MEMORANDUM

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

FROM: Carol M. Eastman
   Senior Vice President, University of Hawai‘i and
   Executive Vice Chancellor, University of Hawai‘i at Mānoa

SUBJECT: Notification of Approved Reorganization, College of Natural Sciences,
   University of Hawai‘i at Mānoa

   Enclosed for your files is a copy of the reorganization which was approved
   by the University for the College of Natural Sciences. The purpose of the reorganization
   is explained in the accompanying executive summary.

   If there are any questions regarding this matter, please call Dr. Michael W.
   Graves at 956-9679.

am

Enclosure

c: The Honorable Earl I. Anzai
   Director, Department of Budget and Finance
The Honorable James H. Takushi
   Director, Department of Human Resources Development
University Office of Human Resources
✓ University Budget Office
June 26, 1996

MEMORANDUM

TO: Senior Vice President/Executive Vice Chancellor Carol Eastman

FROM: Rodney Sakaguchi

SUBJECT: ORGANIZATIONAL CHART APPROVED BY THE BOARD OF REGENTS FOR THE REORGANIZATION OF THE COLLEGE OF NATURAL SCIENCES, UNIVERSITY OF HAWAII AT MANOA

Attached for your files is a copy of the College of Natural Sciences organizational chart that was approved by the Board of Regents (BOR) on June 21, 1996 (agenda item A-10).

Please be advised that all other organizational charts associated with the reorganization to eliminate the Department of General Science which were not included in agenda item A-10 must still be approved (signed and dated with the June 21, 1996 date). Otherwise, there is no approving authority for those charts not included in BOR agenda item A-10. In this instance, either your approval or the President's approval of these organizational charts is appropriate. The organizational charts which require approval are enclosed for your use along with sample signature blocks for this purpose.

Once the charts are signed and dated, copies should be distributed to various agencies as required by Administrative Procedure A3.101, University of Hawaii Organizational and Functional Changes.

Please feel free to call me or Ronald Saito of this office if there are any questions.

Attachments

cc: President/Chancellor Mortimer (w/o attachments)
A-10 Reorganization to Eliminate the Department of General Science, College of Natural Sciences, University of Hawai‘i at Mānoa

The Senior Vice President and Executive Vice Chancellor of the University of Hawai‘i at Mānoa recommends the reorganization of the College of Natural Sciences, resulting in the elimination of the Department of General Science.

Currently, the College of Natural Sciences consists of eight departments. The proposed reorganization would eliminate the Department of General Science with the remaining departments being, Botany, Chemistry, Information and Computer Sciences Mathematics, Microbiology, Physics and Astronomy, and Zoology along with the Biology Program. The courses and functions of the Department can be redistributed within the College without any adverse impact. This reorganization will also allow the College to achieve greater efficiency and effectiveness in providing science courses to students as well as allow the College to wisely use its limited resources.

The Department of General Science was originally created to provide science courses for non-science majors. Currently, of the 28 courses listed under General Science, 21 were cross-listed with other departments. All but six of the 28 courses will continue to be taught at other departments. Among the six courses which may be deleted from the catalog, approximately 20 students per year enroll in those courses, and for such students, alternate courses are available. The Department has no undergraduate majors or graduate programs.

If approved, this proposed reorganization of the College of Natural Sciences would result in the reassignment of 7.50 FTE of the 8.00 FTE positions currently in the Department of General Science. The remaining .50 FTE would be reassigned to the Department of History in the College of Arts and Humanities. The primary receiving unit will be the Biology Program which has grown to have the largest number of undergraduate majors in the College in spite of significant personnel and space deficiencies. No change in functions other than the deletion of the General Science functions would occur. The reassignment of staff will not adversely affect any current instructional nor research efforts. It would also result in the anticipated savings of approximately $29,000 annually.

The University of Hawai‘i Professional Assembly and the Hawai‘i Government Employees' Association were consulted and raised no objections. In addition, the Mānoa Faculty Senate has given its endorsement of the proposed reorganization.

RECOMMENDATION: That the Board approve the proposed reorganization of the College of Natural Sciences, University of Hawai‘i at Mānoa, as described, with the understanding that those currently enrolled in courses and programs in the Department of General Science will not be adversely affected by its elimination, effective upon Board approval.

