UNIVERSITY OF HAWAII
Office of the Chancellor for Community Colleges

MEMORANDUM

September 21, 1995

TO: The Honorable Mazie K. Hirono
Lieutenant Governor, State of Hawai’i

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION - OFFICE OF THE SENIOR VICE PRESIDENT, UNIVERSITY OF HAWAII AND CHANCELLOR FOR COMMUNITY COLLEGES

Enclosed for your files is a copy of the reorganization and functional statements which was approved on May 19, 1995. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Director Carol Pang at 956-3874.

Joyce S. Tsunoda
Senior Vice President, University of Hawai’i and Chancellor for Community Colleges

Attachments

c: The Honorable Earl I. Anzai
   Director, Department of Budget and Finance
   The Honorable James H. Takushi
   Director, Department of Human Resources Development
   University of Hawai’i Office of Human Resources
   University of Hawai’i Budget Office
A-2 Reorganization to Establish a Systemwide Office of International Affairs

It is recommended that the Board approve a proposed reorganization to establish the Office of International Affairs (OIA) in the Office of the Senior Vice President and Chancellor for Community Colleges. The establishment of the proposed OIA represents a commitment by the University of Hawaii to international education and provides for better coordination and integration of systemwide international programs and services including study abroad, international student and scholar services, immigration matters, and international agreements and exchanges.

The establishment of the proposed OIA would involve transferring the Office of International Programs and Services (OIPS) from the School of Hawaiian, Asian, and Pacific Studies (SHAPS) to OIA in the Office of the Senior Vice President and Chancellor for Community Colleges. With the broad-based services provided by OIPS, it is more appropriate that its positions and programs be transferred to a systemwide office.

The OIA would provide the systemwide coordination with the existing Study Abroad Program and Student Services, which would remain in their current organizational locations. The OIA will work closely with the existing international programs and develop University-wide policies in support of campus programs. However, immigration program and services for scholars would be transferred from the University Personnel Management Office to OIA.

At this time, other than the transfer of OIPS and immigration matters, no other programs would be transferred. The existing positions from OIPS will be assigned to OIA, and one faculty position is proposed to be varianced into a managerial position, Director of International Affairs. Two other half-time faculty positions would be combined into one 1.00 FTE and varianced to an APT UH Educational Specialist. Another APT position would be assigned to this unit. These positions would be responsible for coordinating international agreements, faculty exchanges, and developing international programs on a systemwide basis.

The assignment of immigration services from Personnel to OIA will require a new personnel officer position to manage the heavy workload involved in immigration services. A new personnel officer position would therefore be requested through the budget process.

Comments on the proposed transfers were solicited from both the University of Hawaii Professional Assembly (UHPA) and the Hawaii Government Employees’ Association (HGEA). While HGEA had no objections, UHPA did not concur, alleging that the move would result in the retrenchment of a faculty member. The case became the subject of a grievance addressed through the collective bargaining agreement which
resulted in the grievance being dropped. Subsequent discussions with UHPA reaffirmed that while the union remained concerned for the welfare of the individual, it had no objection to the proposed transfer of the Office of International Programs and Services from SHAPS to the Office of the Senior Vice President and Chancellor for Community Colleges.

**RECOMMENDATION:** That the Board approve the proposed reorganization to establish the Office of International Affairs in the Office of the Senior Vice President and Chancellor for Community Colleges, as reflected in the attached organizational chart.
OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR FOR COMMUNITY COLLEGES

STATE OF HAWAII
University of Hawaii
Office of the Senior Vice President
and Chancellor for Community Colleges

PROPOSED
MEMORANDUM

TO: Roy Y. Takeyama
Chairperson, Board of Regents

FROM: Kenneth P. Mortimer
President, University of Hawai‘i and
Chancellor, University of Hawai‘i at Mānoa

SUBJECT: PROPOSED REORGANIZATION TO ESTABLISH AN OFFICE OF INTERNATIONAL AFFAIRS

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents is requested to establish a systemwide Office of International Affairs (OIA) under the administration of the Senior Vice President and Chancellor for Community Colleges.

RECOMMENDED EFFECTIVE DATE

It is requested that the OIA reorganization be effective upon approval by the Board of Regents.

