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

FROM: Kenji Sumida  

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION, OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND GRADUATE EDUCATION, MANOA  

Attached for the Board's information is a copy of the Office of the Vice President for Research and Graduate Education reorganization which was approved by the University. It reflects the creation of the Office of the Vice President for Research and Graduate Education.  

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

Attachment
MEMORANDUM TO:  President Albert Simone

FROM:  Kenji Sumida

SUBJECT:  PROPOSED ORGANIZATION FOR THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND GRADUATE EDUCATION, MANOA

September 4, 1986

Attached is a proposed organization plan to establish the Office of the Vice President for Research and Graduate Education, Manoa. The details of the plan are explained in the attachment.

The HGEA, UHPA and University Personnel Office have been notified of this proposal and have no objections at this time. The reclassification of the various positions will cost approximately $40,500 over budgeted salary requirements and will be funded from within the current service budget.

It is recommended that this proposal be approved.

Attachment

APPROVED/DISAPPROVED:

Albert Simone
President

SEP 11 1986
Date
University of Hawaii at Manoa
Vice President for Research and Graduate Education
2444 Dole Street • Bachman 204
Honolulu, Hawaii 96822

July 28, 1986

TO: President Albert Simone
FROM: David E. Yount

SUBJECT: Proposed Organization for the Office of Vice President
For Research and Graduate Education, Manoa

Research and graduate education are central to the mission of the
University of Hawaii. The two activities are inseparable in our academic
milieu, and both have grown considerably during the past 20 years. In 1965,
UH enrolled approximately 2,300 graduate students and attracted $7,000,000
in federal research dollars. In 1985, some 4,300 graduate students registered;
there were 1,750 post-baccalaureate students with unclassified status, and
extramural research and training funding totalled over $60,000.00.

University research activities are supported by the State under UH 102
(Organized Research) as well as the other budget categories, primarily UH 101
(Instruction) and UH 104 (Academic Support). State support under UH 102
for 1986-87 exceeded $21,000,000. The State also provides the University
with a Research and Training Revolving Fund, which amounts to 50% for 1986-87
of the overhead collected on extramurally funded projects. The overhead
collected during 1984-85 was more than $7,300,000, and the amount returned
to the University's Revolving Fund for 1985-86 was about $2,200,000 on the
basis of that current fiscal year's overhead return rate of 30%.

The research and educational goals of the University of Hawaii are
stated in the 10-year "Strategy for Academic Quality." They urge the
University
To achieve quality academic programs;
To return the University to the top 50 U.S. research universities
and maintain that position;
To increase attention and support for the professional activities
of faculty and staff;
To enhance University facilities and adapt to scientific and
technological change;
To serve the State of Hawaii.

An Equal Opportunity Employer
More generally, the Strategic Plan establishes a mandate for the University as a whole to strengthen its internal programs and enhance its external relationships. The vehicle for this transformation is reorganization, which has been called "the flowering of the University." Reorganization bears particularly on the Office of the Vice President for Research and Graduate Education, where both its internal and external aspects are readily apparent.

Your approval of the accompanying Functional Statement and Organization Chart will be much appreciated by the units and staff involved in the University's research and graduate education endeavors. The organization charts labeled current (Office of Research Administration and Graduate Division Chart I) and proposed (for the Vice President's Office) depict the proposed changes.

The significant staffing impact is as follows:
Reclassification of existing position of Special Assistant to the Chancellor to reflect same as staff assistant to the VPRGE (position number 89112).
Reclassification of existing position of UH Employee Relations Administrator to Director of Research Relations to provide counsel, support, and infrastructure to those who are not yet adept at obtaining external funding, to chair various committees, and to clarify, support, and articulate the relationship between teaching and research efforts at UH (position number 89153).
Reclassification of existing position of Personnel Clerk IV to Secretary, to serve the Director of Research Relations (position number 13705).

