The Department offers instruction in anthropology at the undergraduate level, with courses that (1) meet general education core requirements and elective needs of non-majors and (2) provide a concentrated program in anthropology for majors in the field. At the graduate level, the Department offers both the M.A. and Ph.D. degrees, with specializations in the subfields of social/cultural anthropology, archaeology and physical anthropology. The Department also offers a specialization in medical anthropology at the graduate level. The Department maintains a research program, involving both faculty and students, with studies concentrated in Asian and Pacific areas. Service functions of the Department relate to applications of anthropological knowledge to State needs and interests, including public health, education, ethnic relations, forensic medicine, and public knowledge of Hawaiian prehistory.

Among his functions, the Chairman:

- Coordinates instructional activities.
- Prepares unit's budget requests and reviews and approves all expenditures from Department budget.
- Reviews and makes recommendations in regard to all personnel actions involving members of the Department.
- Is responsible for reports on the Department prepared for the University and for various agencies, such as those of the Federal government.
- Consults with faculty and graduate students regarding their research plans and reviews research proposals that require Chairman's approval before they are submitted to funding agencies.
- Handles a variety of official correspondence on behalf of the Department.

Instructional Staff:

- Provides instruction in both undergraduate and graduate courses. In addition to classroom teaching and advising pertaining thereto, faculty members offer reading and research courses on an individual basis to a limited number of students. Instructional staff provides members of graduate
structural Staff. (Cont'd)

- student committees of anthropology majors that supervise each student’s progress toward the M.A. or Ph.D., and faculty members also serve on graduate student committees in other department.

- Conducts research, depending on the individual faculty member’s special interests and competences, in social/cultural anthropology, archaeology or physical anthropology. Research findings are generally reported in articles published in professional journals or in books. However, these findings also help enrich the instruction offered by the researcher in his teaching role.

- Provides services to the state of the kind summarized above under Department functions. Services to the Department and the University are rendered through membership on various committees and in bodies such as the Faculty Senate. Services contributed to profession of anthropology include: membership on committees of various professional and funding organizations, reviews of research proposals and fellowship applications for funding agencies, evaluations on behalf of professional journals of articles submitted for publication, and reviews for professional journals of books published in anthropology or related fields.

Education Specialist. (APT Position)

- Consults with faculty and students concerning students’ status in the program and monitors students’ records to assure that they are up-to-date and complete and that all necessary requirements for students are met at various stages of their progress through the Department. Serves as liaison between the Department and the Graduate Division in these respects.

- Is responsible for scheduling of faculty evaluation of students’ progress—such as conferences on admission to candidacy, comprehensive examinations, defenses of dissertations, etc.

- Is responsible for seeing that students’ needs with respect to typing and duplication of papers and other materials for presentation at meetings, publication or use in the field are properly met.

- Assists the Director of the special graduate training program supported by the National Institute of Mental Health in the Department with correspondence and serves as intermediary between the fiscal officer and the assistant to the program who is on a part-time appointment.
• Maintains Departmental budget records and assists the Chairman in budget planning.

• Supervises budget allocations and Department purchases.

• Maintains students' grant accounts, prepares stipend payments and travel completion reports, assists and advises students in preparation of budget requests prior to going out to the field and corresponds with students who are out doing fieldwork about their purchases and reports.

• Supervises and is responsible for accuracy of performance of those operations which relate to preparation of faculty materials needed for classroom, as well as other faculty requirements for research papers.

• Compiles and helps analyze data for survey reports of Departmental activities requested by various offices and programs of the University, by the State Government, and by National Government agencies which help support the Department's program.

**Secretary's Service**

• Assists the Chairman of the Department by coordinating and providing a variety of services such as: handling all correspondence for Chairman (dictation and handwritten), screening daily telephone calls made to Chairman, setting up appointments for visitors, faculty and students with Chairman allowing sufficient time for each appointment and making sure that materials for appointment are readily available in advance, assisting Chairman with research necessary in preparing University catalog and various anthropology bulletin for publication and assists in organizing Departmental faculty meetings.

