

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I

FUNCTIONAL STATEMENT

The University of Hawai'i provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribes.

The University administers and operates a system of community colleges; coordinates academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs with the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college-level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.

Participates in intercollegiate athletics programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawai'i for administrative purposes:

- State Postsecondary Education Commission - may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or postsecondary education requires such.

Is also responsible for inspecting and approving schools and training programs for which eligible recipients (veterans and dependents, in-service persons and reservists) can receive federal educational assistance.

- Western Interstate Commission for Higher Education - administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.
- Research Corporation of the University of Hawai'i - the purposes of the Research Corporation include, but are not limited to the promotion of all educational, scientific, and literary pursuits by encouraging, initiating, aiding, developing, and conducting training, research, and study in the physical, biological, and social sciences, and humanities, and all other branches of learning. Encourages and aids in the education and training of persons for the conduct of such training, investigation, research, and study, by furnishing means, methods, and agencies by which the training, investigation, research, and study may be conducted.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
BOARD OF REGENTS

FUNCTIONAL STATEMENT

INTRODUCTION

The Board of Regents serves as the governing board for the Statewide public higher education system and the State Board for Career and Technical Education. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and exercises control over the Statewide operations through the President of the University of Hawai'i.

MAJOR FUNCTIONS

- Plans and executes all regular, special, standing committee, and permitted interaction group meetings of the Board, including preparation of agendas, reports, and minutes; coordination of logistics; and certification and maintenance of official meeting records.
- Responsible for overseeing periodic review and maintenance of Regent Policies. Researches, drafts, and analyzes policy proposals considered by the Board. Secures requisite information from the University administration on policy proposals.
- Provides the necessary planning, coordination, and administrative support services to the Board.
- Analyzes and answers correspondence directed to the Board.
- Reviews rules and regulations affecting the University of Hawai'i in accordance with the Hawai'i Administrative Procedure Act and prepares legal notices to comply with the Act.
- Serves as a liaison between the University administration and the Board of Regents.
- Maintains, collects, and preserves the official records of the Board.
- Ensures Board education and professional development is provided for Board members.
- Provides and coordinates new Board member orientation.
- May conduct rule making hearings. Required to keep a compilation of all rules adopted by the Board.
- Supports compliance with State and Federal laws and agreements.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
BOARD OF REGENTS
OFFICE OF INTERNAL AUDIT

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of Internal Audit provides advice and assistance to the Board of Regents, the President, administrators and staff on auditing, internal control, and other related matters.

MAJOR FUNCTIONS

- Plans, supervises and coordinates the University's internal audit function.
- Develops an annual internal audit plan that is submitted to the Committee on Independent Audit (Audit Committee) for review.
- Implements the approved annual audit plan, including, as appropriate, any special tasks or projects requested by the Audit Committee and/or University Management.
- Advises the Audit Committee on the status of internal audits.
- Plans, supervises and coordinates teams of internal auditors in performing internal audits of selected University examinees.
- Prepares an annual report of the Office of Internal Audit to be submitted to the Audit Committee for review.
- Develops and administers comprehensive System wide internal auditing to report on the quality of examinee' system of internal control and quality of performance in carrying out assigned responsibilities, adequacy of safeguards of assets, detection of variations or deficiencies for early corrective action, and extent of compliance with internal and external audit recommendations accepted by the University.
- Provides advice and assistance to various University offices in evaluating and reporting on the economy and efficiency in the use of resources, accomplishment of established objectives and goals for operations and programs, detection of unmet needs, as well as extent of compliance with policies, procedures, statutes, rules and regulations.

**UNIVERSITY OF HAWAII
OFFICE OF THE PRESIDENT
FUNCTIONAL STATEMENT**

INTRODUCTION

The president of the University of Hawai'i is the chief executive officer (CEO) of the Board of Regents, the University of Hawai'i (UH) System and University of Hawai'i at Mānoa (UH Mānoa).

The Office of the President supports the fulfillment of all these duties and is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents policies.

