Analysis and Prioritization of the Director of Administration

**Program**

**Category**
Program is less essential, but generally included at major research universities.

**Review and Analysis of Program**

**Goals and Objectives:**
To provide service and support to facilitate research operations to meet the central mission of the University: “leading, global research university that meets society’s needs around the world”.

**Services Provided:**
The unit consists of highly complex and specialized facilities. Services include use of research vessel, shipboard technical services, seafloor data mapping, geoanalytical facilities, computer/IT support, publications, illustration, fabrication, engineering, and other technical support.

**Services Received:**
Administrative support; collaboration with central offices.

**On what tasks/services does this unit collaborate with other units?**
Continuous collaboration occurs with units, researchers, administration, central offices, and external constituencies (federal/state agencies, peer institutions, private industry).

**Services Available Elsewhere?**

- No other Ship Operations facility exists within UH. Other UNOLS vessels if scheduling permits.
- Computer services may be available from the UH ITS or private vendors.
- Engineering services may be available from College of Engineering, IFA, and private industry.
- Building maintenance support is available from the central facilities management office and private industry.
- Publication and illustration services may be available from other UH departments and private industry.

SOEST research needs are highly specialized; the expertise from other UH facilities may differ. Centralized services such as ITS and FMO lack manpower and is not responsive to the needs of research. SOEST internal service facilities such as the engineering support, computer, and maintenance operations provide value added services beyond those provided by centralized service operation.

**Funding Source:**
A majority of these facilities are established as self-sustaining and are operated as a revolving account through RCUH. Some facilities receive funding support (G, S, and R funds) by the School to subsidize operational cost and for services provided to administrative and academic users. Total institutional funds allocated/spent on the facilities, including cost match commitments, in fiscal year 2008 amounted to $1.6 million or 12.6% of total operational cost ($12.7 million). Extramural awards received for facility operations total $11 million.
Needs/Demands the Unit Cannot Meet?
The unit is limited by services it can provide by its equipment or manpower. These limitations are addressed by outsourcing the work to other research institutions or private industry.

Staffing:
UH employed staff totals 6.4 FTEs (4 permanent and 2.4 temporary positions). All other facility personnel, approximately 87 regular and temporary, are hired through RCUH. Staff positions include technicians, administrative staff, IT professionals, engineers, machinist, ship captain and crew members.

Basic Responsibilities:
Ship operations and marine facility administration; shipboard technical services; seafloor data mapping; geoanalytical services; computer network/IT support and datacenter maintenance; publications and illustrations; building maintenance support (service includes lab set up, office, classrooms, other research facilities); engineering support facilities (services include fabrication of equipment).

Technologies:
New and improved equipment.

Success Reviewed?
These facilities are established as self sustaining operations and their success can be reviewed and measured by their annual financial statements.

Evidence of Performance:
- Continued demand for services.
- New/continuous extramural funding.

Peer Units:
There are other units that are similar in other UH research programs and centralized offices. However, meeting required expertise or timeline is an issue.

Outcome of Program Review
Continuous review of the unit’s operational performance is done by management to ensure the needs of programs are being met and that resources are being used efficiently. In previous reviews, the library services was reorganized and consolidated by collaborating with Hamilton Library. Needed subscription services were centralized to avoid duplication which reduced costs. Management will continue to review facilities with poor performance and reorganize if necessary so that the cost savings can be reinvested to maintain or strengthen service facilities that are unique to the university and are integral part of the university’s mission.