MEMORANDUM

TO: The Honorable Mazie K. Hirono
   Lieutenant Governor, State of Hawai‘i

FROM: Dean O. Smith
      Senior Vice President, University of Hawai‘i and
      Executive Vice Chancellor, University of Hawai‘i at Mānoa

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE SCHOOL
         OF PUBLIC HEALTH, UNIVERSITY OF HAWAI‘I, JOHN A. BURNS
         SCHOOL OF MEDICINE

Enclosed for your files is a copy of the reorganization for the School of Public Health which was approved by the University of Hawai‘i, John A. Burns School of Medicine. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Michael W. Graves at 956-9679.

Enclosure

c: The Honorable Neil Miyahira
   Director, Department of Budget and Finance
The Honorable Mike McCartney
   Director, Department of Human Resources Development
President and Chancellor Kenneth Mortimer
Office of Human Resources, Director Peggy Hong
University Budget Office, Director Rodney Sakaguchi (w/o attachment)
Senate Executive Committee Chair Barry Baker
MEMORANDUM

TO: Senior Vice President and Executive Vice Chancellor Dean Smith
FROM: Rodney Sakaguchi
SUBJECT: COPIES OF REORGANIZATIONS APPROVED FOR THE SCHOOL OF MEDICINE AND COLLEGE OF EDUCATION

Enclosed for your files are copies of reorganizations approved by the Board of Regents on July 21, 2000 for the School of Medicine and the College of Education. Please ensure that copies of these reorganizations are distributed to the agencies specified in Administrative Procedure A3.101, University of Hawai‘i Organizational and Functional Changes.

Attachments

C: Senior Vice President for Research/Dean of the Graduate Division Alan Teramura (College of Education and School of Medicine reorganizations)
Dean Randy Hitz (College of Education reorganization only)
Dean Edwin Cadman (School of Medicine reorganization only)
University of Hawai‘i at Mānoa
School of Public Health

MEMORANDUM

TO: Mr. David Iha
Board Secretary

VIA: Dr. Kenneth P. Mortimer
President, University of Hawai‘i and
Chancellor, University of Hawai‘i at Mānoa

VIA: Dr. Dean O. Smith
Senior Vice President, University of Hawai‘i and
Executive Vice Chancellor, University of Hawaii at Mānoa

FROM: Edwin Cadman
Dean, School of Medicine

SUBJECT: Revised organization charts

Attached please find revised organizational charts for the proposed reorganization of the School of Public Health with the John A. Burns School of Medicine. The revisions were made subsequent to consultations with HGEA and representatives for Bargaining Units 03 and 08 in response to their questions about the movement and reassignment of some positions in the reorganization. The following changes and revisions were made:

1. Chart II has been revised to show position and supervisory reporting changes in the School of Medicine, Office of the Dean, Office of Student Affairs, and Office of Administrative Services. Specifically:

   a. Secretary III, SR16, position #24033 and #13479 were moved from the Office of the Dean to the School of Medicine reporting directly to the Dean, M14, #89077 to more properly reflect their subordinate/supervisory relationships. Position #13479 is temporarily reporting to the Dean until that position is reassigned to report to one of the new associate deans currently under recruitment. At that time the position will be redescribed to reflect its new job duties and subordinate/supervisory relationship.
b. Secretary II, SR14, positions #14290 and #15051 have been indented directly under the Associate Dean, M9 #89075 within the Office of the Dean to more properly reflect their subordinate/supervisory relationships. Position #14290 is currently vacant and will be moved to another department as a Chair’s secretary.

c. Professor, I5M, #87136 now shows it’s supervisory position as Director of Geriatrics within the Office of the Dean reporting directly to the Dean. All other positions in Geriatrics have been indented to show their reporting relationship to the Director. Secretary II, SR14, #41474 has been placed directly under the Director to indicate it’s relationship as personal secretary to the Director.

d. UH Student Services Specialist II, P06, #81090 in the Imi Ho’ola Program within the Office of the Dean has been indented under Associate Specialist, S4R, #86332 to more properly reflect its subordinate/supervisory relationship.

e. A Director, I4M/I5M, #83245 (pending) reporting directly to the Dean has been added to the Office of Medical Education within the Office of the Dean. This position was transferred in from the Department of Anatomy. All other positions in the Office of Medical Education have been indented to show their reporting relationship to the Director. Secretary II, SR14, #43598 has been placed directly under the Director to indicate it’s relationship as personal secretary to the Director.

f. Secretary II, SR14, #23157 has been moved directly under the Director of the Office of Student Affairs, Associate Professor, I4M, #85456 and indented to more properly reflect its subordinate/supervisory relationship as personal secretary to the Director. All other positions in the Office of Student Affairs have been indented to show their reporting relationship to the Director.

g. Secretary II, SR14, #24032 has been added as personal secretary to the Director of Business and Hospital Affairs, M7, #89214 in the Office of Administrative Services. This position has been transferred in from the Department of Surgery. Secretary II, SR14, #15347, UH Admin Officer IV, PO9, #80185, and UH Personnel Officer III, PO7, #80091 have been indented under the Director of Administrative Services, M4, #89158 to show their reporting relationship to the administrative services director. Secretary II, SR14, #15347 has been placed directly under the Director of Administrative Services to indicate it’s relationship as personal secretary to the administrative services director.
UNIVERSITY OF HAWAIʻI

PRESIDENT, UNIVERSITY OF HAWAIʻI AND
CHANCELLOR, UNIVERSITY OF HAWAIʻI AT MĀNOA

MEMORANDUM

TO: Mr. Donald C.W. Kim
Charperson, Board of Regents

FROM: Kenneth P. Mortimer
President, University of Hawaiʻi and
Chancellor, University of Hawaiʻi at Mānoa

SUBJECT: AMENDMENTS TO MAY 26, 2000 PROPOSAL TO MERGE THE SCHOOL OF PUBLIC HEALTH AND CENTER ON AGING INTO THE JOHN A. BURNS SCHOOL OF MEDICINE

Transmitted herewith for the Board’s consideration are amendments to the proposal to merge the School of Public Health and the Center on Aging into the John A. Burns School of Medicine which was transmitted to the Board on May 26, 2000. The current and proposed organization charts and functional statements earlier transmitted should be replaced with those transmitted herein.

In summary, the amendments consist of:

1. Addition of functional statements for the proposed Office of Public Health Studies.

2. Clarification of the reporting relationships for secretarial and other positions, in the Office of the Dean and Office of Administrative Services following consultation with affected bargaining units.

3. Addition of a secretarial position for the Director of Business and Hospital Affairs and the addition of a proposed Director of Medical Education in the Office of the Dean. These positions will be reallocated from other departments in the School of Medicine.

The amendments do not materially affect the organizational changes proposed in the May 26, 2000 memorandum.

Attachments

c: Senior Vice President/Executive Vice Chancellor Dean Smith
Senior Vice President/Dean Alan Teramura
Senior Vice President Eugene Imai
Board Secretary David Iha
Director Rodney Sakaguchi
Director Peggy Hong

2444 DOLE STREET • BACHMAN HALL • HONOLULU, HAWAIʻI 96822 • TEL (808) 956-8207 • FAX (808) 956-5286
AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION INSTITUTION
II. APPROVAL OF MINUTES

Upon motion by Regent Ikawa and second by Regent McElrath, the Board unanimously approved the minutes of its meeting held on June 16, 2000.