June 24, 1996—No org. chart for this agenda item. Received approval from Carl Makino to stamp approved by Board of Regents on College of Natural Sciences overall proposed organizational chart. The effective date of approval for this reorganization is June 21, 1996. 6/21/96
OFFICE OF THE DEAN

BIOLOGY PROGRAM

Director (Appointed from Faculty Positions)
Secretary II, SR-14, #28528* (.50)
Secretary II, SR-14, #12964
UH Educational Specialist II, P06, #80637 (.50)

Faculty Positions
Full-time: #82185, #82770, #83598, #84197

Graduate Assistants (.50)
#83905, 88014, 88070, 88157,
88161, 88302, 88312, 88354,
88516, 88599

PROPOSED
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
BIOLOGY PROGRAM
POSITION ORGANIZATION CHART
CHART III-A

APPROVED PURSUANT TO BOR ACTION

CAROL EASTMAN
SENIOR VICE PRESIDENT AND
EXECUTIVE VICE CHANCELLOR

JUN 21 1996

DATE

General Funds 11.00

*Position #28528 abolished (State RIF)
OFFICE OF THE DEAN

DEPARTMENT OF PHYSICS AND ASTRONOMY

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #12918
Clerk-Stenographer II, SR-09, #14355
UH Electronics Engineer, #93536F

UH Scientific Instrument Technician II, P09, #80706
UH Scientific Instrument Technician I, P07, #80703

Faculty Positions
Full-time: #82206, 82314, 82468, 82587, 82633,
82875, 82893, 83534, 83547, 83790,
83813, 83861, 83910, 83915, 83926,
83947, 84235, 84240, 84398, 84494,
84675, 84897, 88615

Part Time: #84218T (.40), #84243T (.40)

Graduate Assistants (.50)
#85506, 88055, 88057, 88176, 88198, 88270, 88309,
88385, 88389, 88441, 88478, 88524, 88593, 88650,
8384T*, 84184T*, 83849T*

*Appropriated Temporary Positions

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF PHYSICS AND ASTRONOMY

POSITION ORGANIZATION CHART
CHART 11-11

APPROVED PURSUANT TO BOR ACTION

CAROL EASTMAN
SENIOR VICE PRESIDENT AND
EXECUTIVE VICE CHANCELLOR

DATE JAN 21 1986

General Funds 35.00
| CHAIR (Appointed from faculty positions) |  |
| SECRETARY II, SR-14, #12852 | 1.00 |
| CLERK STENO II, SR-09, #17301 | 1.00 |
| ASSOCIATE CHAIR (Appointed from faculty positions) |  |
| SECRETARY I, SR-12, #15261 | 1.00 |
| DIRECTOR OF WORLD CIVILIZATIONS PROGRAM (Appointed from faculty positions) |  |
| SECRETARY I, SR-12, #21277 | 1.00 |

| FACULTY POSITIONS |  |
| Full Time: |  |
| #082025, 082147, 082153 (.50)*, 082164, 082241**, 082370, 082428, 082466, 082475, 082612, 083106, 083155, 083316, 083318, 083322, 083328, 083330, 083415 (.50)*, 083501, 083566, 083576, 083891, 083754, 083989, 084132, 084155, 084215, 084241, 084333, 084415, 084432, 084461, 084624, 084794, 084839 | 34.00 |
| Part Time: |  |
| #082242 (0.50), 082255 (0.50) | 1.00 |

| GRADUATE ASSISTANTS #085014, 086007, 086026, 086030, 086056 (0.25), 086079, 086080, 086120, 086152, 086242, 086297, 086323, 086329, 086342, 086374, 086456, 086507, 086543, 086547, 086555, 086595, 086598, 086617 | 11.25 |

(Note: Not included, GA Pos. #082123, .50—Temporary Allocation)

*083675 (-0-) 1.50 pos not filled to cover shortfall

**Pos. 082241 increased from .50 FTE to 1.00 (.50 transferred from General Sciences to History)
Reorganization Proposal to Eliminate
the Department of General Science

Executive Summary

The Department of General Science was originally created in order to provide science courses primarily for non-science majors. The faculty in the Department currently teaches approximately 500 students each semester. However, these courses can be offered through other departments within the Colleges of Arts and Sciences.