MAJOR FUNCTIONS

- A. In supporting the duties of the chief executive officer of the board, the Office of the President shall:
 1. Support the board in fulfilling its fiduciary responsibilities in a manner consistent with all applicable Regents Policies.
 2. Ensure that board policies are implemented and adhered to throughout the organization.
 3. Keep the board informed on all matters related to attainment of the mission and purpose of the university as set forth in RP 4.201.
 4. Report regularly on processes and progress toward attaining strategic goals.
 5. Provide notice, to the extent practical, of decisions or actions within delegated authority that are likely to cause public controversy.
- B. In supporting the duties of the chief executive officer of the UH System, the Office of the President shall:
 1. Direct the development and recommend to the board for approval of strategic, integrated academic, facilities, and financial plans and policies designed to promote student success and advance the instructional, research and service goals of the university overall, as well as its component units. Oversee the implementation of such plans and policies.
 2. Lead collaborative and collegial budget development processes that recognize the unique contributions and requirements of all parts of the UH System based on budget priorities and the need for effective, efficient and accountable use of all resources. Allocate resources and promote efficient management across the institution.
 3. Oversee and coordinate the work of officers of the university that report directly to the president, and define appropriateness and clarity of roles and responsibilities among the academic and non-academic units.
 4. Maintain effective working relationships between the university and governing officials at the county, state, and federal levels; collective bargaining leaders; and university affiliated organizations such as the Research Corporation of the University of Hawai'i and the UH Foundation.
 5. Build support for the university with the general public, including alumni, and business and community organizations and leaders; articulate priorities and collaborate with the UH Foundation to ensure a robust advancement program that provides resources for financial support of students, enhancements to university research and programs, and assists in long-range development and modernization of facilities in accordance with applicable policies.
 6. Resolve questions as they may arise concerning the proper application of a policy, rule, or regulation, with the understanding that the interpretation of board policies rests exclusively with the Board of Regents.
 7. Promote and participate in leading a system of shared governance across the university that is based on the values of collegiality, transparency, and excellence; cultivate frequent communication with systemwide student, faculty, and staff advisory groups including the All Campus Council of Faculty Senate Chairs, UH Student Caucus, and Pūko'a Council as well as with campus shared governance groups.
 8. As set forth in policy the president is responsible for consultations with campus governance groups on matters at the System level to the extent that the campuses are affected by System actions such as, but not limited to: a) administrative policies and procedures, proposals for reorganizations, responsibilities of major positions and filling of these positions; b) administration's policies and procedures on the overall budget and

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matters relating to the distribution and expenditure of funds; c) University policies pertaining to academic decision making and policy development; and d) physical facilities and proposals for capital improvements and their implementation. The President is furthermore responsible for ensuring that the System officials consult with campus shared governance groups on the above matters whenever campuses may potentially be impacted.

9. Serves as administrative liaison for the Hawai'i Commission for National and Community Service and the National Corporation for Community Service.
- C. In supporting the duties of the chief executive officer of UH Mānoa, the Office of the President shall:
 1. In collaboration with the provost, senior officials, and the broad campus community, develop high level strategies and directions for: UH Mānoa student success; faculty and staff excellence and success; relevant high-quality academic programs; excellence in research and scholarship; impactful outreach and service to the community; maintenance and modernization of facilities; and stewardship of public resources that is responsible and accountable.
 2. With the provost as a full partner, lead collaborative and collegial campus budget development processes that recognize the unique contributions and requirements of all academic and non-academic campus programs and the need for effective, efficient and accountable use of all resources that result in the top-level allocation of UH Mānoa resources through the UH Mānoa leadership team.
 3. Delegate full budgetary authority to and fully support the provost in overseeing, managing and budgeting for all academic/research/academic support units, including committing that there will be no campus culture that permits or rewards circumvention of the authority of the provost to the president.
 4. Responsibly execute budget authority, accountability and regulatory compliance for the UH Mānoa campus functions that report directly to the president, such as: Intercollegiate Athletics, Native Hawaiian Affairs, Business & Administration, as well as for hybrid functions that serve the Mānoa campus as well as the system.
 5. Define appropriateness and clarity of roles and responsibilities among the academic, research, and non-academic units that support Mānoa and report to the president.
 6. Serve as the public voice, advocate and liaison for the UH Mānoa campus to broad external constituencies.
 7. Build support for UH Mānoa with the general public, including alumni, and business and community organizations and leaders; articulate priorities and collaborate with the UH Foundation to ensure a robust advancement program that provides resources for financial support of students, enhancements to university research and programs, and assists in long-range development and modernization of facilities.
 8. Foster collaboration and mutual support among UH Mānoa campus administrators and all vice presidents to advance campuswide goals, imperatives and priorities that are beneficial to the UH Mānoa campus.
 9. Foster a culture that maintains the decision-making independence of the provost and provides, to the president's best abilities, the necessary resources for the provost to implement these decisions.
 10. Promote and participate in leading a system of shared governance across the campus that is based on the values of collegiality, transparency, and excellence; cultivate frequent communication with student, faculty, and staff advisory groups including: Mānoa Faculty Senate, Associated Students of the University of Hawai'i, Graduate Student Organization, Kūali'i Council, and Staff Senate.
- D. The Office of the President assumes responsibility for other duties and responsibilities that may be prescribed by the Board of Regents.