PURPOSE

The purpose of this reorganization is to reflect the commitment of the University of Hawaii to international education and provide a central office to better coordinate and integrate international programs and services for students and faculty on a systemwide basis.

a. Present Organization

International programs and services within the University of Hawaii system are fragmented and uncoordinated at the systemwide level. For example, International programs and services at the Manoa campus include:
1) Study Abroad which is administratively assigned under the Office of the Senior Vice President and Executive Vice Chancellor for Academic Affairs, UH Manoa.

2) International Student Services which is under the Vice President for Student Affairs.

3) International agreements, activities, and exchanges which are handled by the Office of International Programs and Services (OIPS) in the School of Hawaiian Asian and Pacific Studies.

4) Systemwide guidance and support on immigration matters as well as international faculty immigration services are provided by the University Personnel Management Office.

Further, at UH Hilo, UH West Oahu, and the Community Colleges, international activities are smaller in scope and assigned to counselors and faculty members on a part-time basis as part of their overall duties and responsibilities.

b. Proposed Organization

This reorganization proposes the following:

1) The proposed OIA will provide systemwide leadership, direction, and coordination for international educational programs and support services involving study abroad, international student and scholar services, immigration matters, protocol, and international agreements and exchanges. It will also support international programs of individual campuses.

Further, the OIA will be responsible for the establishment and implementation of related systemwide policies and procedures.

Other programs such as international grants, internationally affiliated astronomy programs, etc., are not included in this reorganization.

2) Although systemwide coordination will be provided by the OIA for the Study Abroad and the International Student Services programs located at the Manoa campus, these programs will remain at their current organizational locations.
3) Faculty immigration functions currently administered by the University Personnel Management Office will be transferred to the OIA. No University Personnel Management Office personnel will be transferred to the OIA. Consultative services will be provided to the OIA by the University Personnel Management Office.

4) The Office of International Programs and Services will be abolished and its positions and functions transferred to the OIA.

This proposal was discussed with affected programs and general concurrence and understanding was received.

No other impact on students or programs is anticipated.

IMPACT ON STAFFING AND RESOURCES

The OIA staff will consist of two full-time and two half-time positions which will be transferred from the Office of International Programs and Services and a proposed temporary Personnel Officer. The two half-time positions will be converted into one full-time position. Additional staffing requirements will be evaluated based on resource availability.

No additional funding is required. Funding in the amount of $280,400 is available to operate the OIA for this fiscal year. Due to space and resource limitations, the OIA staff will be located at the present physical location of the OIPS.

CONSULTATION WITH EXCLUSIVE EMPLOYEE COLLECTIVE BARGAINING REPRESENTATIVES

Senior Vice President and Chancellor Tsunoda has consulted with both the University of Hawaii Professional Assembly (UHPA) and the Hawaii Government Employees' Association (HGEA) regarding this reorganization. While the HGEA has no objections to this reorganization, the UHPA is opposed to it and has filed a grievance. The UHPA contends that the incumbent of Pos. No. 88216, Associate Specialist S4 which headed the OIPS, was improperly removed from that position because of this reorganization. This grievance is being addressed through the collective bargaining agreement.

It is our understanding that this grievance and the OIA reorganization are separate matters and that this reorganization can be processed and approved prior to the resolution of the UHPA grievance.
ACTION RECOMMENDED

It is requested that the Board of Regents place the OIA reorganizational proposal on its agenda for the December 1994 meeting. This reorganization seeks to provide systemwide coordination of fragmented international programs and services. Approval is therefore recommended.

Attachment

c:  Board Secretary Pepper Shiramizu
    Senior Vice President Ralph Hori
    Senior Vice President and Chancellor Joyce Tsunoda
    Director Sakaguchi
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR FOR  
COMMUNITY COLLEGES  

EXECUTIVE SUMMARY  

The reorganization proposes to reflect the commitment of the University of Hawaii to international education and to provide for a central office to better coordinate and integrate services for students and faculty. The reorganization will provide for overall, systemwide coordination by the Office of the Senior Vice President and Chancellor for Community Colleges. The programs and services involved are: study abroad, international student and scholar services, immigration matters for visiting international faculty, and international agreements and exchanges.