It is therefore proposed that the Department of General Sciences be eliminated and that the positions, resources, courses, and other functions now under that Department be re-distributed to other departments and programs within the Colleges of Arts and Sciences. The primary receiving unit will be the Biology Program which has grown to have the largest number of undergraduate majors in the College of Natural Sciences in spite of significant personnel and space deficiencies.

No program impact is anticipated since the Department does not offer any degrees and courses currently being offered will continue to be offered by other departments. By eliminating the Department's administrative structure, the reorganization will provide more efficient utilization of resources.
A. Present Organization

The Department of General Science is currently under the administration of the College of Natural Sciences, University of Hawaii at Manoa. The Department began, in effect, with the introduction of SCI 120 in the Fall Semester of 1955. Other courses were added subsequently, and the program was first listed as a department in the UH Manoa General Catalog for 1961-1962. The Department began as a service department, offering introductory, interdisciplinary, humanistically-oriented courses in the natural sciences, plus a few upper division courses, which satisfied both the University science “core” requirement in the natural sciences, and the special needs of prospective and inservice science teachers. In the 1970s and 1980s, additional courses that were interdisciplinary, and often environmental, in nature, were added.

Beginning in 1987 an effort was mounted to extend the department’s mission. A university-wide committee was assembled to devise a program which would offer an undergraduate certificate in “Science and Technology Studies,” involving courses in the history, philosophy, and sociology of science and technology. This proposal was tabled in the dean’s office, however, while a more ambitious initiative was undertaken by a second university committee to create an undergraduate degree program (both B.S. and B.A.) in Interdisciplinary Science. This initiative resulted in an innovative proposal, widely supported across the campus by faculty, higher administration, and several of the professional schools. It was vetoed, however, by the Manoa Faculty Senate Committee on Academic Policy and Planning in the Spring of 1992. Under these circumstances the pursuit of new General Science agendas, including the previously tabled certificate program, seemed ill-advised. Instead, the College has turned to insuring the support of its most heavily subscribed, existing programs.
B. Proposed Organization

It is proposed that the Department of General Science be eliminated and that the positions, resources, courses and other functions now under that department be re-distributed to other departments and programs within the Colleges of Arts and Sciences, particularly the Biology Program.

C. Background/Nature of the Proposed Reorganization

1. Discussion of the Conditions or Factors Prompting the Proposed Reorganization

The Department of General Science was originally created in order to provide science courses primarily for non-science majors, especially those in the College of Education. No undergraduate or graduate degrees are offered through the program. The department currently teaches approximately 500 students each semester in its "Introduction to Science" courses. However, these courses can be offered through other departments within the College of Natural Sciences, the College of Arts and Humanities, the College of Social Sciences, and the School of Ocean and Earth Sciences and Technology. For example, the course "Biology and Society" (SCI 121 + 121L), is now offered by the life science departments; the introduction to the physical sciences (SCI 122 + 122L) is offered through the Department of Physics and Astronomy; the history of science courses are to be taught under the aegis of the Department of History, where they are currently cross-listed; and the Hawaiian environment courses are to be offered through the Biology Program and the Department of Geography. BIOL 101 (formerly General Science 121) has one lecture section of 370 students and 15 laboratory sections. PHYS 122 (formerly General Science 122) has one lecture section of 100 students and 3 laboratory sections. BIOL 123 (formerly General Science 123) has one lecture section of 186 students and 6 laboratory sections.

By eliminating the department's administrative structure, this reorganization would provide a more efficient utilization of University
resources. The elimination of the Department of General Science would allow the department's clerical position to be transferred to the Biology Program where high student enrollments have long demanded additional clerical support, but insufficient funding has prevented its realization.

