MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor

FROM: Reed Dasenbrock
Vice Chancellor for Academic Affairs

SUBJECT: Reorganization Proposal for the Office of the Vice Chancellor for Academic Affairs

SPECIFIC ACTION REQUESTED:
We request your approval of the reorganization of the Office of the Vice Chancellor for Academic Affairs.

RECOMMENDED EFFECTIVE DATE:
Effective upon approval.

ADDITIONAL COST:
No additional costs are associated with this request.

PURPOSE:
The purpose of this reorganization is to better meet the future goals and direction of the Office of the Vice Chancellor for Academic Affairs and to formally reflect the current working relationships within the Office.

BACKGROUND:
Pursuant to Administrative Procedure A3.101 University of Hawai‘i Organizational and Functional Changes dated March 2008, reorganizations that:

a) do not have an impact on BOR policy and/or laws;

b) do not create, eliminate, or significantly change responsibilities of programs reporting directly to the Board or President;

c) do not incur significant additional expenses; or

d) do not have significant programmatic impact on the University may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached...
Executive Summary and Narrative proposal.

**ACTION RECOMMENDED:**
It is recommended that the attached reorganization proposal for the Office of the Vice Chancellor for Academic Affairs be approved and to be effective upon approval.

Should you have any questions, please contact me at 956-8447 or at rdasenbr@hawaii.edu.

Attachments:
1. Executive Summary
2. Narrative
3. Allocated and Authorized BJ/BT Positions Impacted by the Reorganization
4. Current Organizational Charts and Functional Statements
5. Proposed Organizational Charts and Functional Statements
6. Copies of letter UHPA (no responses from other campus groups, other unions)

**APPROVED**

Virginia S. Hinshaw  
Chancellor  

Date: 6-23-11

**c:** Krystyna Aune, Interim Associate Vice Chancellor for Academic Affairs  
Ronald Cambra, Assistant Vice Chancellor for Undergraduate Education  
Myrtle Yamada, OVCAA Program Officer  
Kathleen Tagaca, OVCAA Administrative Officer  
Jan Costa, Undergraduate Education Administrative Officer
EXECUTIVE SUMMARY
Reorganization Proposal
Office of the Vice Chancellor for Academic Affairs
University of Hawai‘i at Mānoa

Executive Summary

Instructions: Complete each section below and clearly indicate “None” or “N/A” where appropriate.

I. Purpose:
Explain the purpose of this reorganization and the anticipated overall impact.
The Vice Chancellor has been in office since April 2009 and during this period the organizational structure has been re-evaluated and working relationships and functions re-assessed. The purpose of this reorganization is to better meet the future goals and direction of the Office of the Vice Chancellor for Academic Affairs (OVCAA) and to formally reflect the current working relationships within OVCAA.

II. Major Elements of the Proposal:
Explain or list the key changes being proposed in this reorganization relative to purpose and results.
The following is proposed:
A) Move the reporting line of IT Specialist, PBA, #78914 from OVCAA to the Mānoa Institutional Research Office (MIRO). This will formally reflect current workflow as the position works closely with MIRO as it expands to better serve the Mānoa campus.
B) Move the reporting line of the General Education Office and the Mānoa Writing Program from Undergraduate Education to report directly to OVCAA. This will formally reflect current workflow and enhance efficiency and effectiveness of both these offices which work more closely with the Vice Chancellor, #89104.
   a. Move Secretary II, SR 14, #42309, Educational Specialist, PBB, #80836 and #81997 from the Mānoa Writing Program to the General Education Office. The positions support both the General Education Office and the Mānoa Writing Program, however, the primary supervisor will be the General Education Office Director.
   b. Professor, I5, #83124, under the Mānoa Writing Program is currently vacant. Previously, position supervised #42309, #80836, and #81997 in its capacity as Director of both the Mānoa Writing Program and the General Education Office. Since it was vacated, two Directors were hired to head the programs. The Position description will be modified to delete supervisory responsibility upon approval of the reorganization proposal.
C) Move the reporting line of the Office of Faculty Development and Academic Support from the Academic Personnel Office to report directly to OVCAA. This will formally reflect current workflow.
   a. Move Specialist, S5, #83597, 1.00 FTE from the Center for Instructional Support to the Center for Teaching Excellence and will report to the Director. The duties
of the position have evolved over the years to where its functions are more aligned with the Center for Teaching Excellence. The position description will be updated to delete supervisory responsibilities. Positions #81678, #81012, #80723, #81344, #80687, and #80688 will report directly to the Director.

D) Move the reporting line of the Assessment Office from the Academic Personnel Office to report directly to OVCAA. This will formally reflect current workflow as the program works closely with the Associate Vice Chancellor for Academic Affairs, #89169.

E) Create a Director position to oversee and lead the Mānoa Institutional Research Office (MIRO) as it expands to better serve the Mānoa campus.

F) Move the reporting line of Administrative Officer, PBB, #78229 from the Office of Finance and Accounting under the Office of the Vice Chancellor for Administration, Finance, and Operations to report directly to the Vice Chancellor for Academic Affairs, #89104. OVCAA is the only Vice Chancellor's office that does not have a dedicated Administrative Officer position. This transfer will formally reflect current workflow and allow OVCAA to better manage the financial aspects of the office and the Mānoa campus.

III. Resource Impact:

Explain the resources impacted as a result of this reorganization. If there is no impact, reflect "None" for each category as appropriate.

A. Budget

1. What is the estimated cost of the reorg? The additional cost will be the MIRO Director that will be established, estimated at $83,000.

2. Are additional funds needed? No.

3. Will the reorg result in cost savings or be cost neutral? It will be cost neutral.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any? There should be little to no impact on OVCAA faculty and staffing responsibilities because current operations are managed as proposed.

2. Will additional faculty/support personnel be required? Yes. The establishment of the MIRO Director will formally reflect a position to oversee the office. Currently a program officer in the OVCAA is assigned its duties. If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? A position count will be requested from the Chancellor’s pool and a memo to request for exception to hire will be prepared for the Chancellor’s approval.

3. Will there be a reduction in faculty/staff? No.

4. Identify faculty/staff positions impacted by the anticipated changes.

F = Position filled  V= Position vacant
Office of the Vice Chancellor for Academic Affairs
IT Specialist, PBA, #78914 (F) –
Position will be moved to the Mānoa Institutional Research Office. Change in supervisor from the Vice Chancellor for Academic Affairs, #89104 (F) to the MIRO Director (V).

Administrative Officer, PBB, #78229 (F) –
It is proposed that this position be moved from the Office of Finance and Accounting under the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAF) to OVCAA. Change in supervisor from the Administrative Officer, #77303 (F) in the Office of Finance and Accounting to the Vice Chancellor for Academic Affairs, #89104 (F).

General Education Office
It is proposed that the reporting line for this Office be moved from Undergraduate Education to the Office of the Vice Chancellor for Academic Affairs. Director, I4, appointed from a faculty position (F), General Education Office. Position is appointed at 0.75FTE however entire 1.00FTE position count remains at home-base college -
Change in supervisor from the Assistant Vice Chancellor for Undergraduate Education, #89010 (F) to the Vice Chancellor for Academic Affairs, #89104 (F).

Mānoa Writing Program (MWP)
It is proposed that the reporting line for this Office be moved from Undergraduate Education to the Office of the Vice Chancellor for Academic Affairs. Director, I4, appointed from a faculty position (F), MWP. Position is appointed at 0.50FTE however entire 1.00FTE position count remains at home-base college -
Change in supervisor from the Assistant Vice Chancellor for Undergraduate Education, #89010 (F) to the Vice Chancellor for Academic Affairs, #89104 (F).

Professor, I5, #83124 (V) –
Change in supervisor from the Assistant Vice Chancellor for Undergraduate Education, #89010 (F) to the Director appointed from faculty position (F), MWP. The Position description will be modified to delete supervisory responsibility upon approval of the reorganization proposal.

Secretary II, SR14, #42309 (F) –
Position will move from MWP to the General Education Office. There will be a change in supervisor from Professor, I5, #83124 (MWP) to the Director appointed from faculty position (F), General Education Office.

Educational Specialist, PBB, #80836 (V), #81997 (F) –
Both positions will move from MWP to the General Education Office. There will be a change in supervisor from Professor, I5, #83124 (MWP) to the Director appointed from faculty position (F), General Education Office.

Office of Faculty Development and Academic Support (OFDAS)
It is proposed that the reporting line for this Office be moved from the Academic Personnel Office to the Office of the Vice Chancellor for Academic Affairs. Director, appointed from a faculty position (V), OFDAS -
Change in supervisor from the Assistant Vice Chancellor for Academic Personnel, #89214 (F) to the Vice Chancellor for Academic Affairs, #89104 (F).

Secretary III, SR16, #14349 (F) -
Position will continue to report to the OFDAS Director (V). No change in reporting structure.

Specialist, S5, #86264 (F) -
Position will continue to report to the OFDAS Director (V). No change in reporting structure.

Secretary I, SR12, #39793 (F) -
Position will continue to report to Specialist, S5, #86264 (F). No change in reporting structure.

Specialist, S5, #83597 (F) -
Move position and FTE from the Center for Instructional Support to the Center for Teaching Excellence. The duties of the position have evolved over the years to where its functions are more aligned with the Center for Teaching Excellence. Position will continue to report to the OFDAS Director (V). Position description will be modified to delete supervisory responsibility upon approval of the reorganization proposal.

Educational Specialist, PBB, #81678 (F) -
Change in supervisor from Specialist, S5, #83597 to the OFDAS Director (V).

Electronic Technician, PBA, #81012, #80723, #81344 (F) -
Change in supervisor from Specialist, S5, #83597 to the OFDAS Director (V).

Graphic Artist, PBB, #80687, #80688 (F) -
Change in supervisor from Specialist, S5, #83597 to the OFDAS Director (V).

Mānoa Institutional Research Office (MIRO)
Institutional Analyst, PBB, #78322 (F), MIRO –
Change in supervisor from the Vice Chancellor for Academic Affairs, #89104 (F) to the MIRO Director (V). Position description will be updated to delete supervisory responsibility for Institutional Analyst, PBB, and Secretary positions approved in 2/17/2005 reorganization, both vacant. The MIRO Director will have the responsibility to supervise these positions.

Institutional Analyst, PBB, #80910 (F), MIRO –
Change in supervisor from the Vice Chancellor for Academic Affairs, #89104 (F) to the MIRO Director (V).

Assessment Office
It is proposed that the reporting line for this Office be moved from the Academic Personnel Office to the Office of the Vice Chancellor for Academic Affairs.
Director, appointed from a faculty position (V), Assessment Office -
Change in supervisor from the Assistant Vice Chancellor for Academic Personnel, #89214 (F) to the Vice Chancellor for Academic Affairs, #89104 (F).

Assistant Specialist, #70143 (F), #70144 (F) -
Position will continue to report to Assessment Director (V). No change in reporting structure.

C. Space
1. Will additional space outside own resources/allocations be required? No.
   If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A.

IV. Consultation:
Explain or list the individuals and groups consulted and the key comments/feedback received.
All programs involved have been notified and are aware of the changes. The affected Assistant and Associate Vice Chancellors were consulted on the proposal and were integral to the process. The VC for Administration, Finance, and Operations highly recommended the move of the Administrative Officer to OVCAA. The feedback from the executive team as well as those from their units was supportive and positive of the proposed changes.