III. ITEMS FROM PRESIDENT'S MEMORANDUM NO. 80
RECOMMENDATIONS FOR ACTION AND
GENERAL INFORMATION

Administrative Rules and Revision to the Board of Regents' Policy on Tax Deferred Annuity Program

President Mortimer requested that Agenda Item A-1, "Administrative Rules and Revision to the Board of Regents' Policy on Tax Deferred Annuity Program" be withdrawn. There were no objections from the members of the Board.

Proposed Merger of the School of Public Health and the Center on Aging into the John A. Burns School of Medicine

Senior Vice President Smith recommended that the Board of Regents approve a proposed reorganization of the John A. Burns School of Medicine (JABSOM) to merge the School of Public Health (SPH) into the School of Medicine. This action would establish the Office of Public Health Studies (OPHS) within JABSOM, and transfers the Center on Aging to JABSOM.

At the September 1999 meeting of the Board, it was decided that the SPH would be merged into JABSOM and the administration was charged with the assignment of developing a reorganization proposal. Dr. Edwin Cadman, the new Dean of JABSOM, was to ensure for an orderly transition for SPH as it moved toward consolidation within JABSOM. Dean Cadman put together a faculty, staff, and administrative committee that developed a series of reports involving finance and staffing, space, student services, and instruction. He now recommends the merger of SPH into JABSOM and the establishment of OPHS within JABSOM, and the transfer of the Center on Aging from the Office of the Senior Vice President and Executive Vice Chancellor to JABSOM.

OPHS will oversee the administration of the six instructional, research, student services, and support units pertaining to Public Health Studies within JABSOM. This Office will replace the administrative organization that currently exists for SPH, including the Office of the Dean, all of the non-instructional units which report to the Office of the Dean, and the special programs and committees/councils which also report to the Dean. An Associate Dean for Public Health will be established to head OPHS, assuming administrative responsibility over the six units proposed in the organization of Public Health. In addition the Associate Dean will oversee the establishment of public health as a Council of Education in Public Health (CEPH)
accredited program as soon as is possible, and oversee the establishment of the competencies to seek accreditation as a CEPH accredited school in public health within a span of five years. Because the goal is to seek the re-establishment of an accredited school in public health, this reorganization proposal attempts to maintain as much as possible the existing and relevant organizational structure of SPH. This should facilitate its eventual re-emergence as a separate entity, either within or outside of JABSOM.

Senior Vice President Smith also recommended that the first public health instructional program within this new organization be known as the Department of Public Health Sciences and Epidemiology. This would eliminate one of the existing departments (Community Health Development) within SPH and be renamed the Department of Public Health Sciences and Epidemiology (DPHSE). The new DPHSE will be one of 16 academic departments within JABSOM. For CEPH accreditation as a public health program, introductory courses in the five specialty areas (epidemiology, biostatistics, environmental health, health education, and health services administration and planning) need to be offered, along with basic and advanced offerings in one of the specialty areas. The curriculum and staffing exist to offer the necessary introductory courses. Public Health Sciences and Epidemiology were targeted for initial development because there are existing strengths in this area within public health, and elsewhere there are nationally recognized faculty or researchers who are epidemiologists at the Cancer Research Center of Hawai‘i (CRCH), Pacific Health Research Institute, and the State of Hawai‘i Department of Health (DOH). There will be at least two cross appointments between CRCH and JABSOM faculty and Public Health to support the development of the new instructional program. Additional DOH funded faculty appointments in Public Health are also anticipated.

The proposed reorganization will enable the offering of a Masters of Public Health (MPH), Masters of Science (MS), concurrent Medical Doctorate (MD) and Masters of Public Health (MPH), and a Masters of Public Health (MPH) for MDs. As the public health program re-builds in the area of biostatistics and epidemiology, it is anticipated that the program will seek to reverse the stop out of admissions of new students to the joint Medicine and Public Health PhD program in this field which was instituted by the Senior Vice President for Research and Dean of the Graduate Division in 1999. The stop out of admissions to new students in the DrPH will continue for the foreseeable future. There is no impact on students in Public Health. The loss of CEPH accreditation of the Public Health degrees was decided in 1999 to commence after June 5, 2000.

The Center of Aging is a program that was originally established and organizationally assigned to the Office of the Senior Vice President and Executive Vice Chancellor. It has been informally assigned to Public Health for some time; this reorganization will formalize that arrangement and assign the Center on Aging to the Office of Public Health Studies within JABSOM. The Center on Aging conducts research on health and social issues related to older individuals and it administers the graduate certificate in gerontology.
The proposed Public Health and Biomedical Information Center replaces the Library within SPH and will be expanded in area and content to service the entire JABSOM.

Administrative Services will be retained within the proposed reorganization of Public Health. It will continue to provide fiscal and personnel support services for the unit, not only for state funded operations but for extramural activities which are expected to expand.

The state funded expenditures for SPH for FY 2000 were approximately $1.6 million. It is anticipated that this will be reduced by nearly $490,000 in FY 2001. Of this reduction, $180,620 will transfer along with the three faculty positions to the receiving units, Social Sciences and Nursing. An additional $138,660 will transfer internally within the JABSOM budget in the Dean’s Office, Department of Psychiatry, and Administrative Services with the four re-assigned secretarial positions. This leaves approximately $170,000 remaining for internal re-allocation. This savings will cover the proposed one-time expenses for moving, renovation, and equipment costs that are part of the reorganization. In FY 2002, the proposed new hiring in Public Health (at minimum, a new Associate Dean and four new faculty) will add nearly $330,000 to the budget for Public Health, of which $160,000 would be new funding. New funds to support the development of Public Health within JABSOM will come from a variety of sources, including re-allocations internal to JABSOM, extramural funding (and the return of indirect cost recovery), the DOH commitment of funds for four positions, and fund raising.

With the merger of SPH into JABSOM there will be opportunities to consolidate operations and functional units and to make better use of the existing facilities in the Biomedical Sciences Building and Moore Hall. Administrative Services within the Office of Public Health Studies will be re-located to the same office complex as the Administrative Services for JABSOM. The Public Health and Biomedical Information Center will be enlarged to accommodate holdings for the health sciences and to support a computer center. Faculty who transfer out of Public Health will be accommodated in their new units, as well the secretaries who are transferring within JABSOM.

As part of the reorganization, three faculty have elected to transfer their positions to other units within UH Mānoa. The remaining faculty positions will be retained in Public Health and those which are vacant will be targeted for recruitment. The current Dean’s position will be re-described as the Associate Dean. Of the seven secretarial positions within Public Health, four will transfer to other units within JABSOM. A Secretary III position will be re-described. A temporary Fiscal Support Specialist position will be converted to a permanent position. All of the other civil service and administrative/professional/technical positions will remain within Public Health Studies.

The Mānoa Faculty Senate issued a resolution opposing the merger of SPH prior to the BOR action in September 1999. The chair of the Faculty Senate was asked if
the Senate would want to review the current proposal but she declined the offer. This proposal has also been sent to the University of Hawai‘i Professional Assembly and to the Hawai‘i Government Employees Association as part of the consultation process.

Regent McElrath moved to approve the proposed reorganization to merge the School of Public Health and the Center on Aging into the John A. Burns School of Medicine, University of Hawai‘i at Mānoa, with the understanding that implementation details would be subject to applicable policies and statutes, as presented in President’s Memorandum No. 80 (Agenda), Item A-2, dated July 21, 2000. Regent Nunokawa seconded the motion which was unanimously carried.

