chair for Computer Science
(Appointed from Faculty Positions)
Associate Chair for Library and Information Science
(Appointed from Faculty Positions)
Secretary II, SR-14, #18055 1.00
Network Specialist, PBA, #81194 1.00
System Administrator, PBB, #81447 1.00
Admin & Fiscal Support Specialist, PBA, #81985 1.00

Instructional Faculty: 29.00
#82070, #82120, #82287, #82446, #82468, #82626, #82735, #82737,
#82787, #82794, #82835, #83083, #83203, #83381, #83393, #83408,
#83426, #83443, #83602, #83889, #83999, #84029, #84270, #84282,
#84427, #86082, #87503, #87504, #88680, #85651T*(0.50)

Specialist-Type Faculty: 2.00
#82649, #83916

Graduate Assistants: 5.00
#85650, #86422, #86464, #86465,
#86466, #86467, #87556, #87557,
#87558, #88563

*Appropriated Temporary Position
Information and Computer Sciences is the study of the description and representation of information and the theory, design, analysis, implementation, and application of algorithmic processes that transform information. The curriculum covers all major areas of computer science with special emphasis on software engineering, computer networks, artificial intelligence, human-computer interaction and bioinformatics. Information and Computer Sciences offers BA, BS, and minor degrees in information and computer science, MS in computer sciences, MLISc in library and information science, PhD in computer science, and PhD in communication and information sciences (interdisciplinary).

Information and Computer Sciences faculty members have research interests in algorithms; artificial intelligence and robotics; biomedical informatics and bioinformatics; collaborative systems; compilers; computer vision; databases; human computer interaction; library and information science; machine learning; mobile and ubiquitous computing; security and information assurance; software engineering; and systems, networking, and high-performance computing.
DEPARTMENT OF MATHEMATICS – Org Code: MAMATH

The Department of Mathematics offers preparation in the full spectrum of mathematical sciences, including algebra, geometry, differential equations, real and complex analysis, topology, logic, number theory, and probability and statistics, as well as various topics in applied mathematics. The math department offers BS, BA and minor degrees in mathematics, and MA and PhD degrees in mathematics.

Faculty of the Department of Mathematics has research interests in algebra & number theory; analysis; applied mathematics; geometry & topology; and logic, lattices & universal algebra.
State of Hawai‘i
University of Hawai‘i
University of Hawai‘i at Mānoa
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF MICROBIOLOGY
POSITION ORGANIZATION CHART

General Fund FTE: 19.00

CHART II-F
Microbiology, one of three basic fields in the biological sciences, is an extremely diverse and complex field. It is essential to the fabric of medicine, the allied health sciences, agriculture, ocean sciences, and the vital growing biotechnology industry (genetics, cell and molecular biology, etc.) of the present era. The Department of Microbiology has concentrated on highly essential areas vital to the State of Hawai‘i such as general and applied microbiology (including biotechnology), microbial genetics, microbial physiology (molecular biology), medical microbiology, microbial ecology, and bioremediation, food microbiology, immunology, animal virology (includes marine animal virology) and cell biology. The Department of Microbiology offers BS, BA, minor degrees in microbiology, and MS and PhD degrees in microbiology.

Faculty of the Department of Microbiology have research interests in microbial signal transduction; prokaryotic biology; marine microbiology; medical microbiology; biochemistry, physiology, and genetics of bacterial systems; molecular virology; and invasive bacterial pathogens.
<table>
<thead>
<tr>
<th>Position Description</th>
<th>FTE</th>
</tr>
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<tbody>
<tr>
<td>Chair (Appointed from Faculty Positions)</td>
<td>1.00</td>
</tr>
<tr>
<td>Secretary II, SR-14, #12918</td>
<td>1.00</td>
</tr>
<tr>
<td>Office Assistant III, SR-08, #14355</td>
<td>1.00</td>
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<tr>
<td>Scientific Instrument Technician, PBB, #80706</td>
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<tr>
<td>Scientific Instrument Technician, PBB, #80703</td>
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<td>Instructional Faculty:</td>
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<tr>
<td>Research Faculty:</td>
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<tr>
<td>#83926, #84773</td>
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<tr>
<td>Graduate Assistants:</td>
<td>6.50</td>
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<tr>
<td>#85506, #88057, #88176, #88198, #88270, #88309, #88385, #88389, #88441, #88478, #88524, #88593, #88650, #870197T*, #83844T*, #83849T*, #84184T*</td>
<td>2.00 (T)</td>
</tr>
</tbody>
</table>

*Appropriated Temporary Positions*
DEPARTMENT OF PHYSICS AND ASTRONOMY – Org Code: MAPA

Physics is the study of matter and energy and how they interact at the most basic levels. Areas include mechanics, optics and lasers, thermodynamics, phenomena, condensed matter, and elementary particles. Physics is widely regarded as the most basic of all the sciences. Astronomy is the branch of science that studies the structure and development of the physical world beyond earth. It includes the study of planets and other objects of the solar system; the sun and stars and their evolution; the interstellar medium; the nature and dynamics of star clusters, galaxies, and clusters of galaxies; and the study of the nature and history of the universe itself - of the physical world taken in its largest extent in space and time. Faculty members in Physics are joined by visiting faculty members from the Institute for Astronomy to present a balanced program of teaching and research. The Department of Physics and Astronomy offers BS, BA, and minor degrees in physics, and MS and PhD degrees in astronomy.

Faculty of the Department of Physics and Astronomy has research interests in elementary particle physics, free-electron laser physics (including application in medical physics), condensed matter physics, particle astrophysics and high energy physics.
PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
## Office of the Chancellor

### Office of the Vice Chancellor for Academic Affairs

### Council of Arts and Sciences Deans
- **Org Code:** MACSD
- Chair (appointed from Arts & Sciences Deans)
- Educational Specialist, PBB, #80485 1.00
- Public Info. Specialist, PBA, #77150 1.00

### Academic Affairs and Student Academic Services
- **Org Code:** MAAAS
- Associate Dean*
- Secretary*

### Counseling and Advising
- **Org Code:** MACMA
- Chair (appointed from faculty)
- Secretary II, SR14, #44055 1.00
- IT Specialist, PBB, #79186 1.00
- Specialist Type Faculty: #70100, #84379, #85050, #85064, #85065

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**STATE OF HAWAI'I**
**UNIVERSITY OF HAWAI'I**
**UNIVERSITY OF HAWAI'I AT MĀNOA**
**COLLEGES OF ARTS AND SCIENCES**
**ORGANIZATIONAL CHART**
**CHART 1**

**GRAND TOTAL BY FUND:**
**GENERAL FUND FTE:** 9.00

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*Pending Establishment of*
New Positions

**General Fund FTE:** 9.00
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
COLLEGES OF ARTS AND SCIENCES

FUNCTIONAL STATEMENT

COUNCIL OF ARTS AND SCIENCES DEANS – ORG CODE: MACASD

The Council of Deans of Arts and Sciences is made up of the Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, the College of Social Sciences, and the College of Natural Sciences. The Council is responsible for the planning and coordination of joint activities and programs for Arts and Sciences and of those that involve Arts and Sciences as a whole with other units outside Arts and Sciences. The Chair of the Council represents the Colleges externally, and serves as principal liaison to the Office of the Vice Chancellor for Academic Affairs.

ACADEMIC AFFAIRS AND STUDENT ACADEMIC SERVICES – ORG CODE: MAAASA

Academic Affairs and Student Academic Services is responsible for the academic policies and programs of the Colleges and provides general assistance to the Council and to the individual College deans as appropriate.

COUNSELING AND ADVISING – ORG CODE: MACLAD

The Student Academic Services unit administers and provides academic advising services for the College of Arts and Humanities and the College of Languages, Linguistics and Literature, which includes supporting and coordinating advising services in the individual colleges and their departments. Services include educational planning, maintenance of academic records, academic actions, monitoring of registration, and evaluation of eligibility for graduation. The Director coordinates the activities, personnel and budget affairs of the office.

Approved:

[Signature]
Robert Bley-Vroman
Interim Chancellor

Date: 6/3/15
OFFICE OF THE DEAN – Org Code: MADNSS

The Office of the Dean plans, coordinates, and directs the academic, personnel, budget, and computer affairs of the College. Organizes and coordinates support component, including staff supervision, community relations, and grievance and litigation. The Office also has administrative oversight of the units within the college (see below).

Other functions of the Office include the following:

- Articulates and conveys to faculty, staff, students and others the College’s basic values, directions and goals, and develops and implements policies governing the activities of the College.
- Guides and oversees the College’s governance system, to ensure effective operation and equal access by all members of the College community.
- Manages day-to-day College operations and activities, and represents the College within the University and to the Hawaii community at large.
- Participates with Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, and the College of Natural Sciences in the Council of Arts and Sciences Deans, a body which is responsible for the planning and coordination of the Colleges of Arts and Sciences programs.
- Reports to the Office of the Vice Chancellor for Academic Affairs, University of Hawaii at Manoa and functions with the authority delegated by the Chancellor.
- Administers academic departments, programs, school and institutes in the College of Social Sciences.

1. Anthropology (department)
2. Communications (school)
3. Economics (department)
4. Ethnic Studies (department)
5. Geography (department)
6. Political Science (department)
7. Psychology (department)
8. Public Administration (program)
9. Social Science Research Institute
10. Sociology (department)
11. Social Sciences Public Policy Center
12. Urban and Regional Planning (department)
13. Women’s Studies (department – rev 12/11)
SUPPORT SERVICES
Org Code: TBD

STUDENT ACADEMIC SERVICES
Org Code: TBD

Director (Appointed from Faculty Type Position)
Specialist Type Faculty: 6.00
#82183, #82377, #84891, #85056, #85061
#85062
Admin & Fiscal Support Specialist, PBA, #79242 1.00

* Provides technical supervision to positions #77767, #80107, #81943 (Chart III)
SUPPORT SERVICES – Org Code: MAASSS

This office is responsible for the administrative support functions for the academic departments, programs, school and institutes in the College of Social Sciences in the areas including budget development and execution, personnel, fiscal, curriculum planning, computer affairs and project.
OFFICE OF THE DIRECTOR - MAASRI

The Office of the Director oversees the research programs of the Social Science Research Institute (SSRI) and the sponsored research enterprise in the College of Social Sciences (CSS). The Office of the Director provides leadership in promoting sponsored research on social, behavioral, economic, and environmental issues and collaborates with instructional and research units within the College and across campus to foster excellence in research. The Director of SSRI is responsible for the programmatic direction of the Institute, serves as the head of sponsored research in the Institute and College, conducts research, and serves as the chief advisor to the Dean of the CSS in these areas.