V. Implementation:
Explain when and how this reorganization will be implemented. Identify anticipated effective date.
The reorganization will be implemented upon approval and should be seamless as it is how the office currently functions.
NARRATIVE
Reorganization Proposal
Office of the Vice Chancellor for Academic Affairs
University of Hawai‘i at Mānoa

Narrative

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. INTRODUCTION:
   A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.
      The Office of the Vice Chancellor for Academic Affairs (OVCAA) has leadership responsibilities for the planning, direction, development, coordination, and management of academic programs for the University of Hawai‘i at Mānoa. It currently oversees all schools and colleges (except the John A. Burns School of Medicine, the William S. Richardson School of Law, and the School of Ocean and Earth Science and Technology) and six academic support units.

      OVCAA Current Operations
      Undergraduate Education
      General Education Office
      Mānoa Writing Program
      International & Exchange Programs
      Academic Personnel
      Office of Faculty Development and Academic Support
      Assessment Office
      Mānoa Institutional Research
      UH Press
      Library
      Schools & Colleges

      OVCAA Proposed Operations
      Undergraduate Education
      International & Exchange Programs
      Academic Personnel
      Mānoa Institutional Research
      UH Press
      Library
      Schools & Colleges
      Office of Faculty Development and Academic Support
      Assessment Office
      General Education Office
      Mānoa Writing Program

   B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.
      The objective of the reorganization is to better meet the future goals and direction of the Office of the Vice Chancellor for Academic Affairs and to formally reflect the current working relationships within the Office.
II. RATIONALE FOR THE REORGANIZATION:

A. Provide background and relevant historical information.
   Since a permanent Vice Chancellor was appointed in April 2009, there have been three reorganizations that affected OVCAA: 1) Move of the Native Hawaiian Academic Services Office to the School of Hawaiian Knowledge; 2) Move of Enrollment Management to the Office of the Vice Chancellor for Students; and 3) Move of the Academy for Creative Media to Arts and Humanities. The Vice Chancellor has been in office for almost two years and the organizational structure has been re-evaluated and working relationships and functions re-assessed to better reflect the goals and the future direction of the Office.

B. Provide a detailed explanation of the conditions and/or factors prompting the proposed reorganization and how they will be addressed by the reorganization. Explain why the current organization is inadequate and whether the reorg is consistent with the University's strategic, program, and financial plans.
   The current organizational chart is not consistent with how the office actually operates. This proposal will accurately reflect the current workflow of OVCAA.

C. Explain other alternatives explored.
   None.

D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.
   The proposed changes reflect OVCAA's present working operations so it will have little effect on services and relations with other University segments.

E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted.
   The Office of the Vice Chancellor for Academic Affairs faculty and staff have been consulted. There should be little to no impact to other University groups.

F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and whether the reorganization will minimize confusion over authority, roles, and responsibilities.
   This reorganization properly reflects current working relationships and operations within OVCAA.

III. IMPACT ON RESOURCES AND THE UNIVERSITY

Provide a detailed description of the resource requirements and the programmatic impacts of the reorganization on the University.

A. Impact on budget resources:
   1. What is the estimated cost of the reorg? None.
2. Are additional funds needed? No. If so, how will the cost of the reorg be funded? The new MIRO Director position will funded from the existing operating budget.

3. Will the reorg result in cost savings or be cost neutral? It will be cost neutral.

B. Impact on operational resources:

1. What is the overall impact on faculty and staffing responsibilities, if any? Explain reasons for the anticipated changes/relocation/reassignment/etc. The proposed changes reflect the current operations and management of the OVCAA programs. There is no impact on faculty and staffing responsibilities.

2. Will additional faculty/support personnel be required? Yes. If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? A position count will be requested from the Chancellor’s pool and a memo to request for exception to hire will be prepared for the Chancellor’s approval.

What is the impact of the increase? The establishment of the MIRO Director will formally reflect a position to oversee the program. Currently a program officer in the OVCAA is assigned its duties. Funding for the Director will come from the existing budget.

3. Will there be a reduction in faculty/staff? No. If so, what steps are planned or have been taken to ensure proper consultation? What is the impact of the reduction? N/A.

4. Identify the positions impacted by position number, classification title, and anticipated changes.

F = Position filled V= Position vacant

Office of the Vice Chancellor for Academic Affairs

IT Specialist, PBA, #78914 (F) – Position will be moved to the Mānoa Institutional Research Office. Change in supervisor from the Vice Chancellor for Academic Affairs, #89104 (F) to the MIRO Director (V).

Administrative Officer, PBB, #78229 (F) – It is proposed that this position be moved from the Office of Finance and Accounting under the Office of the Vice Chancellor for Administration, Finance, and Operations (OVCAFO) to OVCAA. Change in supervisor from the Administrative Officer, #77303 (F) in the Office of Finance and Accounting to the Vice Chancellor for Academic Affairs, #89104 (F).

General Education Office
It is proposed that the reporting line for this Office be moved from Undergraduate Education to the Office of the Vice Chancellor for Academic Affairs. Director, I4, appointed from a faculty position (F), General Education Office. Position is appointed at 0.75FTE however entire 1.00FTE position count remains at home-base college -
Change in supervisor from the Assistant Vice Chancellor for Undergraduate Education, #89010 (F) to the Vice Chancellor for Academic Affairs, #89104 (F).

Mānoa Writing Program (MWP)
It is proposed that the reporting line for this Office be moved from Undergraduate Education to the Office of the Vice Chancellor for Academic Affairs.
Director, I4, appointed from a faculty position (F), MWP. Position is appointed at 0.50FTE however entire 1.00FTE position count remains at home-base college –
  Change in supervisor from the Assistant Vice Chancellor for Undergraduate Education, #89010 (F) to the Vice Chancellor for Academic Affairs, #89104 (F).

Professor, I5, #83124 (V) –
  Change in supervisor from the Assistant Vice Chancellor for Undergraduate Education, #89010 (F) to the Director appointed from faculty position (F), MWP. The Position description will be modified to delete supervisory responsibility upon approval of the reorganization proposal.

Secretary II, SR14, #42309 (F) –
  Position will move from MWP to the General Education Office. There will be a change in supervisor from Professor, I5, #83124 (MWP) to the Director appointed from faculty position (F), General Education Office.

Educational Specialist, PBB, #80836 (V), #81997 (F) –
  Both positions will move from MWP to the General Education Office. There will be a change in supervisor from Professor, I5, #83124 (MWP) to the Director appointed from faculty position (F), General Education Office.

Office of Faculty Development and Academic Support (OFDAS)
It is proposed that the reporting line for this Office be moved from the Academic Personnel Office to the Office of the Vice Chancellor for Academic Affairs.
Director, appointed from a faculty position (V), OFDAS -
  Change in supervisor from the Assistant Vice Chancellor for Academic Personnel, #89214 (F) to the Vice Chancellor for Academic Affairs, #89104 (F). The position classification for position #89214 will be updated upon approval of the reorganization proposal.

Secretary III, SR16, #14349 (F) -
  Position will continue to report to the OFDAS Director (V). No change in reporting structure.

Specialist, S5, #86264 (F) -
  Position will continue to report to the OFDAS Director (V). No change in reporting structure.

Secretary I, SR12, #39793 (F) -
  Position will continue to report to Specialist, S5, #86264 (F). No change in reporting structure.

Specialist, S5, #83597 (F) -
  Move position and FTE from the Center for Instructional Support to the Center for Teaching Excellence. The duties of the position have evolved
over the years to where its functions are more aligned with the Center for Teaching Excellence. Position will continue to report to the OFDAS Director (V). Position description will be modified to delete supervisory responsibility upon approval of the reorganization proposal.

Educational Specialist, PBB, #81678 (F) - Change in supervisor from Specialist, S5, #83597 to the OFDAS Director (V).

Electronic Technician, PBA, #81012, #80723, #81344 (F) - Change in supervisor from Specialist, S5, #83597 to the OFDAS Director (V).

Graphic Artist, PBB, #80687, #80688 (F) - Change in supervisor from Specialist, S5, #83597 to the OFDAS Director (V).

Mānoa Institutional Research Office (MIRO)
Institutional Analyst, PBB, #78322 (F), MIRO – Change in supervisor from the Vice Chancellor for Academic Affairs, #89104 (F) to the MIRO Director (V). Position description will be updated to delete supervisory responsibility for Institutional Analyst, PBB, and Secretary positions approved in 2/17/2005 reorganization, both vacant. The MIRO Director will have the responsibility to supervise these positions.

Assessment Office
It is proposed that the reporting line for this Office be moved from the Academic Personnel Office to the Office of the Vice Chancellor for Academic Affairs. Director, appointed from a faculty position (V), Assessment Office - Change in supervisor from the Assistant Vice Chancellor for Academic Personnel, #89214 (F) to the Vice Chancellor for Academic Affairs, #89104 (F).

Assistant Specialist, #70143, #70144 (F) - Position will continue to report to Assessment Director (V). No change in reporting structure.

5. Will there be changes to supervisory/subordinate relationships? Yes. If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?

The IT Specialist, PBA, #78914 will move from OVCAA to the Mānoa Institutional Research Office (MIRO). This will formally reflect current workflow as the position works closely with MIRO as it expands to better serve the Mānoa campus.

The reporting line of Administrative Officer, PBB, #78229 will move from the Office of Finance and Accounting under the Office of the Vice Chancellor for Administration, Finance, and Operations to report directly to the Vice Chancellor for Academic Affairs, #89104. OVCAA is the only Vice Chancellor’s office that does not have a dedicated Administrative Officer position. This transfer will formally reflect
current workflow and allow OVCAA to better manage the financial aspects of the office and the Mānoa campus.

The General Education Office and the Mānoa Writing Program both currently report to the Assistant Vice Chancellor for Undergraduate Education. The proposed reorganization will have them report directly to the Vice Chancellor for Academic Affairs. With the retirement of the GenEd/MWP Director (#83124), both the Mānoa Faculty Senate Executive Committee and VCAA determined the Director position be split and each program would have its own Director at a specific percentage below 1.00FTE. In doing so, the primary supervisor became the General Education Director since the position was appointed at a greater 0.75FTE (MWP Director appointed at 0.50FTE). Therefore, the support positions (Secretary II, SR14, #42309; Educational Specialist, PBB, #80836 and #81997) currently in the Mānoa Writing Program will be moved to the General Education Office where the primary supervisor is the General Education Office Director. They will continue to support both Offices. There will be no impact to the units since this is currently how the programs operate. The position description for #83124 will be modified to delete supervisory responsibility upon approval of the reorganization proposal.

A Director will be created in the Mānoa Institutional Research Office to oversee and lead the office. Leadership is required to properly develop the Office as it expands to better serve the Mānoa campus. MIRO currently has 2.00FTE Institutional Analysts (#78322, #80910) and this proposal also moves a 1.00FTE IT Specialist (#78914) into the office. Institutional Analyst, PBB, #78322 was updated to delete supervisory responsibility for vacant positions Institutional Analyst, PBB, and Secretary. #78322 was initially created at a PBC level, however, when the position was re-described to a PBB, the supervisory duties for these positions were deleted. There will be no impact to the unit since this is currently how the program operates. A program officer in OVCAA is currently assigned to oversee this office.

The Office of Faculty Development and Academic Support currently reports to the Assistant Vice Chancellor for Academic Personnel. The proposed reorganization will have it report directly to the Associate Vice Chancellor for Academic Affairs.

Within OFDAS, the 1.00FTE Specialist, S5, #83597 in the Center for Instructional Support will be moved to the Center for Teaching Excellence. The position's function has evolved over the years to incorporate duties in CTE and has gradually phased out its CIS functions. There will be no impact by this change since this is currently how the program operates. The position description will be modified to delete supervisory responsibility upon approval of the reorganization proposal.