The proposed organizational change is to reassign the Office of International Programs and Services (OIPS) from the School of Hawaiian, Asian, and Pacific Studies (SHAPS) to a proposed new Office of International Affairs (OIA) reporting directly to the Office of the Senior Vice President and Chancellor for Community Colleges. With the broad-based services provided by OIPS, it is more appropriate that its positions and programs be transferred to a systemwide office, rather than remain in SHAPS, with its Hawaiian, Asian and Pacific studies orientation. In addition, the immigration program and services for scholars will be transferred from the University Personnel Management Office (UHPMO) to the proposed new Office of International Affairs (OIA).

The OIA will provide the systemwide coordination with the existing Study Abroad and Student Services, which will remain in their present organizational locations. The OIA will work closely with the existing international programs and develop University-wide policies which will support the various campus programs. At this time, other than the reassignment of OIPS and the Immigration program, no other programs will be transferred.

The existing positions from the Office of International Programs and Services (OIPS) will be assigned to this new unit. Faculty Position No. 88216 is proposed to be varianced to a new managerial position, Director of International Affairs. Faculty Specialist Position Nos. 88405 (.50 FTE) and 88414 (.50 FTE) will be vacant effective September 16, 1994. These positions are proposed to be combined to 1.00 FTE and varianced to an APT UH Educational Specialist. In addition, the UH Educational Specialist I, Position No. 81158, will be assigned to this unit. These positions will be responsible for coordinating international agreements, faculty exchanges, and developing international programs on a systemwide basis. With the reassignment of the immigration services from UHPMO to the OIA, a new personnel officer position will be requested to manage the heavy workload involved in immigration services to international scholars.
Executive Summary
Page 2

Approval for a permanent position for the personnel officer will be requested through the usual budget process. In the interim, a temporary position will be established and funded through an internal reallocation of funds from within the OIA. The OIA’s operating funds are sufficient to also cover any additional costs associated with the proposed position variances.

Comments were solicited from both the University of Hawaii Professional Assembly (UHPA) and the Hawaii Government Employees’ Association (HGEA). UHPA did not concur with the proposed reorganization, alleging that the proposed reorganization resulted in the retrenchment of a faculty member. The University maintains that the faculty member’s contract was non-renewed and, therefore, not grievable. The case in question is the subject of a grievance filed by UHPA and is being addressed through the collective bargaining agreement. HGEA has no objections to the reorganization being proposed.

No other impact on students or programs is anticipated.
STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR FOR
COMMUNITY COLLEGES

I. INTRODUCTION

The reorganization proposes to reflect the commitment of the University of Hawaii to international education and to provide for a central office to coordinate and integrate services more effectively for students and faculty. The reorganization will provide for the overall coordination by the Office of the Senior Vice President and Chancellor for Community Colleges. The international programs and services included are: study-abroad, international student and scholar services, immigration matters for visiting international faculty, and international agreements and exchanges. Other programs such as international grants, internationally-affiliated astronomy programs, etc., are not included in the reorganization.

The reorganization proposal is based on the findings and recommendations of Roland Fuchs in his 1987 report, "International Education at the University of Hawaii," and recommendations received during interviews conducted in Fall 1993 with UH Deans, Faculty, and Administrators on a systemwide basis. The concerns and issues raised during the course of the Fall 1993 interviews were consistent with the issues and problems which had been raised by Dr. Fuchs six years earlier. Specifically, there is a widespread perception today that at the University of Hawaii there does not exist an overall climate of internationalization that capitalizes fully on its faculty expertise and resource commitments nor takes full advantage of the opportunities for internal collaboration and research. The consensus among the individuals interviewed is that international education should be given a stronger presence and voice in the central administration through a representative at the "highest" level within the University administration. Previously, the University of Hawaii representative for international education on a systemwide basis was the dean of one of the colleges at the UH Manoa campus. The position and locus of this UH representative were not considered appropriate for a systemwide international education endeavor.

Another concern presented by those interviewed was the need for a coordinated approach to protocol and its attendant services. Currently, there are many officials from other educational institutions, governmental agencies, and private enterprises who wish to visit the University and its officials, but there is not one person or office coordinating these visits and activities.
These same individuals also pointed to the lack of coordination between and among offices providing international services, such as the Office of International Programs and Services, Study Abroad Program, International Student Services Office, and the UH Personnel Management Office (for immigration matters relating to visiting international faculty). Currently, these programs and services are administered by different divisions within the University. There was a strong recommendation to centralize these special services for international students and faculty within one office, as is done at many major universities across our nation.