2. Explanation of the Details or Nature of the Proposed Organization

a. Reassignment of Existing Positions and Functions

The FTE reassignment has not been finalized in all cases but the following are tentative proposed reassignments of existing personnel and their positions and recent completed transfers:

<table>
<thead>
<tr>
<th>Position No.</th>
<th>Name</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>84197</td>
<td>Laudan, Rachel</td>
<td>Transfer to Biology Program</td>
</tr>
<tr>
<td>83598</td>
<td>Merlin, Mark</td>
<td>Transfer to Biology Program</td>
</tr>
<tr>
<td>84002</td>
<td>Rehbock, Philip</td>
<td>Position presently split between Gen. Sci. and History. Entire position will transfer to History Dept.</td>
</tr>
<tr>
<td>83905</td>
<td>T.A.</td>
<td>Transfered to Biology Program</td>
</tr>
<tr>
<td>12964</td>
<td>Mokulehua, Grace</td>
<td>Transfer to Biology Program</td>
</tr>
<tr>
<td>82185</td>
<td>Bigelow, Gordon</td>
<td>Retired. Position to be transferred to Biology Program</td>
</tr>
<tr>
<td>82424</td>
<td>Conant, Sheila</td>
<td>Transferred to Zoology Dept.</td>
</tr>
<tr>
<td>82633</td>
<td>Feldman, Arnold</td>
<td>Transferred to Physics &amp; Astronomy Dept.</td>
</tr>
<tr>
<td>82770</td>
<td>Goodman, Madeleine</td>
<td>Resigned. Position to be transferred to Biology Program</td>
</tr>
</tbody>
</table>

The transfer of personnel to the units cited will not adversely affect any current extramural research funding. Future funding efforts may be facilitated by the transfers, which will result in the placement of professors in a closer working environment with others in their respective fields.

b. Addition of New Positions, Functions, and Programs

No new positions, functions, or programs are proposed.
c. Position Variances or Reclassifications

The transfer of position no. 12964 from General Science to the Biology Program would have been expected to have increased the number of SR-14 level personnel in the Program to 1.50 FTE. However, the secretary in the Biology Program has retired and the vacant position, no. 28528, has been abolished during the Reduction in Force procedure. Therefore there are no position variances involved in this proposal.

d. How Operational, Organizational, Functional, and Programmatic Relationships Will be Affected, Including the Impact of Services to the Program's Target Group(s)

All courses now offered through the Department of General Science will be offered through other departments in the Colleges of Arts and Sciences. In this way, the full complement of facilities and faculty of the various disciplines can be utilized in these course offerings, thus benefiting the students taught. As there are no degrees offered through the Department, degree programs of students taking the courses will not be affected.

e. Impact of the Reorganization on Existing Positions, e.g., Reclassification or Redescription

As noted above in item 2.a and 2.c there will be no reclassifications or redescriptions involved with this proposal.
f. Need and Availability of Office Space or Other Requirements Necessary for the Implementation of the Reorganization

In some cases, the departments receiving transferred positions will provide office space for the incoming personnel. In other cases, personnel will continue to occupy their present offices until such time as reassignment of office space is deemed essential by the College.

g. Estimated Additional Cost of Reorganization, Including Details on New Positions Required, Reclassification Costs, Costs of Equipment, Furniture, Utilities, etc. and the Availability of Funding

No costs are anticipated to be incurred by the reorganization.

h. Compliance with Executive Policy E 5.209

Executive Policy E 5.209 in University of Hawai‘i System Student Transfer and Inter-Campus Articulation, section II.B.6, Coordination and Communication, states: "changes in degree requirements, curriculum, and other academic policies at one campus which affect students transferring from other campuses must involve prior consultation with the campuses affected by the changes." The Department of General Science does not offer a major and therefore no degrees at either the undergraduate or graduate levels. Since all courses currently offered will be offered in other units, no student’s curriculum nor any academic policy will be affected.

D. Reasons for Proposing the Reorganization

1. Basis in Law or Policy which supports the Reorganization

According to the Board of Regents Policy, Section 3-1 "the President shall have authority to reassign or relocate established organizational units where such reassignments or relocations do not significantly affect
students and other clientele of the University...." Students and other clientele will not be significantly affected, because no degree program will be eliminated, and all recently taught courses will continue to be offered by other departments/programs.