The Assessment Office currently reports to the Assistant Vice Chancellor for Academic Personnel. The proposed reorganization will have it report directly to the
Associate Vice Chancellor for Academic Affairs. The unit is being moved intact and there will be no impact to the unit since this is currently how the program operates.

C. Impact on space resources:
   1. Will additional space outside own resources/allocations be required? No.
   2. If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A.
UHM ATTACHMENT 3 –
ALLOCATED AND AUTHORIZED
BJ/BT POSITIONS IMPACTED BY
THE REORGANIZATION
### University of Hawai‘i at Mānoa
Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

**Program Title:** Office of the Vice Chancellor for Academic Affairs

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<tr>
<th>Item No.</th>
<th>Chart No.(s)</th>
<th>Affected Position No.(s)</th>
<th>Classification/organizational/functional Change</th>
<th>Basis for Change/Impact on Position</th>
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<td>80687 (F)</td>
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<td>17</td>
<td>II-C-1</td>
<td>80688 (F)</td>
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<tr>
<td>18</td>
<td>II-C-2</td>
<td>70143 (F)</td>
<td>Assessment Office (Chart II-C-2)</td>
<td></td>
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<tr>
<td>19</td>
<td>II-C-2</td>
<td>70144 (F)</td>
<td>Assessment Office (Chart II-C-2)</td>
<td></td>
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<tr>
<td>20</td>
<td>II-D</td>
<td>78322 (F)</td>
<td>Change in supervisor from VCAA to MIRO Director</td>
<td></td>
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<tr>
<td>21</td>
<td>II-D</td>
<td>80910 (F)</td>
<td>Change in supervisor from VCAA to MIRO Director</td>
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<tr>
<td>22</td>
<td>V-A</td>
<td>78229 (F)</td>
<td>Ofc of the VC for Admin, Finance &amp; Operations (Chart V-A)</td>
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<td>Ofc of the VC for Academic Affairs (Chart II)</td>
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</tbody>
</table>

Kat Tagaca, Administrative Officer

Administrator's Signature, Name and Title

<table>
<thead>
<tr>
<th>HR Review</th>
<th>OFA Review</th>
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</table>

Date: 06/06/2011
Telephone Number: x66391
CURRENT ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
Org Code: MAVCAA

Vice Chancellor for Academic Affairs, #89104 1.00
Administrative & Fiscal Support Specialist, PBA, #78429 1.00
Associate Vice Chancellor for Academic Affairs, #89169 1.00
Secretary III, SR-16, #12072 1.00
Academic Program Officer, #89309 1.00
Academic Program Officer, #89434 1.00
Institutional Analyst, PBB, #77407 1.00
Institutional Support, PBB, #79166 1.00
IT Specialist, PBA, #78914 1.00

GRAND TOTAL GENERAL FUNDS FTE: 73.75

† Except John A. Burns School of Medicine, William S. Richardson School of Law, and the School of Ocean and Earth Science and Technology
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS - Org Code: MVCAA

The OVCAA has leadership responsibilities for the planning, direction, development, coordination, and management of the academic programs of the University of Hawai‘i at Mānoa. The Vice Chancellor for Academic Affairs (VCAA) serves as the chief academic officer of the campus and the principal policy advisor to the Chancellor on academic matters. The following schools and colleges report to the Vice Chancellor: School of Architecture, College of Arts and Humanities, Shidler College of Business, College of Education, College of Engineering, Hawai‘ilnui‘kea School of Hawaiian Knowledge, College of Language, Linguistics and Literature, College of Natural Sciences, School of Nursing and Dental Hygiene, Outreach College, School of Pacific and Asian Studies, College of Social Sciences, Myron B. Thompson School of Social Work, School of Travel Industry Management, and College of Tropical Agriculture and Human Resources.

In addition, the following academic support units report to the Vice Chancellor: the Office of Undergraduate Education, the Office of International and Exchange Programs, the Office of Academic Personnel, the Office of Academic Institutional Research, Library Services, and the UH Press.

The VCAA has the authority to develop new academic programs, to review and determine the continuing status of existing programs, to develop and promulgate academic and academic personnel policies for compliance by all academic units, to rule on faculty complaints, grievances, and disciplinary actions on behalf of the Chancellor, and to take actions to improve the academic programs and climate of the campus.

The VCAA works with the Vice Chancellor for Research and Graduate Education to ensure that the graduate and research programs of the academic units are provided with the best possible support; with the Vice Chancellor for Administration, Finance, and Operations to ensure the responsible allocation and expenditure of financial resources and that the academic programs are well-represented in the media; that personnel actions taken are reasonable and compliant; that academic programs have access to the best information technology available at the University; and to ensure that physical facilities are adequate for instructional needs; and with the Vice Chancellor for Students to ensure optimal support of students in the academic programs and in the formulation of enrollment management plans and goals.

The Office directs the development of governing policies, the conduct of program planning and assessment, the determination of directions and setting of priorities in response to new opportunities, the formulation of academic goals and objectives, and the allocation, reallocation, and management of academic programs and units. The Office is actively involved in encouraging and developing new academic initiatives, in establishing new undergraduate and graduate programs, in assessing existing academic programs and units, and in analyzing institutional data regarding academic programs.

The OVCAA has the following responsibilities:

- Oversees and coordinates the activities of the academic units and programs through the academic deans and directors; establishes academic standards for instructional programs and scholarly activities.
- Coordinates the academic personnel functions for the campus for faculty and executive employees; serves as Chancellor’s designee for complaints, grievances, and disciplinary actions; participates in formulation of contract proposals and negotiating strategy.
- Provides advice and support for new academic initiatives from the formative phases through the Board of Regents approval and implementation. Conducts internal reviews of existing academic programs, including coordinating termination of existing programs and implementing campus-wide assessment program.
• Serves as the campus academic liaison with the Western Association of Schools and Colleges; maintains oversight of reviews by specialized accrediting agencies.

• Coordinates academic affairs of UHM with the University of Hawai'i system including promoting system-wide transfer of courses and degrees, participating in system-wide discussion with senior academic executives, developing system articulation agreements, collaborating with other campuses in establishing programs, policies, strategic plans, and system budgets.

• Plans and directs the undergraduate and graduate commencement ceremonies and other campus-wide academic functions.

• Directs the development and implementation of programs that make full use of appropriate technologies and methods of delivery of educational and academic support services; manages the review and approval of distance delivered programs.

• Assists in the preparation and execution of the UHM budget; advises on policies and procedures to redistribute funds and positions; determines resource needs of new programs and recommend plans for securing resources; participates in determining campus priorities for CIP projects.

• Serves as the campus academic liaison with the Western Interstate Commission on Higher Education (WICHE).
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
UNDERGRADUATE EDUCATION
CAMPUS WIDE PROGRAMS
CHART IIA

General Funds: 7.00 FTE
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
OFFICE OF UNDERGRADUATE EDUCATION

FUNCTIONAL STATEMENT

UNDERGRADUATE EDUCATION – Org Code: MAUE

Under the leadership of the Vice Chancellor for Academic Affairs, the Office of Undergraduate Education has responsibility for the planning, direction, development, coordination, and management of undergraduate programs of the University of Hawai'i at Mānoa. It is led by the Assistant Vice Chancellor of Undergraduate Education and has the following responsibilities:

- Manages, reviews, and supports the development of undergraduate programs, courses, and curricula and the implementation of academic policies and goals.
- Proposes and implements institutional improvement through the collection and analysis of data relevant to undergraduate student learning.
- Creates a distinctive freshman year at Mānoa to facilitate students’ transition into university life.
- Insures the consistent application of academic policies and procedures for undergraduates across all colleges and schools, with the assistance of the Academic Procedures Committee and the Council of Academic Advisors.
- Conducts continual assessment of the undergraduate experience in order to initiate appropriate improvements, including developing appropriate linkages between the undergraduate curriculum and co-curriculum, examining the number of large classes, addressing the unavailability of classes, and creating research opportunities for undergraduate students.
- Encourages and provides faculty development opportunities to ensure sustained quality in undergraduate education.
- Supports the implementation of the Mānoa general education requirements.
- Assists in promoting system-wide transfer of undergraduate courses and degrees, participates in system-wide discussions with senior academic officers, assists in developing system articulation agreements, and facilitates collaboration with other campuses in establishing programs, policies, and strategic plans.
- Assists the Vice Chancellor for Academic Affairs in developing undergraduate campus enrollment goals.
- Manages the STAR academic advising system in collaboration with the Vice Chancellor for Academic Affairs.
- Provides leadership for campus-wide programs.
- Works closely with the officers of the Associated Students of the University of Hawai'i regarding undergraduate education concerns.

ADMINISTRATIVE SUPPORT – Org Code: MAASUE

Provides administrative support for the programs within the Office of the Assistant Vice Chancellor for Undergraduate Education, which includes, but is not limited to, fiscal, budget, and personnel administration

ACADEMIC DEVELOPMENT AND TECHNOLOGY – Org Code: MADTUE

The Office of Academic Development and Technology works collaboratively with academic programs and the administration to develop broad technology-based resources, ensuring consistent application of the campus wide strategic vision, initiatives and academic policies, while adhering rigorously to a management methodology of knowledge sharing, transparency, and accountability.

- Architecting and directing the development of new technology resources that aid in the implementation of Mānoa’s strategic initiatives.
• Provides technological advice and service to academic programs, helping to achieve their goals by facilitating improvements in their processes including improving quality of service while reducing costs and cycle times.

• Oversees the development and maintenance of technological resources that aid in the retrieval of information from all the University’s data systems.

• Coordinates, develops, and implements critical infrastructure assurance methodologies

• Act as the data trustee for all data housed in the STAR systems

• Provides where possible statewide utilization of innovative technology architected within the OVCAA

• Provides a high level of engagement in the enhancement, support, and training of the developed technology resources.
These programs have campus-wide academic or support responsibilities and are not assigned to a college or school. The programs report to the Assistant Vice Chancellor for Undergraduate Education.

**GENERAL EDUCATION OFFICE — Org Code: MAGEN**

- Works with the General Education Committee, a standing committee of the UHM Faculty Senate, and the Senate Executive Committee to implement General Education policies and procedures.
- Provides staff support to the various General Education Committees and Boards.
- Develops, supports, and maintains website for the General Education Program and the General Education Committee.
- Distributes, collects, and processes documents necessary for the implementation of the general education requirements.
- Maintains an accurate listing of general education requirements and courses for the Mānoa catalog and Schedule of Classes.
- Assists in the assessment of the general education program.
- Administers General Education writing requirements, guided by a board of nine professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students in W Focus classes.

**MĀNOA WRITING PROGRAM — Org Code: MAWRIT**

- Administers the Mānoa Writing Placement Examination to all incoming undergraduate who have not met UHM’s entry-level writing course requirement.
- Ensures that all UHM graduates are prepared for different writing tasks that society and their professions will present to them through an extensive writing-across-the-curriculum program.

**HONORS PROGRAM — Org Code: MAHON**

- Provides qualified undergraduate students with the opportunity to complete a baccalaureate program with “honors,” “high honors,” or “highest honors.”
- Operates a lower division Selected Studies program which provides academically promising freshmen and sophomores the opportunity for enriched general education in A-sections—small, intensive, and sometimes experimental versions of the required courses.
- Administers the “Sophomore Honors” certificate program.