• Assists faculty members by informing them of Department and University deadlines, processing appointments of new faculty members and initiating necessary forms for special appointments, typing letters, proposals, exams, and papers for faculty, receiving incoming calls for Department and providing desired information or if special attention is necessary, routing calls to appropriate faculty members, and assisting faculty with book orders and teaching aids for class, etc.

• Acts as receptionist for students (graduate and undergraduate), faculty and visitors routing them to appropriate persons or making appointments for same, and taking care of those who do not require personal interviews with Chairman or faculty.
Secrectacial Service (Cont'd)

- Receives and sorts Departmental mail. Opens correspondence directed to Department and personally takes action on correspondence that does not require special attention and routes rest to Chairman and faculty members.

- Prepares requisitions and purchase orders for supplies, equipment and furniture as judged necessary and sees that all purchases are conducted in accordance with State and University regulations. Keeps adequate inventory of the above to accommodate faculty and preserve a record of maintenance agreements for the equipment. Insures that pertinent State and University forms are readily available.

- Works closely with Chairman of schedule committee in preparing schedule of courses and assists in preparing and processing new course descriptions, course modifications, etc.

- Supervises student helpers, determines need for additional student assistance and interviews applicants.
Directs activities, curricula and personnel in the Department of Communication.
The functions of this unit center around offering approximately 100 sections of courses per academic year with an enrollment of about 2500 students. Currently there are approximately 280 declared undergraduate majors and 50 M.A. candidates. In conjunction with this function, the chairman:

1. Coordinates instructional activities of 15 full-time equivalent faculty positions (currently 17 persons), including himself. Makes decisions about courses to be offered and assignment of faculty to courses; solicits and reviews proposals regarding modification of course listings and degree requirements. Monitors registration and makes decisions about schedule modification. Teaches half-time.

2. Prepares unit's budget requests after consultation with faculty.

3. Reviews and makes recommendations in regard to all personnel actions involving Department members, including appointment, re-appointment, tenure, promotion, and evaluation of Civil Service personnel.

4. Responds to administrative requests for information and special reports, completes routine reports and forms, assigns parking permits, presides over faculty meetings, attends announced administrative meetings, assigns faculty office space, supervises summer sessions, advises students, encourages professional development of instructional staff.

Instructional Staff

Each full-time faculty membernormally provides 9 credits per semester of classroom instruction, voluntarily accepts credit courses in directed reading and individual research. Keeps office hours, consults with students about class activities, advises students about degree completion and career plans. Each graduate faculty member voluntarily accepts assignment to graduate advising and student evaluation committees. Some faculty members serve on college and university committees, senate, and councils. Some provide community service in job placement and arranging internships with broadcasting stations.

APT Personnel

None.

Civil Service Personnel

Provide support services appropriate to operation of unit, including record-keeping and bookkeeping, processing of forms and reports, supervision and maintenance of physical facilities and equipment, mail service, typing and duplicating, ordering and maintaining supplies, supervision of student employees, answering telephones, providing basic information to callers, directing specialized inquiries to appropriate persons, supervising details of registration and schedule changes, conducting pre-registration, maintaining undergraduate and graduate student records, posting grades.
STATEMENT OF FUNCTION

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF ECONOMICS
(Social Sciences)

Chairman

Directs activities, curricula and personnel in the Department of Economics.

The Department of Economics provides instruction in programs for majors and non-majors at the undergraduate level and instruction in several fields leading to M.A. and Ph.D. degrees in economics at the graduate level. Both because of the intrinsic interest of the results and as a complement to our instructional programs, the Department also undertakes scholarly research on economic problems of local, state, national, and international relevance. Finally, the Department of Economics provides community service, through continuing education, legislative and other consulting, and participation in community programs involving economics.

