May 28, 1992

MEMORANDUM

TO: Board Secretary Pepper Shiramizu

FROM: Rodney Sakaguchi

SUBJECT: NOTIFICATION OF REORGANIZATION-SCHOOL OF TRAVEL INDUSTRY MANAGEMENT

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on April 23, 1992, for the School of Travel Industry Management. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please contact Dean Chuck Gee at 956-7166 or Dr. George Ikeda at 956-8946.

Attachment

cc: President/Chancellor Simone
    Dean Chuck Gee
    Dr. George Ikeda
May 11, 1992

TO: The Honorable Benjamin J. Cayetano
   Lieutenant Governor, State of Hawaii

FROM: Paul C. Yuen
       Interim Senior Vice President
       for Academic Affairs

SUBJECT: Notification of Approved Reorganization, University of Hawaii,
         School of Travel Industry Management

Enclosed for your files is a copy of a reorganization approved by the University for the
School of Travel Industry Management. The purpose of the reorganization is explained
in the accompanying executive summary.

If there are any questions concerning this matter, please call Dr. George Ikeda at 956-
8946.

Enclosure

C: The Honorable Yukio Takemoto
   Director, Department of Budget and Finance

   The Honorable Sharon Miyashiro
   Director, Department of Personnel Services

   University Personnel Management Office

   √ University Budget Office
EXECUTIVE SUMMARY

SCHOOL OF TRAVEL INDUSTRY MANAGEMENT
UNIVERSITY OF HAWAII AT MANOA

Enclosed for your information is the reorganization of the School of Travel Industry Management, University of Hawaii at Manoa. The reorganization reflects the rearrangement of research-related positions into a research division to complement the instructional faculty. The four research-related positions are three faculty researchers and one support position.

The research-related positions were approved by the 1989 Legislature through Act 316, the FB 1989-91 budget. The positions include: Associate Researcher, Assistant Researcher, Junior Specialist, and Secretary. The researchers will conduct travel industry-related research and facilitate the research activities of the faculty. The research division will also assist in the integration of research activities in the TIM school curriculum development, coursework, and graduate program, and provide research and training services to the community, government and industry relevant to the travel industry.

The rearrangement of the positions in this reorganization does not affect the current instructional faculty or support positions.

All positions are general funded, incur no additional costs or financial obligations, and do not affect current functions of the school.
a. Present Organization

The School of Travel Industry Management is an autonomous unit of the University of Hawaii at Manoa composed of faculty members teaching in four areas of specialization—hotel, restaurant, tourism, and transportation management. The school is responsible for the teaching, research, and public service activities in these fields.

b. Proposed Organization

The proposed reorganization establishes a research division (UH 102) within the school to complement the instructional program (UH 101). The purpose of the research division is to conduct research studies and training in key areas to assist the travel industry in Hawaii and provide other research and training services to government and the community. The School’s research does not duplicate tourism research provided by other agencies such as the Hawaii Visitors Bureau; rather, its existence is to further the status of Hawaii as a center of tourism expertise for exportation. Act 316, the FB 1989-91 budget authorized 5.0 positions for a research program within TIM School. To support its research and training efforts, the school will also seek extramural funding.

c. Background/Nature of the Proposed Reorganization

1) Factors Prompting Proposed Reorganization

The proposed reorganization responds to both internal academic needs to support a strong faculty research effort and graduate education and to external needs to bolster the State’s primary economic activity. Tourism-related research is a high priority of the State government and Hawaii’s visitor industry. While the reorganization is based on an external mandate (legislative appropriation), it recognizes the major contributions in tourism research made by TIM school to the State government and the visitor industry. Because the demand for TIM school’s research services exceeded the school’s ability to respond, separate research funding and positions were authorized in addition to TIM’s instructional faculty and budget. The legislature first approved a supplemental appropriation in the FB 1985-87 budget, continued the program in 1988, and finally authorized 5.0 permanent positions for FB 1989-91.
The reorganization would functionally accommodate 4.0 research-related positions which are distinctively non-instructional in nature. Due to its continued vacancy pending approval of a reorganization plan, one clerical position (1.00) was eliminated in FY 1990-91. The rearrangement is necessary to differentiate the functions of the research division from the instructional unit, although all activities will be designed to complement each other and personnel will report directly to the dean of the TIM school.

2) Nature of Proposed Reorganization

The reorganization delineates research functions and regroups 4.0 permanent positions into a separate research division to carry out the School's research and training objectives. The estimated cost is based on the University's allocation to TIM school for FY 1991-92 of $196,132 for research (UH 102). No additional costs are involved in this rearrangement. The 4.0 positions and operating costs are budgeted separately under UH 102 and do not affect the TIM instructional budget (UH 101). The specific functions of the division are as follows:

a. Conduct research, and collect and disseminate the findings and results to the academic and governmental and private sector communities.

b. Facilitate the research and training activities of faculty and administration in locating grant support and other assistance.

c. Maintain a comprehensive research and resource facility.

d. Provide services to the community, government and industry relevant to research and training to facilitate decision-making.

e. Maintain linkages with other research units and programs.

f. Assist in the integration of research activities in TIM curriculum development, coursework, and graduate program.

g. Provides internal research support as a staff function in TIM.