**INTERDISCIPLINARY STUDIES PROGRAM — Org Code: MAIS**

- Offers the BA in Interdisciplinary Studies to provide students with an opportunity to pursue a course of study that is not restricted to conventional departmental or college boundaries.
- Assists students with the design and implementation of an individualized BA program.
MAANOA ADVISING CENTER - Org Code: MAMAC

- Comprehensive advising office that serves undecided and pre-major students at all levels, assisting students in selecting a major that best fits their interest, abilities, and goals, and to provide advising support through orientations, workshops, and informational sessions until they can declare or enter their major.

PRE-HEALTH / PRE-LAW ADVISING CENTER -- Org Code: MAHLAC

- A walk-in resource center for students interested in law, medicine (allopathic, chiropractic, naturopathic, osteopathic, podiatric), or the health sciences (dentistry, optometry, pharmacy, physician assistant, occupational therapy, physical therapy, veterinary medicine, etc.).

FIRST-YEAR PROGRAM -- Org Code: MAFYP

- Increase student engagement by bringing diverse groups of first-year students with similar interests together to study, learn, and build community through initiatives committed to supporting educational, developmental, and social needs.
- Manages and encourages the development of learning communities to improve the quality of the undergraduate academic experience.
- Develops linkages between various introductory level courses from different disciplines.

INTERNSHIP PROGRAM -- Org Code: MACWIP (Non-appropriated Funds)

- Congressional Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in Washington, D.C to enable the interns to become leaders in the community
- Legislative Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in the Hawaii State Legislature to enable the interns to become leaders in the community
- Student Academic Success Peer Mentor Program offers scholarships to competitively selected undergraduate students to participate in a variety of academic advising activities with fellow undergraduate students

STUDENT SUPPORT SERVICES -- Org Code: MACWSS (Non-appropriated Funds)

- U.S. Department of Education sponsored program to increase the graduation and retention of first generation college students and those with financial need.

STUDENT ATHLETE ACADEMIC SERVICES -- Org Code: MASAAS

- Provides comprehensive support services to assist student-athletes in clarifying life/career goals and developing meaningful educational plans to help them attain those goals, while maintaining NCAA and conference eligibility.
- Provides ongoing individual and small group academic advising to prospective, first-year, and continuing student-athletes.
- Provides accurate information about institution, college, Athletic Conference and NCAA policies and procedures to student-athletes, faculty, coaches, and staff.
- Monitors academic eligibility and satisfactory academic progress of assigned student-athletes according to NCAA and Athletic Conference policies and procedures and provides the required documentation.
- Provides services for new freshman and transfer student-athletes through orientation programs, workshops, and individual appointments.
- Supports the academic success and retention of student-athletes by providing a wide range of academic support and tutoring services.
- Consults with coaches and Athletic Department staff regarding student-athlete concerns.
- Develops and implements support programs to meet the needs of student-athletes including academically at-risk student-athletes who may be under-educated and/or learning disabled.
• Develops and implements programming in the five areas of Life Skills for student-
athletes as mandated by the NCAA: academic development, athletic development,
personal development, career development, and community service.
• Determines satisfactory academic progress and takes appropriate academic action in
response to queries from other offices and programs, and for the purposes of
maintaining the academic standards of the institution.
• Develops and conducts assessments, collects and distributes information, prepares
formal and informal reports regarding student-athlete needs, preferences, and
performance for use in making departmental and institutional decisions and policies.

SERVICE LEARNING PROGRAM – Org Code: MASL

• Offers UHM students and community agencies the opportunity to participate in a
partnership of volunteer services.
• Functions as a clearinghouse linking students interested in donating time and
experience with volunteer agencies within the community.
• Coordinates grants received for service learning.
• Provides programming to coordinate and infuse volunteer programming into learning
pedagogy. Reports on measures and metrics to determine costing and outcomes.
• Serves as the headquarters for Hawai’i/Pacific Islands Campus Compact, a
membership organization comprised of presidents and chancellors to promote civic
engagement in higher education. Hawai’i/Pacific Islands Compact also provides
opportunities for students to become members of Americorps, a federal service
program.

SERVICE LEARNING & HAWAII PACIFIC ISLANDS CAMPUS COMPACT
– Org Code: MASLCC (Non-appropriated Funds)

• To support the civic engagement mission of Higher Education. Funding and
training are obtained to incorporate service Into courses; community organizations
received volunteers and outreach assistance, and students received access to
educational funding and service opportunities.

LEARNING ASSISTANCE CENTER – Org Code: MALAC

• Provides educational counseling services and programs, commercial materials, and
diagnostic services in developing more effective study habits and learning skills.

MĀNOA CATALOG OFFICE – Org Code: MACAT

• Designs, edits, formats, and produces the Mānoa catalog, in consultation with all
UHM units
• Prepares and reviews the technical specifications for the printing, delivery, and
distribution of the catalogs to UHM units.
• Oversees the development and maintenance of catalog websites.

AEROSPACE STUDIES – Org Code: MAAS

• Aerospace Studies is directed by a manager who performs as the Professor of
Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve
Officers’ Training Corps (AFROTC) Detachment 175. On academic matters, the PAS
reports to the Assistant Vice Chancellor for Undergraduate Education, and for
military matters, the Detachment Commander reports to the Commandant of the
AFROTC Southwestern Region located at Randolph Air Force Base, Texas.
• The PAS manages the AFROTC program for the State of Hawai‘i. The program
provides aerospace studies covering air force leadership, history, technology,
management, and military law. It administers the AFROTC College Scholarship
Program in Hawai‘i and includes USAF Officer Career Counseling services to high
school and college students, scholarship funding and student expense reimbursement,
and insures compliance with federal and USAF regulations. It maintains the joint
University of Hawai‘i and the U.S. Air Force ROTC Memorandum of Agreement and
assists in the administration of the Uniform Commutation Fund. The program
maintains liaison with and provides instruction in aerospace studies for the following:
1. Non-host cross-town institutions (degree granting)
   a. Chaminade University of Honolulu
   b. Hawai'i Pacific University (Downtown & Hawai'i Loa)
   c. Brigham Young University of Hawai'i
   d. UH West O'ahu
   e. Wayland Baptist University of Hawai'i
   f. University of Phoenix
2. Non-host institutions—Honolulu Community College, Kapi'olani Community College, Leeward Community College, Windward Community College
   * The PFS administers the Air Force Officer Quality Test to all USAF officer candidates and AFROTC scholarship applicants, budgets and manages the local AFROTC national advertising account, provides information on the Junior Air Force ROTC program, and maintains liaison with the USAF Academy, Hawai'i Air National Guard, Department of Education, military bases, and the community to provide information on aerospace studies student opportunities.

**MILITARY SCIENCES — Org Code: MAMSCI**

* The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the regular Army or the U.S. Army Reserve to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential, a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security.
Assistant Vice Chancellor, #89500 1.00
Secretary*

Educational Specialist, PBS, #81015 1.00
SEVIS Compliance Specialist, PBB, 95535F**
SEVIS Compliance Specialist, PBA, 96536F**

Specialist, S5, #84594 1.00
Secretary II, SR14, #00763 1.00
Office Assistant III, SR8, #12753 1.00
Specialist Type Faculty: #88147, #88747

Specialist, S5, #88327 1.00
Specialist Type Faculty: #85057, #88128

*new position approved in 2/17/05 reorg, position number to be determined
**proposed classification
INTERNATIONAL & EXCHANGE PROGRAMS – Org Code: MAINEX

Under the leadership of the Vice Chancellor for Academic Affairs, International & Exchange Programs work closely with the Assistant Vice Chancellor for Undergraduate Education and the Dean of the Graduate Division to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai‘i at Mānoa, including generating and maintaining databases covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

FACULTY AND SCHOLAR IMMIGRATION SERVICES – Org Code: MAFSIS

- Provides University of Hawai‘i (UH) systemwide immigration and support services for international employees.
  - Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees.
- Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
  - Provides pre-arrival information, orientation programs, and informational briefings.
  - Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
- Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
- Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
- Establishes and updates University immigration policies and procedures and interprets U.S. immigration regulations.
- Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international employees.

INTERNATIONAL STUDENT SERVICES – Org Code: MASSIN

- Provides support services for international students and assists in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students.
  - Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
  - Provides pre-arrival information, orientation programs and informational briefings.
  - Interprets regulations affecting non-immigrant student status in the U.S.
  - Provides support services designed to assist students with transition, adjustment and culture sharing.
  - Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
  - Monitors compliance with federal and UH health insurance policies.
  - Develops and recommends policies and procedures for non-immigrant student employment and international student status.
  - Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.
  - Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international students.

- Administers selected scholarships and tuition waivers designated for international students.
- Provides data on non-immigrant students to internal and external organizations.
- Serves as an advocate for international students.

**STUDY ABROAD CENTER – Org Code: MASTAB**

- The UHM Study Abroad Center, in cooperation with its Council, offers study abroad programs for a summer, a semester, and an academic year that enable UHM students to fulfill general education, focus, diversification, major, certificate, and graduation requirements in various locations around the world. Its primary responsibility is to serve the intellectual needs of students consistent with university policy and to provide venues for faculty participation from across the Mānoa campus as resident directors for teaching, faculty development and enrichment opportunities.
- The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is mandated as a permanent standing committee of the Mānoa Faculty Senate and appointed by the Faculty Senate Executive Committee. It works cooperatively with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, and – most critically – the selection of faculty members to direct individual study abroad programs. The Council is not a sub-committee of a larger committee of international programs; rather it will provide representatives to other committees to facilitate information.
- The UHM Study Abroad Center specializes in overseas academic program development, implementation, delivery, student health, safety, security, risk assessment, and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards.
- The Center provides training for faculty resident directors in health, safety, risk, and liability as well as provides pre-departure cross-cultural training for students as part of the Center’s standard of care.
- The Center operates as a self-sustaining unit and utilizes the funds it generates to support its programs.

**NATIONAL STUDENT EXCHANGE – Org Code: MASTEX**

- Serves as UH Mānoa liaison to the National Student Exchange consortium administration and 200 participating university NSE offices.
- Promotes NSE at university recruitment events, to inform potential students, parents, and high school advisors of degree-enhancing UHM opportunities.
- Publicizes NSE for current UHM students, processes applications, and negotiates placements at appropriate schools.
- Verifies academic eligibility of outgoing students, and provides advising referrals to course equivalent websites and departmental major advisors.
- Accepts placements of students from consortium schools, providing advance detailed campus information and campus/cultural orientation on arrival.
- Serves as liaison for incoming students with UHM Admissions, Records, Financial Aid, Campus Housing, Student Employment, and Counseling Center, as well as academic departments for clearance of course registration.