This reorganization proposes to resolve some of these issues and provide a focused and coordinated effort to internationalization of the University of Hawaii. Integral to this systemwide approach would be the maintenance of the individual campus management of international education. Under the auspices, support and direction of the Senior Vice President and Chancellor for Community Colleges, the executive administrative presence will allow for effective coordination of international affairs.

II. PRESENT ORGANIZATION

The University of Hawaii offers a full range of international programs and services, but these programs and services are highly fragmented and are unevenly distributed throughout the 10-campus UH system. For example, at the Manoa campus, Study Abroad is currently housed in Academic Affairs; the International Student Services Office (ISSO) is in Student Services; international agreements are handled by the Office of International Programs and Services (OIPS) which is located in a separate school, School of Hawaiian, Asian, and Pacific Studies (SHAPS); and immigration matters for visiting international faculty are handled by the UH Personnel Management Office (UHPMO).

The situation is even more diversified at the other campuses in the system. For UH at Hilo, UH-West Oahu, and the UH Community Colleges, the international activities are generally smaller in scope and are usually assigned to individual counselors and faculty members on a part-time basis as part of their overall duties and responsibilities. Building the necessary expertise, much less providing leadership and direction for the program on these campuses, is extremely difficult.
UNIVERSITY OF HAWAII PERSONNEL MANAGEMENT OFFICE (UHPMO)

The University of Hawaii Personnel Management Office is responsible for providing systemwide guidance and support on immigration matters, including serving as the liaison with the Immigration and Naturalization Service. UHPMO is responsible for developing, implementing, and revising the University's immigration policies and procedures as they relate to faculty immigration. In addition, the office reviews and prepares for final submittal, the various forms required by the U.S. Immigration and Naturalization Services (INS) and State Department of Labor, and the U.S. Department of Labor documents and forms for foreign professors, researching scholars, and specialists entering the United States and working at the University of Hawaii. Currently, UHPMO is responsible for the technical management of 350 J-1 visas, 65 H1-B visas, and 15 labor certifications, per academic year.

In reviewing the position descriptions, the following positions reflect duties and responsibilities in the area of immigration: Associate Director of Personnel, Position No. 89303, 25% FTE; UH Personnel Officer IV, Position No. 81866, 40% FTE; UH Administrative and Fiscal Support Specialist, Position No. 80423, 50% FTE; Secretary II, Position No. 45681, variable clerical support up to 40% FTE.

OFFICE OF INTERNATIONAL PROGRAMS AND SERVICES (OIPS)

The Office of International Programs and Services is organizationally part of the School of Hawaiian, Asian, and Pacific Studies (SHAPS). SHAPS was established as an organizational unit to coordinate and focus the resources available for various aspects of Hawaiian, Asian and Pacific Studies in an integrated program of research and scholarship; to provide a broad and substantive academic support for instructional programs; and for faculty and library resource development. OIPS, although not limited to Hawaiian, Asian, and Pacific Studies, was organizationally placed in SHAPS. This program is responsible for coordinating and providing technical assistance on international activities, international agreements and exchanges across the UH System. OIPS is supervised by an Associate Specialist, Position No. 88216, which reports to the Director of SHAPS. The other positions in OIPS are Faculty Specialists, Position Nos. 88405 (.50 FTE), and 88414 (.50 FTE); and UH Educational Specialist I, Position No. 81158.
with a range of opportunities to study and do research abroad; enable faculty and students to cooperate across departmental and collegiate lines to do international projects; support faculty in gaining experience and serving in technical assistance projects and other kinds of international work. These functions will be accomplished through the development and implementation of international agreements, faculty exchanges, study abroad and other international activities.

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS

This unit will be responsible for providing services to international scholars and coordinating the campus activities relative to counseling international students. In addition, this office will manage scholar immigration matters, coordinate appointments of faculty, and perform other related activities. Currently, counseling and other services are provided to international students, but no office exists to advise visiting scholars.

The proposed Office of International Affairs will be located in the present physical location in OIPS due to space and resource limitations. With the exception of the new personnel officer position, the establishment of additional staff positions will be evaluated based on resource availability.

IV. IMPACT ON STAFFING

1. Faculty Position No. 88216 will move from the Office of International Programs and Services (OIPS) to the Office of International Affairs (OIA). This position is proposed to be varianced to a new class, Director of International Affairs.