2. Explanation of the Reasons for Proposing the Reorganization and Why an Organizational Solution Is Being Advocated

Of all the units in the College of Natural Sciences, the Biology Program has for some years had the greatest number of undergraduate majors (see graph, Appendix A - Distribution of Majors as of fall 1995). Resources to accommodate this tremendous demand, however, have been insufficient: most notably, the Program has subsisted with only a half-time director, a half-time secretary, and a half-time educational specialist, while teaching is handled by faculty borrowed from other departments on a semester-by-semester basis. These inadequacies were well documented in the 1992 report of the System-wide Undergraduate Biological Sciences Curriculum Committee, chaired by Professor Chris Womersley, entitled, "Achievement of Excellence in Undergraduate Education in the Biological Sciences...."

The elimination of the General Science Department will allow the College of Natural Sciences to reallocate resources to this growing program. This "merger" action was recommended in the 1993 study prepared by the Office of the Vice President for Academic Affairs, entitled "Centrality, Effectiveness and Efficiency Ratings of Academic Affairs Programs." The introductory biology course and the environmental courses presently offered through the Department of General Science will be offered through the Biology Program. By offering them through the Biology Program, additional facilities and faculty expertise can be drawn upon and can be expected to enhance student learning experiences.

Similarly, by offering the introductory physical science course through the Department of Physics and Astronomy, with additional help from the Department of Chemistry, a broader range of resources can be brought to bear, with students again being the beneficiaries.
3. **How the Problems or Conditions Which Exist Will Be Either Eliminated or Improved Upon and Why the Existing Organization is Inadequate**

The reorganization would address the present resource allocation imbalance by allowing resources to be transferred to the Biology Program, which at present is insufficiently staffed and funded to handle its present student load. The figure in Appendix A illustrates the proportionately large number of students who major in Biology, necessitating additional resources for the program. Part of the additional resources required to update and implement the new Biology core curriculum will be met by resources transferred from General Science.

4. **Benefits and Desired Results Which Will be Achieved by Reorganizing**

The transfer of responsibility for introductory science courses in biological and physical sciences to other departments within and without the College of Natural Sciences will result in increased participation by the faculties of these departments in the continuing enhancement of these courses. This additional expertise will enrich the courses offered, contributing to the scientific literacy of University of Hawaii students who enroll in them. Former General Science faculty will have access to the same range of teaching and research opportunities and resources as colleagues in their new departments, and will be able to play the same role in the development of their specialist interests (e.g., acceptance and supervision of graduate students, distribution of resources for research) as their colleagues. Finally, the elimination of administrative duplication will free financial resources to be utilized in both additional program offerings and enhancement of currently offered courses. For example, the removal of the half-time secretary position will generate a cost savings of $12,000 per year. The elimination of the position of department chair will generate a cost savings of $17,000 per year.
5. Qualitative and Quantitative Data Which will Support the Reorganization

See Appendix A.

6. Why Functions Are Being Grouped as They Are

As explained above, the transfer of responsibility for the offering of introductory natural science courses will result in increased participation by these faculties in the continuing enhancement of these courses. The departments receiving these courses have faculty of the appropriate disciplines to teach the courses, and are in each case the most logical departments to offer them.

F. Other Alternatives Considered but Deemed Undesirable

The alternative is to continue the existence of the Department of General Science as it is now constituted. The critical mass of the faculty in General Science is already borderline, due to recent resignations and retirements. Moreover, this alternative would not solve the pressing needs of the Biology Program and its students.
APPENDIX A - Distribution of Majors as of Fall 1995

Number of Students

<table>
<thead>
<tr>
<th>Major</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>321</td>
</tr>
<tr>
<td>Botany</td>
<td>16</td>
</tr>
<tr>
<td>Chem</td>
<td>122</td>
</tr>
<tr>
<td>ICS</td>
<td>278</td>
</tr>
<tr>
<td>Math</td>
<td>78</td>
</tr>
<tr>
<td>Micro</td>
<td>36</td>
</tr>
<tr>
<td>Physics</td>
<td>48</td>
</tr>
<tr>
<td>Zoology</td>
<td>222</td>
</tr>
</tbody>
</table>
OFFICE OF THE DEAN