**MĀNOA INTERNATIONAL EXCHANGE – Org Code: MAMIEX**

- Serves as the UH primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.
- Coordinates application, accommodation, arrival and orientation activities for incoming international exchange non-degree seeking students from both partner and non-partner institutions.
- Coordinates promotion, selection, application, and pre-departure orientation activities for outbound UH students.
- Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
- Provides support services to UH students abroad.
- Provides support services to international students from exchange partner institutions and non-partner institutions.
Position Organization Chart

CHART II-C

General Fund FTE: 5.00

Academic Personnel Office
Org Code: MAACPL

- Asst Vice Chancellor, #89214
- Secretary III, SR16, #100024
- Academic Affairs Program Officer, #89041
- Academic Affairs Program Officer, #89481
- Human Resources Specialist/Personnel Officer, PBB, #79191
- Personnel Officer, PBC

Office of the Vice Chancellor for Academic Affairs

Office of Faculty Development and Academic Support
Org Code: MAOFOA

Office of Assessment
Org Code: MAOASM

* new position approved in 2/17/05 reorg, position number to be determined
** .50 FTE from 99002F allocated; not established.
Under the leadership of the Vice Chancellor for Academic Affairs, the Academic Personnel Office coordinates the personnel functions for the campus for faculty and executive employees. It is led by an Assistant Vice Chancellor for Academic Personnel and has the following responsibilities:

- Assists the Vice Chancellor in developing campus-wide policies and procedures for academic personnel issues.
- Advises faculty and administration on matters relating to faculty and executive personnel actions including appointment, reappointment, tenure, promotion, leaves, compensation, grievances, etc.
- Coordinates faculty tenure and promotion review and review of tenured faculty.
- Administers faculty contract provisions and participates in formulation of contract proposals.
- Conducts recruitment for senior-level executive positions.
- Administers Executive directions and Board policies regarding faculty and executive employees.
- Assists the Vice Chancellor regarding complaints, grievances, and disciplinary actions.
- Coordinates professional development for academic administrative personnel.
- Oversees the Office of Faculty Development and Academic Support.
- Oversees the Office of Assessment.
CHART UPDATED

JUL - 1 2000

University of Hawaii

OFDAS operations

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University of Hawaii

UniV9l'Slty or Hawaii

at Manoa

OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS

ACADEMIC PERSONNEL

OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT
Org Code: MAOFDA

Director*
Secretary III, SR10, #14349 1.00

CENTER FOR TEACHING EXCELLENCE
Org Code: MACTE

Specialist, S5, #85264 1.00
Secretary I, SR12, #39793 1.00

CENTER FOR INSTRUCTIONAL SUPPORT
Org Code: MACTIS

Specialist, S5, #83597 1.00
Educational Specialist, PBB, #81678 1.00
Electronic Technician, PBA, #81012, #80723, #81344 3.00
Graphic Artist, PBB, #80687, #80688 2.00

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION
Org Code: MACMHE

*Chair appointed from a faculty position to oversee OFDAS operations
OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT – Org Code: MAOFDA

Under the leadership of the Assistant Vice Chancellor for Academic Personnel OFDAS provides supervision, support, counsel, and infrastructure to directors and coordinators of the Center for Teaching Excellence (CTE), the Center for Instructional Support (CIS), and the Center for the Study of Multicultural Higher Education (CSOMHE).

- Assists the Vice Chancellor for Academic Affairs with policy development and during budgetary processes in areas of faculty development and new directions and priorities in teaching and instructional research.
- Professional development and training and leadership programs and events for faculty, department chairs, specialists, researchers, graduate teaching assistants, etc.
- Production of instructional publications, such as teaching related handbooks and manuals.
- Coordinates faculty recognition and incentive programs such as excellence in teaching and community service awards.

CENTER FOR TEACHING EXCELLENCE – Org Code: MACTE

- Mid-semester assessing—diagnostic and summative—for faculty and academic departments of existing courses and teaching.
- Consultation to individuals and academic departments in design, managing and delivering of course and instruction.
- Skill development programs to enhance instructional performance, including workshops, seminars, panels, and series.
- Programs for graduate teaching assistants to enhance instruction and prepare to become future faculty, through TA Trainings, Preparing Future Faculty Programs, and related events, with Graduate Division.
- Collaborates with campus-wide and college-level student services units to provide programming to enhance faculty and student engagement in and out of the classroom.
- Website resources, including taped CTE events.
- Maintains a formal Faculty Mentoring Program that includes:
  - o Summer Dossier Series for faculty on application for renewal, promotion and tenure
  - o Programs and events during the academic year on professional development processes and issues
  - o Faculty Dossier Library
  - o Colleague Pairing of Senior Mentors with Junior Mentees
  - o Consultation to individuals and academic departments on mentoring processes.
  - o Website resources, including taped FMP events.

CENTER FOR INSTRUCTIONAL SUPPORT – Org Code: MACTIS

The primary mission of the Center for Instructional Support is to provide the university community with support for instruction through the use of technology and technology-related services. The Center’s major functions include the following:

- Consults with Mānoa academic units and individual faculty and students to help them plan and provide the richest learning experiences for students, and to assist them in using instructional technology effectively within that context.
- Conducts a variety of workshops and training sessions that enhance instruction through the use of technology.
• Ensures that appropriate and desired instructional equipment are easily accessible to faculty and students, through classroom installations and a system of equipment pools.
• Ensures that requirements for appropriate learning technologies are included in all university academic planning and budgeting documents.
• Monitors Mānoa classrooms and auditoriums to ensure the best possible environment for teaching and learning; serves as advocate for the faculty in the design of all new construction and renovations of classroom facilities; and serves as ombudsperson to resolve faculty and student concerns about classrooms.
• Develops high quality, effective instructional materials including computer-generated graphics, 35mm slides, overhead transparencies, charts and graphs, illustrations, publications, certificates, signage, displays, video, and interactive multimedia.
• Provides a campus repair facility to repair and maintain instructional equipment owned by Mānoa departments and programs.
• Promotes the use of technology to departments by offering limited support installing data projection systems. Process includes assessment, consultation, procurement, installation, and training.

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION – Org Code: MACMHE

The Center for the Study of Multicultural Higher Education focuses on research and practices related to cultural influences on teaching and learning. Processes of cultural influences on teaching and learning and on professional development has been absorbed within the programs and activities of CTE and FMP.
CHART UPDATED
JUL - 1 2010
University of Hawaii at Manoa

CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS

ACADEMIC PERSONNEL

ASSESSMENT OFFICE
Org Code: MAOASM

Director*
Asst Specialist, #70143 1.00
Asst Specialist, #70144 1.00

*Appointed from a faculty position to oversee Assessment operations
Assessment Office - Org Code: MAOASM

Under the leadership of the Assistant Vice Chancellor for Academic Personnel, the office has the responsibility to improve student learning through academic program assessment. Assessment is faculty-driven and faculty supervised; and involves establishing student learning outcomes, measuring/observing and documenting the extent to which outcomes are achieved, finding ways to improve, and implementing plans.

- Supports the use of program and institutional assessment to improve the quality of student learning.
- Collaborates with faculty, staff, students, and administrators to establish meaningful, manageable, and sustainable assessment.
- Disseminates assessment-related information.
- Assists programs with designing educational programs.
CHART UPDATED

JUL-1 2019

University of Hawai'i
At Manoa

CHANCELLOR
UNIVERSITY OF HAWAI'I AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

MANOA INSTITUTIONAL RESEARCH
Org Code: MAIRO

Institutional Analyst, PBB, #76322 1.00
Institutional Analyst, PBB* Secretary* 1.00
Institutional Analyst, PBB, #80910

*new position approved in 2/17/05 reorg, position number to be determined
MANOA INSTITUTIONAL RESEARCH OFFICE - Org Code: MAIRO

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the responsibility for providing institutional research services related to academic programs. Responsibilities include:

- Provides support to the Vice Chancellor for Academic Affairs and other academic affairs staff by providing data, analyses, and reports.
- Coordinates, monitors, and responds to information needs as required by academic units and administrative offices.
- Researches and prepares reports and analyses to support academic decision-making, program review, and accreditation.
- Coordinates the participation in all national surveys and requests for data from external sources.
The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

**Manoa Budget Office – Org Code: MABDMA**
- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution and instruction; position control; and the review of unfunded budget proposals.

**Office of Finance and Accounting – Org Code: MAFSAC**
- Prepares and analyzes periodic operating statements in support of the Manoa Chancellor’s overall management of the campus.
- Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
- Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal officers.
- Manages Chancellor’s Office budgets.
- Provides fiscal training to campus fiscal officers.

**APPROVED:**

[Signature]

Virginia S. Hinshaw, Chancellor

[Date]
PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
Org Code: MAVCAA
Vice Chancellor for Academic Affairs, #69104 1.00
Administrative & Fiscal Support Specialist, PEA, #78429 1.00
Associate Vice Chancellor for Academic Affairs, #69169 1.00
Secretary III, SR-15, #12072 1.00

Academic Program Officer, #8909 1.00
Academic Program Officer, #89434 1.00
Institutional Analyst, PEB, #77407 1.00
Institutional Support, PEB, #79160 1.00
Administrative Officer, PEB, #76229 1.00

GENERAL FUND FTE: 9.00
GRAND TOTAL GENERAL FUNDS FTE: 80.75

† Except John A. Burns School of Medicine, William S. Richardson School of Law, and the School of Ocean and Earth Science and Technology
OVCAA has leadership responsibilities for the planning, direction, development, coordination, and management of the academic programs of the University of Hawai‘i at Mānoa. The Vice Chancellor for Academic Affairs (VCAA) serves as the chief academic officer of the campus and the principal policy advisor to the Chancellor on academic matters. The following schools and colleges report to the Vice Chancellor: School of Architecture, College of Arts and Humanities, Shidler College of Business, College of Education, College of Engineering, Hawai‘inuiākea School of Hawaiian Knowledge, College of Languages, Linguistics and Literature, College of Natural Sciences, School of Nursing and Dental Hygiene, Outreach College, School of Pacific and Asian Studies, College of Social Sciences, Myron B. Thompson School of Social Work, School of Travel Industry Management, and College of Tropical Agriculture and Human Resources. In addition, the following academic support units report to the Vice Chancellor: the Office of Undergraduate Education, the Office of International and Exchange Programs, the Office of Academic Personnel, the Office of Academic Institutional Research, the Assessment Office, the Office of Faculty Development and Academic Support, the General Education Office, the Mānoa Writing Program, Library Services, and the UH Press.

The VCAA has the authority to develop new academic programs, to review and determine the continuing status of existing programs, to develop and promulgate academic and academic personnel policies for compliance by all academic units, to rule on faculty complaints, grievances, and disciplinary actions on behalf of the Chancellor, and to take actions to improve the academic programs and climate of the campus.

The VCAA works with the Vice Chancellor for Research and Graduate Education to ensure that the graduate and research programs of the academic units are provided with the best possible support; with the Vice Chancellor for Administration, Finance, and Operations to ensure the responsible allocation and expenditure of financial resources and that the academic programs are well-represented in the media, that personnel actions taken are reasonable and compliant, that academic programs have access to the best information technology available at the University, and to ensure that physical facilities are adequate for instructional needs; and with the Vice Chancellor for Students to ensure optimal support of students in the academic programs and in the formulation of enrollment management plans and goals.

The Office directs the development of governing policies, the conduct of program planning and assessment, the determination of directions and setting of priorities in response to new opportunities, the formulation of academic goals and objectives, and the allocation, reallocation,
and management of academic programs and units. The Office is actively involved in encouraging and developing new academic initiatives, in establishing new undergraduate and graduate programs, in assessing existing academic programs and units, and in analyzing institutional data regarding academic programs.