More specifically, the Chairman:

- Coordinates the instructional activities of the Department at all levels.
- Coordinates departmental support of research activities.
- Prepares departmental budget requests and supervises budgeted expenditures.
- Coordinates program development, including curriculum development and staff recruitment.
- Reviews and makes recommendations in regard to all personnel actions involving members of the Department.
- Prepares program reviews, responds to requests for information on department programs and activities, and coordinates department programs with those of other departments and programs within the University and with related community activities.

Instructional Staff

The functions of the instructional staff are:

- Provide instruction in Economics in the classroom and on a tutorial basis.
- Supervise student research, especially, but not only, at the Ph.D. level.
- Conduct (and publish or otherwise share) research in Economics (covering a broad spectrum of economic problems).
- Contribute to curriculum development, personnel decisions, and student and staff selection through participation in department committees.
- Undertake community service, including consulting and expert testimony on state and local economic programs and policies, participation in community programs related to Economics and instruction for continuing education programs.
Civil Service Personnel

- Supervise and participate in the general and instructional program support activities of the Department office.
- Coordinate the faculty research support activities of the Department office.
- Order and maintain Departmental supplies and equipment; keep related records and prepare necessary reports.
- Organize and supervise maintenance of Department files (concerning faculty and staff, university and Department business, Chairman's files).
- Serve as Chairman's secretary.

- Provide faculty typing (research, correspondence, class materials) and other faculty stenographic services.
- Help with Departmental filing, supplies, record keeping, and other support services (e.g., mail).
- Answer phone, answer questions of visitors to the Department or direct them to others for answers.
Director

Directs activities, curricula and personnel in the Ethnic Studies Program

- Coordinates instructional activities
- Prepares unit's budget requests
- Reviews and makes recommendations in regard to all personnel actions involving members of the department
- Reviews and coordinates Ethnic Studies Program's requests for extramural funds
- Administration of Program's budget allocation (position counts and operating funds)
- Coordinates review and evaluation of Program curricula and staff
- Liaison for ESP staff with UM administration, community organizations, government agencies
- Coordinate development and implementation of short-range and long-range plans for the qualitative and quantitative development of ESP research, instructional and community service projects
- Application of UM and State of Hawaii operating policies

Instructional Staff

Provides instruction, conducts research and undertakes community service pertaining to Ethnic Studies

- Develop courses in relation to Objectives and Goals of the Ethnic Studies Program
- Develop measure for evaluation of course effectiveness in terms of student development and progress
- Pre-service and in-service training of student staff. Coordinate staff instruction, research and community service
- Coordinate and guide student research and community service projects
- Contribute to overall administration of the Program on review and evaluation of personnel, preparation of Program budget, development and implementation of ESP's plans for qualitative and quantitative development of ESP research, instructional and community service projects
- Review, evaluate and revise courses to continually upgrade course curricula and resources
- Develop proposals for new courses in ESP
Civil Service Personnel

- Administrative and secretarial assistance to Director and E.S. staff
- Advertisement of Position Openings and processing of personnel
- Financial Management, purchasing and payroll
- Academic Management, keeping class and grade records, change of grades, handle change of registration
- Miscellaneous, keep control of instructional and office equipment
- Supervise student help
Chairman

Directs activities, curricula and personnel in the Department of Geography.

The Department offers at lower division level course options under the University and College General Education requirements, at upper division level a major program and service courses for various units on campus, and at graduate level, M.A. and Ph.D. programs. Departmental teaching and research programs are focused on Hawaii, Asia and the Pacific area and cover environmental analysis, resources systems, urban and regional development, cartography and remote sensing. Individual faculty are engaged in service activities to the university and community, particularly in regard to problems of planning and environmental management.

Chairman:

*coordinates instructional activities.
*prepares unit's budget requests.
*supervises expenditures of departmental budget allocations.
*reviews and makes recommendations in regard to all personnel actions involving members of the department.
*maintains liaison and correspondence with professional organizations, state and university agencies, including college and other departmental units, East-West Center, student organizations, and the public.
*supervises activities of APT and Civil Service personnel.