Reorganization to Reassign the Curriculum Research and Development Group, and the Center on Disability Studies/University Affiliated Programs to the College of Education, University of Hawai‘i at Mānoa

Senior Vice President Smith requested that the Board approve a proposed reorganization to reassign the staff, programs, and functions of the Curriculum Research and Development Group (CRDG) and Center on Disability Studies/University Affiliated Programs (CDSUAP) to the College of Education (COE). The proposed reorganization would transfer the CRDG to the College of Education and officially establish the Center on Disability Studies/University Affiliated Programs as a unit of the College of Education, with the purpose of integrating and enhancing all three units, under a single administrative authority, the Dean of the College of Education. The COE, CRDG, and CDSUAP have common goals that involve the improvement of education through research and the improvement of professional development programs. This proposed reorganization would assist in ensuring that joint planning and priority setting occurs among these organizational units. Academic programs and opportunities for sponsored research would be enhanced.

The CRDG would continue to conduct curriculum development, research, and training and the CDSUAP would continue to conduct research, training, and service activities. The reorganization will capitalize on the expertise of COE faculty and the organizational strengths and track record of CRDG and the CDSUAP to increase overall research productivity. This proposed reorganization will not change the programs or policies of these organizational entities and services to students should improve since faculty with additional areas of expertise from the CRDG and the CDSUAP would be accessible.

Under the proposed reorganization, an Associate Dean for Research in the COE would be established to provide direction and support for all research and grant activities within the COE. The Administrator’s position of the University Lab School (ULS) would be redescribed for this purpose. With this change, an instructional or APT position would be assigned to serve as the Principal of the ULS. Administrative officer positions would be consolidated under the COE Administrative Services unit as two UH Administrative Officers from the CRDG and a new administrative officer position would be assigned to that office.
Proposed Merger of the School of Public Health and the Center on Aging into the
John A. Burns School of Medicine

It is recommended that the Board of Regents approve a proposed reorganization of the John A. Burns School of Medicine (JABSOM) to merge the School of Public Health (SPH) into the School of Medicine. This action would establish the Office of Public Health Studies (OPHS) within JABSOM, and transfers the Center on Aging to JABSOM.

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OPHS will oversee the administration of the six instructional, research, student services, and support units pertaining to Public Health Studies within JABSOM. This Office will replace the administrative organization that currently exists for SPH, including the Office of the Dean, all of the non-instructional units which report to the Office of the Dean, and the special programs and committees/councils which also report to the Dean. An Associate Dean for Public Health will be established to head OPHS, assuming administrative responsibility over the six units proposed in the organization of Public Health. In addition the Associate Dean will oversee the establishment of public health as a Council of Education in Public Health (CEPH) accredited program as soon as is possible, and oversee the establishment of the competencies to seek accreditation as a CEPH accredited school in public health within a span of five years. Because the goal is to seek the re-establishment of an accredited school in public health, this reorganization proposal attempts to maintain as much as possible the existing and relevant organizational structure of SPH. This should facilitate its eventual re-emergence as a separate entity, either within or outside of JABSOM.

It is also recommended that the first public health instructional program within this new organization will be known as the Department of Public Health Sciences and Epidemiology. This would eliminate one of the existing departments (Community Health Development) within SPH and be renamed the Department of Public Health Sciences and Epidemiology (DPHSE). The new DPHSE will be one of 16 academic departments within JABSOM. For CEPH accreditation as a public health program, introductory courses in the five speciality areas (epidemiology, biostatistics, environmental health, health education, and health services administration and planning) need to be offered, along with basic and advanced offerings in one of the speciality areas. The curriculum and staffing exist to offer the necessary introductory
courses. Public Health Sciences and Epidemiology were targeted for initial development because there are existing strengths in this area within public health, and elsewhere there are nationally recognized faculty or researchers who are epidemiologists at the Cancer Research Center of Hawai‘i (CRCH), Pacific Health Research Institute, and the State of Hawai‘i Department of Health (DOH). There will be at least two cross appointments between CRCH and JABSOM faculty and Public Health to support the development of the new instructional program. Additional DOH funded faculty appointments in Public Health are also anticipated.

The proposed reorganization will enable the offering of a Masters of Public Health (MPH), Masters of Science (MS), concurrent Medical Doctorate (MD) and Masters of Public Health (MPH), and a Masters of Public Health (MPH) for MDs. As the public health program re-builds in the area of biostatistics and epidemiology, it is anticipated that the program will seek to reverse the stop out of admissions of new students to the joint Medicine and Public Health PhD program in this field which was instituted by the Senior Vice President for Research and Dean of the Graduate Division in 1999. The stop out of admissions to new students in the DrPH will continue for the foreseeable future. There is no impact on students in Public Health. The loss of CEPH accreditation of the Public Health degrees was decided in 1999 to commence after June 5, 2000.

The Center of Aging is a program that was originally established and organizationally assigned to the Office of the Senior Vice President and Executive Vice Chancellor. It has been informally assigned to Public Health for some time; this reorganization will formalize that arrangement and assign the Center on Aging to the Office of Public Health Studies within JABSOM. The Center on Aging conducts research on health and social issues related to older individuals and it administers the graduate certificate in gerontology.

The proposed Public Health and Biomedical Information Center replaces the Library within SPH and will be expanded in area and content to service the entire JABSOM. Administrative Services will be retained within the proposed reorganization of Public Health. It will continue to provide fiscal and personnel support services for the unit, not only for state funded operations but for extramural activities which are expected to expand.

The state funded expenditures for SPH for FY 2000 were approximately $1.6 million. It is anticipated that this will be reduced by nearly $490,000 in FY 2001. Of this reduction, $180,620 will transfer along with the three faculty positions to the receiving units, Social Sciences and Nursing. An additional $138,660 will transfer internally within the JABSOM budget in the Dean’s Office, Department of Psychiatry, and Administrative Services with the four re-assigned secretarial positions. This leaves approximately $170,000 remaining for internal re-allocation. This savings will cover the proposed one-time expenses for moving, renovation, and
equipment costs that are part of the reorganization. In FY 2002, the proposed new hiring in Public Health (at minimum, a new Associate Dean and four new faculty) will add nearly $330,000 to the budget for Public Health, of which $160,000 would be new funding. New funds to support the development of Public Health within JABSOM will come from a variety of sources, including re-allocations internal to JABSOM, extramural funding (and the return of indirect cost recovery), the DOH commitment of funds for four positions, and fund raising.

With the merger of SPH into JABSOM there will be opportunities to consolidate operations and functional units and to make better use of the existing facilities in the Biomedical Sciences Building and Moore Hall. Administrative Services within the Office of Public Health Studies will be re-located to the same office complex as the Administrative Services for JABSOM. The Public Health and Biomedical Information Center will be enlarged to accommodate holdings for the health sciences and to support a computer center. Faculty who transfer out of Public Health will be accommodated in their new units, as well the secretaries who are transferring within JABSOM.

As part of the reorganization, three faculty have elected to transfer their positions to other units within UH Mānoa. The remaining faculty positions will be retained in Public Health and those which are vacant will be targeted for recruitment. The current Dean’s position will be re-described as the Associate Dean. Of the seven secretarial positions within Public Health, four will transfer to other units within JABSOM. A Secretary III position will be re-described. A temporary Fiscal Support Specialist position will be converted to a permanent position. All of the other civil service and administrative/professional/technical positions will remain within Public Health Studies.

The Mānoa Faculty Senate issued a resolution opposing the merger of SPH prior to the BCR action in September 1999. The chair of the Faculty Senate was asked if the Senate would want to review the current proposal but she declined the offer. This proposal has also been sent to the University of Hawai’i Professional Assembly and to the Hawai’i Government Employees Association as part of the consultation process.