OVCAA has the following responsibilities:

- Oversees and coordinates the activities of the academic units and programs through the academic deans and directors; establishes academic standards for instructional programs and scholarly activities.
- Coordinates the academic personnel functions for the campus for faculty and executive employees; serves as Chancellor's designee for complaints, grievances, and disciplinary actions; participates in formulation of contract proposals and negotiating strategy.
- Provides advice and support for new academic initiatives from the formative phases through the Board of Regents approval and implementation. Conducts internal reviews of existing academic programs, including coordinating termination of existing programs and implementing campus-wide assessment program.
- Serves as the campus academic liaison with the Western Association of Schools and Colleges; maintains oversight of reviews by specialized accrediting agencies.
- Coordinates academic affairs of UHM with the University of Hawai'i system including promoting system-wide transfer of courses and degrees, participating in system-wide discussion with senior academic executives, developing system articulation agreements, collaborating with other campuses in establishing programs, policies, strategic plans, and system budgets.
- Plans and directs the undergraduate and graduate commencement ceremonies and other campus-wide academic functions.
- Directs the development and implementation of programs that make full use of appropriate technologies and methods of delivery of educational and academic support services; manages the review and approval of distance delivered programs.
- Assists in the preparation and execution of the UHM budget; advises on policies and procedures to redistribute funds and positions; determines resource needs of new programs and recommend plans for securing resources; participates in determining campus priorities for CIP projects.
- Serves as the campus academic liaison with the Western Interstate Commission on Higher Education.
- Conducts recruitment for senior-level executive positions.
- Prepares and analyzes periodic operating statements in support of the Office and the academic units on campus.
- Keeps abreast of University accounting policies and procedures and ensures compliance.
- Work with academic units on budget and financial matters that need resolution.
- Manages the budget for the Office and the academic support units that report to the Vice Chancellor with the exception of UH Press and Library Services.

Approved:

Virginia S. Hinshaw, Chancellor

Date

JUN 23 2011
FUNCTIONAL STATEMENT

UNDERGRADUATE EDUCATION – Org Code: MAUE

Under the leadership of the Vice Chancellor for Academic Affairs, the Office of Undergraduate Education has responsibility for the planning, direction, development, coordination, and management of undergraduate programs of the University of Hawai‘i at Mānoa. It is led by the Assistant Vice Chancellor of Undergraduate Education and has the following responsibilities:

• Manages, reviews, and supports the development of undergraduate programs, courses, and curricula and the implementation of academic policies and goals.
• Proposes and implements institutional improvement through the collection and analysis of data relevant to undergraduate student learning.
• Creates a distinctive freshman year at Mānoa to facilitate students’ transition into university life.
• Insures the consistent application of academic policies and procedures for undergraduates across all colleges and schools, with the assistance of the Academic Procedures Committee and the Council of Academic Advisors.
• Conducts continual assessment of the undergraduate experience in order to initiate appropriate improvements, including developing appropriate linkages between the undergraduate curriculum and co-curriculum, examining the number of large classes, addressing the unavailability of classes, and creating research opportunities for undergraduate students.
• Encourages and provides faculty development opportunities to ensure sustained quality in undergraduate education.
• Supports the implementation of the Mānoa general education requirements.
• Assists in promoting system-wide transfer of undergraduate courses and degrees, participates in system-wide discussions with senior academic officers, assists in developing system articulation agreements, and facilitates collaboration with other campuses in establishing programs, policies, and strategic plans.
• Assists the Vice Chancellor for Academic Affairs in developing undergraduate campus enrollment goals.
• Manages the STAR academic advising system in collaboration with the Vice Chancellor for Academic Affairs.
• Provides leadership for campus-wide programs.
• Works closely with the officers of the Associated Students of the University of Hawai‘i regarding undergraduate education concerns.
ADMINISTRATIVE SUPPORT -- Org Code: MAASUE

Provides administrative support for the programs within the Office of the Assistant Vice Chancellor for Undergraduate Education, which includes, but is not limited to, fiscal, budget, and personnel administration.

ACADEMIC DEVELOPMENT AND TECHNOLOGY – Org Code: MADTUE

The Office of Academic Development and Technology works collaboratively with academic programs and the administration to develop broad technology-based resources, ensuring consistent application of the campus wide strategic vision, initiatives and academic policies, while adhering rigorously to a management methodology of knowledge sharing, transparency, and accountability.

- Architecting and directing the development of new technology resources that aid in the implementation of Mānoa’s strategic initiatives.
- Provides technological advice and service to academic programs, helping to achieve their goals by facilitating improvements in their processes including improving quality of service while reducing of costs and cycle times.
- Oversees the development and maintenance of technological resources that aid in the retrieval of information from all the University’s data systems.
- Coordinates, develops, and implements critical infrastructure assurance methodologies
- Act as the data trustee for all data housed in the STAR systems
- Provides where possible statewide utilization of innovative technology architected within the OVCAA
- Provides a high level of engagement in the enhancement, support, and training of the developed technology resources.

Approved:

[Signature]

Virginia S. Hinshaw, Chancellor
FUNCTIONAL STATEMENT

These programs have campus-wide academic or support responsibilities and are not assigned to a college or school. The programs report to the Assistant Vice Chancellor for Undergraduate Education.

HONORS PROGRAM – Org Code: MAHON

- Provides qualified undergraduate students with the opportunity to complete a baccalaureate program with “honors,” “high honors,” or “highest honors.”
- Operates a lower division Selected Studies program which provides academically promising freshmen and sophomores the opportunity for enriched general education in A-sections—small, intensive, and sometimes experimental versions of the required courses.
- Administers the “Sophomore Honors” certificate program.

INTERDISCIPLINARY STUDIES PROGRAM – Org Code: MAIS

- Offers the BA in Interdisciplinary Studies to provide students with an opportunity to pursue a course of study that is not restricted to conventional departmental or college boundaries.
- Assists students with the design and implementation of an individualized BA program.

MĀNOA ADVISING CENTER – Org Code: MAMAC

- Comprehensive advising office that serves undecided and pre-major students at all levels, assisting students in selecting a major that best fits their interest, abilities, and goals, and to provide advising support through orientations, workshops, and informational sessions until they can declare or enter their major.

PRE-HEALTH / PRE-LAW ADVISING CENTER – Org Code: MAHLAC

- A walk-in resource center for students interested in law, medicine (allopathic, chiropractic, naturopathic, osteopathic, podiatric), or the health sciences (dentistry, optometry, pharmacy, physician assistant, occupational therapy, physical therapy, veterinary medicine, etc.).
FIRST-YEAR PROGRAM – Org Code: MAFYP

- Increase student engagement by bringing diverse groups of first-year students with similar interests together to study, learn, and build community through initiatives committed to supporting educational, developmental, and social needs.
- Manages and encourages the development of learning communities to improve the quality of the undergraduate academic experience.
- Develops linkages between various introductory level courses from different disciplines.

INTERNSHIP PROGRAM – Org Code: MACWIP (Non-appropriated Funds)

- Congressional Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in Washington, D.C to enable the interns to become leaders in the community
- Legislative Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in the Hawaii State Legislature to enable the interns to become leaders in the community
- Student Academic Success Peer Mentor Program offers scholarships to competitively selected undergraduate students to participate in a variety of academic advising activities with fellow undergraduate students

STUDENT SUPPORT SERVICES – Org Code: MACWSS (Non-appropriated Funds)

- U.S. Department of Education sponsored program to increase the graduation and retention of first generation college students and those with financial need.

STUDENT ATHLETE ACADEMIC SERVICES – Org Code: MASAAS

- Provides comprehensive support services to assist student-athletes in clarifying life/career goals and developing meaningful educational plans to help them attain those goals, while maintaining NCAA and conference eligibility.
- Provides ongoing individual and small group academic advising to prospective, first-year, and continuing student-athletes.
- Provides accurate information about institution, college, Athletic Conference and NCAA policies and procedures to student-athletes, faculty, coaches, and staff.
- Monitors academic eligibility and satisfactory academic progress of assigned student-athletes according to NCAA and Athletic Conference policies and procedures and provides the required documentation.
- Provides services for new freshman and transfer student-athletes through orientation programs, workshops, and individual appointments.
- Supports the academic success and retention of student-athletes by providing a wide range of academic support and tutorial services.
- Consults with coaches and Athletic Department staff regarding student-athlete concerns.
• Develops and implements support programs to meet the needs of student-athletes including academically at-risk student-athletes who may be under-educated and/or learning disabled.
• Develops and implements programming in the five areas of Life Skills for student-athletes as mandated by the NCAA: academic development, athletic development, personal development, career development, and community service.
• Determines satisfactory academic progress and takes appropriate academic action in response to queries from other offices and programs, and for the purposes of maintaining the academic standards of the institution.
• Develops and conducts assessments, collects and distributes information, prepares formal and informal reports regarding student-athlete needs, preferences, and performance for use in making departmental and institutional decisions and policies.

SERVICE LEARNING PROGRAM – Org Code: MASL

• Offers UHM students and community agencies the opportunity to participate in a partnership of volunteer services.
• Functions as a clearinghouse linking students interested in donating time and experience with volunteer agencies within the community.
• Coordinates grants received for service learning.
• Provides programming to coordinate and infuse volunteer programming into learning pedagogy. Reports on measures and metrics to determine costing and outcomes.
• Serves as the headquarters for Hawai‘i/Pacific Islands Campus Compact, a membership organization comprised of presidents and chancellors to promote civic engagement in higher education. Hawai‘i/Pacific Islands Compact also provides opportunities for students to become members of Americorps, a federal service program.

SERVICE LEARNING & HAWAII PACIFIC ISLANDS CAMPUS COMPACT
– Org Code: MASLCC (Non-appropriated Funds)
• To support the civic engagement mission of Higher Education. Funding and training are obtained to incorporate service into courses; community organizations received volunteers and outreach assistance, and students received access to educational funding and service opportunities.

LEARNING ASSISTANCE CENTER – Org Code: MALAC

• Provides educational counseling services and programs, commercial materials, and diagnostic services in developing more effective study habits and learning skills.

MĀNOA CATALOG OFFICE – Org Code: MACAT

• Designs, edits, formats, and produces the Mānoa catalog, in consultation with all UHM units
• Prepares and reviews the technical specifications for the printing, delivery, and distribution of the catalogs to UHM units.
• Oversees the development and maintenance of catalog websites.

AEROSPACE STUDIES – Org Code: MAAS

• Aerospace Studies is directed by a manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve Officers’ Training Corps (AFROTC) Detachment 175. On academic matters, the PAS reports to the Assistant Vice Chancellor for Undergraduate Education, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Southwestern Region located at Randolph Air Force Base, Texas.
• The PAS manages the AFROTC program for the State of Hawai‘i. The program provides aerospace studies covering air force leadership, history, technology, management, and military law. It administers the AFROTC College Scholarship Program in Hawai‘i and includes USAF Officer Career Counseling services to high school and college students, scholarship funding and student expense reimbursement, and insures compliance with federal and USAF regulations. It maintains the joint University of Hawai‘i and the U.S. Air Force ROTC Memorandum of Agreement and assists in the administration of the Uniform Commutation Fund. The program maintains liaison with and provides instruction in aerospace studies for the following:
  1. Non-host cross-town institutions (degree granting)
   a. Chaminade University of Honolulu
   b. Hawai‘i Pacific University (Downtown & Hawai‘i Loa)
   c. Brigham Young University of Hawai‘i
   d. UH West O‘ahu
   e. Wayland Baptist University of Hawai‘i
   f. University of Phoenix
  2. Non-host institutions—Honolulu Community College, Kapi‘olani Community College, Leeward Community College, Windward Community College
• The PAS administers the Air Force Officer Quality Test to all USAF officer candidates and AFROTC scholarship applicants, budgets and manages the local AFROTC national advertising account, provides information on the Junior Air Force ROTC program, and maintains liaison with the USAF Academy, Hawai‘i Air National Guard, Department of Education, military bases, and the community to provide information on aerospace studies student opportunities.

MILITARY SCIENCE – Org Code: MAMSCI

• The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the regular Army or the U.S. Army Reserve to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential, a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security.

