UNIVERSITY OF HAWAII
Office of Planning, Policy and Budget

October 3, 1986

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

FROM: Kenji Sumida
Associate Vice President

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION,
RICHARDSON SCHOOL OF LAW

Attached for the Board's information is a copy of the Richardson School of Law 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
MEMORANDUM TO: President Albert Simone

FROM: Kenji Sumida

SUBJECT: Proposed Reorganization of the Richardson School of Law

Attached for your signature is the proposed reorganization for the Richardson School of Law. This reorganization was approved previously prior to union consultation. Subsequently the union was consulted and their concerns addressed.

The HGEA and University Personnel Office have been notified of this proposal and have no objections at this time.

It is recommended that this proposal be approved.

Attachment
MEMORANDUM

TO:         Jeremy Harrison
            Dean, Richardson School of Law

FROM:      Albert J. Simone
            President

SUBJECT:  Approval of Reorganization

I hereby approve the reorganization of the Richardson School of Law as submitted.

By this memo I am forwarding this reorganization to Associate Vice President Kenji Sumida.

Thank you for handling this delicate managerial situation. I appreciate your efforts.

AJS: MCP: kn

cc:  Anthony J. Marsella, Acting Vice President for Academic Affairs
      Kenji Sumida, Associate Vice President for Planning, Policy and Budget
University of Hawaii at Manoa
School of Law

MEMORANDUM

June 4, 1986

TO: President Albert Simone
FROM: Dean Jeremy T. Harrison
SUBJECT: Request for Approval of Modified Organizational Chart and Functions

The new organizational chart and functions of the William S. Richardson School of Law is presented herewith, Attachment One. For comparison, I include our old chart, Attachment Two.

A summary of the changes is as follows:

1) Addition of the PALS position and two library positions approved by the Legislature in 1985.

2) Minor reclassification of Administrative Officer--P06 to P07.

3) Abolishment of Academic Support position and transfer of position count to Instruction.

4) Modification of excluded managerial position to include duties of said abolished position.

These changes make our administrative staff leaner than before. We will make every effort to carry out our obligations to all our constituencies with this reduced staff. We are committed to building our academic program, and I want to thank you again, Al, for your assistance. I hereby request formal approval of these modifications.

Attachments

AN EQUAL OPPORTUNITY EMPLOYER
University of Hawaii at Manoa
The William S. Richardson School of Law
2515 Dole Street
Honolulu, Hawaii 96822

MAJOR FUNCTIONS

DEAN

Responsible for direction, supervision, and planning of all programs and operations of the School of Law.

Coordinate instructional, law library, fiscal and personnel, admissions and registration, placement and alumni, and Law School relations activities.

Review and oversee research contracts and grants.

Maintain liaison with University programs, State bar, judiciary, legislature, continuing education programs, and community programs.

Supervise planning and coordination of Law School building program in cooperation with facilities planning departments of the University and the Manoa Campus.

ASSOCIATE DEAN

Reports directly to the Dean in the following areas of responsibility:

Administration of the academic program for the School of Law.

Coordination of curriculum planning, faculty recruitment, promotion and tenure, and other faculty-student committees.

Provide student academic counseling.

Coordinate Law Review and Moot Court programs.

Maintain academic regulations for the Law School.

Advisor on special courses, joint and dual degree programs.

Supervise faculty clerical staff.

AN EQUAL OPPORTUNITY EMPLOYER
DIRECTOR OF STUDENT SERVICES

Reports directly to the Dean in the following areas of responsibility:

Direct and provide staff assistance for the admissions/Registrar functions of the School of Law.

Maintain student academic records.

Maintain records of applicants.

Administer regulations on confidentiality of records as directed by the School, University and Federal guidelines.

Provide financial aid and other non-academic counseling.

Direct the placement program for students and graduates, including student counseling.

Work with members of the legal profession and the judiciary in development of placement opportunities.

Coordinate Alumni Program.

Act as public information office for the Law School.

Assist the Dean in protocol matters relating to visitors.

Maintain liaison with other University related offices.

LAW LIBRARIAN

Reports directly to the Dean in the planning, development and operation of the Law School Library.

Provide bibliographic and other legal media support for the full program of the School of Law and for the programs of other Universities, schools; coordinate with the State Supreme Library in providing legal materials as needed to the bench, bar and general public of the State.
LAW LIBRARIAN (Cont.)

Coordinate and implement the general policies of the faculty library committee regarding library acquisitions and continuations.

Responsible for ordering, receiving, processing, cataloging and integration of library materials into the existing collection.

Supervise circulation control and physical housekeeping, including managing book circulation and retrieval, managing inter-library loans, and handling the paperwork necessary to the overall efficient functioning of the system.

Supervise and maintain various types of support equipment for the use of patrons and produce through the Law School's duplication equipment, class materials needed in multiple copies to support the class functions.