SUPPORT SERVICES – MAASRI

As the sponsored research unit of the CSS, the Office of the Director is also responsible for fiscal and administrative management of all research and training grants and contracts in the College. Fiscal/administrative responsibilities include proposal review and coordination, procurement, personnel, inventory, reports, budget management and monitoring, compliance oversight, management of the College’s Research and Training Revolving Funds and other intramural funds, and consultations to the College’s faculty and staff on grants management.

UNIVERSITY OF HAWAI’I ECONOMIC RESEARCH ORGANIZATION (UHERO) - MARSRI

The University of Hawaii Economic Research Organization (UHERO) conducts rigorous, independent economic research on the people, environment, and economies of Hawai’i and the Asia Pacific region. Dissemination of research results help inform public and private sector decision making that impact Hawai’i’s citizens, policymakers, business and community organizations who make daily choices that impact social welfare, the environment, and prospects for sustainable economic development.

CENTER FOR ORAL HISTORY - MAOHRI

The Center for Oral History collects, preserves, and disseminates life history data from segments of the Hawaiian community using oral history methodology. Statewide objectives include: (a) research, conduct, and disseminate life history interviews with individuals on social issues and other topics related to Hawaii’s history; (b) publish transcripts, books, articles, videos, and newsletters on COH research; (c) train individuals and groups in the community on oral history methodology; (d) present lectures to the general community on topics relating to oral history and local Hawaii history; and (e) serve as resource clearinghouse for oral history activity statewide.

CENTER FOR YOUTH RESEARCH - MAYRRI

The Center for Youth Research conducts research using a science-practitioner model to integrate research and service/intervention targeting at-risk youth in Hawaii. Youth-related research areas include juvenile justice, delinquency,
substance abuse, suicide prevention, and youth violence. The CYR is also involved in policy and program development and in the evaluation of youth programs. The CYR focuses on social and cultural issues affecting youth and advises youth-service agencies on incorporating this information in program planning and decision-making to improve the lives of youth in Hawaii.

**TELECOMMUNICATIONS & SOCIAL INFORMATICS (TASI) RESEARCH PROGRAM/PEACESAT - MAPSAT**

The TASI/PEACESAT program conducts sponsored interdisciplinary and applied research on social informatics, information technology, communication and education application and experiments in Hawaii and the Pacific Islands region. Research areas include information and communication technology (ICT), policy, regulation, and development; telehealth and health information technologies. Other interdisciplinary areas of inquiry include distance learning, disaster management and humanitarian assistance in organizations and society. This program undertakes community services relating to ICT systems, services, policies, and applications.
DEPARTMENT OF ANTHROPOLOGY
Org Code: MAANTH

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #13482 1.00
Admin & Fiscal Support Sp, PBA, #80639 1.00
Instructional Type Faculty: 15.50
#82195, #82779, #83004, #83358, #83458, #83574, #83720, #83756, #83924, #84206, #84502, #84575, #84825, #84831, #84921 (0.50), #85082
Specialist Type Faculty, #82638 1.00
Graduate Assistants (0.50): 4.00
#83831, #88064, #88189, #88367, #88416, #88529, #88591, #88620

NO CHANGE
The Department of Anthropology offers degrees in B.A., M.A. and Ph.D., as well as an MA track in Applied Archaeology that trains professional archaeologists for careers in historic preservation and cultural resource management in Hawaii and the Pacific. Faculty and students also participate actively in numerous certificate programs including Historic Preservation, Museum Studies, International Cultural Studies, and others.

The Department offers training in three major subfields of anthropology: cultural anthropology, archaeology, and biological anthropology. In addition, the program's specialization in the study of Asian and Pacific regions, including Hawaii and the U.S. prepares students for a variety of careers concerned with intercultural and international relations. Faculty and graduate students are involved with teaching, advising, and cooperative research in all of the centers for area studies in the School of Pacific and Asian Studies.

Our undergraduate curriculum is not designed solely for majors, but attracts students from across the University. This service begins with the UH Mānoa general education core courses, including those designated in the Foundations (Multi-Cultural and Global Perspectives), Diversification (Social Sciences, Humanities, Biological Science, Physical Science), and Focus (Hawaiian, Asian, and Pacific Issues) areas. A significant number of anthropology majors go on to study for graduate degrees and professional careers applying anthropological skills.
Chair (Appointed from Faculty Positions)
- Secretary II, SR-14, #13807: 1.00
- Instr & Student Support, PBA, #79638: 1.00
- Education Sp, PBB, #81953T: 1.00

Instructional Type Faculty:
- #70041, #82294, #82471, #92500, #82871:
- #82946, #83753, #84217, #84642, #84792: 10.00

Graduate Assistants (0.50): 2.00
- #88210, #88534, #88581, #88607

General Fund FTE: 14.00
Authorized Temps: 1.00
SCHOOL OF COMMUNICATIONS – Org Code: MACOMS

Under the College of Social Sciences, the School of Communications shares the missions of excellence of scholarship in teaching, research, application, and service. The school develops and teaches curriculum leading to undergraduate degrees in Journalism and Communication, and graduate degrees in Communication.

Major Functions of the School:

- Offers instruction leading to the Bachelor of Arts degree in Journalism.
- Offers instruction leading to the Bachelor of Arts degree in Communication.
- Offers instruction leading to the Master of Arts degree in Communication.
- Offers instruction leading to the Doctor of Philosophy degree in Communication and Information Science, an interdisciplinary program in collaboration with Information and Computer Science, Decision Sciences, and Library and Information Sciences.
- Conducts international fellowship program in Journalism Education for journalists from the People’s Republic of China.
- Conducts an annual Carol Burnett Fundraiser event for program in Responsible Journalism Ethics.
- Conducts an annual outreach program in Journalism Education for high school students.
- Houses the Media Lab, a college resource in media production.

Major Functions of the Faculty:

- Develop new and innovational curriculum and pedagogy that reflects the latest advancements in knowledge in the field.
- Conduct or participate in research initiatives that advance the fundamental knowledge in Communication and Journalism.
- Maintain contact with other researchers worldwide, keep abreast with current literature and incorporate state-of-the-art developments into research agendas.
- Provide academic advising and career counseling to all Communication and Journalism majors, and research guidance to graduate students in the School and other University units.
- Consult, and often collaborate with, faculty in other University units in instruction and research in Communication and Journalism.
• Consult, and often collaborate with, Communication and Journalism professionals in developing training programs and undertaking projects.

• Develop criteria for and participate in peer review process for professional development.

• Participate in other academic or educational activities of the College and University as appropriate.

• Participate in the governance of the School, the College and the University.
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DEPARTMENT OF ECONOMICS – Org Code: MAECON

The Department of Economics is an academic department offering B.A., M.A. and Ph.D. degrees in economics within an integrated research and education program for both undergraduate and graduate students under the direction of a faculty engaged in funded and unfunded research projects and extensive outreach activities.
No Change

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF ETHNIC STUDIES
ORGANIZATIONAL CHART
CHART IV-D

GENERAL FUND FTE: 9.00

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The Ethnic Studies Department is an interdisciplinary unit with emphasis on undergraduate education. It was founded in 1970 with a mandate to provide a research, institutional and community service unit which integrated the concerns of race, ethnicity and class. The focus is on Hawaii, with its rich legacy of multiethnic heritages. The research, teaching, and service components, however, also involve the United States and comparative studies of societies around the globe.

Ethnic Studies has developed a unique academic presence at Mānoa. It is the only unit whose concentration is wholly upon race and ethnic relations, both in Hawaii and the U.S., as well as comparative studies of groups around the world. The Ethnic Studies Department is also unique in that it maintains a research and teaching philosophy emphasizing praxis: the application of intellectual theories to the complex programs in our local communities.

This includes being committed to an ongoing interaction with local communities, through civic engagement and service learning, on the basis of mutual respect and a two-way exchange of learning and information. We have also continued to engage undergraduates as teaching assistants in our classes to provide peer instruction, a program has produced outstanding “publicly oriented” citizens in a variety of fields including politics, law, labor, education, business, culture, and human services.

Our faculty has special expertise in the history of Native Hawaiians, Japanese, Filipinos, African Americans, Native Americans and Caucasians; ethnic and race relations in the United States; political economy and ethnic issues in the Middle East, North America, and the Pacific Islands, and offers courses and conducts research in these areas.
Under the auspices of the College of Social Sciences, the Department of Geography’s mission is to create, examine critically, preserve, and disseminate the discipline’s knowledge, wisdom and integrating insights. Provides undergraduate and graduate instruction; conducts sponsored and unsponsored research in areas of human and cultural geography, physical and environmental geography, and geo-technologies; and provides consultation services to an array of institutions, public, private, or governmental.

Instruction
- The Chair and faculty plan, develop and implement curricula and courses leading to: Bachelor of Arts degree in Geography, Graduate Ocean Policy Certificate, Master of Arts degree in Geography, Doctor of Philosophy in Geography.
- Provide service courses for students from other departments in the College of Social Sciences, and other colleges in the University.
- Provide academic advising and related career counseling to undergraduate, graduate, and unclassified students.