Approved:

[Signature]

Virginia S. Hinshaw, Chancellor  Date
FACULTY AND SCHOLAR IMMIGRATION SERVICES  
Org Code: MAFSIS

- Educational Specialist, PBB, #81015 1.00
- SEVIS Compliance Specialist, PBB, #95535F** 1.00
- SEVIS Compliance Specialist, PBA, #95536F** 1.00

INTERNATIONAL STUDENT SERVICES  
Org Code: MASSIN

- Specialist, S5, #84594 1.00
- Secretary II, SR14, #00763 1.00
- Office Assistant III, SR8, #12763 1.00
- Specialist Type Faculty: #88147, #83747 2.00

STUDY ABROAD CENTER  
Org Code: MASTAB

- Specialist, S5, #88327 1.00
- Specialist Type Faculty: #88107, #88128 2.00

NATIONAL STUDENT EXCHANGE  
Org Code: MANSEX

- Specialist Type Faculty: #82771 1.00

MANOA INTERNATIONAL EXCHANGE  
Org Code: MAMEX

- Educational Specialist, PBB, #81158 1.00

*new position approved in 2/17/05 reorg, position number to be determined
**proposed classification
INTERNATIONAL & EXCHANGE PROGRAMS – Org Code: MAINEX

Under the leadership of the Vice Chancellor for Academic Affairs, International & Exchange Programs work closely with the Assistant Vice Chancellor for Undergraduate Education and the Dean of the Graduate Division to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai‘i at Mānoa, including generating and maintaining databases covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

FACULTY AND SCHOLAR IMMIGRATION SERVICES – Org Code: MAFSIS

- Provides University of Hawai‘i (UH) systemwide immigration and support services for international employees.
  - Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees.
- Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
  - Provides pre-arrival information, orientation programs, and informational briefings.
  - Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
- Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
- Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
- Establishes and updates University immigration policies and procedures and interprets U.S. immigration regulations.
- Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international employees.

INTERNATIONAL STUDENT SERVICES – Org Code: MASSIN

- Provides support services for international students and assists in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students.
• Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
• Provides pre-arrival information, orientation programs and informational briefings.
• Interprets regulations affecting non-immigrant student status in the U.S.
• Provides support services designed to assist students with transition, adjustment and culture sharing.
• Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
• Monitors compliance with federal and UH health insurance policies.
• Develops and recommends policies and procedures for non-immigrant student employment and international student status.
• Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.
• Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
• Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international students.

• Administers selected scholarships and tuition waivers designated for international students.
• Provides data on non-immigrant students to internal and external organizations.
• Serves as an advocate for international students.

STUDY ABROAD CENTER – Org Code: MASTAB

• The UHM Study Abroad Center, in cooperation with its Council, offers study abroad programs for a summer, a semester, and an academic year that enable UHM students to fulfill general education, focus, diversification, major, certificate, and graduation requirements in various locations around the world. Its primary responsibility is to serve the intellectual needs of students consistent with university policy and to provide venues for faculty participation from across the Manoa campus as resident directors for teaching, faculty development and enrichment opportunities.

• The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is mandated as a permanent standing committee of the Manoa Faculty Senate and appointed by the Faculty Senate Executive Committee. It works cooperatively with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, and – most critically – the selection of faculty members to direct individual study abroad programs. The Council is not a sub-committee of a larger committee of international programs; rather it will provide representatives to other committees to facilitate information.

• The UHM Study Abroad Center specializes in overseas academic program development, implementation, delivery, student health, safety, security, risk assessment, and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards.
• The Center provides training for faculty resident directors in health, safety, risk, and liability as well as provides pre-departure cross-cultural training for students as part of the Center’s standard of care.
• The Center operates as a self-sustaining unit and utilizes the funds it generates to support its programs.

NATIONAL STUDENT EXCHANGE – Org Code: MANSEX

• Serves as UH Mānoa liaison to the National Student Exchange consortium administration and 200 participating university NSE offices.
• Promotes NSE at university recruitment events, to inform potential students, parents, and high school advisors of degree-enhancing UHM opportunities.
• Publicizes NSE for current UHM students, processes applications, and negotiates placements at appropriate schools.
• Verifies academic eligibility of outgoing students, and provides advising referrals to course equivalent websites and departmental major advisors.
• Accepts placements of students from consortium schools, providing advance detailed campus information and campus/cultural orientation on arrival.
• Serves as liaison for incoming students with UHM Admissions, Records, Financial Aid, Campus Housing, Student Employment, and Counseling Center, as well as academic departments for clearance of course registration.

MĀNOA INTERNATIONAL EXCHANGE – Org Code: MAMIEX

• Serves as the UH primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.
• Coordinates application, accommodation, arrival and orientation activities for incoming international exchange non-degree seeking students from both partner and non-partner institutions.
• Coordinates promotion, selection, application, and pre-departure orientation activities for outbound UH students.
• Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
• Provides support services to UH students abroad.
• Provides support services to international students from exchange partner institutions and non-partner institutions.
Approved:

Virginia S. Hinshaw, Chancellor  
Date: JUN 23 2011

CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

ACADEMIC PERSONNEL OFFICE
Org Code: MAACPL

Asst Vice Chancellor, #9214 1.00
Secretary III, SR16, #100024 1.00
Academic Affairs Program Officer, #89041 1.00
Academic Affairs Program Officer, #89461 1.00
Human Resources Specialist/Personnel Officer, PBB, #79191*.75

* .25 FTE from 99032F allocated; not established.
ACADEMIC PERSONNEL OFFICE – Org Code: MAACPL

Under the leadership of the Vice Chancellor for Academic Affairs, the Academic Personnel Office coordinates the personnel functions for the campus for faculty and executive employees. It is led by an Assistant Vice Chancellor for Academic Personnel and has the following responsibilities:

- Assists the Vice Chancellor in developing campus-wide policies and procedures for academic personnel issues.
- Advises faculty and administration on matters relating to faculty and executive personnel actions including appointment, reappointment, tenure, promotion, leaves, compensation, grievances, etc.
- Coordinates faculty tenure and promotion review and review of tenured faculty.
- Administers faculty contract provisions and participates in formulation of contract proposals.
- Administers Executive directions and Board policies regarding faculty and executive employees.
- Assists the Vice Chancellor regarding complaints, grievances, and disciplinary actions.
- Coordinates professional development for academic administrative personnel.

Approved:

Virginia S. Hinshaw, Chancellor  JUN 23 2011
CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

MANOA INSTITUTIONAL RESEARCH
Org Code: MAIRO

Director *
Institutional Analyst, PBB, #78322 1.00
Institutional Analyst, PBB, #80910 1.00
IT Specialist, PBA, #78914 1.00

* Position to be established.
MĀNOA INSTITUTIONAL RESEARCH OFFICE – Org Code: MAIRO

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the responsibility for providing institutional research services related to academic programs. Responsibilities include:

- Provides support to the Vice Chancellor for Academic Affairs and other academic affairs staff by providing data, analyses, and reports.
- Coordinates, monitors, and responds to information needs as required by academic units and administrative offices.
- Researches and prepares reports and analyses to support academic decision-making, program review, and accreditation.
- Coordinates the participation in all national surveys and requests for data from external sources.

Approved:

Virginia S. Hinshaw, Chancellor  Date
*Appointed from a faculty position to oversee Assessment operations
ASSESSMENT OFFICE -- Org Code: MAOASM

Under the leadership of the Associate Vice Chancellor for Affairs the office has the responsibility to improve student learning through academic program assessment. Assessment is faculty-driven and faculty supervised; and involves establishing student learning outcomes, measuring/observing and documenting the extent to which outcomes are achieved, finding ways to improve, and implementing plans.

- Supports the use of program and institutional assessment to improve the quality of student learning.
- Collaborates with faculty, staff, students, and administrators to establish meaningful, manageable, and sustainable assessment.
- Disseminates assessment-related information.
- Assists programs with designing educational programs.

Approved:

Virginia S. Hinshaw, Chancellor

Date

JUN 23 2011
Approved: Virginia S. Aruga, Chancellor

Date: JUN 2 3 2011

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

Director*
Secretary III, SR16, #14349

1.00

CENTER FOR TEACHING EXCELLENCE
Org Code: MACTE
Specialist, SS, #83597 1.00
Specialist, SS, #86264 1.00
Secretary I, SR12, #39793 1.00

CENTER FOR INSTRUCTIONAL SUPPORT
Org Code: MACTIS
Educational Specialist, PBB, #81678 1.00
Electronic Technician, PBA, #81012, #80723, #81344 3.00
Graphic Artist, PBB, #80687, #80688 2.00

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION
Org Code: MACMHE

*Appointed from a faculty position to oversee OFDAS operations
OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT – Org Code: MAOFDA

Under the leadership of the Associate Vice Chancellor for Academic Affairs OFDAS provides supervision, support, counsel, and infrastructure to directors and coordinators of the Center for Teaching Excellence (CTE), and the Center for Instructional Support (CIS).

- Assists the Associate Vice Chancellor for Academic Affairs with policy development and during budgetary processes in areas of faculty development and new directions and priorities in teaching and instructional research.
- Professional development and training and leadership programs and events for faculty, department chairs, specialists, researchers, graduate teaching assistants, etc.
- Production of instructional publications, such as teaching related handbooks and manuals.
- Coordinates faculty recognition and incentive programs such as excellence in teaching and community service awards.

CENTER FOR TEACHING EXCELLENCE – Org Code: MACTE

- Mid-semester assessing—diagnostic and summative—for faculty and academic departments of existing courses and teaching.
- Consultation to individuals and academic departments in design, managing and delivering of course and instruction.
- Skill development programs to enhance instructional performance, including workshops, seminars, panels, and series.
- Programs for graduate teaching assistants to enhance instruction and prepare to become future faculty, through TA Trainings, Preparing Future Faculty Programs, and related events, with Graduate Division.
- Collaborates with campus-wide and college-level student services units to provide programming to enhance faculty and student engagement in and out of the classroom.
- Website resources, including taped CTE events.
- Maintains a formal Faculty Mentoring Program that includes:
  - Summer Dossier Series for faculty on application for renewal, promotion and tenure
  - Programs and events during the academic year on professional development processes and issues
  - Faculty Dossier Library
  - Colleague Pairing of Senior Mentors with Junior Mentees
Consultation to individuals and academic departments on mentoring processes.
Website resources, including taped FMP events.

CENTER FOR INSTRUCTIONAL SUPPORT – Org Code: MACTIS

The primary mission of the Center for Instructional Support is to provide the university community with support for instruction through the use of technology and technology-related services. The Center’s major functions include the following:

- Consults with Mānoa academic units and individual faculty and students to help them plan and provide the richest learning experiences for students, and to assist them in using instructional technology effectively within that context.
- Conducts a variety of workshops and training sessions that enhance instruction through the use of technology.
- Ensures that appropriate and desired instructional equipment are easily accessible to faculty and students, through classroom installations and a system of equipment pools.
- Ensures that requirements for appropriate learning technologies are included in all university academic planning and budgeting documents.
- Monitors Mānoa classrooms and auditoriums to ensure the best possible environment for teaching and learning; serves as advocate for the faculty in the design of all new construction and renovations of classroom facilities; and serves as ombudsperson to resolve faculty and student concerns about classrooms.
- Develops high quality, effective instructional materials including computer-generated graphics, 35mm slides, overhead transparencies, charts and graphs, illustrations, publications, certificates, signage, displays, video, and interactive multimedia.
- Provides a campus repair facility to repair and maintain instructional equipment owned by Mānoa departments and programs.
- Promotes the use of technology to departments by offering limited support installing data projection systems. Process includes assessment, consultation, procurement, installation, and training.