Instructional Staff:

Provides instruction, conducts research and undertakes community service pertaining to geography.
advise and supervise academic activities of majors and graduate students.

supervise work of graduate assistants.

participate in joint appointments in teaching, research and service activities of other university programs, including Asian Studies Program, Korean Studies Center, Pacific Island Studies Program, Environmental Center, Social Science Research Institute, Water Resources Research Institute, School of Public Health, Urban and Regional Planning Program, Population Studies Program, and the East-West Center, including Population, Resource Systems, and Environment and Policy Institutes.

serve on departmental committees including Personnel, Curriculum, Graduate Program, Budget and Space, Graduate Admissions, and Library Committees, and various College and University Committees.

APT Personnel:

Provides professional and technical support to instructional, research and academic support activities within the department.

assists chairman in various administrative duties as assigned.

supervises undergraduate labs.

counsels undergraduate majors.

maintains correspondence and files for graduate applicants.

supervises inventory of departmental property and supplies.

supervises fall, spring, summer registration.

maintains departmental reading room.

teaches one introductory course section.

Civil Service Personnel:

Provide administrative, secretarial, and clerical support for instructional, research, and service activities of the department.
Supervise activities of student office assistants.

Assist chairman in administrative duties as assigned.

Manage and conduct office activities, including operation of office equipment and including duplication equipment.

Maintain office files, including all personnel and student files.

Provide typing services for chairman's administrative and correspondence needs and faculty instructional, research, and service needs.

Maintain departmental budgetary accounts and cash account.

Assist departmental committees with correspondence and scheduling.
State of Hawaii
University of Hawaii
University of Hawaii at Manoa
College of Arts and Sciences
Hawaiian Studies Program
(Social Sciences)

Director:

Directs the activities and personnel in the Hawaiian Studies Program.

The Hawaiian Studies Program was approved by the Board of Regents on October 17, 1979, as: 1) an Academic Support Unit within the College of Arts and Sciences; and 2) an undergraduate degree granting program leading to the BA in Hawaiian Studies. Staff functions follow, below.

- Coordinates all Hawaiian Studies Program activities.
- Has academic management of the degree program.
- Coordinates multi-departmental efforts in instruction, research, scholarship and performance aimed toward quality interdisciplinary work.
- Prepares the program’s budget requests.
- Supervises expenditures of program’s budget allocations.
- Provides contact between the wider community and the University in matters concerning Hawaiian affairs.
- Supports the publishing and disseminating of works and findings on Hawaii and its people.
- Teaches one “entry level” course (HAWT 201) and one “exit level” course (HAWT 490), both courses required of all majors.
- Serves on the thesis committee of graduate students, particularly where the dissertations bear on some facet of Hawaiian Studies.
- Other duties or responsibilities as they may arise or be assigned.

Assistant Director:

- Assist director in various duties as they are assigned.
- Supervises property and supplies inventory.
- Supervises student registration each term.
- Advises Hawaiian Studies majors on concentrations and scheduling.
- Serves as liaison between Hawaiian Studies and other programs.
- Handles all correspondence not requiring the Director’s full input.
- Supervises publication of Hawaiian Studies Program newsletter.
- Plans and participates in conferences on and off campus.
- Employ and supervise student helpers.
- Maintain files, do secretarial work, prepare requisitions and purchase orders, prepare agenda for committee meetings, appear on radio and TV.

Other Staff Persons: None.
Chair of Journalism

Directs activities, curricula and personnel in the Journalism Department, which seeks to help students (including approximately 125 currently majoring in Journalism) develop journalistic skills, and to acquire a thorough understanding of the news media and their role in society, the rights and responsibilities of the journalist, and the need for increasingly high standards in a field of immense importance to the public at large. The Department is practical in orientation, in that it trains students in techniques, to prepare them for work with the news media or in closely related fields. It aims, however, to produce graduates who are broadly educated, and who will be "thinking journalists," able to analyze and interpret significant developments in our society, to explain those developments clearly and responsibly, and to become more than just routine performers in the jobs they undertake.

