MEMORANDUM TO: The Honorable John Waihee  
Lt. Governor, State of Hawaii

FROM: Kenji Sumida  
Associate Vice President

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, OFFICE OF THE PRESIDENT AND THE OVERALL UNIVERSITY STRUCTURE

Enclosed for your files is a copy of the reorganization approved by the University for the Office of the President and the overall University structure.

Please replace the organization charts and functional statement on file with the new material.

If you have any questions, please call Stan Taba at 948-8472.

Enclosure
MEMORANDUM TO: Mrs. Gladys Brandt
Chairman, Board of Regents

FROM: Kenji Sumida
Associate Vice President

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, OFFICE OF THE PRESIDENT AND THE OVERALL UNIVERSITY STRUCTURE

Attached for the Board's information is a copy of the Office of the President and the overall University structure reorganization which was approved by the University.

Feel free to call Stan Taba at 948-8472 if there are any questions regarding this matter.

Attachment
UNIVERSITY OF HAWAI'I

Major Functions

The University of Hawaii provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribe.

The University administers and operates a community colleges system; coordinates the academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs within the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer; and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.
Participates in intercollegiate athletic programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawaii for administrative purposes:

- **Western Interstate Commission for Higher Education** - administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.

- **State Post-Secondary Education Commission** - may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended by P.L. 92-318. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or post-secondary education requires such.
INTRODUCTION

The Office of the President of the University of Hawaii is the central administrative and coordinating center for all programs of the University authorized by the Constitution of the State of Hawaii, Hawaii Revised Statutes and the policies and regulations established by the Board of Regents. The team approach is the major concept of administrative function.

FUNCTIONS

President

As the Chief Executive Officer of the University of Hawaii and Chief Operations Officer of the Manoa Campus, the President is responsible for and performs the following duties:

- Directs the development of plans and programs and recommends policies designed to advance the instructional, research, and service goals of the University of Hawaii and its campuses and colleges.
- Maintains effective working relationships between the University and the Governor, Legislature, other government
officials, the general public, and among the students, faculty, and administration of the various campuses.

- Recommends plans and policies for the Statewide vocational education programs in public institutions and for postsecondary education programs; and oversees the implementation of the plans and policies adopted to ensure a continuing high caliber of performance in academic, administrative, and related activities.

- Delegates the day-to-day Statewide staff work and coordination of University and University-related functions to the appropriate Vice President and may designate any of them additional functions.

- Delegates the administration and operation of each respective campus to the Chancellor of the University of Hawaii at Hilo and West Oahu College and the Chancellor for the Community Colleges.

**Vice President for Academic Affairs**

The Vice President for Academic Affairs provides academic leadership and coordination of all academic programs and instructional programs and activities at UH-Manoa. This position serves as Acting President in the absence of the President.

**Vice President for Research and Graduate Education**

The office of the Vice President for Research and Graduate Education provides leadership for the planning, direction, development, coordination, and management of research and graduate academic programs at UH-Manoa. This position serves as the chief policy advisor to the President in these areas.
STATE OF HAWAII
UNIVERSITY OF HAWAII

BOARD OF REGENTS
(Chart A)

MAJOR FUNCTIONS

The Board of Regents acts as the governing board for the Statewide public higher education system and public vocational education program. The Board of Regents' members also serve as members of the Hawaii State Post-Secondary Education Commission. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and maintains control over the Statewide operations through the President of the University of Hawaii.

Secretary of the Board of Regents

Provides the necessary planning, coordination, and administrative support services to the Board.

- Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- Researches and analyzes policy proposals submitted to the Board.
- Responsible for securing requisite information from the University administration when reviewing and analyzing policy proposals.
• Analyzes and answers correspondence directed to the Board.
• Reviews rules and regulations affecting the University of Hawaii in accordance with the Hawaii Administrative Procedure Act and prepares legal notices to comply with the Act.
• Serves as a liaison between the administrative staff and the Board of Regents.
STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
Position Organizational Chart

Chart A

BOARD OF REGENTS

SECRETARY OF BOARD OF REGENTS

Sec. of Bd., M12-NE, #89095
Adm. Off., M04-NM, #89086
Private Sec. I, SR 18, #00486
Secretary IV, SR 16, #03515
Clerk Steno II, SR 09, #14011

OFFICE OF THE PRESIDENT

President, #89058
Exec. Asst. to Pres., M10-AE, Pos. (new)
Asst. to Pres., M08-AE, #89172
Dir. of EEO/NA, M03-NM, #89236
Private Sec. III, SR 22, #35020
Secretary III, SR 14, #13692
Secretary III, SR 14, #12072
Clerk Steno III, SR 11, #14208
Clerk Steno II, SR 09, #15584

Vice President for
Research & Grad. Educ.
UH-Manoa
M14-AE, #89208
(See Chart )

Vice President for
Academic Affairs
UH-Manoa
M14-AE, #89051
(See Chart )

Vice President for
Student Affairs
UH-Manoa
M13-AE, #89103
(See Chart )

Approved: [Signature]
Albert J. Simone, President
September 12, 1986