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: __Industrial Relations Center__

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

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

Advisory Committee Members (list names and titles):

Joyce Najita, Director
Helene Tanimoto, Librarian
Michael Miller, Senior Labor Relations Research Assistant
Deborah Wong, Secretary
Administrative Unit (e.g. College) Prioritization Summary

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.

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<th>New/ In Transition</th>
<th>Target for Growth or Investment</th>
<th>Maintenance</th>
<th>Reorganize/Restructure/Merge/Consolidate</th>
<th>Reduce in Size or Scope</th>
<th>Phase Out Close Eliminate</th>
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Brief Summary (no more than 2 pages)

Please include a brief narrative with an overview of the rationale for placement of the components on the Prioritization Summary form and any supportive or explanatory text or data that will assist higher levels of review in determining the relative priority of each program. You may wish to comment on the program self-reviews.

A. Library

The IRC Library has an extensive collection of interdisciplinary reference materials with an emphasis on labor-management relations. Included in the collection are books, government documents, International Labour Office (ILO) publications, major industrial relations journals and periodicals, public sector collective bargaining agreements, labor union newspapers, newspaper clippings, and audio-visual materials.

The collection’s strength lies in the areas of dispute resolution and arbitration, labor relations and collective bargaining, and public sector bargaining. To support these areas of study and research, the Library maintains, for example, the reporting services of the Bureau of National Affairs--Labor Relations Reporter, Collective Bargaining Negotiations and Contracts, Daily Labor Report, and Government Employee Relations Report, and of the Commerce Clearing House--Labor Law Reporter. Additionally, the IRC maintains a file of the major collective bargaining agreements in Hawaii.

The Library’s collection of books, government documents, ILO publications, and articles from journals are catalogued by author and subject, using a database developed by the IRC’s staff. The subject heading database
has its origin in *A Standard List of Subject Headings in Industrial Relations, 2nd ed.*, developed by the Committee of Industrial Relations Librarians in 1963.

**B. Research, Publications, & Outreach**

Roberts’ Dictionary of Industrial Relations – The major work product of the IRC is *Roberts’ Dictionary of Industrial Relations*, a unique reference book of terms and phrases used in labor-management relations that includes not only definitions, but also notes on significant historical events and cases as well as references to other sources of information. It has been lauded as “dictionary [that] provides an authoritative definition of key labor and industrial relations terms. Each term is thoroughly referenced.”

Special Reports, Monographs – The latest publication is the *Reference Book to Hawaii Public Sector Collective Bargaining* (July 2006). The *Reference Book* includes chapters 89, 89A, and 89C of the Hawaii Revised Statutes, a Glossary-Index to those chapters, a highlights section, and FAQs section.

*Duration of Collective Bargaining Agreements in Hawaii*, is an annual series produced by the IRC which provides an overview of collective bargaining agreements subject to negotiations during the upcoming calendar year.

Newsletter – The IRC publishes a bi-monthly newsletter summarizing current developments and emerging issues in the areas of industrial relations and human resource management, which from January 2008, has been posted online at the IRC website at [http://manoa.hawaii.edu/irc/](http://manoa.hawaii.edu/irc/).

HLRB Decisions – As the repository for decisions of the Hawaii Labor Relations Board (HLRB), the IRC publishes the HLRB decisions in a format that includes head notes, indices by subject and parties, and updates of applicable laws and rules that are compiled by the IRC.

Teaching and Academic Support – Provides resource assistance to academic programs at the University as is currently being provided to HIST 477 (American Labor History).

Labor Relations and Contract Administration Training – As of July 1, 2007, the IRC has held 40 workshops involving 1,032 labor and management participants from the public and private sectors.

Informational Programs and Community Service – The IRC has provided informational programs on labor relations in the form of public lectures, workshops, seminars, and conferences; and where requested it has provided technical expertise and assistance to public and private groups wishing to explore topics and issues related to collective bargaining or industrial relations.

Serves as the secretariat for the Hawaii Chapter of the Industrial Relations Research Association (IRRA) which consists of approximately 130 public and private sector practitioners in the field of labor relations and human resource management. The IRRA serves as a neutral forum for practitioners in which to network, hear renowned scholars and experts, and discuss current issues.