**RECOMMENDATION:** That the Board approve the proposed reorganization to merge the School of Public Health and the Center on Aging into the John A. Burns School of Medicine, University of Hawai’i at Mānoa, as reflected in the attached organizational charts, with the understanding that implementation details would be subject to applicable policies and statutes.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE

POSITION ORGANIZATION CHART
CHAPTER II

PROPOSED

SENIOR VICE PRESIDENT FOR RESEARCH
AND DEAN OF THE GRADUATE DIVISION
UH MANOA

SCHOOL OF MEDICINE

Dean, M14, #69077
Secretary III, SR18, #24033
Secretary III, SR10, #13478

OFFICE OF PUBLIC HEALTH STUDIES
See Chart III.

OFFICE OF THE DEAN

Associate Dean, M9, #66075
Secretary II, SR14, #19251
Secretary II, SR14, #14290

Professor, IM, #64956 (20), #65747 (18)
UH Research Associate V, PG8, #61090
UH Educational Specialist III, P09, #60011
Graduate Assistant, GA-R, #68155 (50)

Geddes:
Director, IM, #66133
Secretary II, SR14, #14147
Professor, IM, #63569 (.50)
Associate Professor, IM, #65560 (.10),
#66994 (.50)
Assistant Professor, IM, #68015 (.40),
#68781 (.50)

Imi Hoatio Programs:
Associate Specialist, SR18, #66322
UH Student Services Specialist II, P06, #61690
Office of Medical Education:
Director, MA/EM (pending), #83246
Secretary II, SR14, #43586
Assistant Professor, IM, #65746 (.50)
UH Educational Specialist III, P09, #60171
UH Educational Specialist II, P09, #60529

OFFICE OF STUDENT AFFAIRS

Associate Professor, I4M, #65456
Secretary II, SR14, #23157

OFFICE OF ADMINISTRATIVE SERVICES

Dir Business and Hospital Affairs, M7, #69214
Secretary II, SR14, #24032

UH Stad Serv Sp III, P09, #60643
UH Stad Serv Sp II, P06, #60165
Clerk Typist II, SR0, #62669

INSTRUCTIONAL RESOURCES

Director (Currently None)

UH Computer Sp III, P07, #60020
UH Bull Illustrator I, P04, #60079 (.50)

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
JUL 21 2000

Date
MEMORANDUM

TO: Mr. Donald C. W. Kim
   Chairperson, Board of Regents

FROM: Kenneth P. Mortimer
      President, University of Hawai‘i and
      Chancellor, University of Hawai‘i at Mānoa

SUBJECT: Proposed Reorganization to Merge the School of Public Health into the John A. Burns School of Medicine, to Establish the Office of Public Health Studies within JABSOM, and to Transfer of the Center on Aging to the John A. Burns School of Medicine, University of Hawai‘i at Mānoa

SPECIFIC ACTION REQUESTED:

The Board of Regents (BOR) is requested to organizationally merge the School of Public Health (SPH) into the John A. Burns School of Medicine (JABSOM) as indicated in Chart 1 (proposed). This action will establish the Office of Public Health Studies (OPHS) within JABSOM, and to transfer the Center on Aging to JABSOM. With this consolidation, SPH will cease to exist as a separate organizational entity.

RECOMMENDED EFFECTIVE DATE:

It is requested that this reorganization be effective upon approval by the BOR.

PURPOSE/NATURE OF THE PROPOSAL:

At the September 1999 meeting of the BOR, a motion was passed to merge SPH into JABSOM. The administration was tasked with the assignment of developing a reorganization proposal to accomplish this. With the arrival of Dr. Edwin Cadman to assume the position as Dean of JABSOM, he was also appointed Interim Dean, SPH, in October 1999. He serves in this position until the merger of SPH into JABSOM and was tasked with ensuring an orderly transition for SPH as it moved towards consolidation within JABSOM.
Mr. Donald C. W. Kim  
May 26, 2000  
Page 2

Dean Cadman put together a faculty, staff, and administrative committee that developed a series of reports involving finance and staffing, space, student services, and instruction. Dean Cadman now recommends the merger of SPH into JABSOM and the establishment of one new unit, OPHS within JABSOM, and the transfer of the Center on Aging from the Office of the Senior Vice President and Executive Vice Chancellor to JABSOM.

OPHS will oversee the administration of the six instructional, research, student services, and support units pertaining to Public Health Studies within JABSOM. This Office will replace the administrative organization that currently exists for SPH, including the Office of the Dean, all of the non-instructional units which report to the Office of the Dean, and the special programs and committees/councils which also report to the Dean. There will be established within JABSOM an Associate Dean for Public Health to head OPHS. This position will be re-described from the current position of the Dean of Public Health. In addition to assuming administrative responsibility over the six units proposed in the organization of Public Health, the Associate Dean will oversee the establishment of public health as a Council of Education in Public Health (CEPH) accredited program as soon as is possible, and oversee the establishment of the competencies to seek accreditation as a CEPH accredited school in public health within a span of five years. Because the goal is to seek the re-establishment of an accredited school in public health, this reorganization proposal attempts to maintain as much as possible the existing and relevant organizational structure of SPH. This should facilitate its eventual re-emergence as a separate entity, either within or outside of JABSOM.

Dean Cadman also recommends that the first public health instructional program within this new organization will be known as the Department of Public Health Sciences and Epidemiology. This would eliminate one of the existing departments (Community Health Development) within SPH and be rename the Department of Public Health Sciences and Epidemiology (DPHSE). The new DPHSE will be one of 16 academic departments within JABSOM. For CEPH accreditation as a public health program, introductory courses in the five speciality areas (epidemiology, biostatistics, environmental health, health education, and health services administration and planning) need to be offered, along with basic and advanced offerings in one of the speciality areas. The curriculum and staffing exist to offer the necessary introductory courses. Public Health Sciences and Epidemiology were targeted for initial development because there are existing strengths in this area within public health, and elsewhere there are nationally recognized faculty or researchers who are epidemiologists at the Cancer Research Center of Hawai‘i (CRCH), Pacific Health Research Institute, and the State of Hawai‘i Department of Health (DOH). There will be at least two cross appointments between CRCH and JABSOM faculty and Public Health to support the development of the new instructional program. Additionally, we will begin to implement the MOU between the University of Hawai‘i and DOH and this will involve DOH funding of new faculty appointments in Public Health. Epidemiology is often
misunderstood, but it is not just the evaluation of data to produce incidence rates for diseases. It is the science of diseases or health problems in populations. Examples include cancer epidemiology, nutritional epidemiology, infectious disease epidemiology, aging, homelessness, violence in schools, substance abuse, and others. The faculty have interests in these areas and have produced scholarly work in many of these fields.

Other units which will report to OPHS include the Public Health Graduate Program, the Center on Aging, Admissions and Student Services, Public Health and Biomedical Information Center, and Administrative Services. The Graduate Program will succeed the former Program Office within SPH. It will be responsible for administering all public health graduate degrees and certificates. With this reorganization, there will be offered a Masters of Public Health (MPH), Masters of Science (MS), concurrent Medical Doctorate (MD) and Masters of Public Health (MPH), and a Masters of Public Health (MPH) for MDs. As the public health program re-builds in the area of biostatistics and epidemiology, it is anticipated that the program will seek to reverse the stop out of admissions of new students to the joint Medicine and Public Health PhD program in this field which was instituted by the Senior Vice President for Research and Dean of the Graduate Division in 1999. The stop out of admissions to new students in the DrPH will continue for the foreseeable future.