Research
- Plan, develop and conduct sponsored and unsponsored research projects to advance knowledge in areas of human and cultural geography (economic geography, food and agriculture, marine conservation, political ecology, political geography, social theory, and urban geography), physical and environmental geography (biogeography, climatology, geomorphology, environmental impact assessment, hydrology, coastal and water resource systems), and geo-technologies (computer cartography, geographical information systems [GIS], and remote sensing).
- Network with and develop collaborative relationships with other researchers and professionals within Hawaii, nationally and internationally to create new knowledge and conduct joint research endeavors in areas of mutual benefit.
- Supervise the research of undergraduate students, and graduate students conducting MA thesis and PhD dissertation projects.
- Publish new knowledge in the form of peer-reviewed articles written in journals, monographs, scholarly and professional books, chapters in scholarly and professional books, proceedings, policy papers, and technical and project reports for clients of applied research.
- Present papers at scholarly meetings, and publication of associated abstracts of those presentations, and hearings and presentation of the results of applied research to interested groups.

Service and Application
- Share our knowledge through unpaid consulting activities, and respond in various ways to a variety of geographically related queries.
- Provide geographic source information, data, maps, GIS and remote sensing data to the public, private sector, and governmental agencies.
- Provide valuable services to the community at various levels, within the College, University, State and their individual professional communities. We play a key role in the peer review process for journals and books, and...
for grant reviewing. Additionally, we organize conferences, hold regional, national or international professional offices, and conduct government commissions.

- Participate in the governance of the Department, the College, the University of Hawaii at Manoa, and the University System as a whole.
- Participate in other appropriate academic and educational activities of the College, the University of Hawaii at Manoa, and the University System as a whole.
NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF POLITICAL SCIENCE
ORGANIZATIONAL CHART
CHART IV-F

GENERAL FUND FTE: 28.00

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The Department of Political Science offers programs of study leading to degrees at the undergraduate, master’s and doctoral levels. The department provides instruction in the areas of American Politics, Hawaii Politics, International Relations, Comparative Politics, Law and Society, Indigenous Politics and Future Studies. Political Science faculty conducts both sponsored and unsponsored research in the aforementioned areas, focusing on the Asia-Pacific region. Among the major sponsors/funders of research are the National Science Foundation, the Japan Foundation, the Ford Foundation, the Mellon Foundation, and the Korea Foundation. Political science graduates enter numerous professions including journalism, foreign service, social services, government, law, law enforcement, teaching, civil service, business, librarianship and research.
**DEPARTMENT OF PSYCHOLOGY**  
Org Code: MAPSY

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NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
DEPARTMENT OF PSYCHOLOGY
ORGANIZATIONAL CHART
CHART IV-G

General Fund FTE: 32.50  
Authorized Temps: 0.50
DEPARTMENT OF PSYCHOLOGY – Org Code: MAPSY

Provides instruction at the graduate and undergraduate levels in psychological topic areas, methodology, statistics, and history, including general education and courses for majors; conducts sponsored and unsponsored research in the major areas of Psychology; provides clinical training intended to lead to licensure for Ph.D. degree recipients; supports the dissemination and application of psychological knowledge to benefit the public; provides consultation and clinical service to the field, to schools, and to the general public.
The Public Administration Program is a graduate level academic program within the College of Social Sciences. Its mission is to educate individuals to play leadership roles in whatever positions they occupy in the public sector, non profit sector, and civil society. Through its research and applied scholarship, the program also strives to increase the capacity of organizations to meet their public purposes. The program emphasizes interdisciplinarity in its faculty and in its curriculum; the application of scholarly knowledge to public issues; carefully designed learning environments; and close bonds among and between students, practitioners and faculty. The student population is intentionally diverse and comes from the Islands, the Asia-pacific region, and the U.S. Mainland. The program is actively engaged with Hawaii’s public institutions, and its work significantly includes Asia and the Pacific.
No Change

OFFICE OF THE DEAN

DEPARTMENT OF SOCIOLOGY
Org Code: MASOC

Chair (Appointed from Faculty Positions) 1.00
Secretary II, SR-14, #13485
Admin & Fiscal Support Sp, PBA, #77562 1.00
Instructional Type Faculty: 14.50
#82084, #82097, #82204, #82207, #82602,
#82605, #83713, #84076, #84237, #84346,
#84456, #84616, #84823, #84827, #85806 (0.50)
Graduate Assistants (0.50): 4.50
#88008, #88100, #88182, #88408, #88485,
#88498, #88533, #88616, #88681
DEPARTMENT OF SOCIOLOGY – Org Code: MASOC

This department provides graduate and undergraduate instruction; conducts sponsored and non-sponsored research into topics of social relevance with a primary focus on Comparative Asian Societies, Criminology, Medical Sociology, and Race and Ethnic Relations; and, provides community service and consultation to state government and private non-profit organizations. The Department performs its functions in collaboration with other Social Science Departments, other University of Hawaii at Manoa Departments and Programs, Community Colleges, International Agencies, Universities, and Programs, State and Federal agencies, and Agencies of the City and County of Honolulu.
General Fund FTE: 11.75
Authorized Temps: 1.50

DEPARTMENT OF URBAN AND REGIONAL PLANNING
Org Code: MAPLAN

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #15640 1.00
Instructional Type Faculty:
#82539, #83624, #84042, #84060,
#84351, #84522, #84811 (0.50), #84830,
#84838 (0.75), #85298, #88154, #82377 11.25
Specialist Type Faculty, #84875T 0.50T
Graduate Assistants (0.50):
#88446 0.50
#84793T, #84877T 1.00T
The Department of Urban and Regional Planning (DURP) offers the Master of Urban and Regional Planning (MURP) degree, a Ph.D. in Urban and Regional Planning, a Certificate in Disaster Management and Humanitarian Assistance, a Certificate in Planning Studies and a Professional Certificate in Urban and Regional Planning as well as a limited number of undergraduate courses. The Department emphasizes theory, methodology and practice in the following areas: community planning and social policy; environmental planning and natural resource management; urban and regional planning in Asia and the Pacific; and land use, transportation and infrastructure planning. DURP faculty and students engage in both funded and unfunded research on environmental issues, sustainability, policy research on urban issues in Asia, transportation, important agricultural lands, climate change, and natural resources management in Hawaii, the Pacific and Asia. Department faculty also provides professional planning services to communities, non-profit organizations, local and state agencies and international organization and foundations.
DEPARTMENT OF WOMEN'S STUDIES
Org Code: MAWS

Director (Appointed from Faculty Positions)
Secretary II, SR-14, #31328 1.00
Instructional Type Faculty: 6.00
#82280, #83050, #84057 (0.50), #84804,
#84817, #86071, #85962 (0.50)
Graduate Assistants (0.50): 0.50
#88268
DEPARTMENT OF WOMEN’S STUDIES – Org Code: MAWS

The Department of Women’s Studies is an academic entity that offers an interdisciplinary transnational feminist approach to the study of gender issues. The purpose of the department is to provide a rigorous and integrated academic experience for students interested in feminist research and teaching, giving them a coherent program of study in contemporary scholarship with a special emphasis on Asia-Pacific and Hawaii. With a faculty trained in a variety of fields, the program is a productive research unit that investigates gender as it intersects with race, class, sexuality, and other vectors of power in shaping the study of history, psychology, anthropology, economics, sociology, political science, philosophy, literature, law, and biology.

Functions of this department include:

- Provide educational and training opportunities for both undergraduate and graduate students in the field of gender studies.
- Conduct research, public service and disseminate studies in the field of gender studies.
- Serve the community by addressing issues concerning gender in the Asia-
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES
SOCIAL SCIENCES PUBLIC POLICY CENTER
ORGANIZATIONAL CHART
CHART IV-L

OFFICE OF THE DEAN

SOCIAL SCIENCES PUBLIC POLICY CENTER
Org Code: MASSPP

Director (Appointed from Faculty Positions)
Admin & Fiscal Support Sp, PBA, #77465 1.00
Graduate Assistants (0.50): 0.50
#88391

SPARK M. MATSUNAGA INSTITUTE FOR PEACE
Org Code: MAPACE

Chair (Appointed from Faculty Positions)
Ed Specialist, PBB, #80358 1.00
Instructional Type Faculty: 3.00
#88112, #88732, #84790
Graduate Assistants (0.50): 0.50T
#84806T

General Fund FTE: 5.50
Authorized Temps: 0.50
SOCIAL SCIENCES PUBLIC POLICY CENTER – Org Code: MASSPP

The Social Sciences Public Policy Center is an academic center within the College of Social Sciences focused on enhancing the quality of community life through instruction, non-partisan research and civic engagement designed to encourage community-based policy dialogs. The Center is aligned with the University’s strategic plan to engage multi-disciplinary elements of the U.H. system and diverse communities to provide educational initiatives for students, (e.g. the Graduate Certificate in Public Policy and opportunities to work on grants and contracts); conduct research and facilitate and support community collaborations and networks. More specifically, it builds on the college’s existing research strengths, collaborates across disciplines and provides the administrative leadership, support and infrastructure to facilitate strong partnerships within the university and with public and private sector partners. Three instructional positions (two tenured positions and one tenure track) teach in the Public Administration Program and Social Sciences Public Policy Center and are split funded (50% FTE). For tenure purposes these three positions are reflected under the Public Administration Program.

FUNCTIONS

- To provide education and training opportunities in policy studies for both undergraduate and graduate students, promoting and developing effective and reflective practitioners and leaders in pubic policy and public affairs.

- To provide graduate students course work and internship opportunities to hone their skills in policy analysis by offering a Graduate Certificate in Public Policy.

- To conduct research, publish and disseminate studies and reports useful to policy makers so they can make sound policy decisions.

- To become a responsible repository and clearinghouse for data bases, information systems and other reference material critical to public policy analyses.

- To support and promote the programs of the Matsunaga Institute for Peace and Conflict Resolution (See MIPCR functional statement).

