OFFICE OF THE DEAN – Org Code: MA OEST

The office of the Dean plans and directs the programs of the School of Ocean and Earth Science and Technology, provides the focus of leadership and direction for the marine sciences, and fosters an environment supportive of excellent research and education. It provides executive leadership in planning, policy formulation and implementation, program development and direction, and budget development and execution. In addition, it will coordinate, focus and facilitate the ongoing activities of the individual organizational units, including curricular, personnel and budget affairs of the school and the ancillary support components such as staff supervision and community relations, and represents the School nationally and internationally.

Advisory Groups to the Dean:

External Advisory Council: This group is comprised of business, government and academic luminaries to organize and develop the interaction between the School and the Legislature as well as the private sector, and to advise the Dean on national and international trends in funding in response to advances in science and technology.

Research Council: Divisions within SOEST are headed by chairs who are chosen by the Dean in consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources, programmatic priorities, and be expected to keep abreast of federal activities in their field and to routinely inform division members and the Executive Committee in the field.

Executive Committee: Department Chairs and SOEST Directors constitute the Executive Committee of the School, which provides advice to the Dean in administrative and operational matters, and in an advisory status participates in policy making, long range planning, and program development.

OFFICE OF THE ASSOCIATE DEAN OF ADMINISTRATION – Org Code: MA ASEO

The Office of the Director of Administration is responsible for providing the planning and management functions required to effectively support the administration and facilities operations of the School under policies and guidelines approved by the Dean. Administrative and facilities management responsibilities include management of SOEST fiscal, personnel, contracts and grants management, and the Scientific Computer Facility. Administrative and facilities management responsibilities are shared with the Associate Dean for Research for the University Marine Center and research vessel operations, the Hawaii Undersea Research Laboratory, the Engineering Support Facility and Analytical Support Facility. The position, with both line and staff responsibilities, reports directly to the Dean of the School.

OFFICE OF THE ASSOCIATE DEAN OF ACADEMIC AFFAIRS – Org Code: MA AAOE

Under the policies and guidelines approved by the Dean, this office is responsible primarily for providing the central focus and accommodating the needs of the instructional components of the School.

Among the instructional programs under the Associate Dean are four academic departments: Geology and Geophysics; Meteorology; Oceanography; and Ocean and Resources Engineering; as well as the Joint Institute for Marine and Atmospheric Research and the International Pacific Research Center. The Associate Dean also oversees the instruction-related functions of the research institutes and research divisions. This overlap is intended and necessary for the effective integration of education and research.
OFFICE OF THE ASSOCIATE DEAN OF RESEARCH – Org Code: MA RSOE

Under the policies and guidelines approved by the Dean, this office is responsible primarily for providing the central focus and accommodating the needs of the research components of the School.

Among the research programs under the Associate Dean are seven research divisions: Biological Oceanography, Geophysics and Tectonics, Marine and Environmental Geology, Marine Biology and Coastal Ecosystems, Marine Geochemistry, Physical Oceanography, and Volcanology, Geochemistry and Petrology; as well as the Hawaii Undersea Research Laboratory. The Associate Dean also oversees the research-related functions of the academic departments and the research-related aspects of the operations of the University Marine Center/Ship Operations, the Engineering Support Facility, and the Analytical Support Facility. This overlap is intended and necessary for the effective integration of education and research.

DEPARTMENT OF METEOROLOGY – Org Code: MA MET

Provides instruction; conducts sponsored and unsponsored research into tropical meteorology, emphasizing synoptic and dynamic meteorology, satellite meteorology, monsoon systems and meteorology of the Hawaiian Islands as related to rainfall, hazardous weather and alternate energy resources; undertakes community and consultant service pertaining to the weather and climate of Hawaii and the Pacific Basin.

BIOLOGICAL OCEANOGRAPHY DIVISION – Org Code: MA POOE

Provide instruction, conduct research, and undertake community service pertaining to all branches of oceanography (physical, chemical, and geological). These include formal instruction, symposia, advising, and thesis and dissertation research direction.

HAWAII INSTITUTE OF MARINE BIOLOGY

Office of the Director – Org Code MA HIMB

The Director administers the research, educational and service activities of the faculty, and performs a myriad of tasks that relate to the University and State, national and international research programs of the Hawaii Institute of Marine Biology (HIMB). The Director provides focus and leadership and encourages and maintains an environment supportive of excellence in research. The Director provides liaison between HIMB and the offices of the Dean of SOEST and the Office of the Vice-Chancellor for Research and Graduate Education of Manoa, as well as Representing HIMB with local and state community groups and within the national and international research community.

Facilities Support – Org Code: MA FSMB

HIMB is largely an independent off-campus facility located off-shore on Coconut Island. The assistant Director serves as chief administrative advisor to the Director; serves as Acting Director in the absence of the Director. The Assistant Director provides administrative/logistical and technical support for ongoing scientific activity within HIMB, is responsible for financial planning, management, and control of HIMB general fund and other accounts; assures the efficient management of research and training contracts and grants and other extramural funds at HIMB; provides personnel services and supervises the maintenance of records; and directs the maintenance and operation of the physical plant, which includes the responsibility for the shop and security staff and the vehicles, research vessel and equipment which are integral to the marine biology laboratory.

Island Security – Org Code: MA ISMB

The Institute also conducts research on marine biology through non-appropriated funds and provides facilities at Moku o Loe for faculty members, graduate and undergraduate students of other units within the University, and for visiting scientists and students. Furthermore, it affords instructional facilities for introductory and advanced courses throughout the University system on Oahu. Since 1983, it has been the site of graduate research and training summer program in selected topics.