SCHOOL OF PUBLIC HEALTH FUNCTIONAL STATEMENT

The School of Public Health is one of four professional schools (with Medicine, Nursing, and Social Work) constituting the College of Health Sciences and Social Welfare. The School has a direct relationship with the University's Graduate Division.

The School is organized for administrative purposes into two academic departments (Community Health Development and Public Health Sciences). Each department includes a number of specializations which are areas of focus for faculty and student interests and expertise.

The school-wide International Health Projects include major service and research activities that also support the academic work of the school. The projects include Asia-Pacific Public Health Management, the WHO Collaborating Center for Leadership Development Center and the International Center for Health Promotion and Disease Prevention.
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 with curricular and academic programs of the School of Public Health as well as the overall administration of the institution. Responsibilities include recruitment, retention, and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the School; and the administration of School and University policies 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. The Dean also coordinates the school-wide service and international programs and manages the staffing of school-wide doctoral programs.

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, and telephone installation.

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; the maintenance of records on students and traineeships, relationships with alumni and maintenance of the formal agreement documents of the school.
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 of their people.

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 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 the maintenance of computer links with central reference units in Hawaii and Washington D.C.

6. Audiovisual Services

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

7. School-Wide International Health Projects

The school-wide international health projects link the academic activities of the school with its major state, regional, national and international service and research activities.

The four major school-wide international health activities are the Asia-Pacific Public Health Management Program; the International Center for Health Promotion and Disease Prevention; the WHO Collaborating Center for Leadership Development; the Secretariat for the Hawaii Governor's Pacific Health Promotion and Development Center.
The service and research activities also serve as a mecha-
nism for faculty development, student field training and
graduate work placement.

B. Instructional Departments

1. Department of Community Health Development

This department consists of programs that are primarily
cconcerned 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 fields of Health Services Administration
and Planning, International Health, Maternal and Child
Health, and Public Health Education.

2. Department of Public Health Sciences

This department consists of programs that are based essen-
tially 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.