SPARK M. MATSUNAGA INSTITUTE FOR PEACE – Org Code: MAPACE

The Spark M. Matsunaga Institute for Peace and Conflict Resolution offers opportunities to link the fields of peace studies, human rights, and conflict resolution with public policy issues. It is aligned with the University’s strategic plan to initiate learning centers that respond to society needs and, by design, focuses on interdisciplinary teaching and areas of inquiry. MIPCR offers a wide array of undergraduate, graduate and outreach college courses. It offers a Graduate Certificate in Conflict Resolution, a BA in Peace Studies and Conflict Resolution (through Interdisciplinary Studies) and a certificate in Peace Studies (equivalent to a minor). The Institute has built a reputation for leadership in dispute resolution and facilitation of community dialogs which
provide student/faculty engagement in community-based problem solving. Inherently interdisciplinary and international in perspective, these programs encourage critical thinking and further the University's mission of expanding leadership in international affairs and advancing stable, peaceful, prosperous and democratic relations in the region (UHM Strategic Plan, 2002-2010, pp 8-9). MIPCR has two full time, tenured FTEs and one tenure track position which is split .50% with the Richardson School of Law.

FUNCTIONS

- To provide education and training opportunities for both undergraduate and graduate students, promoting and developing effective and reflective practitioners and leaders in conflict analysis, peacemaking, mediation, facilitation, human rights, and international dispute resolution.

- To provide opportunities for students to learn through practicum and internships with hands-on skills as the MIPCR works to resolve conflicts within the campus and in the broader community.

- To conduct and publish research in relevant fields, including alternative dispute resolution, culture and conflict resolution, war powers, international law, and human rights.

- To serve the community by providing educational forums, training programs, and conflict resolution services.
State of Hawai‘i
University of Hawai‘i
University of Hawai‘i at Mānoa
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
OFFICE OF THE DEAN
ORGANIZATION CHART

CHART I
Grand Total G-Funds Permanent FTE: 247.00
Grand Total G-Funds Authorized Temporary FTE: 8.00

ADMINISTRATIVE SERVICES
Org Code: MAASNS
Administrative Services Manager, PBC, #80155 1.00
Administrative Officer, PBA, #80181 2.00
Administrative Office, PBB, #80400, #80710 2.00
Human Resources Specialist, PBB, #77177 1.00
Human Resources Specialist, PBA, #79708 1.00
Admin & Fiscal Support Spec, PBA, #7775, #78362* 1.00 (T)

ACADEMIC AFFAIRS
Org Code: MAIAAS
Specialist-Type Faculty, #83579, #70661 2.00
IT Specialist, PBB, #79024 1.00
Secretary II, SR-14, #51337 1.00
Office Assistant, SR06, #15901** 1.00

Dean, #89197 1.00
Secretary III, SR-16, #50075 1.00

OFFICE OF THE DEAN

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE CHANCELLOR

Department of Biology
Org Code: MABIOL

Department of Botany
Org Code: MABOT

Department of Chemistry
Org Code: MACHCH

Department of Information and Computer Sciences
Org Code: MAICS

Department of Mathematics
Org Code: MAMATH

Department of Microbiology
Org Code: MAMICR

Department of Physics and Astronomy
Org Code: MAPA

Hawai‘i Cooperative Fishery Research Unit
Org Code: MACFZO

Marine Option Program
Org Code: MAMOP

CHART II-A

CHART II-B

CHART II-C

CHART II-D

CHART II-E

CHART II-F

CHART II-G

General Fund FTE: 15.00
General Fund FTE: 1.00 (Auth Temp)

*Appropriated Temporary Positions
**#15801 Abolished-FTE remained to establish APT Permanent position
PROPOSED - UPDATE

STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNNS

The Office of the Dean of the College of Natural Sciences provides leadership and overall vision for the college and coordinates all of its activities including, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, staff supervision, community relations, grievance and litigation and travel.

The Dean reports to the Office of the Vice Chancellor for Academic Affairs, University of Hawai‘i at Mānoa, and functions with the authority delegated by the President and Vice Presidents.

Manage the personnel, budgeting and planning functions.

Initiates and oversees curriculum development and reform, program review, and workload activities.

Manage the development of College research related programs.

Serve on intra-university committees.

Serve as chair of the Council of Arts and Sciences Deans on a rotating basis.

Manage community relations and development including fundraising, representing the College at professional meetings, and meeting with alumni groups.

ACADEMIC AFFAIRS – Org Code: MAAANS

Coordinates major curricular policy activities on behalf of the Dean.

Review proposals for adding, deleting, or modifying courses, certificates and degrees.

Initiate college-wide curricular innovations, such as certificate programs, interdisciplinary/multidisciplinary programs, across college and school lines.

Assist in establishing and maintaining inter-college coordination relative to cross-disciplinary core requirements.

Provides academic advising services and programming to students from matriculation to graduation for the College of Natural Sciences.
PROPOSED - UPDATE

ADMINISTRATIVE SERVICES – Org Code: MAASNS

In conjunction with the Dean, manages the budget preparation/execution for the College including developing criteria for departmental budget allocations.

Directs and advises departments in all matters related to personnel.

Provide guidance on labor-relations issues.

Supervise the purchasing activities of the College.

Provide financial management for all College funds.

Approved:

\[Signature\]

Robert Bley-Vroman, Interim Chancellor  6/3/15

Date
### State of Hawai‘i
University of Hawai‘i
University of Hawai‘i at Mānoa
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF BIOLOGY
POSITION ORGANIZATION CHART

**OFFICE OF THE DEAN**

**DEPARTMENT OF BIOLOGY**
Org Code: MABIOL

<table>
<thead>
<tr>
<th>Position</th>
<th>Description</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>(Appointed from Faculty Positions)</td>
<td>1.00</td>
</tr>
<tr>
<td>Associate Chair of Undergraduate Education</td>
<td>(Appointed from Faculty Positions)</td>
<td>1.00</td>
</tr>
<tr>
<td>Associate Chair for Research and Graduate Education</td>
<td>(Appointed from Faculty Positions)</td>
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</tr>
<tr>
<td>Administrative Officer, PBA, #81425</td>
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</table>

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**Hawai‘i Cooperative Fishery Research Unit**
Org Code: MACFZO

**Marine Option Program**
Org Code: MAMOP

*Appropriated Temporary Positions*
DEPARTMENT OF BIOLOGY – Org Code: MABIOL

The biology of Hawai‘i is extraordinary, and offers unique opportunities for research, teaching and graduate education. The Department of Biology is the academic home for students who wish to pursue broad training in the biological sciences. Many members of the graduate faculty of the Department of Biology are affiliated with other units, both within and outside the University, such as the Hawai‘i Institute of Marine Biology, the Pacific Biosciences Research Center, the Kewalo Marine Laboratory, the Békésy Laboratory of Neurobiology, the Center for Conservation Research and Training, the Bishop Museum, and the Hakalau Forest Biological Field Station. The department offers a BA degree and a BS degree with various specializations including cell and molecular biology, ecology/evolution/conservation biology, marine/aquatic biology, and organismic biology, a BS degree in marine biology, and a minor in biology. The Department of Biology offers MS and PhD degrees in zoology.

The research focus of the faculty of the Department of Biology is in Hawai‘i’s unique natural resources, especially its endemic and indigenous marine and terrestrial animals and their habitats.

Hawai‘i Cooperative Fishery Research Unit – Org Code: MACFZO

Established in 1966 the Hawai‘i Cooperative Fishery Research Unit is a collaboration between the University of Hawai‘i; the Department of Land and Natural Resources; and the U.S. Department of the Interior, U.S. Fish & Wildlife Service. The objective of the cooperative undertaking is for the advancement, pursuit, and application of research, management, education, extension, and demonstration programs concerned with sport fisheries.

Marine Option Program – Org Code: MAMOP

The Marine Option Program offers undergraduates of all majors throughout the University system, the opportunity to discover and develop their marine and marine-related interests and talents. The program is responsible for the development and management of one certificate-granting program offered at all UH campuses, including the Community Colleges, for those students who elect to complete selected academic seminars, symposia, field trips, workshops, baseline surveys and other hand-on experiences designed to promote marine education and training.
<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair (Appointed from Faculty Positions)</td>
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</tr>
<tr>
<td>Associate Chair (Appointed from Faculty Position)</td>
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<td>Instructional Faculty:</td>
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<tr>
<td>Graduate Assistants:</td>
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</tr>
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</table>

General Fund FTE: 23.50
DEPARTMENT OF BOTANY – Org Code: MABOT

The UH Mānoa has the only botany department located in a tropical environment in the U.S. Both aquatic and terrestrial tropical ecosystems provide the subjects of research and teaching. The department is committed to broad-based botanical training that focuses on developing an understanding of Hawai‘i’s unique island environment. While it maintains traditional areas of botanical study, the department also uses new approaches and current technologies. It has faculty in anatomy, ecology, systematics, ethnobotany, physiology, and population and evolutionary biology. Participation in the interdepartmental undergraduate biology program and the graduate program in ecology, evolution and conservation biology provides interactions with other departments and expands opportunities for breadth in research and instruction. The department offers BA, BS, and minor degrees in botany, a BS degree in ethnobotany; and MS and PhD degrees in botany.

Research programs focus on ecology, evolution and conservation of Hawai‘i’s ecosystem and unique endemic flora; the ecology and physiology of marine macroalgae; ethnobotany; invasion biology by alien weeds; and the uses of plants by humans.
OFFICE OF THE DEAN

DEPARTMENT OF CHEMISTRY
Org Code: MACHCH

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #13484 1.00
Clerk-Stenographer II, SR09, Admin & Fiscal Support Spec, PBA, #78992 1.00
Educational Specialist, PBA, #81617 1.00

Instructional Activities
Org Code: MACHEM

Instructional Faculty: 14.00
#82051, #82455, #82618, #82624, #82749, #83065, #83430, #84078, #84116, #84190, #84305, #84641, #84737, #84860

Graduate Assistants: 13.50
#85020, #85021, #85023, #85049, #85091, #85158, #85523, #88022, #88041, #88106, #88116, #88220, #88234, #88274, #88316, #88330, #88459, #88468, #88471, #88496, #88497, #88520, #88554, #88567, #88570, #88580, #88590

Support Activities
Org Code: MASACH

Associate Chair (Appointed from Faculty Positions)

Storeroom Services
Educational Specialist, PBB, #80086 1.00
Chemical Stores Clerk, SR-09, #45199* 1.00

Instrument/Computer Services
Electronic Engineer
Electronics Engineer, PBB, #80722 1.00
Electronics Technician, PBB, #80747 1.00

Analytical Services
Research Associate, Senior, PBC, #80362 1.00
Research Associate, PBB, #80121 1.00

Glassblowing Services

*Position abolished, pending reestablishment

General Fund FTE: 36.50
DEPARTMENT OF CHEMISTRY – Org Code: MACHCH

Chemistry stands at the crossroads between physics and biology. As biological processes are examined in ever finer detail, chemistry is increasingly called upon to provide the insights, techniques, and materials needed to understand the workings of living organisms, including ourselves.