Specifically, the Chair:

- Coordinates instructional activities.
- Prepares unit's budget requests and supervises expenditures.
- Reviews and makes recommendations regarding all personnel actions involving members of the department.
- Advises students and supervises the unit's advisement system.
- Supervises the unit's job placement service.
- Supervises development of the unit's specialized library of books on Journalism.
- Supervises the development of new and improved teaching materials, including a newly developed loose-leaf instruction manual, designed for use in reporting courses as a supplement to standard textbooks.
- Prepares a periodic Journalism Newsletter, for distribution to students, alumni, chairmen of other departments in the University, and some professionals in the news media.
- Maintains contact with alumni (Alumni receive the Journalism Newsletter, and the chair is seeking to form a journalism alumni organization.)
- Serves as faculty adviser to the student chapters of Kappa Tau Alpha (the national academic honor society for journalism majors), the Society of Professional Journalists and the Public Relations Society of America.
- Meets periodically with an Advisory Council, composed of leading executives of local news media.
- Serves as chairman of unit's Search Committee (which involved correspondence this past Spring with 64 applicants for vacancy on faculty) and makes decisions on employment of adjuncts.
- Maintains contact with sources of scholarships and internships, and seeks to increase these offerings.
- Serves as a member of the scholarship committees of the Honolulu Press Club and Women in Communications.
Instructional Staff:

# Provides instruction.
# Participates in the advising of students, each of whom is assigned
to a faculty adviser.
# Makes recommendations regarding all personnel actions involving members
of the department. (All full-time members of the Journalism faculty
are members of the Department Personnel Committee.)
# Participates in the search for new faculty members, when vacancies occur.
(All full-time members of the Journalism faculty are members of the
Department's Search Committee.)
# Shares in the effort to strengthen the curricula and improve course
content and teaching methods.
# Selects textbooks.
# Prepares syllabi of Journalism courses, for distribution to students
where appropriate and for filing with the Chair.
# Participates in the preparation of new and improved teaching materials,
including materials for the department's newly developed instruction
manual (a loose-leaf manual, pages for which we distribute free to
students and update regularly).
# Conducts research and seeks to stay abreast of new developments in the
field of journalism.
# Participates in the selection of students to receive scholarships.
# Shares in decisions regarding the purchase of equipment and other major
disbursements of the department's funds.
# Serves on the department's faculty-student committees (Instruction,
Curriculum, Library and Student Relations, each of which is headed
by a member of the instructional staff).
# Provides letters of recommendation for deserving students and alumni.
# Undertakes community service with regard to journalism, as through
talks to community groups and to classes at community colleges and
high schools.
# Attends faculty meetings.
# Advises and assists the chair in carrying out many other activities of
the Journalism Department.

Civil Service Personnel:

The Department's Secretary:

# Types letters, memos, course outlines, texts, and other materials for
the Chair and other members of the Journalism faculty.
# Does Xerographing and mimeographing for the Department.
# Prepares all purchase orders and requisitions, makes recommendations
for purchases.
# Keeps a careful up-to-date record of all expenditures chargeable to the
Department's budget.
# Maintains, on all Journalism majors, individual folders containing grade
records and other pertinent information.
# Maintains files on the Department's alumni, including up-to-date listing
of addresses and telephone numbers.
Conducts faculty meetings.
Plans class schedules.
Coordinates textbook orders.
Supervises students registered for credit for Directed Research (JOURN 409) and for Field Work (JOURN 405, through which students may receive academic credit for professional internships).
Supplies statements and other data requested by the University administration.
Responds to requests for information from educators and researchers at other universities.
Responds to letters from prospective students, and others seeking information.
Writes "thank you" letters to all guest speakers and others who assist the Department.
Seeks ways of strengthening curricula and individual courses and improving teaching methods.
Maintains contact with several national organizations in the field of journalism education (and occasionally supplies items about the Journalism Department for publication in professional journals).
Provides letters of recommendation for deserving students and alumni.
Serves as a member of the University's Board of Publications and advises staff members of the campus newspaper, 'Ka Leo, when they wish advice.
Arranges for guest appearances by outstanding professional journalists from the mainland (who are planning to pass through Hawaii and are willing to talk to journalism classes without fee).
Provides assistance, when the opportunity arises, to journalism instructors in community colleges, with whom the Manoa Journalism Department wishes to develop closer relations.
Helps plan and conduct two annual workshops for high school and junior high school students serving on the staff of school newspapers and yearbooks, and provides other assistance to high school and junior high journalism teachers.
Serves as a "cooperating member" of the graduate faculty of the Communication Department.
Serves as a member of the planning and selection committee for the Gannett Fellowships in Asian Studies (administered by the Asian Studies Program) and conducts a spring semester graduate seminar (ASIAN 542) for the six mid-career journalists attending the University as Gannett Fellows.
Plans and participates in teaching (as of Fall 1980) a course in Oral and Written Communication for MBA candidates in the College of Business Administration.
Serves as a member of the Honolulu Community-Media Council (vice chairman since 1978).
Seeks to develop the Journalism Department's relations with other departments in the University, the Communication Institute of the East-West Center, professionals in the local news media, and the community at large.
Carries a standard teaching load.
# Supervises registration (including pre-registration for Journalism majors).
# Serves as librarian for the Program's specialized library of books on journalism, checking out books to students and making sure books are returned.
# Works with the Chair in handling the Department's job placement service.
# Handles filing, including extensive file of research and teaching materials.
# Assists in planning the periodic Journalism Newsletter, and mimeographs and distributes it.
# Prepares textbook orders.
# Prepares class schedules.
# Supervises maintenance of typewriters, videotape cameras and recorders and other equipment, handles ordering and distribution of all supplies, keeps track of inventory, and advises when additional supplies are needed.
# Assists in the advising of students.
# Obtains bids for equipment purchases.
# Handles countless inquiries that do not need to be referred to the Chair or Instructional Staff.
# Handles many "housekeeping" duties for the Department—such as obtaining keys and parking permits, making sure the Journalism newsroom are locked after classes, etc.
# Assists students and faculty members in preparing necessary forms.
# Keeps track of the Chair's schedule, and takes the initiative in making appointments for him.
# Maintains the Department's three bulletin boards and keeps them up-to-date.
# Does errands, when official papers need to be picked up or delivered more quickly than would be possible through the campus mails.
# Negotiates, on behalf of the Department, for classroom and office space.
# Arranges to borrow furnishings or materials from other departments when need arises.
# Supervises two part-time student helpers.
# Advises Chair regarding administrative procedures.
# In general, serves as a "Girl Friday" to the Chair and Instructional Staff. The secretary not only handles the routine tasks but also does much that goes far beyond the routine, often working without close supervision and using her own initiative.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HANOA
COLLEGE OF ARTS AND SCIENCES
POPULATION STUDIES PROGRAM
(Social Sciences)

Director.

Directs activities, curricula and personnel in the Population Studies Program.

- Coordinates instructional activities.
- Prepares unit's budget requests.
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ARTS AND SCIENCES  
DEPARTMENT OF POLITICAL SCIENCE  

STATEMENT OF FUNCTION  
(Social Science)  

Chairman  

Directs activities, implements curricula and oversees operations of personnel in the teaching of political science and research and service activities appropriate to inquiries into the political process in both the United States and other countries.  

- Coordinates, reviews and oversees periodic revision of instructional activities.  
- Prepares unit's budgetary requests.  
- Coordinates all activities dealing with personnel matters, including the periodic review of all personnel and their activities.  
- Conducts administrative liaison with other administrative units.  
- Reviews all funded research conducted by departmental personnel; participates occasionally in the formulation of new research activities.  
- Coordinates the scope of departmental activity especially as it touches on the non-university community (e.g., outreach programs).  
- Coordinates innovation in emerging disciplinary activities.  