There is no impact of this reorganization proposal on students in Public Health. The loss of CEPH accreditation of the Public Health degrees was decided in 1999 to commence after June 5, 2000.

The Center of Aging is a program that was originally established and organizationally assigned to the Office of the Senior Vice President and Executive Vice Chancellor. It has been informally assigned to Public Health for some time; this reorganization will formalize that arrangement and assign the Center on Aging to the Office of Public Health Studies within JABSOM. The Center on Aging conducts research on health and social issues related to older individuals and it administers the graduate certificate in gerontology.

Admissions and Student Services replaces the current Student Services within SPH. Its responsibilities have been broadened to include admissions and academic student services not only for public health students, but also graduate students in the basic science departments of JABSOM (excluding the MD students).

The proposed Public Health and Biomedical Information Center replaces the Library within SPH and will be expanded in area and content to service the entire JABSOM.

Administrative Services will be retained within the proposed reorganization of Public Health. It will continue to provide fiscal and personnel support services for the unit, not
Mr. Donald C. W. Kim  
May 26, 2000  
Page 4  

only for state funded operations but for extramural activities which are expected to expand.  

IMPACT ON STAFFING AND RESOURCES:  

Personnel Affected  

In September 1999 when the BOR recommended the merger of SPH into JABSOM, there were 15 FTE instructional faculty, 1 FTE librarian, 2 FTE student services APT, 2 FTE (1 permanent, 1 temporary) administrative services APT, 7 FTE secretary civil service, 2 FTE executive/managerial (the dean and assistant dean for student services). The proposed reorganization, will have the following effects on staffing:  

- Twelve faculty positions will remain in DPHSE. Eight of these are currently filled and are expected to remain so after the reorganization (#84196, #82399, #82856, #82159, #84847, #82388, #82763, #84013). One of these positions (#85852) is currently occupied, but the incumbent has indicated that he will accept a faculty position at UH Hilo. Another position (#82806) was recently vacated through a retirement. Two other faculty positions are currently vacant (#85489 and #85472) and are now under recruitment, with one position slated for epidemiology and the other for biostatistics. Recruitment for the other two positions will occur later this year.  

- Three other faculty positions who are currently assigned to Public Health are considering or have requested transfer of their positions (#82431, #85488, #83713) to other units at UH Mānoa: (Nursing, Social Sciences). Their positions and salaries will transfer with them. Two of these are untenured and their transfer requires approval by the Senior Vice President and Executive Vice Chancellor. The third individual’s request will come to the BOR for approval.  

- The Librarian position (#85854) will remain in the Public Health and Biomedical Information Center.  

- The proposed Associate Dean for Public Health will involve a re-description of the current dean’s executive/managerial position (#89127); the position of Assistant Dean for Student Services will remain in Public Health.  

- All seven of the civil service positions have incumbent secretaries. An effort has been made to accommodate all of these positions and individuals within Public Health or JABSOM. Three of the secretarial positions will remain within Public Health. One Secretary II (#34086) will be assigned to the Office of the Associate Dean for Public Health Studies. One Secretary II (#14332) will be assigned to
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Page 5

DPHSE and third secretary (#15052) will be assigned to Admissions and Student Services. A Secretary I position (#41558) will be transferred along with the Center on Aging to JABSOM. Of the remaining secretarial positions, two (#13479 and #15051) will be assigned to the JABSOM dean's office, one will transfer to the Department of Psychiatry at Queen's Hospital (#34214), and one will be assigned to Administrative Services within JABSOM. Position #13479 is a Secretary III and this position will have to be re-described. The incumbent has been notified of this.

- Of the four APT positions, two (#81748 and #81521) will remain in Admissions and Student Services to provide advising support for graduate students in Public Health and the Basic Sciences. Of the two APT positions in Public Health Administrative Services, one (#81516) may be re-described from an Administrative Officer III to an Administrative Officer IV. A temporary Fiscal Support Specialist position (#81739T) will be converted to a permanent position.

Budget

The state funded expenditures for SPH for FY 2000 were approximately $1.6 million. It is anticipated that this will be reduced by nearly $490,000 in FY 2001. Of this reduction, $180,620 will transfer along with the three faculty positions to the receiving units, Social Sciences and Nursing. An additional $138,660 will transfer internally within the JABSOM budget in the Dean's Office, Department of Psychiatry, and Administrative Services with the four re-assigned secretarial positions. This leaves approximately $170,000 remaining for internal re-allocation. This savings will cover the proposed one-time expenses for moving, renovation, and equipment costs that are part of the reorganization. In FY 2002, the proposed new hiring in Public Health (at minimum, a new Associate Dean and four new faculty) will add nearly $330,000 to the budget for Public Health, of which $160,000 would be new funding. New funds to support the development of Public Health within JABSOM will come from a variety of sources, including re-allocations internal to JABSOM, extramural funding (and the return of indirect cost recovery), the DOH commitment of funds for four positions, and fund raising.

Space

With the merger of SPH into JABSOM there will be opportunities to consolidate operations and functional units and to make better use of the existing facilities in the Biomedical Sciences Building and Moore Hall. Administrative Services within the Office of Public Health Studies will be re-located to the same office complex as the Administrative Services for JABSOM. The Public Health and Biomedical Information Center will be enlarged to accommodate holdings for the health sciences and to support a computer center. Faculty who transfer out of Public Health will be accommodated in their new units, as well the
secretaries who are transferring within JABSOM.

Consultation with Exclusive Employee Collective Bargaining Representatives and UH Mānoa Faculty Senate

The Mānoa Faculty Senate issued a resolution opposing the merger of SPH prior to the BOR action in September 1999. The chair of the Faculty Senate was asked if the Senate would want to review the current proposal; she declined the offer. This proposal has also been sent to the University of Hawai‘i Professional Assembly and to the Hawai‘i Government Employees Association as part of the consultation process. We have not yet received their response, but expect to receive it prior to the BOR taking action.

RECOMMENDED ACTION:

It is recommended that the Board of Regents approve the merger the School of Public Health and the Center on Aging into the John A. Burns School of Medicine as indicated in Chart 1 (proposed).

Attachments

c: Board Secretary Iha
   Senior Vice President and Executive Vice Chancellor Smith
   Senior Vice President Imai
   Senior Vice President Teramura
✓Director Sakaguchi
   Dean Cadman
   Director Hong
Reorganization Proposal  
School of Public Health and  
John A. Burns School of Medicine  
University of Hawai‘i at Mānoa

Executive Summary

This proposal is to merge the School of Public Health (SPH) into the John A. Burns School of Medicine (JABSOM), and to establish the Office of Public Health Studies (OPHS) within JABSOM and to officially transfer the Center on Aging to JABSOM. With this consolidation, SPH will no longer exist as a separate organizational entity. However, this reorganization provides for graduate education in Public Health and the proposed structure of the Office of Public Health Studies will enable the eventual re-emergence of a School of Public Health when conditions improve.

This reorganization follows on the Board of Regents action in September 1999 to prepare for the merger of SPH into JABSOM. A committee comprised of faculty, staff, and administrators from SPH and JABSOM was formed to oversee the orderly transition of this consolidation.

The new OPHS will administer the six units pertaining to Public Health within JABSOM and replaces the administrative organization that existed for SPH. An Associate Dean position will be established to head OPHS, to supervise the six Public Health units, and to oversee the accreditation of Public Health, first as a program and eventually its re-accreditation as a school.