Support Activities – Org Code: MASACH

Associate Chair
The Associate Chair of the Department of Chemistry manages the support activities of the department which include storeroom services; instrument/computer services; and analytical services.

Storeroom Services
The Department of Chemistry is home to two well-supplied stockrooms, containing an array of materials necessary for undergraduate instructional courses and graduate research for the entire University of Hawai‘i community.

Instrument/Computer Services
The Department of Chemistry also provides design and construction services of analog and digital devices not available commercially. Instrument/Computer Services provide repair and maintenance of departmental instruments in the fields of Gas Chromatography, UV - visible, Infrared and Atomic Absorption Spectroscopy, X-ray diffractometry, etc. Support services include the instrument shop, the machine shop and the electronics shop.

Analytical Services
The Department has a strong commitment to maintaining state-of-the-art instrumentation. Instrumentation includes Nuclear Magnetic Resonance spectrometers and Mass Spectrometry. These facilities are regularly used by members of the Department of Chemistry, in addition to other research units within the University of Hawai‘i system and across the United States.

Glassblowing Services
The Chemistry Department provides glassblowing services for the entire University system including repair, design, modification and fabrication of glass apparatus not commercially available.
Instructional Activities – Org Code: MACHEM

The department offers a BA, BS and minor degrees in chemistry and MS and PhD degrees in chemistry.

The faculty of the Department of Chemistry has research interests in bioinorganic, organic, inorganic, physical, and analytical chemistry. The graduate faculty participates in a number of collaborative efforts with colleagues at the Cancer Research Center of Hawai‘i, the Hawai‘i Natural Energy Institute, the Cell and Molecular Biology Program, the NASA Astrobiology Institute, and the W.M. Keck Astrochemistry Laboratory.
<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
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<tbody>
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<tr>
<td>Associate Chair for Computer Science (Appointed from Faculty Positions)</td>
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<tr>
<td>Associate Chair for Library and Information Science</td>
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<tr>
<td>Network Specialist, PBA, #81194</td>
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<tr>
<td>System Administrator, PBB, #81447</td>
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<td>Admin &amp; Fiscal Support Specialist, PBA, #81985</td>
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*Appropriated Temporary Position
Information and Computer Sciences is the study of the description and representation of information and the theory, design, analysis, implementation, and application of algorithmic processes that transform information. The curriculum covers all major areas of computer science with special emphasis on software engineering, computer networks, artificial intelligence, human-computer interaction and bioinformatics. Information and Computer Sciences offers BA, BS, and minor degrees in information and computer science, MS in computer sciences, MLISc in library and information science, PhD in computer science, and PhD in communication and information sciences (interdisciplinary).

Information and Computer Sciences faculty members have research interests in algorithms; artificial intelligence and robotics; biomedical informatics and bioinformatics; collaborative systems; compilers; computer vision; databases; human computer interaction; library and information science; machine learning; mobile and ubiquitous computing; security and information assurance; software engineering; and systems, networking, and high-performance computing.
OFFICE OF THE DEAN

DEPARTMENT OF MATHEMATICS
Org Code: MAMATH

Chair (Appointed from Faculty Positions)
Associate Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #21976 1.00
Office Assistant IV, SR-10, #14365 1.00
Admin & Fiscal Support Spec, PBA, #79411 1.00

Instructional Faculty: 28.00
#82036, #82177, #82202, #82254,
#82458, #82473, #82668, #82738,
#82942, #82943, #82993, #83074,
#83200, #83285, #83332, #83478,
#83709, #83781, #83855T*

Graduate Assistants: 5.00
#85024, #88013, #88073, #88111,
#88142, #88148, #88253, #88426,
#88611, #88672, #70196T*, #83855T*

General Fund FTE: 36.00
General Fund FTE: 1.00 (Auth Temp)

*Appropriated Temporary Positions
FUNCTIONAL STATEMENT

DEPARTMENT OF MATHEMATICS – Org Code: MAMATH

The Department of Mathematics offers preparation in the full spectrum of mathematical sciences, including algebra, geometry, differential equations, real and complex analysis, topology, logic, number theory, and probability and statistics, as well as various topics in applied mathematics. The math department offers BS, BA and minor degrees in mathematics, and MA and PhD degrees in mathematics.

Faculty of the Department of Mathematics has research interests in algebra & number theory; analysis; applied mathematics; geometry & topology; and logic, lattices & universal algebra.
**DEPARTMENT OF MICROBIOLOGY**
Org Code: MAMICR

<table>
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<th>FTE</th>
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<tbody>
<tr>
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<tr>
<td>Associate Chair for Undergraduate Education</td>
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</tr>
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<td>(Appointed from Faculty Positions)</td>
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</tr>
<tr>
<td>Associate Chair for Graduate Education</td>
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General Fund FTE: 19.00
Microbiology, one of three basic fields in the biological sciences, is an extremely diverse and complex field. It is essential to the fabric of medicine, the allied health sciences, agriculture, ocean sciences, and the vital growing biotechnology industry (genetics, cell and molecular biology, etc.) of the present era. The Department of Microbiology has concentrated on highly essential areas vital to the State of Hawai‘i such as general and applied microbiology (including biotechnology), microbial genetics, microbial physiology (molecular biology), medical microbiology, microbial ecology, and bioremediation, food microbiology, immunology, animal virology (includes marine animal virology) and cell biology. The Department of Microbiology offers BS, BA, minor degrees in microbiology, and MS and PhD degrees in microbiology.

Faculty of the Department of Microbiology have research interests in microbial signal transduction; prokaryotic biology; marine microbiology; medical microbiology; biochemistry, physiology, and genetics of bacterial systems; molecular virology; and invasive bacterial pathogens.
OFFICE OF THE DEAN

DEPARTMENT OF PHYSICS AND ASTRONOMY
Org Code: MAPA

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #12918 1.00
Office Assistant III, SR-08, #14355 1.00
Scientific Instrument Technician, PBB, #80706 1.00
Scientific Instrument Technician, PBB, #80703 1.00

Instructional Faculty:
#82206, #82217, #82314, #82633,
#82770, #82875, #83534, #83547,
#83790, #83861, #83915, #84235,
#84240, #84398, #84494, #84587,
#84675, #84852, #88615,

Research Faculty: #83926, #84773 2.00

Graduate Assistants:
#85506, #88057, #88176, #88198 2.00 (T)
#88270, #88309, #88385, #88389,
#88441, #88478, #88524, #88593,
#88650, #70197T*, #83844T*, #83849T*, #84184T*

*Appropriated Temporary Positions

General Fund FTE: 31.50
General Fund FTE: 2.00 (Auth Temp)
Physics is the study of matter and energy and how they interact at the most basic levels. Areas include mechanics, optics and lasers, thermodynamics, phenomena, condensed matter, and elementary particles. Physics is widely regarded as the most basic of all the sciences. Astronomy is the branch of science that studies the structure and development of the physical world beyond earth. It includes the study of planets and other objects of the solar system; the sun and stars and their evolution; the interstellar medium; the nature and dynamics of star clusters, galaxies, and clusters of galaxies; and the study of the nature and history of the universe itself - of the physical world taken in its largest extent in space and time. Faculty members in Physics are joined by visiting faculty members from the Institute for Astronomy to present a balanced program of teaching and research. The Department of Physics and Astronomy offers BS, BA, and minor degrees in physics, and MS and PhD degrees in physics as well as MS and PhD degrees in astronomy.

Faculty of the Department of Physics and Astronomy has research interests in elementary particle physics, free-electron laser physics (including application in medical physics), condensed matter physics, particle astrophysics and high energy physics.
SUPPORTING DOCUMENTS

LETTERS AND RESPONSES
March 20, 2015

TO: Robert Bley-Vroman, Interim Chancellor
University of Hawai‘i at Mānoa

Reed Dasenbrook, Vice Chancellor for Academic Affairs
University of Hawai‘i at Mānoa

✓ Kathy Cutshaw, Vice Chancellor for Administration, Finance & Operations
University of Hawai‘i at Mānoa

FROM: Ron Bontekoe, Chair
Mānoa Faculty Senate

RE: MOTION TO ENDORSE THE PROPOSED REORGANIZATION OF THE ARTS AND SCIENCES STUDENT ACADEMIC SERVICES (CASSAS)

The Mānoa Faculty Senate approved the Motion to Endorse the Proposed Reorganization of Colleges of Arts and Sciences Student Academic Services (CASSAS) at the March 18, 2015 Senate meeting with 44 votes in favor, 0 in opposition and 2 abstentions. The resolution is attached.

The Committee on Administration and Budget reviewed this issue and provided a report to the Senate at the March 18, 2015 Senate meeting.

Please feel free to contact me if you have any questions or need additional information.