Provide staff development and supervision in recruiting, hiring and processing of appointments, including student assistants, combined with supervision of all library personnel in carrying out the functions essential to adequate library services.

ADMINISTRATIVE OFFICER

Reports directly to the Dean for the various business affairs functions of the Law School in the following areas:

- Budget planning and execution of documents.
- Maintain fiscal controls and authorization of expenditures.
- Act as personnel and equal employment opportunity officer for the School.
- Supervise facilities maintenance and security.
- Maintain a liaison with related University offices.
Law of the Sea Institute

The Law of the Sea Institute is a private, non-profit, multidisciplinary institute under the sponsorship of the University of Hawaii. It provides a forum for the study and discussion of the law, policies, decisions, and organizational arrangements related to the use of the world's oceans. It encourages and facilities communication and research among those interested and involved, publicly or privately, in marine affairs. It stimulates debate on major issues and disseminates information and ideas. Its primary focus is on the international aspects of the law, utilization, and management of the ocean, emphasizing the legal, social, political, and economic consequences of the evolving uses of the sea. It has a global perspective and a multidisciplinary identification. It seeks contributions from all regions of the world and from all relevant social and marine sciences and technology.
STATE OF HAWAII
UNIVERSITY OF HAWAII
AT MANOA
SCHOOL OF LAW
OFFICE OF THE DEAN

Position Organization Chart

Chart II

Dean, MT3 #89113
Secretary III, SR 14 #24247

Law of the Sea Institute
Director, .50% FTE* #84814
*Faculty

UH Administrative Officer II, PO6, #81718
UH Student Services Specialist III, PO9, #80633
Clerk-Typist III, SR10, #24782

Associate Dean, M9 #89121 (.75)
Secretary II, SR 12 #26805

Director of Administrative Services, M3 #89146 (.75)
Secretary II, SR 12 #24246
University of Hawaii at Manoa

School of Law
1400 Lower Campus Road
Honolulu, Hawaii 96822

MAJOR FUNCTIONS

DEAN

Responsible for direction, supervision, and planning of all programs and operations of the School of Law.

Coordinate instructional, law library, fiscal and personnel, admissions and registration, placement and alumni, and Law School relations activities.

Review and oversee research contracts and grants.

Maintain liaison with University programs, State bar, judiciary, legislature, continuing education programs, and community programs.

Supervise planning and coordination of Law School building program in cooperation with facilities planning departments of the University and the Manoa Campus.

ASSOCIATE DEAN

Reports directly to the Dean in the following areas of responsibility:

Administration of the academic program for the School of Law.

Coordination of curriculum planning, faculty recruitment, promotion and tenure, and other faculty-student committees.

Provide student academic counseling.

Coordinate Law Review and Moot Court programs.

Maintain academic regulations for the Law School.

Advisor on special courses, joint and dual degree programs.

Supervise faculty clerical staff.
DIRECTOR OF ADMINISTRATIVE SERVICES

Reports directly to the Dean in the following areas of responsibility:

Direct the placement program for students and graduates, including student counseling.

Work with members of the legal profession and the judiciary in development of placement opportunities.

Coordinate Alumni Program.

Act as public information office for the Law School.

Assist the Dean in protocol matters relating to visitors.

Supervise facilities maintenance and security.

Maintain liaison with related University offices.

ADMISSIONS OFFICER/REGISTRAR

Reports directly to the Dean in the following areas of responsibility:

Direct and provide staff assistance for the admissions/registrar functions of the School of Law.

Maintain student academic records.

Maintain records of applicants.

Administer regulations on confidentiality of records as directed by the School, University and Federal guidelines.

Provide financial aid and other non-academic counseling.

Maintain liaison with other University related offices.

LAW LIBRARIAN

Reports directly to the Dean in the planning, development and operation of the Law School Library.

Provide bibliographic and other legal media support for the full program of the School of Law and for the programs of other Universities, schools; coordinate with the State Supreme Library in providing legal materials as needed to the bench, bar and general public of the State.
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Coordinate and implement the general policies of the faculty library committee regarding library acquisitions and continuations.

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Supervise and maintain various types of support equipment for the use of patrons and produce through the Law Schools's duplication equipment, class materials needed in multiple copies to support the class functions.

Provide staff development and supervision in recruiting, hiring and processing of appointments, including student assistants, combined with supervision of all library personnel in carrying out the functions essential to adequate library services.

ASSISTANT TO THE DEAN FOR BUSINESS AFFAIRS

Reports directly to the Dean for the various business affairs functions of the Law School in the following areas:

Budget planning and execution of documents.

Maintain fiscal controls and authorization of expenditures.

Act as personnel and equal employment opportunity officer for the School.

Maintain a liaison with related University offices.