STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND GRADUATE EDUCATION

FUNCTIONAL STATEMENT

I. INTRODUCTION

A. Overview of Office:
In support of the deans and directors and in collaboration with the Office of the Vice Chancellor for Academic Affairs, this Office has leadership responsibility for the planning, direction, initiation, development and coordination of research and graduate programs of the University of Hawai‘i at Mānoa. The Vice Chancellor for Research and Graduate Education (VCRGE) serves as the chief policy advisor to the Chancellor in those areas and the chief operating officer for University of Hawai‘i at Mānoa research programs.

B. Authority:
The office of the VCRGE has the authority to develop new research programs within applicable campus executive and Board of Regent policies, to allocate or reallocate budgets of the Research and Training Revolving Funds in support of the research enterprise, to develop and promulgate policies for compliance of the research faculty and staff with Federal and State regulations, and to take actions to improve the research climate at the University of Hawai‘i at Mānoa. Leadership, direction and oversight is provided to select organized research units (ORUs), and the School of Ocean and Earth Science and Technology.

C. Interactions with other UH M Vice Chancellors:
The VCRGE works with the Vice Chancellor for Academic Affairs to ensure that the research and graduate programs of the academic units are provided with the best possible support, with the VC for Administration, Finance and Operations to ensure responsible allocation and expenditure of financial resources, to ensure that the research enterprise is well-represented in the media, to ensure that researchers have access to the best information technology available at the University, and to ensure that personnel actions taken are reasonable and compliant; to ensure that physical facilities are adequate for research needs; and with the VC for Students to ensure optimal involvement of students in the research activities of the University of Hawai‘i at Mānoa.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND GRADUATE EDUCATION

In support of and under the direction of the Chancellor, the Office directs the University of Hawai‘i at Mānoa’s research and graduate programs through the development of governing policies, the conduct of program planning and assessment, the determination of directions, the setting of priorities in response to new research opportunities, the formulation of goals and objectives, and the allocation of resources.

The Office is actively involved in encouraging and developing new research initiatives, in providing an environment conducive to research, in establishing approved new research programs, and in restructuring existing programs within policy. The Office facilitates and encourages technology transfer and economic development activities by the University of Hawai‘i at Mānoa.

The Office of the VCRGE provides the following services:

- Oversees Graduate and Professional Education.
- Oversees most Organized Research Units.
- Oversees the School of Ocean and Earth Science and Technology.

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• Initiates and develops long-range planning studies for research at the University of Hawai‘i at Mānoa.
• Administers a policy of continuing qualitative evaluation of each of the major efforts relative to the development and maintenance of an international standard of excellence.
• Coordinates the activities of the research units and programs through the respective academic deans and directors.
• Selects/appoints University of Hawai‘i at Mānoa representatives to various external and internal boards and committees associated with University research programs.
• Serves as the Chancellor’s representative for research with a variety of individuals, groups and agencies, both inside and outside the University of Hawai‘i at Mānoa, such as Federal and State agencies, other research institutes and universities, legislators, and the general public, which have the potential to take appropriate actions to enhance the University of Hawai‘i at Mānoa’s research programs and capabilities.
• Serves as the University of Hawai‘i at Mānoa source of expertise on the subject of research programs and activities.
• Manages strategic initiatives, research program development, research information systems, business operations of the Office of the VCRGE and interacts with the Office of Research Services; oversees research and technology transfer, research commercialization and industrial support.
• Oversees matters having to do with vertebrate animal care and use, including oversight of the Institutional Animal Care and Use Committee and supervision of the Laboratory Animal Service.
• Finds means by which the research environment can be improved and made more conducive to research and educating faculty concerning research funding opportunities and proposal preparation.
• Identifies opportunities for Federal funding of research and helping researchers obtain the Federal financial support they need.
• Manages of the Research and Training Revolving Funds, the fiscal management of campus wide research initiatives headed by the office of the VCRGE, the management of internal resource allocations within the office of the VCRGE and the interaction with the Research Corporation of the University of Hawai‘i in fiscal matters.
• Interacts with the Office of Research Services to provide appropriate procedures to foster research and training activities at the University of Hawai‘i at Mānoa.
• Provides general oversight of the appointments, compensation, and service conditions of post-doctoral fellows.
• Serves as the Chancellor’s representative and advisor on interactions with the Research Corporation of the University of Hawai‘i.
• Provides advice, assistance, financial support, and administrative guidance for new research centers and institutions during the formative or start-up phases.
• Supports the Chancellor in other matters as directed.
STATE OF HAWAI'I
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OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
OFFICE OF GRADUATE AND PROFESSIONAL EDUCATION

FUNCTIONAL STATEMENT

The Office of Graduate and Professional Education works with the Vice Chancellor for Research and Graduate Education and the Vice Chancellor for Academic Affairs to plan, direct, develop, coordinate, and manage the graduate academic and professional education programs of the University of Hawai'i at Mānoa. The Office is led by the Dean of Graduate Education and it comprises the Graduate Council and Graduate Senate as the initial advisory bodies for graduate program policy and development. Responsibilities include:

- Assists in the management, review, development, and assessment of graduate programs, courses, and curricula including the appointment and review of graduate faculty and graduate chairs.
- Operates the admissions and records offices for the graduate programs.
- Coordinates the recruitment of graduate students and recruitment planning with the academic units.
- Admits graduate students, both degree seeking and non-degree seeking, to the Office of Graduate and Professional Education and to the fields of study.
- Maintains the records of all current and inactive graduate students, acts as the official keeper of all graduate student records and is responsible for maintenance of full and accurate records, including data on admissions, academic records, degrees awarded, and financial assistance and the preparation of reports based on this data.
- Completes eligibility checks for all potential graduates, and advises students on thesis and dissertation formats. Awards All But Dissertation (ABD) certificates. Certifies status of graduate students.
- Monitors post-doctoral involvement on campus.
- Advises graduate students in applying for scholarship support.

Graduate Student Services
- Conducts a graduate student orientation.
- Provides counseling and advising for graduate students.
- Acts as an arbitrator for disputes between graduate students and their mentors.
- Supervises and monitors graduate fellowships.
- Allocates general-funded graduate assistantship positions to the graduate programs. Certifies students for eligibility for graduate assistantships (teaching and research). Conducts mandatory training for graduate teaching assistants.
- Coordinates the selection of Research Corporation of the University of Hawai'i (RCUH) Fellows, University of Hawai'i nominees for CGS Outstanding Dissertation Award, and other graduate awards.
- Works closely with the officers of the Graduate Student Organization regarding graduate education concerns.
- Represents the University of Hawai'i at Mānoa graduate programs on various national organizations such as ETS, CGS, and WCHE. Serves as a liaison with EWC on matters pertaining to fellowships and scholarships.

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