Institutional Staff  

Provides instruction, both graduate and undergraduate, conducts research and undertakes community activities pertaining to the issues and subject matter of politics and those pertinent to development of citizenship.  

- Assists in the formulation and development of new policy issues and programs.  
- Implements the current academic curriculum while experimenting with novel additions to that curriculum.  
- Advises graduate and undergraduate students; provides detailed instruction pertaining to graduate degrees, assists in graduate placement activity.  
- Participates in the process of departmental governance.  
- Conducts research, funded and non-funded, appropriate to the process of political inquiry and policy analysis.  

Civil Service Personnel  

Provides clerical and administrative assistance to the Chairman and graduate advisor, the instructional staff, and services to all departmental students.  

- Prepares manuscripts and other professional documents for instructional staff.  
- Maintains all departmental records.  
- Provides a wide variety of student services ranging from informational transmittal about courses, curriculum, etc. to that relevant to the performance of course work (materials available for projects, etc.).  
- Administers day to day budget activity.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF PSYCHOLOGY
(Social Sciences)

Chairman

Executes policies formulated by appropriate departmental, campus, university, and State bodies and officials.

Furnishes leadership within a collegial setting covering the departmental activities of instruction, research, and service.

Fosters positive communication among members of the department.

Promotes conditions and attitudes which will enhance professional productivity and advancement among all department personnel.

Formulates and presents data reflecting budget needs and provides general direction to the department's fiscal activities.

Performs liaison with other university and community elements, particularly research organizations, other academic departments, and community action agencies.

Instructional Staff

Instructs students at the undergraduate and graduate levels.

Provides guidance and advice to students covering their academic progress and research efforts.

Conducts research in areas of interest with the view of advancing knowledge and the state of the discipline.

Furnishes service on departmental and university committees and as consultants to community organizations needing the assistance of the faculty member's specialty within psychology.

APT Personnel

Furnishes a variety of administrative services in support of the Chairman, the faculty, researchers, and the clerical staff.

Coordinates activities associated with curriculum development and with the administration of the undergraduate program.

Serves as principal academic advisor to undergraduates and to prospective students.
Assists in the orientation of new graduate students and in guiding them on the procedural aspects of progressing through the program.

Fabricates electronic apparatus utilized in scientific experiments of a psychological nature.

Civil Service Staff

Provides secretarial, clerical, stenographic, and typing service to department personnel.

Assists in advising students in matters of established procedures, rules, and policies.

Maintains departmental accounting records and initiates documents associated with purchases, personnel transactions and other similar matters.

Serves as custodian of keys, office supplies, and equipment used in a pool arrangement.
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HANOA
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF SOCIOLOGY
(Social Sciences)

Statement of Function

Chairman:

Directs and coordinates the activities, curricula, and personnel in the Department of Sociology

Reviews and coordinates undergraduate and graduate Instructional activities

Reviews and makes recommendations in regard to all personnel actions involving members of the Department

Prepares reports for the Dean, College of Arts and Sciences, the Chancellor, Manoa Campus, and other officials

Assigns Graduate Assistants, space, and computer funds

Generally represents the Administration and the public to the Department; and represents the Department to the Administration and the public

Instructional Staff:

Provides instruction, conducts research, and undertakes community service pertaining to matters of sociological concern

Prepares lectures, classes, and examinations; advices students; is responsible for grades

Serves on graduate student committees at the M.A. and Ph.D. levels

Participates in university governance through membership on campus, College, and department committees

Contributes to professional and community activities through research, writing, and speaking
Provides professional and technical support to the instructional and academic activities within the Department.

Manages all technical aspects of pre-registration, registration, and undergraduate major requirements.

Maintains records of undergraduate majors, course offerings, classroom schedules and any changes affecting the program.

Prepares data on, and makes special studies of, enrollments, grade distribution, and comparative curricula at the direction of the Chairman.

