Step 3: Second Level Unit Review and Ranking (Deans/Directors/Department Heads)
Using the program review results posted on the Prioritization Process webpage, please complete the below information and submit to ovcafo@hawaii.edu as a word doc or pdf file by March 15, 2009. Please ensure the e-mail subject heading reflects the Department/School/College name followed by “Second Level Review.” For example: SOEST – Second Level Review.

Department/School/College: College of Social Sciences – Second Level Review

The department would fall under which of the following Vice Chancellor’s offices?

- [x] Academic Affairs
- [ ] Research and Graduate Education
- [ ] Student Services
- [ ] Administration, Finance, and Operations

Advisory Committee Members (list names and titles):

Annette Chang, Administrative Officer
Louise Prestidge, Administrative Officer
Calvin Fujioka, Administrative Officer
Harry Partika, Systems Manager
Administrative Unit Prioritization Summary
College of Social Sciences
Academic Unit:

This form is to be used to provide a summary of program priorities within an administrative unit (e.g. college). Please list each program identified in the Summary Matrix forms and Optional Guides in a priority category. This Prioritization Summary form should be forwarded, along with all self-review materials, to ovcafo@hawaii.edu for posting on the Prioritization Process webpage by March 15th for the next level of review to take place.

<table>
<thead>
<tr>
<th>Program</th>
<th>New</th>
<th>Growth</th>
<th>Maintain</th>
<th>Reorg.</th>
<th>Reduce</th>
<th>Phase Out</th>
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<tbody>
<tr>
<td>Dean's Office</td>
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<td>X</td>
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<tr>
<td>Computer Support</td>
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<tr>
<td>Social Science Research Inst.</td>
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<td>X</td>
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</tbody>
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The Dean’s Office serves as the primary hub for the budget, fiscal, and personnel areas of the college. In conjunction with the Dean and Associate Dean, the 6.0 FTE support staff serve 12 different academic units and one research institute, as well as 400-500 employees. The college’s annual operating budget is approximately $19M. The College has been successful in fostering a spirit of joint enterprise and appreciation by involving the support staff in college governance – the dean’s administrative staff meet monthly with the department support staff to disseminate information and discuss various issues (e.g. budget allocations) to foster a collegial environment. It takes a lot of effort and energy to sustain a culture of aloha, service, and excellence. At present, the Dean’s Office staff work long hours and are cross-trained to manage the large workload. However, the college must invest in providing adequate support staff to ensure equitable workloads. By providing an additional 1.0 FTE to assist with personnel actions, primarily in the areas of extramural awards, the college will be able to improve its high level of service and excellence.

The Computer Support section of the college consists of 2.0 FTE information technology specialists. Together they serve 12 different academic units and one research institute, as well as 400-500 employees. In addition, they also serve all the extramural projects, which total more than $14M. Because the college is committed to providing technology knowledge for its faculty, staff and students it also maintains three dedicated computer labs to provide technology-enhanced learning.

To be able to provide a first-rate information technology infrastructure, it is imperative that additional support staff be hired to modernize all college departmental and program websites, as well as extramurally-funded project websites. In keeping with the UH strategic plan, this will be accomplished by hiring a graduate student,
thus creating an employment opportunity that will contribute toward a technology-rich environment.

The Social Science Research Institute serves as the primary business office for contracts and grants administration for all faculty within the college. The present contracts and grants portfolio is more than $14M and is administered by 3.00 permanent FTE fiscal officers funded by general funds and 3.00 FTE temporary administrative and fiscal support specialists funded by return of overhead funds. The existing support staff are able to effectively manage the current workload, having added its third administrative and fiscal support staff in 2006.