1. **Dean’s Office**

   The College of Business Administration prepares students for business leadership in Hawaii and the Pacific area. The Dean’s Office is concerned with the faculty and with curricula and academic programs of the College. Responsibilities include recruitment, retention, and improvement of faculty; budgets; course schedules; teaching assignments and departmental research; students enrolled in the College and the administration of University rules as they apply to the College. The Dean is also responsible for public relationships as well as those with other academic institutions, community organizations, state and federal agencies, and the state, national, and international business communities.

   The Dean of the College of Business Administration plans, organizes, directs, and coordinates the College’s programs and activities with the assistance of his administrative staff and various faculty committees.

2. **Academic Affairs**

   Functions include the development of the academic content of new courses and programs, the maintenance of the academic quality of all degree programs and courses, and the overall academic development of the College. The retention of ACUB accreditation is of prime importance.

3. **Administrative Services**

   Under the general supervision of the Fiscal Officer, the functional responsibilities are budgeting and expenditure controls; purchasing and property management; personnel management and transactions; building and office space assignments; and various auxiliary services such as parking, permit clearances, and telephone installations.

   Further, research and development functions include the administration of extramural research grants, editorial/typing services for faculty research/publication; and facilitation of the overall development of faculty research potential.

4. **Student Services**

   Functions include the recruitment, review, and processing of applications for enrollment in the College at the undergraduate and graduate levels; the preregistration and registration of students in courses; and the maintenance of records and provision of advising services.
5. **School of Travel Industry Management**

The School of Travel Industry Management is composed of faculty members teaching in the fields of hotel, restaurant management, tourism, and transportation. This school is responsible for the teaching, research, and public service activities in these fields.

6. **School of Accountancy**

The School of Accountancy prepares students for leadership positions in the accounting profession. The school functions within the college of business and the dean of the school is concerned with the planning, organizing, directing, and controlling of the accounting faculty and activities in these fields. Responsibilities include recruitment, retention, development of the accounting curriculum.

7. **Instructional Departments**

a. **Department of Finance (including Real Estate, Business Law and Insurance)**
   
   This department is made up of people providing course offerings in the areas of finance, real estate, business law and insurance. The department is responsible for teaching, research, and public service in these fields.

b. **Department of Business Economics and Quantitative Methods**
   
   This department is composed of faculty members teaching in the areas of business economics and quantitative methods. The department is responsible for teaching, research, public service activities in these fields.

c. **Department of Decision Sciences**
   
   This department is composed of faculty members teaching in the area of management information systems. The department is responsible for teaching, research, and public service activities in this field.

d. **Department of Management and Industrial Relations**
   
   This department is composed of faculty members concerned with the areas of management and personnel and industrial relations. The department is responsible for teaching, research, and public service activities in these fields.
Department of Marketing

This department is composed of faculty members concerned with the area of marketing. The department is responsible for teaching, research, and public service activities in this field.

8. Pacific Asian Management Institute (PAMI)

Functions include the planning and directing of the Summer PAMI program. The Director will work with the Dean for the development of extramural resources to support internationalization of the College of Business Administration. Additionally, the PAMI Office will review and advise the Dean’s Office regarding linkages and relationships with Asian universities. This program will also encourage and facilitate the faculty in development and execution of scholarly research with an international focus.

9. Center for Executive Development (financed by Trust Funds)

The major function is the provision of non-credit management programs to provide the managerial community with the latest knowledge, techniques, development, and trends in managing organizations. Short courses, workshops, conferences, seminars, institutes, and colloquia are all appropriate to the delivery systems. The development, staffing, promotion, and administration of these programs all fall within the purview of the administration of these continuing education programs. The Advanced Management Program is one of the major programs offered under this function.