BIOLOGY PROGRAM

Director (Appointed from Faculty Positions - Zoology)
Secretary II, SR-14, #28528 (.50)
UH Educational Specialist II, P06, #80637 (.50)
Faculty Positions - None
Graduate Assistants (.50)
#88014, 88070, 88157, 88161,
88302, 88312, 88354, 88516,
88599

* Position abolished

General Funds 5.50
OFFICE OF THE DEAN

DEPARTMENT OF GENERAL SCIENCE

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #12964

Faculty Positions
Full-time: #82185, 82424, 82633, 82770, 82598, 84197
Part-time: #84002
Graduate Assistants (.50)
#83905

General Funds 8.00
# Department of Physics and Astronomy

**Chair (Appointed from Faculty Positions)**
- Secretary II, SR-14, #12918
- Clerk-Stenographer II, SR-09, #14355
- UH Electronics Engineer, #93536F

**UH Scientific Instrument Technician II, P09, #80706**
- UH Scientific Instrument Technician I, P07, #80703

**Faculty Positions**
- **Full-time:** #82206, 82314, 82468, 82587, 82875, 82893, 83534, 83547, 83790, 83813, 83861, 83910, 83915, 83926, 83947, 84235, 84240, 84398, 84494, 84675, 84897, 88615
- **Part Time:** #84218T (.40), 84243T (.40)

**Graduate Assistants (.50)**
- #85506, 88055, 88057, 8876, 88198, 88270, 88309, 88385, 88389, 88441, 88478, 88524, 88593, 88650, 83844T, 84184T, 83849T

*Appropriated Temporary Positions*
DEPARTMENT OF ZOOLOGY

Chair (Appointed from Faculty Positions)
Secretary II, SR-12, #11894
Clerk-Stenographer, #93026f
Clerk-Typist II, SR-06, #15271
UH Administrative Officer II, P05, #81425
UH Scientific Illustrator II, P07, #80681

Faculty Positions
- Full-time: #82015, 82118, 82167, 82243,
  82269, 82835, 83141, 83232,
  83948, 83997, 83999, 84248,
  84378, 85450
- Part-time: #82434, 83344, 84411T, 83443,
  84094T

Graduate Assistants (.50)
#85031, 88016, 88021, 88068, 88081,
88105, 88153, 88275, 88321, 88337,
88387, 88394, 88442, 88447, 84249T**

*Joint Appointments
**Appropriated Temporary Positions

Hawaii Cooperative
Fishery Research
Unit

General Funds 28.50
DEAN OF THE COLLEGE OF NATURAL SCIENCES

The Office of the Dean of the College of Natural Sciences directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, staff supervision, community relations, grievance and litigation and travel.

The Dean reports to the Office of the Senior Vice President and Executive Vice Chancellor of the University and functions with the authority delegated by the President and Vice Presidents.
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
BIOLOGY PROGRAM

The Biology Program serves as an interdisciplinary program (participated in by the Departments of Botany, Microbiology and Zoology) for students preparing for professional degrees in the biological sciences. It offers three basic core courses for its students and additional enrichment or special courses of an interdisciplinary nature. Advising of students for both the BA and BS degrees in Biology is carried out through the Program.

DIRECTOR

Directs activities, curricula, and personnel in the Biology Program.

Coordinates instructional activities, e.g., supervises and follows the progress of Graduate Teaching Assistants in the biology teaching labs.

Prepares Program's budget requests and produces program review and evaluation information.

Reviews and makes recommendations in regard to all personnel actions involving members of the Program. (Note: The Director approaches the Departments of Botany, Microbiology and Zoology for faculty to be released on a part-time basis for teaching in the Biology Program).

Coordinates the efforts of the Biology Program Curriculum Committee by acting as liaison with the Dean of the College of Arts & Sciences regarding curriculum and policy matters of the Program.

Serves as liaison with the Honors Program to coordinate teaching personnel for Honors courses or for "A" sections, and advising of Biology Honors students particularly for Honors theses and directed research.

INSTRUCTIONAL STAFF

Provides instruction in biology courses and laboratories.

