Director

The Director establishes research objectives, unit policy, and directs research, administrative support activities in the Hawaii Institute of Geophysics (HIG). The Institute serves as the research arm of the University in the Earth Sciences concerned with Geology, Solid Earth Geophysics, Geochemistry, Physical Oceanography, and Planetary Geosciences and as an adjunct to graduate instruction in those departments of instruction concerned with the above branches of Earth and Marine Sciences. The primary objectives of the Institute are to provide instruction, research and public service through its research divisions. The scope of HIG research operations is local, national, and international.

The principal functions of the Director's Office are as follows:

1. Provides liaison between HIG as an institute and the Vice-President for Research and Graduate Education, the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), the HIG Advisory Council, and outside bodies with whom an official point of contact with HIG is desirable.

2. Approves all appointments, proposals, reports, travel, tenure, salaries, etc. involving HIG personnel.

3. With the aid of the HIG administrative staff, establishes each year an expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected 5-year program.

4. Chairs the HIG Advisory Council.

5. Handles all matters not specifically delegated to others on the HIG administrative staff or to special committees, and serves in an ex officio capacity on all HIG special committees (personnel, space allocation, budget, etc.).

Associate Director

The Associate Director assists the Director in all functions of that office as required and appropriate and assumes the duties of the Director in his absence from the campus with full power of representation.

The principal functions of the Associate Director's Office in addition to the above are as follows:

1. Maintains an overview of the overall scientific program in the Institute and brings areas of program weakness to the attention of the Director and the HIG Council.
2. Serves as liaison between HIG and the affiliated departments of instruction.

3. Serves as an ex officio member along with the Director on all HIG special committees and the HIG Council.

**Assistant Director**

The Assistant Director provides assistant to the Director for overall administrative, financial, operational and personnel management of the Institute. He reports directly to the Director while handling all normal day-to-day management problems of the Institute, serves as an ex officio non-voting member on the HIG Council, and acts as Director in the absence of both the Director and the Associate Director.

The principal functions of the Assistant Director's Office are as follows:

1. Acts as Personnel Officer, Safety Officer, EEO Officer and serves on the following committees:
   - APT Personnel Committee
   - Safety Committee
   - Budget Committee
   - University Ship Scheduling Committee

2. Provides administrative and fiscal supervision for:
   - University Marine Center
   - Engineering Support Facility
   - Publications Facility
   - Library
   - Graphics Facility

3. Provides fiscal and personnel management as well as liaison on all contracts and grants handled through ROUB.

4. Direct operational and fiscal management of University Ship Operations Facility.

**Fiscal Officer**

The HIG Fiscal Officer provides fiscal services, and along with the Assistant Director monitors the financial aspects of HIG operations including various contracts and grants as well as general (State) funds allocated to the various HIG divisions.

The principal functions of the Fiscal Officer are as follows:

1. Assists Principal Investigators in preparing budgets for proposals.

2. Advises and assists the Director in preparing the HIG budget.
3. Screen all proposals, reports and papers generated in a division before they are submitted to the Director for approval.

4. Serve as the first arbiter in resolving problems within a division.

5. Make recommendations to the HIG administrative staff regarding division matters and personnel.

6. Maintain active liaison with the HIG administrative staff, the other HIG research divisions, and along with the Associate Director, the affiliated departments of instruction.

High Pressure Laboratory

The High Pressure Laboratory, housed administratively under the Geology and Geophysics Division, provides laboratory services in conducting high pressure and temperature experiments, temperature work in vacuum, electrical conductivity of rocks and sound velocity measurements in rocks under pressure.

Geochemistry Laboratory

The Geochemistry Laboratory, housed administratively under the Geochemistry Division, provides laboratory services in experiments and analysis of natural occurring isotopes in rocks, minerals and volcanic gases.

In addition to the above, which are identified primarily because they involve in each case a State-supported technician, there are 18 other laboratories in which technical support is supplied entirely through contracts and grant support.

University Marine Center

The University Marine Center which includes three ships and shore support facilities provides ship operational support to HIG and University research programs as required.

The principal functions of this center are as follows:

1. Provide ship operation, logistical, and maintenance services to maintain ship's schedules developed by the HIG Scientific Coordinator for Marine Operations.

2. Provide shipboard marine technician (electronic and deck) services in support of HIG and University marine geophysics and oceanography research programs.

3. In conjunction with the HIG Scientific Coordinator's Office, maintains liaison with U.S. and foreign port authorities, the U.S. Navy Hawaiian sea frontier and the U.S. Coast Guard.
3. Serves as an ex officio non-voting member of the HIG Council.

4. Serves on the HIG Budget Committee.

5. Acts as budgetary liaison contact between HIG, the University Business Office, and the Budget Officer of the Office of Research Administration.

6. Supervises expenditures on all grants and contracts handled through the Office of Research Administration.

7. Supervises the expenditures of general (State) funds allocated to HIG.

Secretary of HIG

The Secretary of HIG serves as secretary to the Director and supervises the office and stenographic services for HIG.

The principal functions of this office are as follows:

1. Maintains files on all official HIG correspondence and records.

2. Scans all official correspondence so that it can be routed to appropriate administrative officers or staff for action.

3. Works with the Assistant Director on all personnel matters.

4. Serves as secretary to the HIG Council and is responsible for the minutes of the Council.

5. Makes appointments and maintains the schedule for the Director.

6. Maintains liaison with the University Personnel Office and sees that all BOS appointments, recommendations for promotion, etc. are filed in a timely manner.

Research Divisions

The Research Divisions of HIG are maintained on a discipline basis irrespective of department affiliations and whether the individuals are on the State payroll or supported out of grant and contract funds. The Division heads are appointed by the Director of HIG on the basis of recommendations made by members of each disciplinary group. The Division heads serve as members of the HIG Council, set the tone of the research program in each division and serve on special HIG committees at the request of the Director.

Principal functions of the individual Division Heads are as follows:

1. Submit budgets and programs for their respective research divisions.

2. Administer HIG State funds allocated to each division.
Library

The principal function of this unit is to provide specialized scientific and technical library services to HIG researchers and graduate assistants. In conjunction with instructional and research staff, periodicals and books necessary for teaching and research are acquired and maintained. The Library contains over 1800 linear feet of library material.

Publications Unit

The principal functions of this unit are as follows:

1. Provide editorial review of all technical manuscripts submitted by researchers and edit for clarity, continuity, coherence and grammatical correction.

2. National and international distribution of and exchange of HIG publications with other research institutions.

3. Proofreading of galley and page proof of materials from publishers of HIG papers.

4. Collect and organize material for the HIG annual report which describes HIG research programs and accomplishments for each year.

Graphics Unit

The principal function of this unit is to provide graphic design and production services listed below to HIG scientists in the publication of research papers and reports.

1. Cartographic charts and graphics, single and multi-color.

2. Scientific illustrations.


4. Calligraphy and layout.

Engineering Support Facility

The principal functions of this unit are:

1. To provide machine shop design and production services in support of HIG research contracts and grants in the fabrication and repair of precision scientific instruments.

2. To provide electronics design, production and maintenance service in support of HIG research contracts and grants.

3. In conjunction with the machine and electronics shops, to provide electromechanical design and development services for HIG scientists having unique scientific instrumentation development requirements.

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