Ron Bontekoe, Ph.D., Mānoa Faculty Senate Chair

Ashley Maynard, Ph.D., Mānoa Faculty Senate Secretary
MOTION TO ENDORSE THE PROPOSED REORGANIZATION OF THE ARTS AND SCIENCES STUDENT ACADEMIC SERVICES (CASSAS)

Following review by the Committee on Administration and Budget, the Mānoa Faculty Senate endorses the proposed reorganization of the Colleges of Arts and Sciences Student Academic Services (CASSAS), dated January 21, 2015, pending input from the Associated Students of the University of Hawai'i (ASUH).
FACULTY SENATE MEETING AGENDA

March 18, 2015
Architecture Auditorium (ARCH 205)
3:00pm – 5:00pm

1. CALL TO ORDER
2. MINUTES

- February 18, 2015 Senate Minutes [PDF] [DOC] (DRAFT)

3. CHAIR'S REPORT

- Roberts Rules of Order on Decorum

4. BUSINESS

- Motion on the Restructuring of CoRGE and the Graduate Council [PDF] [DOC]
  Senate Executive Committee

- Motion to Endorse the Proposed Reorganization of Colleges of Arts and Sciences Student Academic Services (CASSAS) [PDF] [DOC]
  CASSAS Reorganization Checklist
  Committee on Administration and Budget

5. ADJOURNMENT
FACULTY SENATE MEETING MINUTES

March 18, 2015
Architecture Auditorium (ARCH 205)
3:00 pm - 5:00 pm

ATTENDANCE
Present (54)
ABHARI, Kaveh; ANGELO, Michael; BARGERHUFF, Mary; BHATAWADEKAR, Sai; BONTEKOE, Ronald;
BOULOS, Daniel; CHESNEY-LIND, Meda; CHIN, David; COONEY, Robert; DOI, Saori; DUNN, Robert;
ERTEKIN, R. Cengiz; FELIPE, Miguel; FLYNN, David; FULFORD, Catherine; GARROD, Peter; GLAZER,
Brian; GRISWOLD, Jennifer; HONG, Seunghye; HUTCHISON, Elisabeth; HWANG, Hyunjoo; ISKANDER,
Magdy; KALLIANPUR, Kalpana; LE SAUX, Olivier; LENZ, Petra; LIM, Unhee; MANINI, Bonnyjean;
MATTER, Michelle; MCKIMMY, Paul; MINERBI, Luciano; MOCZ, Gabor; OISHI, Martin; OYAMA, Jan;
PARK, Hyoung-June; PARK, Young-A; POISSON, Guylaine; POTEMRA, James; RAI, Sarita; RIGGS, H.
Ronald; ROBERTS, Stacey; SHIRAMIZU, Bruce; SIMANU-KLUTZ, Manumaua; SORENSEN, Trevor;
STEGER, Manfred; STEPHENSON, Carolyn; SZYMczAK, Victoria; VALENZUELA, Hector; VINCENT,
Douglas; WELLS, Jenny; WERTHEIMER, Andrew; WITHEY, Kelley; WOODRUFF, Rosemarie; YUE, Ming-
Bao; ZALESKI, Halina

Excused (20)
CANYON, Deon; CONWAY, Thomas; DEBARYSHE, Barbara; HARRIGAN, Rosanne; JUN, SooJin; LESA,
Faafetai; MAYNARD, Ashley; QURESHI, Kristine; ROBERTSON, Scott; SAKAGUCHI, Ann; SANDERS,
David; SANTIAGO, Lilia; TALLQUIST, Michelle; TAM, Elizabeth; THOMAS, Florence; TSE, Alice; VARGO,
Stephen; WATTS, Margit; WELIN, Stephanie; WIECZOREK, Ania

Absent (9)
BUTLER, Marguerite; DANIEL, Marcus; DAVIDSON, Elizabeth; HARRIS-MCCOY, Daniel; KAWABATA,
Wendy; NGUYEN, Hannah; PAGANO, Ian; SOLIS, Ron; STEVENS, Duane

Guests
BUENCONSEJO-LUM, Lee (JABSOM); JOHNSON, Shannon (Outreach College); KIPNIS, Ken (A&H)

1. CALL TO ORDER 3:03
2. MINUTES
   • February 18, 2015 Senate Minutes [PDF] [DOC] (DRAFT) approved and accepted by majority vote.

3. CHAIR’S REPORT
   • SEC trying to find replacement for Lorna, we had 3 applicants and hope to hire soon.
   • Attendance difficulties: if you have 3 unexcused absences (senate and committee) per semester you will no longer be a member of the senate. If you have a conflict with a meeting, please contact uhmsfs@hawaii.edu to inform us and it will be an excused absence.
   • Senators who cannot make committee meetings due to class conflicts this semester will be considered without committee to enable quorum in those meetings if needed.
   • Roberts Rules of Order on Decorum handout on sign in table.

4. BUSINESS
• Motion on the Restructuring of CoRGE and the Graduate Council. We are voting on SEC motion on the restructuring of CoRGE and Graduate Council (II). This motion will be discussed also at the congress meeting. We will turn CoRGE back into CoR in the fall and still have liaisons from Senate to Graduate Council. One of the MFS liaisons to Graduate Council will chair the program subcommittee and present to MFS any resolutions being referred by Graduate Council. This has the approval of the Dean of the Office of Graduate Education. No discussion. Passed 40/0/1.

• Motion to Endorse the Proposed Reorganization of Colleges of Arts and Sciences Student Academic Services (CASSAS)

CASSAS Reorganization Checklist
Committee on Administration and Budget Vice Chair Paul McKimmy described how CAB reviewed the checklist and spoke with some of the members from CASSAS. CAB was concerned that there was no consultation with students. But today ASUH chair got back to them by email that he had no concerns. It was also noted that there were some details missing about how it would be implemented and CAB recommends that there should be more detail in the future. All the deans agreed that where there were costs involved they would be assumed by the department. Ruth Bingham was also present to answer questions.

• Question: Why three S’s in CASSAS? Colleges of Arts and Sciences Students Academic Services is the full title.

• Passes: 44/0/2

5. ADJOURNMENT 3:21 pm

Manoa Faculty Congress Meeting Minutes
March 18, 2015

1. CALL TO ORDER 3:23 pm
2. MINUTES

• November 19, 2014 Congress Minutes. Minutes approved by majority vote

3. CHAIR’S REPORT

• MOU on UHPA/Senate Responsibilities has been approved. The MOU between UHPA and UH System concerning distribution of responsibilities between the union and senates has been approved and signed on by David Lassner and Kristeen Hanselman. MFS seems fairly content with contents. SEC looked at them very closely, as did the All Campus Council of Faculty Senate Chairs. The document should serve to provide a firmer understanding, especially at community colleges, of the rights of senates and strengthen their positions.

• Strategic Planning Committee Advisory Groups are being set up now. One of them is up and running, and the rest are being populated. If you would like to play a role, keep an eye out for emails requesting volunteers.

• Visit from David Lorange, President of WICHE, re System/Manoa organizational overlap visited 2 weeks ago to look into viability of collapsing UH Chancellor with UH President. Advice to him is reported as we need two separate positions, so the discussion focused on the overlap between system offices and administration in areas such as research and human resources. Discussion took place about streamlining activities. Those who met with him were pleased with his knowledge of the situation; he has familiarity with UH as his son graduated from here. His report is expected in April.
4. BUSINESS

- Motion on the Restructuring of CoRGE and the Graduate Council [PDF] [DOC]
  Senate Executive Committee will be sent out for electronic voting soon. No questions from congress.

5. ADJOURNMENT 3:32pm
Hi Ron – The internal review on the reorganization proposal for CASSAS has been completed and is now available on the Organizational Charts website for SEC review:
http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Have also attached a PDF copy for easy reference.

Please review and submit comments to Laurie Toma at laurieto@hawaii.edu by March 7, 2015 (within 45 days).

Thank you in advance for your assistance. Please feel free to contact me should there be any questions.

Much mahalos,

Ann -
February 24, 2015

Peter Armade  
Chair, Council of Arts & Sciences Deans  
2600 Campus Rd QLCSS 113  
Honolulu, HI 96822

Dear Peter,

The Hawaii Government Employees Association is in receipt of your proposed reorganization for the College of Arts and Sciences, Student Academic Services. It is our understanding that three out of the four affected HGEA positions are vacated at this time. There is one incumbent for Position #44055.

We have no questions or concerns at this time with the reorganization proposal but as always, reserve the right to reopen consultation once the reorganization has been implemented. Administrative Officer, Laurie Toma has agreed to transmit copies of all updated position descriptions once finalized and encumbered.

Please forward HGEA the official organizational charts once approved by the University of Hawaii Administration.

Sincerely,

[Signature]

Lena Fernandes  
Field Services Officer
Dear Mr. Perreira:

The University of Hawaii is proposing a reorganization of Colleges of Arts and Sciences- Student Academic Services, and is requesting your input and comments. Hard copy of the original will be mail to you.

Please feel free to contact me at 956-9837 should there be any questions. Thank you in advance for your assistance.

Laurie Toma

Attachment
January 21, 2015

Randy Perreira, Executive Director
Hawai‘i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai‘i 96813-2991

Dear Mr. Perreira:

The University of Hawai‘i is proposing a reorganization of Colleges of Arts & Sciences, Student Academic Services, at the University of Hawai‘i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University’s sustainability efforts, we have loaded the proposal and documents onto the UHM website at: http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Your comments on the proposal would be appreciated by March 7, 2015. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, please call Laurie Toma at 808-956-9837. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

Peter Arnaud
Chair, Council of Arts & Sciences Deans

c: Laurie Toma, CASSAS
Tammy Kuniyoshi, Manoa HR
Ann Sakuma, OVCAFO
March 25, 2015

Randy Perreira, Executive Director
Hawai‘i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai‘i 96813-2991

Dear Mr. Perreira:

The University of Hawai‘i is proposing a reorganization of Colleges of Arts & Sciences, Student Academic Services, at the University of Hawai‘i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University’s sustainability efforts, we have loaded the proposal and documents onto the UHM website at: http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Your comments on the proposal would be appreciated by March 7, 2015. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, please call Laurie Toma at 808-956-9837. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

Peter Arnade
Chair, Council of Arts & Sciences Deans

c: Laurie Toma, CASSAS
    Tammy Kuniyoshi, Manoa HR
    Ann Sakuma, OVCAFO
Laurie Toma

To: Fernandes, Lena M.
Subject: RE: Reorg proposal

-----Original Message-----
From: Fernandes, Lena M. [mailto:lfernandes@hgea.org]
Sent: Tuesday, February 17, 2015 4:59 PM
To: 'Laurie Toma'
Subject: RE: Reorg proposal

Thanks Laurie -
I think our concern is that the Class specifications for a Secretary is just so broad that we've seen positions really change and employees get anxious about that. Looks like the PD was updated fairly recently so should be reflective of her duties now.
I'm just going to check with her and then I'll be able to write our final response soon after.
Thanks again for the quick response!