2. Faculty Specialists, Position Nos. 88405 (.50 FTE) and 88414 (.50 FTE), will move from the Office of International Programs and Services (OIPS) to the Office of International Affairs (OIA). The two (.50 FTE) positions will be combined into a 1.00 FTE position and be varianced to an APT, UH Educational Specialist position.

3. UH Educational Specialist I, Position No. 81158, will move from the Office of International Programs and Services (OIPS) to the Office of International Affairs (OIA).
4. Position descriptions for Position Nos. 89303, Associate Director of Personnel; 81866, UH Personnel Officer IV; 80423, UH Administrative and Fiscal Support Specialist; and 45681, Secretary II: will be amended to delete immigration responsibilities.

5. A new Personnel Officer position to be requested.

6. No other impact on students or programs is anticipated.

V. ADDITIONAL COSTS

At present, the immigration duties and responsibilities are shared on a limited basis by four (4) positions in the University of Hawaii Personnel Management Office (UHPMO). None of these positions will be transferred to the Office of International Affairs (OIA) because the immigration function does not encompass a significant portion of the duties and responsibilities of these positions. As such, approval to obtain a permanent personnel officer position will be requested through the usual budget process. In the interim, a temporary position will be established and funded through an internal reallocation of funds from within the OIA.

As a result of the proposed program transfer of the OIPS to the OIA, general funds totaling $280,400 were allocated for this fiscal year. The funding provided should be sufficient to cover the costs of the proposed variances. No other additional costs are anticipated at the present time.

CURRENT: ORGANIZATIONAL CHARTS FUNCTIONAL STATEMENTS

PROPOSED: ORGANIZATIONAL CHARTS FUNCTIONAL STATEMENTS
PRESENT

ORGANIZATIONAL CHARTS AND
FUNCTIONAL STATEMENTS
Office of the Dean

Office of International Programs and Services

BOR Positions
Associate Specialist, S4, #88216, (1.00)
Junior Specialist, S2, #88405, (0.50)
Junior Specialist, S2, #88414, (0.50)
UH Educ. Spec. I, P03, #81158, (1.00)
INTRODUCTION

The Office of President, University of Hawaii System and Chancellor, University of Hawaii at Manoa is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawaii Constitution, Hawaii Revised Statutes, and Board of Regents policies.

MAJOR FUNCTIONS

President, University of Hawaii System and Chancellor, University of Hawaii at Manoa. As President of the University of Hawaii System and Chancellor of the University of Hawaii at Manoa, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawaii campuses.

- Maintaining effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.

- Recommending plans and policies for the Statewide vocational education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.

- Administering and coordinating Universitywide functions through appropriate senior executives and managers.

Senior Vice President and Executive Vice Chancellor, University of Hawaii at Manoa. The Senior Vice President and Executive Vice Chancellor for the University of Hawaii at Manoa serves as the chief academic officer for UH Manoa and shares responsibility with the Chancellor for providing executive leadership at UH Manoa. This position is responsible for the day-to-day operations of UH Manoa, and serves as Acting Chancellor for UH Manoa in the absence of the Chancellor.
Senior Vice President and Chancellor, University of Hawaii Community Colleges. The Senior Vice President and Chancellor for Community Colleges provides leadership, direction, and coordination for the programs and activities of the Community Colleges and Employment Training Center of the University of Hawaii.

Senior Vice President and Chancellor, University of Hawaii at Hilo and University of Hawaii-West Oahu. The Senior Vice President and Chancellor for the University of Hawaii at Hilo and the University of Hawaii-West Oahu provides leadership, direction, and coordination for the programs and activities of the UH Hilo and UH West Oahu campuses.

Senior Vice President for Administration. The Senior Vice President for Administration provides leadership, direction, and coordination for administrative support functions across the University of Hawaii System.

Assistant to the President. The Assistant to the President serves as the principal liaison between the President and all of his internal and external constituencies. This position undertakes various special projects of Universitywide significance.
INTRODUCTION

Provides overall direction and leadership in the Systemwide development of personnel policies and procedures. Provides personnel management services to the University System.