This proposal would eliminate one of the existing departments in SPH and would rename a second program, the Department of Public Health Sciences and Epidemiology (DPHSE). This instructional program would become the core of Public Health and the specialty area for an accredited program. DPHSE were selected for initial development because of existing strengths in this area within the University and State. Other units which will report to OPHS include the Public Health Graduate Program, Center on Aging, Admissions and Student Services, Public Health and Biomedical Information Center, and Administrative Services.

There will be offered a Masters of Public Health (MPH), Masters of Science (MS), concurrent Medical Doctorate (MD) and MPH, and a MPH for the MD. Eventually, as the program rebuilds, it will seek to reverse the stop out of admissions to the joint Medicine and Public Health PhD program in biostatistics and epidemiology. The stop out of admissions to the DrPH will continue. There is no impact of this reorganization on students in Public Health; the loss of CEPH accreditation of Public Health degrees (MPH and DrPH) was decided in 1999 to commence after June 5, 2000.

As part of reorganization, three faculty have elected to transfer their positions to other units within UH Mānoa. The remaining faculty positions will be retained in Public Health and those which are vacant will be targeted for recruitment. The current Dean’s position will be re-described as the Associate Dean. Of the seven secretarial positions within Public Health, four will transfer to other units within JABSOM. A Secretary III position will be re-described. A temporary Fiscal Support
Specialist position will be converted to a permanent position. All of the other civil service and administrative/professional/technical positions will remain within Public Health Studies.

This reorganization offers an opportunity to make better use of existing space and other resources within SPH and JABSOM. There will be consolidation of space within Public Health and units with similar function will be relocated to adjacent offices. The library will serve both Public Health and Medicine. Student Services will serve Public Health and the graduate programs in the basic science departments of JABSOM. There may be cross-appointments of faculty between Public Health and Medicine. Additionally, the Department of Health will provide funding support for four positions devoted to Public Health. While the budget for Public Health will initially decline with the transfer of three faculty and re-assignment of four secretarial positions, it is expected that new funds will be developed through internal JABSOM re-allocations, increased student numbers, extramural funds, and fund raising.

The proposed reorganization will lead to a more vigorous Public Health education, research, and service program at UH Mānoa, one that will initially focus its energies on its areas of strength in Public Health Sciences and Epidemiology. This should result in its eventual accreditation as a program and with time, should offer the opportunity to re-build the School of Public Health.
PREVIOUS ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XII

DEPARTMENT OF PSYCHIATRY

Chairman (Appointed from Instructional Positions)

Secretary II, SR14, #23961

Instructional Positions (6.75)
Full-time:  #62210
          #83564
          #84257
          #84390
          #85705
Part-time: #82344 (.05)
          #83540 (.50)
          #85035 (.15)
          #85561 (.15)
          #85708 (.25)
          #85785 (.50)
          #87235 (.05)
          #88880 (.10)
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
JOHN A. BURNS SCHOOL OF MEDICINE

MAJOR FUNCTIONS

Office of the Dean

Directs activities, personnel and curricula in the School of Medicine and affiliated community hospitals and health centers. Responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. Establishes policies with the Schools' Executive Committee to develop and implement the academic programs and coordinate continuing medical education. Conducts accredited graduate medical education programs in community hospitals. Also responsible for general program development in accord with Legislative mandate and University policies.

Office of Student Affairs

This major academic support program is directed by an Associate Dean with special responsibility for minority recruitment and counselling.

- Student advising, registration, etc.
- Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.
- Past and current student records.
- Staff support to Student Standing and Promotion Committee (faculty and student Composition).
- Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

Office of Administrative Services

The School of Medicine Office of Administrative Services provides surveillance for all of the School's business affairs. The office prepares budgets, develops long-range and short-range plans, approves and controls expenditures, supervises all personnel transactions, assumes responsibility for all equipment and property assigned to the School, oversees the procurement of and payment for all supplies and equipment, assists in the initiation and administration of research and training contracts and grants, and the accounting systems analysis and development for the School.

Instructional Resources

This support unit provides support services as follows: animation, chart and graph production, consultation, reprography, studio photography, studio and interactive video production, video tape duplication, freehand and mechanical illustration, and cine and video editing.

Geriatric Section

Provides the instruction, research and community service activities in geriatric medicine for medical students, residents, fellows and other health care workers. Also participates in continuing medical education programs for practicing physicians.
Imi Ho'ola Program

Imi Ho'ola is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

Office of Medical Education

Responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs and the quantity and quality of faculty participation in our problem-based learning curriculum.

Department of Anatomy and Reproductive Biology  Chart III

Provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. Also provides undergraduate level instruction in anatomy for paramedical and biological science programs.

Maintains a strong group of teacher-researchers in the area of reproductive biology, both for the instruction of medical students and for the contribution of basic research to problems of population control.

Provides consultation and expertise in the areas of anatomy and reproductive biology to residents and clinicians in the instruction of advanced medical students and in the practice of medicine.

Department of Biochemistry and Biophysics  Chart IV

The basic program objective of the department is that of excellency in training. The department provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, postdoctorate and continuing education students. Besides the various A.B., B.S., Ph.D. and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program.

Our faculty is on the forefront of investigative programs dealing with the care, treatment and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

Department of Genetics and Molecular Biology  Chart V

Provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large.

Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawaii Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.
The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Training of medical students and paramedical personnel in the various aspects of Obstetrics and Gynecology, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various disease processes and the pathology of the reproductive organs. Also developed are seminars and training programs for the practicing physician.

Provides instruction for medical students in basic, systematic and clinical pathology. Pathology bridges the basic sciences with clinical medicine. Makes available specialized topics in pathology to third- and fourth-year medical students, graduate students and residents in pathology.

Integration of instruction in pathology at community hospitals. The University's involvement in community hospitals will allow this department to improve the postdoctoral residency program for training of specialists in pathology.

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawaii Children's Hospital integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.
Department of Pharmacology

The major teaching effort of the department is directed towards second-year medical students. With the expansion of the medical school to include the third and fourth years of medicine, the department responsibilities increased to include clinical teaching. Also included are specialized courses in pharmacology taught to graduate students, dental hygienists, nursing students, medical interns and residents.

Along with teaching, the department regards research as an indispensable activity. Research is intimately intertwined with teaching since research training constitutes a substantial portion of the education of graduate students.

Departmental faculty members have and continue to participate in community service activities by serving on organizations and agencies such as: Comprehensive Health Planning—Air Pollution Advisory Board, Water Quality Commission of the Conservation Council of Hawaii, Methadone Treatment Project, Waikiki Youth Drug Clinic, Task Force on Police and Public Protection.

Department of Physiology

Provides instructional services in physiology to undergraduate, graduate and medical students. Trains graduate students toward M.S. and Ph.D. degrees in physiology. Engages in both basic and applied research in Physiology. Renders services as needed by the local, national and international communities.

Department of Psychiatry

Provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry.

Provides inpatient and outpatient psychiatric services and consultation at the following sites: the Queen’s Medical Center, Kapiolani Medical Center for Women and Children, Hawaii State Hospital and community mental health centers on the islands of Hawaii, Molokai, Maui, Kauai and Lanai.

Conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawaii Psychiatric Society, and president of the Hawaii Council of Child Psychiatry. Members of the department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

Department of Surgery

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity by manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery residency program, an orthopaedic residency program and a surgical intensive care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.
Department of Tropical Medicine and Medical Microbiology  

Work toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology and public health.