Lena Fernandes
Field Services Officer
Hawaii Government Employees Association / AFSCME Local 152
888 Miliwani Street, Suite 601, Honolulu, HI 96813-2991 Main 808.543.0000 | Direct 808.543.0061 | Fax 808.528-4059 lfernandes@hgea.org | www.hgea.org | Facebook | Twitter

-----Original Message-----
From: Laurie Toma [mailto:laurieto@hawaii.edu]
Sent: Tuesday, February 17, 2015 4:14 PM
To: Fernandes, Lena M.
Subject: RE: Reorg proposal

Hi Lena:

1. Attached please find the position job description.
2. Not to my knowledge if there will be an updated job description. The position will remained in CASSAS. In addition, in the reorg doc, attachment 2, page 10, 2nd bullet from bottom, "The A&S deans do not have plans to make changes in job duties that would be outside the current class specifications." See attached for quick reference.

Please call or email if you need anything else or have any questions. Thank you for your prompt attention and much appreciated.

Laurie

-----Original Message-----
From: Fernandes, Lena M. [mailto:lfernandes@hgea.org]
Sent: Tuesday, February 17, 2015 2:40 PM
To: 'Laurie Toma'
Subject: RE: Reorg proposal

Hi Laurie -
I just got back to my office. I was looking at the proposal and I just want to know if there are any changes to Carolina's duties. I couldn't really tell with what I have.
Can you send me her job description? If there's going to be an updated one, can I see that too?

Lena Fernandes
Field Services Officer
Hawaii Government Employees Association / AFSCME Local 152
888 Miliilani Street, Suite 601, Honolulu, HI 96813-2991 Main 808.543.0000
| Direct 808.543.0061 | Fax 808.528-4059 lfernandes@hgea.org |
www.hgea.org | Facebook | Twitter

-----Original Message-----
From: Laurie Toma [mailto:laurieto@hawaii.edu]
Sent: Thursday, February 12, 2015 4:12 PM
To: Fernandes, Lena M.
Subject: RE: Reorg proposal

Hi Lena:

Hope we can have favorable response...appreciated, everyone is so looking forward to this reorg. Thank you!

Laurie

-----Original Message-----
From: Fernandes, Lena M. [mailto:lfernandes@hgea.org]
Sent: Thursday, February 12, 2015 2:33 PM
To: Laurie Toma
Subject: Re: Reorg proposal

Thanks for the info. Looks like there's not too many people I need to talk to!

We'll get back to you asap with our official response. Take care of yourself!
Thank you!

Lena Fernandes
Field Services Officer
Hawaii Government Employees Association / AFSCME Local 152
888 Miliilani Street, Suite 601, Honolulu, HI 96813-2991 Main 808.543.0000
| Direct 808.543.0061 | Fax 808.528.4059
lfernandes@hgea.org<mailto:lfernandes@hgea.org> | www.hgea.org<http://www.hgea.org>

On Feb 12, 2015, at 2:24 PM, "Laurie Toma" <laurieto@hawaii.edu<mailto:laurieto@hawaii.edu>> wrote:

Hi Lena:

Sorry I was not able to get back to you earlier as I was out sick.
Please see response in red.

79242 - APT - Vacant
15801 - Civil Service - Vacant
44055 - Civil Service - Filled - Carolina Asiatico
79386 - APT - Will be vacant on 02/18/2015. Current incumbent is Susan Ma

Let me know if you need additional information or have any questions.

Laurie
956-9837

From: Fernandes, Lena M. [mailto:lfernandes@hgea.org]
Sent: Thursday, February 12, 2015 11:29 AM
To: laurieto@hawaii.edu
Subject: RE: Reorg proposal

Hi Laurie -
Just following up to see if you can give me the names below.
Thank you!

Lena Fernandes
Field Services Officer
Hawaii Government Employees Association / AFSCME Local 152
888 Mililani Street, Suite 601, Honolulu, HI 96813-2991 Main 808.543.0000
| Direct 808.543.0061 | Fax 808.528-4059
lfernandes@hgea.org | www.hgea.org
Facebook | Twitter

From: Fernandes, Lena M. 
Sent: Tuesday, February 10, 2015 11:43 AM
To: laurieto@hawaii.edu
Subject: Reorg proposal

Hi Laurie -
HGEA has received the proposed reorganization of Student Academic Services at the College of Arts and Sciences.
Can you please tell me who the incumbents are in positions:
79242 - APT
15801 - Civil Service
44055 - Civil Service
79386 - APT

Names will be sufficient if they are in the UH directory.
Thank you for you help!

Lena Fernandes
Field Services Officer
Hawaii Government Employees Association / AFSCME Local 152
I. IDENTIFYING INFORMATION

Position Number: 44055
Department: University of Hawaiʻi at Mānoa
Division: Council of Arts & Sciences Deans
Branch: Arts & Sciences Student Services
Section: Counseling & Advising
Unit: Mānoa
Geographic Location: Oʻahu

II. INTRODUCTION

The Colleges of Arts and Sciences Student Academic Services (CASSAS) office encompasses the four colleges that make up the Colleges of Arts and Sciences: Arts and Humanities, Languages, Linguistics and Literature, Natural Sciences, and Social Sciences. CASSAS provides academic advising services to students from matriculation to graduation and handles college-wide responsibilities and functions in the area of curriculum coordination throughout the four colleges.

This office has as its primary responsibility the task of providing academic services throughout the calendar year to over 5,000 students within the Colleges. These services include academic advising; maintenance of academic records, taking care of academic actions (probation, suspension, dismissal), monitoring of registration, and evaluation of eligibility for graduation. These functions are governed by policies and procedures developed by University and college administrative and faculty committees as well as those developed internally. They are always carried on within tight and usually overlapping deadlines and require close coordination of efforts with major campus units such as the offices of Admissions and Records, Cashier, Financial Aid Services, as well as contacts with individual college deans, faculty and staff. CASSAS also performs major liaison functions including the New Student Orientation program and college fairs for recruitment with Admissions and Records.

As chief administrator, the Department Director is responsible for the quality and effectiveness of the College's academic services and the related programs. Such a responsibility requires ongoing assessment of the Colleges' requirements, standards and regulations and of the office operations: interpretation and implementation of all University and College policies, including graduation requirements and course substitutions or waivers; analyzing and discussing academic policies and procedures with colleagues in other colleges; working with departmental/college administrators and faculty for consistency in implementation of policies regarding registration, grading, and course requirements. The Director also plans, directs and manages the program's ongoing fiscal and related operations, including program evaluations. In addition the Director serves as a member on many committees including UHM's Academic Procedures Committee (APC) and the Council of Academic Advisors (CAA).

This position serves as the personal assistant to the Department Director by providing secretarial services critical to the effectiveness of the overall operations and to the quality of the office's services to the larger number of individuals with whom there is daily interaction. The duties of the position require extensive knowledge of office operations as well as knowledge of college policies and procedures and, additionally, require the ability to deal tactfully with administrators, faculty, students, and the general public.
This position provides secretarial services and has responsibility for maintaining and updating the office's fiscal records, processing personnel documents, and creating and maintaining comprehensive information files on academic, administrative and fiscal policies/procedures. This position also serves as a resource for the Director, obtaining information through independent inquiry and analyses. The work requires good judgment, initiative, sensitivity to people, thoughtful performance of duties, and attention to detail and deadlines.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Serves as the personal assistant to the Director by providing secretarial and clerical services related to administrative responsibilities. Prepares all correspondence/memos/documents initiated by the Department Director, including advisory letters from students; provides information to the Department Director by doing research as required and obtaining student file/data or other documents; follows through or takes notes of detailed and complex verbal instructions on sensitive matters and informs appropriate personnel verbally or in writing of the Director's actions; independently initiates and completes the full range of activities and related activities as required by the Director's decisions, including contacting students and processing appropriate forms; receives and screens callers in person or by telephone who request to see the Director; ascertains their purpose and either gives appointments with the Director or makes appropriate referrals—to the appropriate advisor for matters relating to academic policies/procedures, to the clerical supervisor for matters relating to clerical policies/procedures, and to appropriate campus resource persons for other information/action matters; maintains the Director's calendar and schedules appointments and conferences, and ensures that the Director is briefed; and provides the necessary documents prior to the scheduled appointments; and reminds the Director of appointments; receives, segregates, distributes all incoming mail; refers correspondence to the Director or staff as necessary; drafts replies to inquiries as needed; coordinates preparation and distribution of outgoing mail; takes minutes at staff meetings; maintains files on computer reports and statistical reports and either files or distributes them to appropriate staff/offices. [1][2][3]

B. Provides clerical services for all employees in SAS office

Prepares all forms/memos for new hires, casual and emergency hires, resignations/terminations, changes of personnel status, etc.; maintains/updates all personnel files (active and inactive): including contract renewals, and promotion/tenure information; also includes processing all hiring and other personnel forms for student assistants, on line though the SECE office; insures compliance with Family Educational Rights and Privacy Act (FERPA), BANNER, and STAR user regulations for the Department newly hired student assistants and staff; provides information regarding vacation and sick leave benefits, health and dental
benefits, retirement and parking regulations as required; processes all forms to designated offices and maintains office on-line calendar of staff; prepares and processes leave/travel documents for advisors and staff; maintains records on sick and vacation leaves, keeping staff informed on these matters, updating on-line calendar, and processing employee reports in compliance with State regulations; maintains files on the budget providing the Department Director with required information on fiscal expenditures of the office; maintains all advisors records for evaluations as well as service counter statistics on students seen; runs reports at end of month for service counter information and annually for advisors reports for contract renewal and promotion and tenure; orders professional publications for the professional staff. Maintains bulletin board for staff and students. endures current, appropriateness and relevance of posted notices. [1][2][3]

C. **Maintains office supply inventory and all fiscal records**

Maintains office supply inventory and all fiscal records including those of UH Foundation account; processes all authorized requests for purchases; keeps an updated expenditure ledger reflecting all purchase orders, requisitions, reimbursements. obtains phone or written quotations on special orders such as publications, computers, video equipment, and furniture; keeps the Director informed of office needs and budgetary status. [1][2][3]

D. **Other professional responsibilities**

Performs secretarial duties related to the professional responsibilities of the Director with the professional staff, and between campus and off campus personnel; follows up on work in progress to insure timely reply or action; provides information, conducts research as necessary, and provides clerical services for the Director on special administrative projects.

