Mānoa Reorganization Process

This guideline is applicable for reorganizations by UH Mānoa departments and units per Administrative Procedure A3.101, University of Hawai‘i Organizational and Functional Changes (http://www.hawaii.edu/svpa/apm/a3101/a3101.pdf). Refer to UHM Attachment 1 for the Mānoa Reorganization Flow Chart.

I. Approval to Proceed with Reorganization & Preparation of Proposal

A. The Responsible Administrator (Dean/Director or designee) will consult with the appropriate Vice Chancellor (VC) or Chancellor (if direct report to Chancellor) for discussion on the organization change concept and obtain endorsement to move forward with preparation of proposal and details. VC or Chancellor may require a written proposal before RA proceeds. Refer to UHM Attachment 2 for questions to consider when proposing reorganization.

B. The Responsible Administrator (RA) will consult with the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee regarding additional space and/or funds required outside their own resources/allocations.

C. RA will prepare proposal in accordance with APM A3.101 and discuss with appropriate parties (faculty, staff, students, etc.) within their school/college/unit. RA will include the concerns/issues raised by affected units/parties and how they were resolved or addressed in the proposal. The proposal package should include the following:
   1. Appropriate action memo (refer to Attachment 4: UHM Action Memo Formats)
   2. Executive Summary (complete template provided – Attachment 5)
   3. Narrative (complete template provided – Attachment 6)
   4. Current and proposed organizational charts and functional statements
   5. Allocated and Authorized BJ/BT Positions Impacted by the Reorganization (refer to Attachment 3: BJ/BT Position Worksheet)
   6. Copies of letters and responses from campus groups/individuals, including SEC and unions, as they come in.

II. Review/Discussion with Mānoa Offices

A. RA will submit electronic files (original Word documents, Excel spreadsheets, Visio files, etc.) of the reorganization proposal with appropriate attachments → above six (6) items in section I.C. → via e-mail to ovcafo@hawaii.edu with copy to appropriate VC or Chancellor.

OVCAFO will upload the information to the shared drive and inform the following internal offices to begin their review and to reflect updates directly into the electronic files
as track changes for easy reference. OVCAFO will ensure the consolidated internal review comments are submitted to the RA within 30 days from date of e-mail notification.

1. **Director of Mānoa Budget or designee**
   - Verifies authorized position numbers and FTE counts against master BJ/BT tables and approves revisions reflecting directed changes.

2. **Director of Mānoa Finance & Accounting or designee**
   - Reviews the functions of each unit and function statements and approves revisions reflecting directed changes.

3. **Director of Mānoa Human Resources or designee**
   - Reviews classification of positions, its placement within units, and the impact on the position classification and approves revisions reflecting directed changes.

B. **Appropriate VC or RA will consult with the Office of the Vice Chancellor for Academic Affairs (OVCAAA) when faculty positions are affected and determine appropriate consultation with other campus groups (MET, etc.). This step can be done simultaneously with step A above.**

C. **RA will address comments/recommended changes and incorporate directed changes made by above internal offices into the proposal. RA will obtain confirmation from each of the internal offices under section D above to ensure directed changes have been reflected correctly in the proposal before proceeding forward. RA will also address comments and issues from OVCAAA and other campus groups, and will make appropriate amendments to the proposal, as necessary.**

D. **RA will forward the amended proposal including comments received and any responses to OVCAFO for posting to the Mānoa Organizational Charts website:**

**III. Review/Discussion with SEC and Unions**

A. **RA will provide the amended reorganization proposal by sharing the above web link to unions of affected employees and the Senate Executive Committee (SEC) via the chair for appropriate distribution, review, and comments. Sample letter to unions (Attachment 7) available on the PPG website:**
   [http://manoa.hawaii.edu/policies/m3.000organization/index.html](http://manoa.hawaii.edu/policies/m3.000organization/index.html)

B. **The SEC and affected unions will have 45 days to comment on the proposal. The deadline date will be clearly specified on the website for easy reference. If there are issues in meeting the 45 day deadline, the SEC and affected unions may submit a request to the RA for an extension. The RA will notify OVCAFO of any required updates to the website information.**
C. The RA will forward comments received to OVCAFO for posting to the Mānoa Organizational Charts website:
http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

D. The RA will consult with the appropriate internal offices (OVCAFO, OVCAA, Mānoa HR, etc.) regarding inconsistencies, discrepancies from previous versions of the proposal, or questions that arise, prior to submitting a response to address the issues and concerns raised by the SEC and unions.

IV. Submission of Final Proposal to Approving Authority

A. RA will submit final proposal (one-sided hardcopy) to the Chancellor, via appropriate Vice Chancellor, for approval. RA will ensure that “proposed” is deleted from the final version and reflect proper signature areas on documents (e.g., revised charts, revised function statements) as follows:

APPROVED:

__________________________
Name and Title
Date: ______________________

Upon confirmation from internal offices, Chancellor will approve if delegated authority or forward proposal to the President and Board of Regents for approval where appropriate in accordance with APM A3.101:
http://www.hawaii.edu/svpa/apm/a3101/a3101.pdf

V. Appropriate Distribution

A. Chancellor’s Office will notify the RA and appropriate VC of approval via e-mail and return original copy of approved reorganization to the RA.

B. Chancellor’s Office will inform OVCAFO (main office, Mānoa HR, Mānoa Budget, and Mānoa Finance and Accounting) of approved reorganization once available on the internal shared drive.

C. OVCAFO will publish approved reorganization on the official campus website.

D. RA will notify the appropriate external offices in accordance with APM A3.101 above. Sample letter to external offices (Attachment 8) available on the PPG website:
http://manoa.hawaii.edu/policies/m3.000organization/index.html.