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION

The Center for the Study of Multicultural Higher Education focused on research and practices related to cultural influences on teaching and learning. Processes of cultural influences on teaching and learning and on professional development has been absorbed within the programs and activities of CTE and FMP.

Approved:

Virginia S. Hinshaw, Chancellor  Date
State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
GENERAL EDUCATION OFFICE

POSITION ORGANIZATION CHART
CHART II-G

GENERAL FUND FTE: 3.00

* Positions partially support the Manoa Writing Program.
GENERAL EDUCATION OFFICE – Org Code: MAGEN

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the following responsibilities.

- Works with the General Education Committee, a standing committee of the UHM Faculty Senate, and the Senate Executive Committee to implement General Education policies and procedures.
- Provides staff support to the various General Education Committees and Boards.
- Develops, supports, and maintains the website for the General Education Program and the General Education Committee.
- Distributes, collects, and processes documents necessary for the implementation of the general education requirements.
- Maintains an accurate listing of general education requirements and courses for the Mānoa Catalog and Schedule of Classes.
- Assists in the assessment of the General Education Program.
- Administers General Education writing requirements, guided by a board of nine professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students in W Focus classes.

Approved:

Virginia S. Hinshaw, Chancellor               JUN 23 2011
CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

MANOA WRITING PROGRAM
Org Code: MAWRIT

Director (appointed from a faculty position)
Professor, IS, #83124**

* 1.00

* Positions in the General Education Office partially support this Office: Secretary II, SR14, #42309 and Educational Specialists, PBB, #80836, #81997. Primary supervisor is General Education Office Director.

** To be re-described.
MĀNOA WRITING PROGRAM – Org Code: MAWRIT

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the following responsibilities.

- Administers the Mānoa Writing Placement Examination to all incoming undergraduates who have not met UHM’s entry-level writing course requirement.
- Ensures that all UHM graduates are prepared for different writing tasks that society and their professions will present to them through an extensive writing-across-the-curriculum program.

Approved:

Virginia S. Hinshaw, Chancellor

Date

JUN 23 2011
OFFICE OF FINANCIAL RESOURCES MANAGEMENT – Org Code: MAFRMA

The Office of Financial Resources Management has campus-wide responsibility for planning and management of campus finances, and the campus operating and CIP budgets. Functional responsibilities are assigned to sub-units as follows:

Mānoa Budget Office – Org Code: MABDMA
- Administers the campus biennial and supplemental budget process including preparation of campus budget instructions, preparation of budget testimonies to the legislature, and analysis of various versions of the budgets.
- Implements the annual campus operating budget including the allocation of appropriated funds; preparation of budget execution and instruction; position control; and the review of unfunded budget proposals.

The Office of Physical, Environmental, and Long Range Planning has campus-wide responsibility for long-range development plans, space management, analytical studies, capital planning, sustainable physical and community planning, and campus building and landscaping design. Major functions of the Office are as follows:

Planning/Sustainability – Org Code: MAPSLP
- Creates and maintains design standards for land and facilities supporting Mānoa programs which incorporate principles of sustainability and environmental responsibility.
- Develops and administers long range physical development plans for the campus as well as lands external to the campus supporting Mānoa programs.
- Works in partnership with Facilities and Grounds to prepare and implement the campus CIP budgets.
- Conducts analyses of institutional plans, academic agendas, and major policies to anticipate future directions affecting long term physical facility requirements for the University of Hawai‘i at Mānoa.
- Provides leadership in creating and implementing a comprehensive environmental and energy policy in support of the Campus' strategic sustainability goals.
• Works in partnership with Facilities and Grounds and the campus groups to incorporate sustainability principles into the planning, design, operational, and educational framework of the institution.
• Engages students, faculty, and staff in gaining understanding of our current patterns and consequent behaviors.

**Space Management – Org Code: MASMLP**
• Manages the allocation and reallocation of space on campus to operating units.
• Maintains a database of institutional information supporting the space and physical planning functions of the campus.
• Provides data analysis in support of the space allocation and physical planning functions of the campus.

**Office of Finance and Accounting – Org Code: MAFSAC**
• Prepares and analyzes periodic operating statements in support of the Mānoa Chancellor’s overall management of the campus.
• Prepares intermediate and long term financial projections in support of operating and CIP budgets and the University and campus strategic plans.
• Keeps abreast of University accounting policies and procedures and manages compliance of these among campus fiscal officers.
• Manages Chancellor’s Office budgets.
• Provides fiscal training to campus fiscal officers.

Approved:

[Signature]

Virginia S. Hinshaw, Chancellor  Date

JUN 23 2011
COPIES OF LETTERS AND RESPONSES FROM INTERNAL CAMPUS OFFICES AND UNIONS
MEMORANDUM

TO: Reed Dasenbrock
    Vice Chancellor for Academic Affairs

    Kathleen Cutshaw
    Vice Chancellor for Administration, Finance & Operations

FROM: Martin Rayner
    Chair, Manoa Faculty Senate Executive Committee

SUBJECT: Consolidation and Transfer of General Education Office/Manoa Writing Program Budget and Positions

SPECIFIC ACTION REQUESTED:

The Manoa Faculty Senate requests the consolidation and transfer of the current General Education budget allocation (general funds and tuition funds) as well as all positions (filled and vacant) from the Office of the Vice Chancellor for Undergraduate Education to the Vice Chancellor for Academic Affairs.

ADDITIONAL COST:

None

RECOMMENDED EFFECTIVE DATE:

July 1, 2010. This date is aligned with the projected hire of a Faculty Director for General Education to replace the current Director who is retiring October 1, 2010. A new Faculty Director for Manoa Writing Program will begin on August 16, 2010.

PURPOSE:

This will stabilize funding, clarify reporting lines, and enhance efficiency and effectiveness of the General Education Office which works closely with the Vice Chancellor for Academic Affairs and has dual reporting responsibility to that office and the Manoa Faculty Senate.

BACKGROUND:

The General Education Office was created in response to the UHM Chancellor's strategic planning efforts for the establishment of new structures with responsibilities for campus wide undergraduate programs.

Since its creation the Faculty Director of the Manoa Writing Board has simultaneously served as Faculty Director of General Education. Organizationally, the General Education Office/Manoa
Writing Program has most recently been housed in the Office of the Assistant Vice Chancellor for Undergraduate Education although it reports directly to the Manoa Faculty Senate and Vice Chancellor for Academic Affairs. Fiscal and budget matters have been handled by the Assistant Vice Chancellor for Undergraduate Education and, until recently, by the Dean of LLL (who handled Mānoa Writing Program), but decisions regarding procedures, policies and activities are the purview of the Manoa Faculty Senate and Vice Chancellor for Academic Affairs. The current administrative location has caused confusion for General Education/Mānoa Writing Program staff and lack of efficiency and transparency in budget and fiscal matters.

The current Director announced his retirement over the Summer 2010 and both the Manoa Faculty Senate Executive Committee and Vice Chancellor for Academic Affairs determined the two positions should be split, the total FTE for the two modified, and the current budget consolidated and transferred to the Vice Chancellor for Academic Affairs. That budget includes a general fund allocation of $246,300 and a tuition fund allocation of $101,500. The tuition fund allocation has required a separate annual budget request by the Manoa Faculty Senate Executive Committee resulting in budget uncertainty and confusion. The new organizational and fiscal structure will stabilize funding for the office and eliminate the requirement that the Manoa Faculty Senate Executive Committee submit annual requests for General Education Office/Mānoa Writing Program funding.

ACTION REQUESTED:

We ask that you consolidate and transfer all general funds, tuition monies, and positions currently budgeted for, and relied upon by, the General Education Office/Mānoa Writing Program from the Office of the Vice Chancellor for Undergraduate Education and the Chancellor’s Office to the Vice Chancellor for Academic Affairs.

APPROVED/DISAPPROVED:

Reed Dasenbrock
Vice Chancellor for Academic Affairs

Kathleen Cutshaw
Vice Chancellor for Administration, Finance & Operations
Hi Susan – The internal review on the reorganization proposal for the Office of the Vice Chancellor for Academic Affairs has been completed and is now posted on the Organizational Charts website for SEC review:

http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Please provide comments to Kat Tagaca at ktagaca@hawaii.edu by May 21, 2011. If additional time is needed, please work with Kat on a mutually agreeable extension.

Thank you,
Ann NA Sakuma
OVCAFO
Hawai‘i Hall 307
Tel: 956-5658

No response received.
Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Miliilani Street, Suite 601
Honolulu, Hawai'i 96813-2991

Dear Mr. Perreira:

The University of Hawai'i is proposing a reorganization of the Office of the Vice Chancellor for Academic Affairs at the University of Hawai'i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University's sustainability efforts, we have loaded the proposal and documents onto the UHM website at:
http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

Your comments on the proposal would be appreciated no later than May 21, 2011. If we do not hear from you by this date, we will assume there are no comments on the reorganization proposal.

Should you have any questions, please contact me at 956-8447 or rdasenbr@hawaii.edu.

Sincerely,

Reed Dasenbrock
Vice Chancellor for Academic Affairs

c:  Krystyna Aune, Interim Associate Vice Chancellor for Academic Affairs
    Ronald Cambra, Assistant Vice Chancellor for Undergraduate Education
    Myrtle Yamada, OVCAA Program Officer
    Kathleen Tagaca, OVCAA Administrative Officer
    Jan Costa, Undergraduate Education Administrative Officer

No response received.
Dear Dr. Musto:

The University of Hawai'i is proposing a reorganization of the Office of the Vice Chancellor for Academic Affairs at the University of Hawai'i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University's sustainability efforts, we have loaded the proposal and documents onto the UHM website at:
http://www.manoa.hawaii.edu/ovcafo/neworgCharts/index.html

Your comments on the proposal would be appreciated no later than May 21, 2011. If we do not hear from you by this date, we will assume there are no comments on the reorganization proposal.

Should you have any questions, please contact me at 956-8447 or rdasenbr@hawaii.edu.

Sincerely,

[Signature]

Reed Dasenbrock
Vice Chancellor for Academic Affairs

c:  Krystyna Aune, Interim Associate Vice Chancellor for Academic Affairs
    Ronald Cambra, Assistant Vice Chancellor for Undergraduate Education
    Myrtle Yamada, OVCAA Program Officer
    Kathleen Tagaca, OVCAA Administrative Officer
    Jan Costa, Undergraduate Education Administrative Officer
Reed Dasenbrock, Ph.D.
Vice Chancellor for Academic Affairs
University of Hawaii at Manoa
2500 Campus Road, Hawaii Hall 209
Honolulu, HI 96822

Dear Vice Chancellor Dasenbrock:

Thank you for forwarding the proposed reorganization of your office.

The University of Hawaii Professional Assembly has reviewed and discussed with affected faculty the proposed reorganization of the office and its functions. UHPA understands this reorganization is an accurate reflection of the current operations and does not reduce the number of faculty positions currently employed.

UHPA continues to be concerned about the diversion of funds to create administrative or management positions instead of increasing instructional faculty. The creation of a MIRO director diminishes the pool of unfilled vacancies which are an outgrowth of budget pressures. UHPA believes use of these unfilled positions are better utilized in the instruction of students.

If you have any questions, please contact me at kris@uhpa.org or 593-2157.

Sincerely,

Kristeen Hanselman
Associate Executive Director

cc: J.N. Musto, Ph.D.