Division of Medical Technology  

It is the goal of this program to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawaii and areas in the Pacific Basin.

Specific objectives of the program are: to graduate students with a B.S. degree in Medical Technology who are prepared to enter an AMA approved School of Medical Technology for the additional professional education for national certification; develop and implement mechanisms to expand enrollment in the medical technology program; to provide special programs on education for the academic and clinical faculty; to implement special retraining programs for persons reentering the field; to develop a Master's level degree program for medical technologists.

Division of Speech Pathology and Audiology  

Objectives of the program are: to provide training for undergraduates (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.

Department of Family Practice and Community Health  

Provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological and social health.

Long range objectives are: to increase access to primary care in Hawaii and American Samoa; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; to provide a realistic view of primary care medicine as a career.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF PUBLIC HEALTH
OFFICE OF THE DEAN

POSITION ORGANIZATION CHART

CHART II

OFFICE OF THE DEAN
Dean, V-11, #89127

Secretary III, SR-16, #13479

SERVICE AND SPECIAL PROGRAMS
Special Educational Opportunities Program

INTERNATIONAL CENTER FOR HEALTH PROMOTION AND DISEASE PREVENTION/CONTINUING EDUCATION
Professor, I-5 #3713*

STUDENT SERVICES
Assistant Dean, M-3, #89144
UH Student Services Sp II, P06, #81521
UH Student Services Sp I, P03, #31748
Secretary II, SR14, #15052

REFERENCE ROOM SERVICES
Librarian III, B2, #5854

ADMINISTRATIVE SERVICE
Admin Officer III, P07, #81516
Secretary II, SR14, #15347

* ASSIGNED TO DEPARTMENT OF COMMUNITY HEALTH DEVELOPMENT (CHART III)
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF PUBLIC HEALTH
INSTRUCTIONAL DEPARTMENT

POSITION ORGANIZATION CHART

CHART III

OFFICE OF THE DEAN

Faculty/Department Chair
(Filled from instructional pos.)

DEPARTMENT OF COMMUNITY HEALTH DEVELOPMENT

Chairman (Appointed from Instructional Positions)

Instructional Positions (8.0)
Professors: #83713, #82806, #84196
Assoc. Professors: #82399, #82763,
Asst. Professors: #84572, #85852, #82431
Secretary II, SR14, #34086, #34214

DEPARTMENT OF PUBLIC HEALTH SCIENCES

Chairman (Appointed from Instructional Positions)

Instructional Positions (7.0)
Professors: #82856, #84013
#82159, #82380, #85489
Assoc. Professors: #84847
Asst. Professors: #85488, ...
Secretary II, SR14, #15051, #14332

CHART UPDATED
DATE JUL - 1 1999
SCHOOL OF PUBLIC HEALTH FUNCTIONAL STATEMENT

The School of Public Health is one of four professional schools (with Medicine, Nursing, and Social Work) constituting the College of Health Sciences and Social Welfare. The School has a direct relationship with the University’s Graduate Division.

The School is organized for administrative purposes into two academic departments (Community Health Development and Public Health Sciences). Each department includes a number of specializations which are areas of focus for faculty and student interests and expertise.

The school-wide International Health Projects include major service and research activities that also support the academic work of the school. The projects include the Pacific Island Health Officer’s Secretariat and the World Health Organization Collaborating Center for Leadership Development in Primary Health Care, as well as other extramurally funded service and research activities.
A. Academic Support Programs

1. Dean's Office

The Dean's Office is concerned with curricular and academic programs of the School of Public Health as well as the overall administration of the institution. Responsibilities include recruitment, retention, and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the School; and the administration of School and University policies as they apply to the School.

The Dean is also responsible for business services and for the public relationships of the School, including intra-university relationships as well as those with community organizations, and State and Federal government agencies. The Dean also coordinates the school-wide service and international programs and manages the staffing of school-wide doctoral programs.

In carrying out his responsibilities, the Dean plans, organizes, directs and coordinates the School's programs and activities with the assistance of the Associate and Assistant Deans, department chairs, and various faculty committees.

2. Business Affairs

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances, and telephone installation.

3. Student Services

Functions are the central review and processing of applications for enrollment in the School and the registration of students for courses; administration and coordination of traineeships, including the provision of advice and assistance to programs in the administration of traineeships; the maintenance of records on students and traineeships, relationships with alumni and maintenance of the formal agreement documents of the school.
Additional responsibilities include functions to offer minority groups such as the linguistically and culturally deprived residents of Hawaii, individuals from the Pacific Basin, and Native Americans participation in the public health programs to allow them to contribute to the elevation of health status of their people.

4. Program Office

Provide special staff services in a wide variety of developmental, programmatic, academic, and service related areas; staff a program office providing staff support for multi-departmental or schoolwide academic activities including Doctor of Public Health Program, the Preventive Medicine Residency Program, and the PhD Program. Special assignments include activities in the staffing of schoolwide projects such as production of a self-study document for the Council on Education for Public Health, accumulation of information on graduates of the School that have assumed responsibility in selected areas such as governmental positions; yearly revision of major schoolwide documents such as the listing of international research and service projects; accumulation of data and narrative for the School's Annual Report; responsibility for planning and management of special schoolwide seminars and dialogues including those for clinical faculty; maintenance of a record system on clinical and adjunct faculty members; and determination of relative salary scales of academic positions in other schools of public health.

5. Educational Outreach

Major functions are: teaching through outreach programs; providing health workers in the community with the latest knowledge, techniques, developments, and trends in public health and related fields through non-credit short courses, workshops, conferences, seminars, institutes, colloquia, and other appropriate media; promoting and coordinating the School credit courses and programs for practitioners; and assisting public and private organizations and agencies in conducting their own programs of practitioner training. Also special classes through the Summer Institute.

6. Library Services

Functions include the maintenance of reference collection services, including the purchasing and cataloging of reference materials, assisting faculty and students in locating appropriate reading materials; conducting searches for information and the maintenance of computer links with central reference units in Hawaii and Washington, D.C.
7. School-Wide International Health Projects

The school-wide international health projects link the academic activities of the school with its major state, regional, national and international service and research activities.

The major school-wide international health activities are the International Center for Health Promotion and Disease Prevention Research; the Secretariat for the Pacific Island Health Officer's Association, and other extramurally funded programs.

The service and research activities also serve as a mechanism for faculty development, student field training and graduate work placement.

8. Instructional Departments

1. Department of Community Health Development

This department consists of programs that are primarily concerned with the practice of public health based on the principles of natural and social sciences. This department is responsible for teaching, research, and public service activities in the fields of Health Services Administration and Planning, International Health, Maternal and Child Health, Gerontology, and Public Health Education.

2. Department of Public Health Sciences

This department consists of programs that are based essentially on the natural sciences and deals with scientific and technical foundations in public health. This department is responsible for teaching, conducting research, and providing public service in the field of Biostatistics, Epidemiology, Public Health Nutrition, and Environmental and Occupational Health.
Approved by the University Board of Regents
JUL 21 2000

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
School of Medicine

Position Organization Chart
Chart II
Proposed

Senior Vice President for Research
and Dean of the Graduate Division
UH Manoa

School of Medicine
Dean, M14, #68937
Secretary III, SR16, #24033
Secretary III, SR16, #15475*

Office of Public Health Studies
See Chart IIA.