Civil Service Personnel:

Provides administrative, clerical and secretarial support to the instructional and academic activities of the Department.

Processes all regular forms relating to personnel actions, job orders, casual payroll, and book orders.

Maintains all files on instructional staff, curricular matters, committees, and university and college policies and directives.

Maintains records of, and handles maintenance of, all equipment purchased with general funds.

Prepares final typing of all correspondence, memoranda, manuscripts, department minutes, reports and documents.

Handles many other matters too numerous and diverse to be recorded here.
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF URBAN AND REGIONAL PLANNING
(Social Sciences)

Statement of Function

Department Chair.

Directs activities related to instruction, research, and service to the University and to the general public in the Department of Urban and Regional Planning. The Department offers graduate course work leading to a master's degree in urban and regional planning and to a certificate in planning studies. In addition the Department sponsors and facilitates problem-oriented research on urban and regional planning problems, particularly those relevant to Hawaii, the Pacific Basin, and Asia.

- Coordinates instructional activities.
- Prepares Department's budget request.
- Reviews and makes recommendations in regard to all personnel actions involving members of the Department.
- Makes assignments of responsibilities to other members of the Department and committees for their completion.
- Teaches two courses per year.
- Serves as initial advisor for all students entering the Department.
- Represents the Department in major research endeavors, including acting as Principal Investigator.
- Represents the Department in service projects with lay and professional groups.
- Participates in committee functions.

Instructional Staff.

Provides instruction, conducts research and undertakes community service activities pertaining to urban and regional planning.

- Assumes administrative and Program development responsibility assigned by the Chair, including duties related to the following:
  - admissions
  - personnel decisions
  - curriculum development

- Teaches lecture courses, seminars, and directed reading and research.
- Proposes and conducts research.
- Publishes research findings.
- Provides service to the academic and non-academic communities.
Civil Service Personnel: Secretary

Provides support to the Chair and instructional staff of the Department.

- Administers fiscal matters for the Department.
- Administers clerical, part-time student help, and supplementary secretarial workers.
- Provides routine information to students and faculty.
- Facilitates communications among Department faculty.
- Produces major reports of the Department.
- Assists faculty members with typing and related services.
- Acts as personal secretary to the Chair.
Program Functions

The Women's Studies Program provides undergraduates with the opportunity to study the history, status and achievements of women. The program serves male and female students interested in supplementing their education with one or more courses on women, and students interested in developing a "major equivalent" in Women's Studies through the Liberal Studies Program.

Teaching is the main function of the program. At the same time, all staff members are involved in developing research material on women and making resources available to members of the University and the community. Staff members also participate in program administration and policy decisions.

Instructional Staff

Members of the Women's Studies staff:

1. Conduct Women's Studies courses
2. Advise students and majors and assist students in the use of program resources
3. Conduct directed reading and research courses
4. Initiate and develop courses congruent with the Women's Studies curriculum
5. Plan and carry out various program functions: the Working Paper Series, Conference, Colloquium, Registration
6. Develop program-related research interests and seek out grant monies where appropriate
7. Participate in program policy and personnel decisions
8. Formulate the program budget
9. Represent program interest to various university committees
10. Participate in work of university committees
11. Share the results of research and professional expertise with members of the community
The Program Director shares the activities of the teaching staff. Her primary function is to support the teaching staff in every possible way. While many administrative functions are shared among faculty members, the Director:

1. Coordinates instructional activities in keeping with program proposal
2. Helps develop courses and prepares schedule and catalog announcement
3. Coordinates student help in the office
4. Prepares final budget for presentation to Dean's office
5. Supervises program fiscal processes
6. Ensures that affirmative action procedures are followed in all personnel matters
7. Deliberates with the personnel committee on hiring matters and presents committee decisions to the administration
8. Initiates personnel forms for staff and student help
9. Coordinates program activities with other departments and programs, and the university administration
10. Reviews and confirms inventory
11. Develops material for program review
12. Represents program (where appropriate) in University, community functions