There will be no impact to the budget we just submitted for fiscal year 1986-87, except for merit salary adjustments for the E and M positions.

There are no changes for the Office of Research Administration, the Graduate Division, and the Organized Research Units at this time. Revisions in their organization charts will be made during the University's annual organization chart revision period to reflect the change in reporting relationship (from the Vice Chancellor to the Vice President).

Attach.

cc: Mr. Kenji Sumida, Associate Vice President
    Ms. Sharen M. Tokura, Acting Director of Personnel
OFFICE OF THE PRESIDENT

OFFICE OF VICE PRESIDENT FOR RESEARCH
AND GRADUATE EDUCATION, HAWAII

VP for Res. & Grad. Ed. N 14 AF 89208 (1.00)
Secretary IV SR 16 21426 (1.00) o
Spec. Asst. to Chancellor M 05 HH 89112 (1.00) **
Director of Research
Relations M 08 AM 89153 (1.00)
Personnel Clerk IV SR 11 13705 (1.00) **
(5.00)

APPROVED

President, University of Hawaii
Date September 11, 1986

OFFICE OF RESEARCH ADMINISTRATION
Chart II

GRADUATE DIVISION
Chart III

ORGANIZED RESEARCH UNITS

Hawaii Institute of Geophysics Chart IV
Hawaii Institute of Marine Biology Chart V
Institute for Astronomy Chart VI
Pacific Biomedical Research Center Chart VII
Harold L. Lyon Arboretum Chart VIII
Social Science Research Institute Chart IX
Water Resources Research Center Chart XI
Environmental Center Chart XIII
Industrial Relations Center Chart XIV
Cancer Research Center of Hawaii Chart XV
Sea Grant College Program Chart X
Hawaii Natural Energy Institute Chart V

*** The incumbent for position # 21426 is presently filling the temporary Private Secretary I position (0370491).
** Positions to be redescribed.

PROPOSED CHART
STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE VICE PRESIDENT
FOR RESEARCH AND GRADUATE EDUCATION, MANOA

FUNCTIONAL STATEMENT
FOR ORGANIZATION CHART I
July 28, 1986

RESPONSIBILITY OF THE OFFICE OF VICE PRESIDENT
FOR RESEARCH AND GRADUATE EDUCATION, MANOA

This office has leadership responsibility for the planning, direction, development, coordination, and management of research and graduate academic programs of the University of Hawaii, Manoa, and the Vice President serves as the chief policy advisor to the President in these areas.

The office directs the University's research and graduate education programs through the development of governing policies, the conduct of program planning and assessments, the determination of directions and setting of priorities in response to new research directions and University goals and objectives, the allocation and reallocation of resources, and the management of existing programs, institutes, and resources.

The office is actively involved in encouraging and developing new research initiatives, in providing an environment conducive to faculty research, in establishing approved new research and graduate institutes and programs, and in the restructuring of existing programs within policy.

The office:
- Initiates and develops long-range planning studies for research and graduate education at University of Hawaii, Manoa.
- Administers a policy of continuing qualitative evaluation of each of the major efforts relative to the development and maintenance of an international standard of excellence.
- Coordinates the activities of the organized research units through the respective directors and of other research and graduate programs through the respective academic deans.
- Directs the University's research programs as implemented by the University's research institutes and units by serving as liaison between them and the President and by assisting in the integration of research institute and unit operations and activities into the University operations and programs.
- Directs research support through the Office of Research Administration, and directs the graduate programs through the Graduate Division.

- Selects University of Hawaii, Manoa, representatives to various external boards and committees associated with UHM programs, as well as to various internal UHM boards and committees.

- Serves as the President's representative for research with a variety of groups and agencies both inside and outside the University, such as Federal and State agencies, other research institutes and universities, legislators, the general public, etc., with responsibility for initiating appropriate actions which enhance the University's research and graduate programs and capabilities.

- Serves as the University's expert on the subject of research and graduate education programs and activities.