Assist in developing direction and policy for courses.

Advise students and prepare graduation evaluations for graduating majors.

CIVIL SERVICE AND APT PERSONNEL

Provide secretarial support to the Director and instructional staff.

Provides administrative and secretarial support to the Director for personnel and fiscal functions.

Procure and maintain laboratory supplies and equipment.

Set up and prepare materials for student laboratories.
STATE OF HAWAII
UNIVERSITY OF HAWAI'I AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF GENERAL SCIENCE

CHAIR

Directs activities, curricula and personnel in the Department of General Science. The function of the General Science Department is to provide basic, interdisciplinary and relevant science courses primarily for undergraduates. The objective is implemented by a set of 100-level courses which are designed to fulfill the science requirement of the Colleges of Arts and Sciences and other colleges and specifically that requirement of at least one laboratory science in the required three courses in natural sciences. The objective is further implemented by interdisciplinary course offerings at the 300- and 400-level and a graduate seminar.

Within the unit the chair, in consultation with appropriate departmental committees:

- Coordinates instructional activities
- Prepares the unit's budget requests
- Reviews and makes recommendations in regard to all personnel actions involving members of the department
- Represents the department at the various meetings of administrative units on the Manoa campus such as the College and the President's office
- Responds to requests for statements of functions, policies, and course equivalencies, from the various administrative units on the Manoa campus
- Advises and consults with the faculty and staff members of the department to insure that they are comfortable in performing their duties and to see that they are performing to the best of their ability
- Supervises Civil Service personnel, assigning workloads, maintaining control over work and the quality thereof
- Assumes all the responsibilities of a regular member of the instructional staff, preparing lectures and laboratories of one or more courses for which he is responsible, preparing examinations and generally evaluating student performance; maintains active research in the area of his expertise; and participates both in university and community affairs.

INSTRUCTIONAL STAFF

Provide instruction both within the department and without (as guest lecturers in other departments and units), conduct research in the area of their expertise, and undertake community service.

- Prepare lectures and laboratories of the courses for which they are responsible and meet the classes to which they are assigned
- Prepare examinations, quizzes, and evaluate student performance
- Assume such departmental responsibilities as maintenance and/or supervision of the storeroom, library, and liaison activities with other departments and units within the University system

- Participate in departmental activities such as those of the personnel and curriculum committees, and ad hoc committees dealing with departmental reviews

- Maintain active research efforts in their areas of expertise, preparing reports of their work for publication, taking part in conferences and meetings

- Participate in Manoa campus affairs by assuming membership or chairmanship of the various committees on the campus, including college committees and Manoa campus committees

- Participate in community affairs in their areas of expertise, that is by serving on appointed City, State and National boards, contributing to environmental impact statements, serving as consultants for the City Council, State Legislature, etc., responding to inquiries and requests for information from the public, etc.

CIVIL SERVICE PERSONNEL

Provide secretarial, clerical and typing services to the department chair and the instructional staff; keep and maintain office files and records; take and transcribe dictation; maintain departmental expenditure records including purchase of supplies; prepare and process various personnel forms and documents; and perform a variety of related office duties.
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF PHYSICS AND ASTRONOMY

CHAIR

Directs activities, curricula, and personnel in the Department of Physics and Astronomy in carrying out its mission of providing undergraduate and graduate education in physics and astronomy, and advancing the state of knowledge in these fields through scholarly research. Coordinates with the chair of graduate astronomy matters relevant to the mutual interaction of the physics and astronomy graduate programs.

- Coordinates instructional activities.
- Prepares unit's budget requests.
- Reviews and makes recommendations in regard to all personnel actions involving members of the department.
- Serves as intermediary between department and college dean.
- Supervises support personnel.

INSTRUCTIONAL STAFF

Provides instruction, conducts research and undertakes community services pertaining to science education.

- Conducts service courses in fundamental physics for majors in science, engineering, and education.
- Provides general education courses in physics and astronomy for non-science majors.
- Operates undergraduate major program in physics.
- Operates graduate programs leading to M.S. and Ph.D. degrees in physics and astronomy.
- Conducts basic research in areas of theoretical and experimental physics, astrophysics, and astronomy.