The implementation of the program will affect the following non-instructional positions: Associate Researcher (1.00), Assistant Researcher (1.00), Junior Specialist (1.00), and Secretary I (1.00). The rearrangement does not affect the
position descriptions or functions of the four positions or the currently existing TIM instructional faculty and support positions. There will be no impact on services.

d. Reasons for Reorganization

1) The separation of the research division essentially follows the budgetary allocation process which funds the TIM research activities (UH 102) separately from the TIM instructional activities (UH 101). It also follows an external mandate of the legislature which originally appropriated funds for a research program.

2) There is no ongoing research unit at the University or elsewhere in the State specifically designed to attract research funds for tourism-related projects nor to administer and supervise funded research in the tourism specialization.

3) TIM's existing instructional program is not an appropriate location for a research division whose purpose and objectives, while complementary to instruction, are largely aimed at a different target group and based on extramural funding. The research division also builds upon the existing reference collection of the TIM school which is the largest and most comprehensive specialized collection of travel-related research materials in the Pacific.

4) The reorganization will provide greater visibility for the research program which has actively sought external grants and funds for research. Since its inception, the research program has obtained nearly $1 million in external funds for the School of TIM and can be expected to continue to attract external support for its activities.
SCHOOL OF TRAVEL INDUSTRY MANAGEMENT
CURRENT FUNCTIONAL STATEMENTS

1. Dean's Office

The School of Travel Industry Management prepares students for professional and managerial leadership in Hawaii and the Pacific area in the field of Travel Industry Management. The Dean's office is concerned with the faculty and with curricula and academic programs of the School. 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 public relationships with other academic institutions, community organizations, school, alumni, state and federal agencies, and the state, national, and international business communities.

The Dean of the School of Travel Industry Management plans, organizes, directs, and coordinates the School's programs and activities with the assistance of the administrative staff and various faculty committees.

2. Administrative and Student Services

Under the Assistant Dean, functions include the development of the academic content of new courses and programs, the maintenance of the academic quality of all degree programs and courses, and the overall academic development of the School. Other functions include the recruitment, review, and processing of applications for enrollment in the School at the undergraduate and graduate levels; the preregistration and registration of students in courses; and the maintenance of records and provision of advising services.

Under the general supervision of the Administrative Officer, the functional responsibilities include budgeting and expenditure controls; purchasing and property management; personnel management and transactions; and various auxiliary services; and the administration of extramural research grants.

3. Instructional Faculty

The School of Travel Industry Management is composed of faculty members teaching in the fields of hotel, restaurant, tourism, and transportation management. The School is responsible for the teaching, research, and public service activities in these fields. One specialist position supports the internship program, which is a degree fulfillment requirement, for all majors in TIM.

All of the instructional departments, including internship, have integrated components into their core curriculum in order to support the strategic thrust of the University of Hawaii at Manoa.
1. Dean's Office

The School of Travel Industry Management prepares students for professional and managerial leadership in Hawaii and the Pacific area in the field of Travel Industry Management which encompasses hotel, restaurant, tourism, and transportation management. The School is responsible for the teaching, research, and public service activities in these fields. The Dean's office is concerned with the faculty and with curricula and academic programs of the School. 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 public relationships with other academic institutions, community organizations, school, alumni, state and federal agencies, and the state, national, and international business communities.

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Under the general supervision of the Administrative Officer, the functional responsibilities include budgeting and expenditure controls; purchasing and property management; personnel management and transactions; and various auxiliary services; and the administration of extramural research grants.

3. Instructional Faculty

Travel Industry Management

The travel industry management's instructional faculty is composed of faculty members teaching in the fields of hotel, restaurant, and tourism management. Areas of teaching include; hotel management, marketing, restaurant and club management, institutional purchasing, quantity food production, food service systems management, social factors in tourism, resort development and travel agency management. One specialist position supports the internship program, which is a degree fulfillment requirement, for all majors in TIM.

Transportation

The transportation management's instructional faculty is composed of faculty members teaching in the areas of transportation, logistics, air travel management, transportation and public policy, and international transportation.
All of the instructional departments, including internship, have integrated components into their core curriculum in order to support the strategic thrust of the University of Hawaii at Manoa.

4. **Tourism Research Division**

The research and training functions of the School are performed through the tourism research division which conducts research studies and training in key areas to support the instructional faculty and activities of the School. The research functions include:

Conducting research, collecting and disseminating the findings and results to the academic, governmental, and private communities; facilitating the research and training activities of faculty and administration in locating grant support and other assistance; maintaining a comprehensive research and resource facility; providing research and training services to the community, government and industry; maintaining linkages with other research units and programs; assisting in the integration of research activities in TIM curriculum development, coursework, and graduate program; and providing internal research support as a staff function in TIM.
President, University of Hawaii and Chancellor, University of Hawaii at Manoa

Senior Vice President for Academic Affairs

Dean, M12, #89125
School of Travel Industry Management

Adm. Officer II
POS #80454

Secretary III
SR16, #14869

Assistant Dean, M3, #89171

Clerk Steno III, SR11, #16007
Clerk Steno II, SR9, #19437
Clerk Typist II, SR8, #41307

Tourism Research Division
Associate Researcher
#87434

Transportation
Instructional Positions: (2.00)
Full Time: #83900, 85295

Travel Industry Management
Instructional Positions: (10.50)
Full Time: #82249, 82378, 82150, 82449, 82456, 83386, 84683, 84432, 85894
Part Time: #88294 (.50)
Asst. Specialist: #93, #86466 (1.00)
Grad. Asst.: (1.50) - Part Time: #85052 (.50)
#88186 (.50), #88446 (.50)

* Pending Establishment and Classification: Secretary I, SR12, #36650

General Funds 24.00