MAJOR FUNCTIONS

- Provides overall leadership and direction in the development of personnel policies and procedures for the University System.
- Conducts hearings on grievances and issues decisions.
- Serves as liaison to the Hawaii Labor Relations Board and other external agencies relative to personnel matters.
- Provides Systemwide guidance on immigration matters, including liaison with the US Immigration and Naturalization Service.
- Provides overall leadership and coordination in the implementation of the University's Human Resources Information System (HRIS).
- Provides leadership and coordination in the development and administration of the State's Civil Service recruitment, examination, and appointment program for the University System.
- Provides leadership in the administration of the classification and compensation plans for Civil Service, APT, and E/M positions.
- Provides leadership in the administration of the State of Hawaii's Health Fund.
- Provides leadership in the administration of the employee benefits program, including tax sheltered annuities, US savings bonds, etc.
- Provides leadership in the planning, development, and implementation of employee training and service award programs.
- Provides leadership in the development and maintenance of a workers' compensation management system.
PROPOSED

ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
OFFICE OF INTERNATIONAL AFFAIRS

Office of the Senior Vice President and Chancellor for Community Colleges
Senior Vice President and Chancellor

Office of International Affairs
*Faculty Position No. 88216

**Faculty Positions: #88405 (.50), #88414 (.50)
***Personnel Officer
UH Educational Specialist I, P03, #81158

International Education Programs and Exchanges
International Students and Scholars Services

* Position to be vacated to new Managerial Position, Director of International Affairs
** To be combined and vacated to 1.00 FTE APT position, UH Educational Specialist
***New Position to be requested
INTRODUCTION

The Office of President, University of Hawaii System and Chancellor, University of Hawaii at Manoa is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawaii Constitution, Hawaii Revised Statutes, and Board of Regents policies.

MAJOR FUNCTIONS

President, University of Hawaii System and Chancellor, University of Hawaii at Manoa: As President of the University of Hawaii System and Chancellor of the University of Hawaii at Manoa, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawaii campuses.

- Maintaining, effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.

- Recommending plans and policies for the Statewide vocational education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.

- Administering and coordinating Universitywide functions through appropriate senior executive and managers.

Senior Vice President and Executive Vice Chancellor, University of Hawaii at Manoa: The Senior Vice President and Executive Vice Chancellor for the University of Hawaii at Manoa serves as the chief academic officer for UH Manoa and shares responsibility with the Chancellor for providing executive leadership at Manoa. This position is responsible for the day-to-day operations of UH Manoa, and serves as Acting Chancellor for UH Manoa in the absence of the Chancellor.
STATE OF HAWAII
UNIVERSITY OF HAWAII ADMINISTRATION
OFFICE OF PRESIDENT, UNIVERSITY OF HAWAII SYSTEM AND
CHANCELLOR, UNIVERSITY OF HAWAII AT MANOA

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Senior Vice President and Chancellor, University of Hawaii Community Colleges. The Senior Vice President and Chancellor for community Colleges provides leadership, direction, and coordination for the programs and activities of the Community Colleges, Employment Training Center, and the Office of International Affairs of the University of Hawaii.

Senior Vice President and Chancellor, University of Hawaii at Hilo and University of Hawaii-West Oahu. The Senior Vice President and Chancellor for the University of Hawaii at Hilo and the University of Hawaii-West Oahu provides leadership, direction and coordination for the programs and activities of the UH Hilo and UH West Oahu campuses.

Senior Vice President for Administration. The Senior Vice President for Administration provides leadership, direction, and coordination for administrative support functions across the University of Hawaii System.

Assistant to the President. The Assistant to the President serves as the principal liaison between the President and all of his internal and external constituencies. This position undertakes various special projects of Universitywide significance.
STATE OF HAWAII
UNIVERSITY OF HAWAII
OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR FOR
COMMUNITY COLLEGES

OFFICE OF INTERNATIONAL AFFAIRS

Office of the Director of International Affairs

Responsible for directing and coordinating the international education programs and support services as well as providing the required leadership and initiatives to establish the OIA as a viable and coordinated systemwide program. The Director will establish and implement the systemwide policies and procedures to ensure the effective systemwide coordination of the international programs relating to immigration, study abroad, scholar services, protocol, exchanges, etc., for systemwide implementation.

Office of International Education Programs and Exchanges

Responsible for coordinating international education as it relates to facilitating and supporting the teaching as well as the research faculty. This unit will provide faculty with opportunities to be international and comparative in their research; provide students with a curriculum representative of ideas and examples from the work's knowledge; provide students on a systemwide basis with a range of opportunities to study and do research abroad; enable faculty and students to cooperate across departmental and collegiate lines to do international projects; support faculty in bringing experience and serving in technical assistance projects and other kinds of international work.