Assists the academic advisors during academic action period, following grades. to make sure operation flows smoothly and all necessary supplies are available for the conclusion of actions.

Gathers, organizes, and updates information for the Director's review and particularly in preparation for General Catalog information and Core sheet information changes every summer. Maintains file on changes to the catalog and brings to Director's attention deadline dates. Prepares for submission of corrections and revisions as requested.

Responsible for general office security and files written and verbal reports to Campus Security and Honolulu Police Department when theft or break-in occurs and files related documents to report to the appropriate UH office. Writes memo to Campus Security whenever office has evening
events. [1][2]

Determines the need for building maintenance/repair, health and safety maintenance. rearrangement of furniture and processes work orders for them.

Coordinates and maintains records of requests for use of office facilities and room reservations for meetings.

E. Performs other related duties as assigned and request by the Director. 10%

Reasons:

[1] The performance of this function is the reason that the job exists.
[2] The number of other employees available to perform this function is limited.
[3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Department Director

Position No: TBD  Class Title: TBD

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided

Instructions are limited to specifying priorities and the results expected, such as maintaining overall operational effectiveness of the office. The employee is required to plan and carry out the necessary work activities independently.

2. Assistance Provided

The employee takes care of most details independently, but is expected to seek assistance from the supervisor when major obstacles, such as a conflict with procedures occur.
3. Review of Work

The supervisor spot checks completed work for accuracy, completeness, and compliance with instructions.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available


2. Use of Guidelines

Procedural guides cover all technical aspects of the work. The employee is expected to know and apply basic secretarial and office management skills as well as applicable policies and procedures.

V. RECOMMENDED LICENSES, CERTIFICATES, ETC.

N/A

VI. RECOMMENDED QUALIFICATIONS

A. Knowledge:

Business English, spelling; arithmetic; general and special offices practices and procedures as they relate to operations; the operational maintenance of various office appliances and equipment; and principles and practices of secretarial.

B. Skills/Abilities:

Plan, organize, and carry out a broad range of secretarial and clerical functions; organize, assign, direct and review the work of others; apply knowledge of the organization, procedures and key personnel; write varied business letters, summaries and reports requiring judgment as to appropriate format and conforming to all rules of grammar and style; speak simply and directly to individuals and groups to convey information about aspects of program as well as aspects of routine procedures; maintain confidential files and records relative to students and employee-employer relations and other matters; deal tactfully with others, both within and outside the University in carrying out the instructions and policies of the supervisor; operate and maintain typewriting, copying, personal computer, word processing/printing equipment.

C. Education:

N/A
D. Experience:

One-half (1/2) year of general clerical experience, which involved performance of tasks which demonstrated knowledge of English grammar, spelling and arithmetic; and the ability to read and understand oral and written instructions, and speak and write simply and directly.

Two (2) years of specialized clerical experience of progressively responsible typing and/or substantive clerical work which duties demonstrated possession of, in addition to the knowledge and abilities noted under General Clerical Experience, knowledge of common office appliances and equipment and the ability to carry out procedures in clerical work systems and to perform secretarial tasks including, but not limited to, several of the following; serving as telephone and walk-in receptionist: maintaining a system of files; making travel arrangements; composing correspondence; obtaining and presenting information from files; routing correspondence: reviewing outgoing correspondence for format, grammar, spelling and typography: maintaining a log of pending work; etc.

One (1) year of progressively responsible typing and/or substantive clerical work, which duties demonstrated possession of the ability to perform secretarial duties including, but no limited to the following: 1) providing personal assistance to an administrator or executive by attending to the administrative details of an office; 2) having an overall awareness of the activities and administrative framework of a program/organization; and 3) ability to exercise sound judgment.

VII. TOOLS, EQUIPMENT, & MACHINES

Operate personal computer and related peripherals; photocopy machine, typewriter, facsimile machine, calculator, and telephone. Knowledge of current computer programs to access various on-line services such as e-FMIS, e-Travel, BANNER, STAR, etc., as well as Microsoft Word, Excel, Access and PageMaker.
SELECTIVE CERTIFICATION REQUIREMENT
Typing
(Delegated)

I. Position Identification

Position No. 44055
Authorized Class Title Secretary II
Authorized Class Code 1.149

Dept UH Division Manoa - VC for Acad Affairs Branch College of Arts and Sciences / Counseling and Advising

II. Special Requirements

The officially assigned, essential duties of the position require the ability to perform skilled typing at 40 net words per minute.

III. Program Resource

Name Darrick Tanigawa
Official Title Human Resources Specialist
Phone No. 956-8643

IV. Departmental Certification

These duties are currently reflected in, or hereby incorporated into, the official position description of the position.

The special requirements indicated above must be brought to the job upon entry and must be maintained in order to satisfactorily perform the assigned tasks.

Certification of eligibles shall therefore be restricted to those applicants who meet the minimum qualification requirements of the class and possess the ability to type at 40 net words per minute.

The selective certification requirements will remain in effect when the position is reallocated (via HRD-1) downward for recruitment purposes and/or returned to the authorized level.

DATE APPROVED: OCT 20 2013
Signature of the Department Head or Authorized Representative

VI. Cancellation

This Selective Certification Requirement is cancelled.

DATE: __________________________
Signature of the Department Head or Authorized Representative
It was agreed that current CASSAS criteria would remain in force until the reorganization is approved and completed, at which point faculty would be free to work with their new dean to develop or revise criteria. A central component to acquiring tenure in CASSAS is initiating and developing programs. Given the uncertainty of when reorganization would be completed and whether programs initiated in CASSAS would be relevant to the new college, it was agreed that faculty should pause program development until the reorganization process is far enough along that faculty could begin working with their new dean. Requests to extend the probationary period will be favorably considered. Both issues were resolved through consultation with CASSAS, OVCAA, and UHPA.

- CASSAS faculty initially expressed concern that the scope of their responsibilities and workload expectations would undergo significant change, and that the A&S deans are not fully aware of the scope of their current responsibilities.

By using the process described above, CASSAS faculty had the opportunity to learn about each college’s plans and to request re-assignment appropriate to their personal philosophy and goals. As a result, there were no requests for reconsideration after the proposed recommendations were presented. In addition, Prof. Bingham and the CASSAS faculty revisited the CASSAS Functional Statement to review core services and functions. The A&S deans agreed that these core services are needed and will remain essentially the same.

- It was agreed upon early in the process that each college would be assigned two of the current CASSAS advisors. CASSAS faculty requested that personal compatibility be a consideration when making the assignments.

The recommendation for reassignment was made after discussing potential partners in the individual interviews, differences in experience, compatibility of advising styles/philosophies, and suitability for the targeted unit. That recommendation, which was unanimously approved by the CASSAS faculty, is identical to the recommendation for reassignment in this proposal.

- HGEA members in CASSAS expressed concern that their job duties would change significantly.

HGEA provided guidance that UH may relocate employees as long as the class specifications remain the same. The A&S deans do not have plans to make changes in job duties that would be outside the current class specifications. The CASSAS members of HGEA were satisfied with this response.

- At the time of these discussions, CASSAS was providing academic advising and conducting the graduation actions for students in Interdisciplinary Studies, which is under the Assistant Vice Chancellor for Undergraduate Education (AVCUE). There was some concern over who would provide these services after reorganization.

In preparation for reorganization and after consultation with Dr. Ronald Cambray, CASSAS no longer provides advising or certification services for Interdisciplinary Studies students, effective January 1, 2014. Interdisciplinary Studies students now receive advising and certification services from the Interdisciplinary Studies department (OAVCUE).
January 21, 2015

J. N. Musto, Executive Director
University of Hawaii Professional Assembly
1017 Palm Drive
Honolulu, Hawai‘i 96814

Dear Mr. Musto:

The University of Hawai‘i is proposing a reorganization of Colleges of Arts & Sciences, Student Academic Services, at the University of Hawai‘i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University’s sustainability efforts, we have loaded the proposal and documents onto the UHM website at: http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Your comments on the proposal would be appreciated by March 7, 2015. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, please call Laurie Toma at 808-956-9837. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

Peter Arnaud
Chair, Council of Arts & Sciences Deans

c: Laurie Toma, CASSAS
   Tammy Kuniyoshi, Manoa HR
   Ann Sakuma, OVCAFO
Dear Mr. Musto:

The University of Hawaii is proposing a reorganization of Colleges of Arts and Sciences- Student Academic Services, and is requesting your input and comments. Hard copy of the original will be mail to you.

Please feel free to contact me at 956-9837 should there be any questions. Thank you in advance for your assistance.

Laurie Toma

Attachment
March 25, 2015

J. N. Musto, Executive Director
University of Hawaii Professional Assembly
1017 Palm Drive
Honolulu, Hawai‘i 96814

Dear Mr. Musto:

The University of Hawai‘i is proposing a reorganization of Colleges of Arts & Sciences, Student Academic Services, at the University of Hawai‘i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University’s sustainability efforts, we have loaded the proposal and documents onto the UHM website at: http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Your comments on the proposal would be appreciated by March 7, 2015. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, please call Laurie Toma at 808-956-9837. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

Peter Arnade
Chair, Council of Arts & Sciences Deans

c: Laurie Toma, CASSAS
    Tammy Kuniyoshi, Manoa HR
    Ann Sakuma, OVCAFO