APT PERSONNEL

Provide technical support to instructional and research activities within the department.

- Maintains and repairs scientific apparatus used in teaching laboratories.
- Fabricates scientific apparatus for research programs.
- Procures supplies for department machine shop.
- Assists instructional staff with audiovisual equipment.
CIVIL SERVICE PERSONNEL

Coordinates, facilitates and provides a variety of administrative services needed to run the department efficiently.

- Maintains detailed and accurate accounting of department budget.
- Procures supplies for instructional staff.
- Handles late registration, section changes and schedule of courses.
- Acts as liaison for Chair with faculty and staff, other department chairs and faculty, Dean’s Office, Graduate Division, Business Office, and numerous other offices.
As members of the faculty of a university, the individual faculty members of the Department of Zoology have responsibilities in teaching, research, and service in accordance with their own training and experience.

- To teach at both the graduate and undergraduate levels in such a way to give the students factual knowledge but also to aid them in developing their horizons and their thinking ability. Galileo remarked that "you cannot teach a man anything, you can only help him to find it within himself." Hence, if we are to prepare our students for attempting to answer the problems of tomorrow, we must endeavor to stimulate them to use their minds in such a way that each student attempts to develop his critical thought processes in accordance with his own uniqueness.

- To conduct scholarly research in any area of interest to the faculty member and to convey the findings of that research to others by means of publication and other means of communication.

- To serve the University, the State, and the Nation in those ways made possible because of the faculty member's training, experience, and interests.

The Zoology Department administers a satellite unit (Hawaii Cooperative Fishery Research Unit) in Edmondson Hall.

APT PERSONNEL

Provide general administrative and technical support to the department.

- Maintain budgetary and accounting control and perform purchasing functions in accordance with established University policies and procedures.

- Prepare and maintain property inventory records and arranges for the replacement or disposal of old equipment.

- Arrange for the repair of various equipment; maintain and be responsible for the petty cash fund.

- Perform a variety of other duties including overseeing the Xerox machine operation, acquisition of student help, preparing correspondence, serving as Safety and Health Officer.

- Prepare technical illustrations and art work for faculty publications and classroom instruction. Illustrations include graphs, charts, maps, high detailed drawings of land and marine animals including microscopic work, etc.
CIVIL SERVICE PERSONNEL

Provides secretarial, clerical and typing services to the department chair and the instructional staff; keeps and maintains departmental expenditure records including purchase of supplies; prepares and processes various personnel forms and documents; and performs a variety of related office duties.
The College of Arts and Humanities consists of eight departments: American Studies, Art, Theatre and Dance, History, Music, Philosophy, Religion, and Speech.

The role of the College is to implement the mission statement of the University, which is:

- to provide all qualified people in Hawaii an equal opportunity for quality college and university education
- to create knowledge and gain insights through research and scholarship
- to preserve and contribute to the artistic and cultural heritage of the community
- to provide other public service through the dissemination of current and new ideas and techniques.

The College serves two broad constituencies: (1) students seeking general education subjects within and beyond the Arts and Sciences "Core" and (2) undergraduate and graduate majors within our eight departments and in the Honors and Liberal Studies programs. One third of the courses in the Core are offered by Arts and Humanities departments. The college has over 1,300 majors and serves over 12,240 students each semester.

In concert with the role the College plays in implementing and enhancing State and University plans and in helping departments, faculty, staff, and students reach their goals, our mission is:

- to support the University’s special interest in Asia and the Pacific
- to reaffirm the centrality of the arts and humanities in higher education
- to help students adapt to rapid cultural and technological change
- to reassert the value of personal involvement in and responsibility to society
- to prepare students for meaningful positions in the economy of Hawaii, the nation and the Pacific.

Because of the University’s geographical position, the College and its departments are unusually conscious of the importance of the Pacific Basin nations and Asia, and many course offerings in proportion of the teaching and research in these areas has been done by faculty and students in our College. The college maintains a close relationship with the School of Hawaiian, Asian, and Pacific Studies (SHAPS), because so many of our faculty are involved in the SHAPS activities.