

UHM Attachment 1
Created: August 2008
Revised: Nov 2019

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graph LR
    Start((1)) --> Step1[Responsible Administrator (RA) will consult and obtain endorsement from appropriate executive (President, Provost or VC) on the reorganization concept. Executive may require written proposal before proceeding.]
    Step1 --> Step2[RA will consult with the Office of Planning and Facilities or designee if additional space and/or funds required.]
    Step2 --> Step3{RA will prepare proposal per APM A3.101 and discuss with appropriate parties within their unit.}
    Step3 --> End((2))
  
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The flowchart illustrates the reorganization process. It begins with a circle containing the number 1, which leads to a rectangular box. This box contains the text: "Responsible Administrator (RA) will consult and obtain endorsement from appropriate executive (President, Provost or VC) on the reorganization concept. Executive may require written proposal before proceeding." An arrow points from this box to another rectangular box. This second box contains the text: "RA will consult with the Office of Planning and Facilities or designee if additional space and/or funds required." An arrow points from this box to a diamond-shaped decision box. This diamond box contains the text: "RA will prepare proposal per APM A3.101 and discuss with appropriate parties within their unit." An arrow points from this diamond box to a circle containing the number 2.

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graph LR; 2((2)) --> RA[Responsible Administrator (RA) will submit electronic files of the complete proposal via email attachment to OVCAFO with copy to appropriate executive.]; RA --> Offices[Offices:  
- Mānoa Budget Office (MBO) or designee  
- Mānoa Finance & Accounting (MFA) or designee  
- Office of Human Resources (OHR) or designee]; RA --> VC[Applicable VC or RA:  
- Consult with OVCAA when faculty are affected  
- Determine appropriate consultation with other campus groups (MET, GSO, ASUH, Kuali Council, Staff Senate, MFS, etc.)]; Offices --> 30[Up to 30 days]; VC --> 30; 30 --> RA2{{RA will:  
1 - address comments and recommended changes.  
2 - incorporate directed changes into proposal and obtain confirmation from internal offices.  
3 - attach comments received to the amended proposal and forward to OVCAFO for posting to the website.}}; RA2 --> 3((3))
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2

Responsible Administrator (RA) will submit electronic files of the complete proposal via email attachment to OVCAFO with copy to appropriate executive.

Offices:

- Mānoa Budget Office (MBO) or designee
- Mānoa Finance & Accounting (MFA) or designee
- Office of Human Resources (OHR) or designee

Applicable VC or RA:

- Consult with OVCAA when faculty are affected
- Determine appropriate consultation with other campus groups (MET, GSO, ASUH, Kuali Council, Staff Senate, MFS, etc.)

Up to 30 days

RA will:

- 1 - address comments and recommended changes.
- 2 - incorporate directed changes into proposal and obtain confirmation from internal offices.
- 3 - attach comments received to the amended proposal and forward to OVCAFO for posting to the website.

3

Stakeholders

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graph LR; 3((3)) --> RA[Responsible Administrator (RA) will provide amended proposal (web link) to unions of affected employees, SEC via chair for consultation, Staff Senate, ASUH, GSO, Kualii Council.]; RA --> SEC[SEC/Staff Senate/ASUH/GSO/Kualii]; RA --> Unions[Unions]; SEC -- "Up to 45 days" --> RA_Review{{RA will address comments and consult with appropriate internal offices (OVCAFO, OVCAA, OVS, etc.), as needed. RA to forward reorg comments to OVCAFO for posting on website.}}; Unions --> RA_Review; RA_Review --> 4((4))
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3

Responsible Administrator (RA) will provide amended proposal (web link) to unions of affected employees, SEC via chair for consultation, Staff Senate, ASUH, GSO, Kualii Council.

SEC/Staff Senate/ASUH/GSO/Kualii

Unions

Up to 45 days

RA will address comments and consult with appropriate internal offices (OVCAFO, OVCAA, OVS, etc.), as needed. RA to forward reorg comments to OVCAFO for posting on website.

4

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graph TD
    Start((4)) --> RA[Responsible Administrator (RA) will submit final proposal to President via Provost and/or appropriate VC]
    RA --> BOR_Req[For BOR approval, President recommends approval to BOR.]
    BOR_Req --> BOR_Approves{BOR approves}
    BOR_Approves -- No --> Return_President[Return to President]
    BOR_Approves -- Yes --> President_Approves{President approves under delegated authority per A3.101}
    President_Approves -- No --> Return_Provost[Return to Provost]
    President_Approves -- Yes --> President_Action[President's 1 - notify R return app external gr 2 - inform C available o]
  
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graph LR
    Start([Start]) --> PO[President's Office will:  
1 - notify RA & appropriate executives of approval and return approved documents to RA for distribution to external groups per APM A3.101.  
2 - inform OVCAFO once approved reorganization available on internal shared drive.]
    PO --> OVCAFO[OVCAFO will publish approved reorganization on official campus website.]
    OVCAFO --> End([End])

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