STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF PUBLIC HEALTH

MAJOR FUNCTIONS

A. Academic Support Program

1. Dean's Office

   The Dean's Office is concerned primarily with the faculty and with curricular and academic programs of the School of Public Health. Responsibilities include recruitment, retention, and improvement of faculty; budgets; course schedules; teaching assignments and departmental research; students enrolled in the School; and the administration of University rules as they apply to the School. The Dean is also responsible for business services and for the public relationships of the School, including intra-University relationships as well as those with community organizations, and State and Federal government agencies.

   In carrying out his responsibilities, the Dean plans, organizes, directs and coordinates the School's programs and activities with the assistance of the Associate and Assistant Deans, department chairs, and various faculty committees.

2. Business Affairs

   Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances, telephone installation, and motor vehicle rentals.

3. Student Services

   Functions are the central review and processing of applications for enrollment in the School and the registration of students for courses; administration and coordination of traineeships, including the provision of advice and assistance to programs in the administration of traineeships; and the maintenance of records on students and traineeships.

   Additional responsibilities include functions to offer minority groups such as the linguistically and culturally deprived residents of Hawaii, individuals from the Pacific Basin and native Americans participation in the public health programs to allow them to contribute to the elevation of health status.
4. Continuing Education

Major functions are: providing health workers in the community with the latest knowledge, techniques, developments, and trends in public health and related fields through non-credit short courses, workshops, conferences, seminars, institutes, colloquia, and other appropriate media; promoting and coordinating for the School credit courses and programs for practitioners; and assisting public and private organizations and agencies in conducting their own programs of practitioner training.

5. Reference Room Services

Functions include the maintenance of reference collection services, including the purchasing and cataloging of reference materials, assisting faculty and students in locating appropriate reading materials; conducting searches for information and materials; maintenance of system of administration of tests through the use of mini-computers; and purchase and maintenance of microfiche materials and supplies.

6. Audio-visual Services

Functions are the production of high quality audio-visual materials to augment the communication efforts of the School in the classroom, the community, and in publications; the provision of advice and assistance to faculty and students in the use of audio-visual equipment and techniques; and the maintenance of audio-visual equipment in effective working order. This unit is operated in consort with other Schools of the College of Health Sciences and Social Welfare.

B. Instructional Departments and Programs

1. Department of Community Health Development

This department consists of programs that are primarily concerned with the practice of public health based on the principles of natural and social sciences. This department is responsible for teaching, research, and public service activities in the field of Health Services Administration and Planning, Maternal and Child Health, and Public Health Education.

2. Department of Public Health Sciences

This department consists of programs that are based essentially on the natural sciences and deals with scientific and technical foundations in public health. This department is responsible for teaching, conducting research, and providing public service in the field of Biostatistics, Epidemiology, Public Health Nutrition, and Environmental Health.
3. **International Center for Health Promotion and Disease Prevention**

The Center will primarily use extramural resources to cross-cut the academic departments and link in the doctoral programs to carry out functions such as the special intense short-term health training of individuals already in the professional field, the special inquiry or research in areas of health promotion and disease prevention; and the conduct of special seminars. In addition, the Center will also serve to highlight the "international" nature of the School and to make formal note of the fact that this is a place where the cross-cultural, international, and transnational public health programming takes place.