Authority delegated to the president may at the president's discretion be further delegated unless the board specifically limits such further delegation.

**UNIVERSITY OF HAWAI'I
OFFICE OF THE PRESIDENT
EQUITY ASSURANCE OFFICE
FUNCTIONAL STATEMENT**

EQUITY ASSURANCE OFFICE (Hybrid) - Org Code: TBD

The Equity Assurance Office (EAO) navigates a principled and sustainable path forward to best achieve equity and diversity for the employees and students of the University of Hawaii, in a manner compliant with current and evolving federal and State laws and regulations. This hybrid EAO affirms a fair and neutral compliance function, which supports robust enforcement by the campuses and System offices of the letter of, and the intent behind anti-discrimination laws including Title VII, ADA, Title IX, VAWA, Clery Act, and related internal University policies and procedures, including Executive Policies 1.202 and 1.204. In addition, this office implements Act 208, Session Laws 2016, and its intent which serves to campuses, ensure systemwide consistency for compliance, prevention, training, and ensure mandates are carried out. In doing so, this office serves as the designated UH System and UH Manoa office for all reports or complaints of alleged violations of discrimination laws, rules, regulations, and related University policies and procedures, and in providing systemwide policy guidance, works with designated personnel on other campuses to address reports or complaints made at those campuses.

The Director of EAO serves as advisor to the President on related matters, and is a member of the Mānoa Provost Council and other relevant system and UH Manoa campus teams. The Office establishes systemwide policy and procedures to advance equity, diversity and compliance; ensures systemwide education and training regarding those system policies and procedures; and provides tools and procedures to ensure responsible compliance across the UH campuses. In addition, the Office implements supportive measures and manages all aspects of formal cases for UH Mānoa and UH System offices.

The Director provides leadership for the following EAO units:

- Education, Outreach & Compliance (systemwide)
- Case Management (UH System Offices and UH Manoa)

The office supports the entire University in responding timely and effectively to reports and complaints of discrimination, and collaborating with campuses in complying with related UH policies and procedures. The office also collaborates with the Office of Human Resources, Office of General Counsel, respective campus Title IX and EEO/AA offices, and other system and campus offices as appropriate. The office also coordinates with the respective campus Title IX and EEO/AA coordinators, partners and stakeholders to provide reporting parties and responding parties with needed support services, resources and tools such as a shared systemwide case management system. The office also develops, oversees and coordinates the delivery of system-wide education, training and outreach programming for students and employees related to preventing and responding to discrimination. In addition, the office supports and conducts investigations of equity related complaints for specifically UH Mānoa campus and UH System offices.

The office works closely and collaboratively with Mānoa CARES and other campus climate, community values and conflict management offices to provide resources and supportive measures for students and employees, and to improve training and education. The office is also responsible for providing external information and reports as well as responding to questions of concerns relating to matters under its purview for UH Mānoa or the UH System.

Specifically, the EAO responsibilities include the following:

1. Develops systemwide policy for all forms of discrimination across protected classes, collaborating with EAO units and systemwide constituents.
2. Responds to external complaints, including formal matters commenced by the U.S. Department of Education Office of Civil Rights, and coordinates with respective campus.
3. Assesses systemwide compliance of equity related and anti-discrimination laws, including pay equity. Ensures university compliance with federal and state mandates, including the Violence Against Women Act and appropriate reauthorization mandates.
4. Gathers and reports on EEO / AA data for federal reporting purposes, coordinating with the respective campus.
5. Develops consistent systemwide practices and provides consistent information across the campuses.