Office of the Dean
Associate Dean, M6, #80375
Secretary II, SR14, #15051
Secretary II, SR14, #14290**
Professor, ISM, #85568 (20), #85747 (18)
UH Research Associate V, P09, #8180
UH Educational Specialist III, P09, #80011
Graduate Assistant, GA-R, #80155 (.50)
Certifications:
Director, ISM, #87138
Secretary II, SR14, #41474
Professor, ISM, #85767 (.50)
Associate Professor, ISM, #85665 (.10), #88954 (.50)
Assistant Professor, ISM, #88955 (.40), #80791 (.50)
Imi Ho'oha'a Program:
Associate Specialist, S4R, #80332
UH Student Services Specialist II, P09, #81090
Office of Medical Education:
Director, HAMISM (pending), #83245
Secretary II, SR14, #834598
Assistant Professor, ISM, #83747 (.50)
UH Educational Specialist III, P09, #88171
UH Educational Specialist II, P09, #88325

Office of Student Affairs
Associate Professor, ISM, #85456
Secretary II, SR14, #23157

UH Student Serv Sp III, P09, #86643
UH Student Serv Sp II, P09, #83165
 Clerk Typist II, SR8, #22949

Office of Administrative Services
Dir Business and Hospital Affairs, M7, #83214
Secretary II, SR14, #24032

Dir Admin Serv, M4, #89158
Secretary II, SR14, #16347
UH Admin Offr IV, P09, #80185
UH Admin Offr III, P07, #80007, #80008, #8001, #80170
Acct Clerk III, SR11, #15169
UH Personnel Offr III, P07, #80091

Instructional Resources
Director (Currently None)

UH Computer Sp III, P07, #80228
UH Sci Illustrator I, P04, #80576 (.50)

* Position to be reclassified and assigned to a new Associate Dean.
** Position currently vacant; to be moved to a department as Chair's secretary.
## OFFICE OF PUBLIC HEALTH STUDIES

<table>
<thead>
<tr>
<th>Position</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assoc. Dean, M15-E, #89127</td>
<td>1.0</td>
</tr>
<tr>
<td>(Proposed classification, final classification to be determined)</td>
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<tr>
<td>Secretary II, SR11, #34086</td>
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</table>

### DEPT OF PUBLIC HEALTH SCIENCES AND EPIDEMIOLOGY
- Chart II3
- (Chair appointed from public health faculty positions)

### GRADUATE PROGRAM
- (Chair appointed from public health faculty positions)
- Secretary I
  - SR12 #41558 1.0

### CENTER ON AGING
- (Director appointed from public health faculty positions)
- Secretary I
  - SR12 #41558 1.0

### ADMISSIONS AND STUDENT SERVICES
- Asst. Dean, EO3M #80144 1.0
- Secretary II, SR14, #15652 1.0
- UH Std Serv Spec II, PO6, #81521 1.0
- UH Std Serv Spec I, PO5, #81748 4.0

### PUBLIC HEALTH AND BIOMEDICAL INFORMATION CENTER
- Librarian III, B3M11 #86854 1.0

### ADMINISTRATIVE SERVICES
- UH Admin Officer III*, PO7 #081516 1.0
- UH Fiscal Supt Spec, PO1, #817397** 2.0

* Position to be redescribed
** Position to be made permanent

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**APPROVED BY THE UNIVERSITY BOARD OF REGENTS**

**JUL 21 2000**

**Date**

Note: Chart revised to reflect correct Position No. for Asso. Dean
### Chart IIB

**Office of Public Health Studies**
- Associate Dean*

<table>
<thead>
<tr>
<th>Department of Public Health Sciences and Epidemiology</th>
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</thead>
<tbody>
<tr>
<td>Chair (appointed from faculty positions)</td>
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<tr>
<td>Secretary II, SR-14, #14332</td>
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<tr>
<td>Faculty Positions (Full Time)</td>
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<tr>
<td>ISMO9 - #82159</td>
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<tr>
<td>ISMO9 - #82856</td>
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<tr>
<td>ISMO9 - #82806*</td>
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<tr>
<td>ISMO9 - #84013</td>
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<td>ISMO9 - #84196</td>
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<td>I4MO9 - #84847</td>
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<td>I3MO9 - #85852</td>
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<tr>
<td>#84572**</td>
</tr>
<tr>
<td>#84589**</td>
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<tr>
<td>13.0</td>
</tr>
</tbody>
</table>

* Proposed classification, final classification to be determined
** Vacant
*** Under recruitment

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Approved Pursuant to our Action:

Dean Smith, Senior Vice President and Executive Vice Chancellor, UH Mānoa

Date: 7/18/2020
Incumbent has been on temporary disability for seven years.
Position to be moved to another department upon her return to work.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF MEDICINE
INSTRUCTIONAL PROGRAMS

POSITION ORGANIZATION CHART
CHART XIII

PROPOSED

Dean

DEPARTMENT OF SURGERY

Chairman (Appointed from Instructional Positions)

Instructional Positions (7.95)
Full-time:  #83583, #86969
Part-time:  #83099 (.05)  #85841 (.05)
            #83270 (.20)  #86052 (.10)
            #83958 (.05)  #86213 (.15)
            #84146 (.15)  #86237 (.15)
            #84253 (.50)  #86862 (.25)
            #84484 (.50)  #87688 (.40)
            #84583 (.50)  #88435 (.15)
            #85055 (.10)  #88453 (.30)
            #85413 (.50)  #88541 (.15)
            #85562 (.25)  #88700 (.30)
            #85571 (.20)  #88789 (.10)
            #85666 (.10)  #88792 (.15)
            #85763 (.10)  #88902 (.50)
PROPOSED: JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF PUBLIC HEALTH STUDIES

FUNCTIONAL STATEMENTS

Associate Dean - Office of Public Health Studies

The Associate Dean’s office is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment, retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department; and the administration of the JABSOM, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-JABSOM and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out his responsibilities, the Associate Dean plans, organizes, directs and coordinates the department’s programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean will also develop and implement a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavior sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

Department of Public Health Sciences and Epidemiology

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical science, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with JABSOM, with other UH units, and with the local and global community.

Graduate Program

The Graduate Program of the Office of Public Health Studies is functionally separated into a masters of public health, which is a predominately professional degree, and the masters of science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.

Center on Aging

The University of Hawaii Center on Aging offers graduate and undergraduate 15-credit
certificates in gerontology, with students taking courses from professors across campus in the fields of family resources, law, medicine, nursing, public health, psychology, social work, sociology, etc. In addition to teaching and advising, Center on Aging staff support the UH chapter of Sigma Phi Omega (gerontological honor society), provide service to the community, and conduct research in aging. Current research focuses in three areas: Asian and Pacific Islander aging, end-of-life issues, and developing/testing health education and training materials. Manoa faculty affiliated with the Center on Aging also conduct research, provide service, and consult on many aspects of aging, including program development and evaluation.

**Admissions and Student Services**

Functional responsibilities are in support of non-M. D. graduate student-related activities of the administrative and instructional functions of the JABSOM. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs.

**Public Health and Biomedical Information Center**

The overall functional responsibility of the Public Health and Biomedical Information Center (PHBIC) is to help meet the informational needs of the educational, research, clinical and service programs of public health and medicine of the John A. Burns School of Medicine. This is accomplished by serving as an access and service (instructional) delivery point for medical/health information; instructing and training students, faculty, and alumni in the use of the latest technologies for the effective identification, retrieval and use of medical and health information; and by forming partnerships and linkages with the important resources of the Hawaii Medical Library, Inc. and the Hamilton Library, University of Hawaii at Manoa.

**Administrative Services**

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances, and telephone installation. This office will also provide direct support to the JABSOM Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.