MEMORANDUM

TO:       Senior Vice President and Executive Vice Chancellor Carol Eastman
FROM:    Rodney Sakaguchi

SUBJECT: COPY OF APPROVED REORGANIZATION FOR THE SCHOOL OF LIBRARY AND INFORMATION STUDIES AND DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES, COLLEGE OF NATURAL SCIENCES

Attached for your files is a copy of the reorganization approved by the Board of Regents on July 18, 1997 to merge the School of Library and Information Studies into the Department of Information and Computer Sciences in the College of Natural Sciences. Please ensure that copies of this approved reorganization are distributed to the agencies specified in Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes.

Attachment

c:      Dean Alan Teramura (w/attachment)
MEMORANDUM

TO: President and Chancellor Kenneth P. Mortimer
VIA: Senior Vice President Eugene Imai
FROM: Rodney Sakaguchi

SUBJECT: PROPOSED REORGANIZATION TO MERGE THE SCHOOL OF LIBRARY AND INFORMATION STUDIES INTO THE DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES, COLLEGE OF NATURAL SCIENCES, UNIVERSITY OF HAWAI‘I AT MĀNOA

June 25, 1997

Senior Vice President and Executive Vice Chancellor Carol Eastman has submitted a reorganizational request to merge the School of Library and Information Studies (SLIS) into the Department of Information and Computer Sciences (ICS) in the College of Natural Sciences (CNS), University of Hawai‘i at Mānoa for your concurrence and subsequent approval by the Board of Regents. With this consolidation, the SLIS will cease to exist as a separate organizational entity, and except for one secretarial position which will be reassigned to the CNS Biology program, all SLIS programs, staff, and resources will be reassigned under the ICS. The SLIS is currently authorized 10.50 permanent and .50 temporary positions.

This reorganization is being proposed to more efficiently utilize resources and take advantage of close disciplinary ties between both programs which focus on information technology.

No adverse impact on students is anticipated because of this reorganization since no degree programs or courses will be eliminated.

It is projected that annual salary savings of approximately $50,000 will result from the proposed reclassifications of two positions, the SLIS Dean and Secretary.

The University of Hawai‘i Professional Assembly, the Hawai‘i Government Employees’ Association and the UH Mānoa Faculty Senate have no objections to this proposed reorganization.

It is recommended that this reorganizational proposal be forwarded to the Board of Regents for its approval. A memorandum to Chairperson Yao is enclosed for your review and consideration.

Attachment
Reorganization to Merge the School of Library and Information Studies into the Department of Information and Computer Sciences, College of Natural Sciences, University of Hawai‘i at Mānoa

The Senior Vice President and Executive Vice Chancellor for the University of Hawai‘i at Mānoa recommends the organizational merging of the School of Library and Information Studies (SLIS) into the Department of Information and Computer Sciences (ICS) in the College of Natural Sciences (CNS), University of Hawai‘i at Mānoa.

Following the retirement of the Dean of the School of Library and Information Studies, a task force was formed to review and evaluate the future status of the program. Such a review was also prompted by the relative small size of the program as well as the budgetary cutbacks experienced by the University. As a result of the findings and recommendations of the task force, this organizational merger is being proposed to more efficiently utilize resources and take advantage of the close disciplinary ties between both programs. Consolidation of the SLIS with the ICS will enhance distance learning projects thus supporting the concept of university centers and stimulate interdisciplinary research and scholarship in related areas such as digital libraries.

No adverse impact on students is anticipated because of this reorganization since no degree programs or courses would be eliminated.

Except for the SLIS Secretary's position which is being reassigned to the College of Natural Sciences' (CNS) Biology program, this proposed reorganization reassigns all SLIS programs, staff of 10.50 permanent and .50 temporary positions and resources to the Department of Information and Computer Sciences in the CNS. The positions of Dean and Secretary of the SLIS are proposed for conversion to faculty and educational specialist classifications, respectfully. Salary savings of approximately $50,000 annually are anticipated with these position conversions.

The University of Hawai‘i Professional Assembly, the Hawai‘i Government Employees' Association, and the UH Mānoa Faculty Senate have been informed of this proposal and these agencies have no objections to this reorganization.

RECOMMENDATION: That the Board approve the proposed merging of the School of Library and Information Studies into the Department of Information and Computer Sciences in the College of Natural Sciences, University of Hawai‘i at Mānoa, as reflected in the attached organizational charts, effective Fall of 1997, subject to applicable policies and regulations.

July 21, 1997, Per Carl Makino, we may stamp the organizational charts with the July 18, 1997 date. The Fall 1997 effective date refers to the issuance of academic degrees.

7/18/97
OFFICE OF THE DEAN

BIOLOGY PROGRAM

Director (Appointed from Faculty Positions)
  Secretary II, SR-14, #12964
  Secretary III, SR-16, #15591 *
  UH Educational Specialist II, P06, #80637

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

Graduate Assistants (.50)
  #83905, 88014, 88021, 88070, 88153,
  88157, 88161, 88302, 88312, 88354,
  88394, 88516, 88599

*Proposed for reclassification to an APT UH Educational Specialist

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

General Funds 13.50
OFFICE OF THE DEAN

DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #18055
Clerk Typist III, SR-10, #26814**
UH Systems Programmer V, P11, #81194
   UH Systems Programmer IV, P09, #80441
   UH Computer Specialist III, P07, #81447
   UH Systems Programmer, #99526F*
UH Student Services Specialist II, P06, #81482**