6. Develops and conducts systemwide education and training of employees, supervisors and administrators on equity areas including discrimination prevention and response.
7. Leads a centralized case management system to be utilized systemwide.
8. Develops UH System and UH Mānoa Affirmative Action plans, and collaborates with other campuses as appropriate.
9. Serves as the Title IX and EEO / AA office for UH System offices and UH Mānoa campus.
10. Works with CAO units to seek community partnerships and additional funding sources.

EDUCATION, OUTREACH AND COMPLIANCE - Org Code: TBD

This unit ensures effective systemwide education of employees and students on institutional equity.

Major functions include:

1. Develops and conducts systemwide training on all equity areas including Title IX, equal opportunity and affirmative action, and disability, and onboards new representatives
2. Provides administrative support for the UH Commission on Status of Women and LGBTQ+ Commission.
3. Serves as Lead BIT for System and UH Mānoa, and confirm BITS for other campuses
4. Conducts systemwide climate surveys, working collaboratively with campus climate efforts to assess patterns and improve climate.
5. Tracks system and campus compliance with and appropriate implementation of federal and state mandates, including the VAWA/CLERY requirements regarding notification of rights, training, programming and support services.
6. Implements an effective and efficient systemwide data management system that provides timely and accurate data to assist campuses, track patterns, generate legislative reports and other ad hoc reports.
7. In collaboration with CAO Director and Case Management Unit Director, provides technical assistance to all 10 campuses
8. Assists the Director in managing CAO contracts and partnerships.

CASE MANAGEMENT - Org Code: TBD

This unit is responsible for overseeing the development and implementation of an effective systemwide case management system, and developing case managers who will process and manage cases specific for UH Mānoa and System offices, and as requested by other campuses (resources permitting), to ensure they are handled appropriately and investigations are thorough, fair and timely, and to coordinate the availability of supportive measures for students and employees. In addition, this unit also trains and manages a professional group of neutral investigators for UH System offices and UH Mānoa campus to more fully and more expeditiously investigate all types of discrimination cases in light of evolving state and federal laws.

Major functions include:

1. Coordinates and provides supportive measures and related training for UH System offices and UH Manoa campus, and as requested by other campuses (resources permitting).
2. Coordinates and provides informal resolution and related training for UH System offices and UH Manoa campus, and as requested by other campuses (resources permitting).
3. Coordinates and oversees responses to external complaints and other inquiries from agencies such as US Office of Civil Rights, US Equal Employment Opportunity Commission, and Hawaii Civil Rights Commission for UH System offices and UH Manoa campus
4. For UH System offices and UH Manoa campus, coordinates and provides appropriate staffing for decision makers, including training decision makers to analyze the fact finding reports in an unbiased manner and write reports in a more consistent manner.
5. Coordinates with other campus's Title IX coordinators and EEO/AA leads and collaborates on consistent practices across all campuses.
6. Provides and supports a systemwide case management system to support all UH Title IX and EEO/AA offices.
7. Provides professional fact-finders/investigators for discrimination cases at UH System and UH Mānoa, and as needed, workplace violence cases.
8. Provides formal investigation training for UH System offices and UH Manoa campus.

9. Works with human resources and research misconduct investigators for UH System and UH Manoa cases to conform protocols, practices and report-writing.
10. Conducts investigations of and responds to external complaints made to agencies such as US Office of Civil Rights, US Equal Employment Opportunity Commission, and Hawaii Civil Rights Commission for UH System offices and UH Manoa.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
REGENTS CANDIDATE ADVISORY COUNCIL

FUNCTIONAL STATEMENT

INTRODUCTION

In conformity with Article X, Section 6 of the Hawai'i State Constitution, the 2007 Legislature passed Act 56 to establish the Candidate Advisory Council (Council) for the Board of Regents, University of Hawai'i. In accordance with provisions of Action 56, the Council was attached to the Office of the President for administrative purposes.

MAJOR FUNCTIONS

- The Council shall present to the governor pools of qualified candidates from which candidates for membership on the Board of Regents shall be nominated and, by and with the consent of the Senate, appointed by the Governor.
- The Council shall establish criteria for qualifying, screening, and presenting to the Governor candidate for membership on the Board of Regents.