Office of International Students and Scholars

Responsible for providing services to international scholars and coordinating the campus activities relative to counseling international students. This unit will manage scholar immigration matters, coordinate appointments of faculty, and perform other related scholar services.
PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

SCHOOL OF HAWAIIAN, ASIAN AND PACIFIC STUDIES

The School of Hawaiian, Asian and Pacific Studies (SHAPS) was established as an organizational unit to coordinate and focus the resources available on various aspects of Hawaiian, Asian and Pacific studies in an integrated program of research and scholarship to provide broad and substantive academic support of instructional programs, and for faculty and library resource development. This unit is expected to generate the visibility and status necessary to enhance the contributions and advance the reputation of the University of Hawai‘i at Manoa as a leading center in Hawaiian, Asian and Pacific studies, and to attract extramural funding in support of that leadership. The major objectives of the School are:

1. Support faculty and student development, instruction, research and publications in international studies, particularly regarding Hawai‘i, the Pacific, and Asia;

2. Provide a linking and coordinative function to maximize the use and development of the University’s Hawaiian, Pacific, and Asian resources within and across disciplines and departments;

3. Provide international visibility for, and publicize the University’s activities, resources and commitment in Hawaiian, Asian and Pacific studies to a spectrum of appropriate audiences, including colleagues, interested students, and potential funding sources throughout the world;

4. Serve the educational and cultural interests of Hawai‘i by helping to foster a deeper understanding of Hawaiian, Asian and Pacific societies and people.

The major functions of the units of the School are:

A. Office of the Dean

(Chart II)

Provides executive/managerial direction and support to the primary programs of instruction, research, and community service.

Plans, organizes and administers

1. Program curricula and course development
2. Program evaluation
3. Staff recruitment and development
4. Research and development activities
5. Outreach instructional and community service programs
6. Budget development, allocation, and administration
7. Accounting for resources
8. Procurement and property management
9. Personnel services
10. Other logistical support services
11. Student academic services
INTRODUCTION

Provides overall direction and leadership in the Systemwide development of personnel policies and procedures. Provides personnel management services to the University System.

MAJOR FUNCTIONS

- Provides overall leadership and direction in the development of personnel policies and procedures for the University System.
- Conducts hearings on grievances and issues decisions.
- Serves as liaison to the Hawaii Labor Relations Board and other external agencies relative to personnel matters.
- Provides overall leadership and coordination in the implementation of the University’s Human Resources Information System (HRIS).
- Provides leadership and coordination in the development and administration of the State’s Civil Services recruitment, examination, and appointment program for the University System.
- Provides leadership in the administration of the classification and compensation plans for Civil Service, APT, and E/M positions.
- Provides leadership in the administration of the State of Hawaii’s Health Fund.
- Provides leadership in the administration of the employee benefits program, including tax sheltered annuities, U.S. savings bonds, etc.
- Provides leadership in the planning, development, and implementation of employee training and service award programs.
- Provides leadership in the development and maintenance of a workers’ compensation management system.
MEMORANDUM

TO: President and Chancellor Kenneth P. Mortimer

THROUGH: Senior Vice President Ralph Horii

FROM: Rodney Sakaguchi

SUBJECT: APPROVAL OF ORGANIZATIONAL CHARTS RELATED TO THE CREATION OF THE OFFICE OF INTERNATIONAL AFFAIRS

May 19, 1995

Your approval (signature and date) of the enclosed organizational charts associated with the Office of International Affairs (OIA) reorganization approved by the Board of Regents (BOR) on May 19, 1995 is requested. Although these organizational charts were included in the reorganizational proposal submitted to the BOR for approval, the BOR technically only approves the organizational chart which is included in the BOR agenda item. In this instance, the BOR approved the summary OIA organizational chart which does not include any positions. We understand that the BOR only wants to approve concepts as opposed to details associated with such reorganizations.

Our concern is that there is no actual approving authority for those organizational charts in the OIA reorganizational proposal which were not included in the BOR agenda item. As a result, your approval of the attached two organizational charts is being requested. The date of your approval should be May 19, 1995 in order to coincide with the BOR’s approval date.

Please contact me if you have any questions regarding this matter and please return all approved organizational charts to this office.

Attachment