Faculty Positions
Full-time: #82120, 82287, 82626, 82737, 82794,
   83074, 83083, 83381, 83393, 83602,
   83857, 83889, 83916, 84029, 84268,
   84270, 84282, 84313, 84427, 85633,
   87503, 87504, 88680, 84020T, 89026***
Part-time: #85651T* (0.50)

Graduate Assistants (.50)
#85650, 86422, 86464, 86465, 86466, 86467, 87556,
87557, 87558, 88563, 83828T*, 83834T*, 84341T*,
86064T*

*Appropriated Temporary Positions
**Position descriptions to be updated
***To be reclassified from EM (Dean of SLIS) to faculty position

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES
POSITION ORGANIZATION CHART
CHART III-D

General Funds 35.00
MEMORANDUM

TO: Ms. Lily K. Yao  
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 MERGE THE SCHOOL OF LIBRARY AND INFORMATION STUDIES INTO THE DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES, COLLEGE OF NATURAL SCIENCES, UNIVERSITY OF HAWAI‘I AT MĀNOA

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents is requested to organizationally merge the School of Library and Information Studies (SLIS) into the Department of Information and Computer Sciences (ICS) in the College of Natural Sciences (CNS) of the University of Hawai‘i at Mānoa. With this consolidation, the SLIS will cease to exist as a separate organizational entity.

REQUESTED EFFECTIVE DATE

It is requested that the proposed organizational changes be effective upon approval by the Board of Regents.

PURPOSE/NATURE OF THE PROPOSAL

With the retirement of the SLIS Dean, and because of the small size of the SLIS, and budgetary cutbacks experienced by the University, a task force was formed to review and evaluate the future status of the SLIS. As a result of the recommendations of this task force, this SLIS/ICS merger is being proposed to more efficiently utilize resources and to take advantage of the close disciplinary ties between both programs which focus on information technology. Consolidation of the SLIS with the ICS will enhance distance
learning projects thus supporting the concept of university centers, and stimulate interdisciplinary research and scholarship in related areas such as digital libraries.

Except for SLIS Pos. No. 15591, Secretary III, SR-16 which is being reassigned to the CNS Biology program, this reorganization reassigns all SLIS programs, staff, and resources to the Department of Information and Computer Sciences, in the CNS. The SLIS is currently assigned 10.50 permanent and .50 temporary positions.

No adverse impact on students is anticipated because of this reorganization since no degree programs or courses will be eliminated.

IMPACT ON STAFFING AND RESOURCES

Two SLIS positions, 89026 (Dean), and 15591 (Secretary III) are proposed for conversion to a faculty classification and an UH Educational Specialist respectfully. Salary savings of approximately $50,000 annually are anticipated with these position conversions.

CONSULTATION WITH EXCLUSIVE EMPLOYEE BARGAINING REPRESENTATIVES AND OTHER ORGANIZATIONS

The University of Hawai'i Professional Assembly, the Hawai'i Government Employees' Association, and the UH Manoa Faculty Senate have been informed of this proposal and these agencies have no objections to this reorganization.

RECOMMENDED ACTION

Approval of the Board of Regents is requested for this reorganization to merge the School of Library and Information Studies into the Department of Information and Computer Sciences in the College of Natural Sciences, University of Hawai'i at Manoa.

Attachment

c: Board Secretary Daniel Ishii (w/attachment)  Senior Vice President/Executive Vice Chancellor Carol Eastman (w/attachment)  Senior Vice President Eugene Imai (w/attachment)  Dean Alan Teramura (w/attachment)  Director Rodney Sakaguchi (w/o attachment)
MEMORANDUM

TO: Rodney T. Sakaguchi, Director
    Budget Office

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

SUBJECT: Reorganization of the School of Library and Information Studies and the
         Department of Information and Computer Sciences of the College of Natural
         Sciences at the University of Hawai‘i at Mānoa

Attached is the proposal to reorganize the School of Library and Information Studies by
merging it with the Department of Information and Computer Sciences of the College of
Natural Sciences at Mānoa. After your review, would you please forward this proposal to
President and Chancellor Mortimer and to the Board of Regents for their consideration.
This merger will place the School of Library and Information Studies (SLIS), currently a
separate organizational unit reporting to this Office, within the Department of Information
and Computer Sciences (ICS). The proposal moves the program, its associated faculty,
staff, and resources to ICS; no program impact is anticipated since the courses and
degrees offered by SLIS will continue to be provided by ICS.

The retirement of Dean Jackson in 1995, the small size of SLIS, and the budgetary
reductions experienced by the University of Hawai‘i prompted a review of the future of library
and information studies at Mānoa. A task force was established by this Office and three
recommendations for merging the school were made, one of which was to move SLIS into
ICS. Among the advantages offered by a merger were the more efficient use of resources
and the close disciplinary ties between SLIS and ICS focused on information technology.
This proposal has been shared with the faculty of the two units and with the College of
Natural Sciences as a whole.

The proposal was reviewed by the Budget Office and the Office of Human Resources and
their recommendations have been incorporated into the proposal. The University of Hawai‘i
Professional Assembly (UHPA), the Hawai‘i Government Employees Association
(HGEA), and the Mānoa Faculty Senate were also consulted. UHPA has offered its support for the merger. HGEA has raised a question about the future of the Clerk-Typist II position (#26814). We have informed HGEA that the duties of this position will need to be redescribed when the two units are merged but that we do not expect a change in its classification. The Faculty Senate has raised three issues. The first asked about consultation with the affected faculty. This has now been addressed by Dean Teramura. The faculty of both units were consulted during the preparation of the proposal; copies of the final proposal have been shared with all faculty. The question about program integrity and quality for the library and information studies program has been addressed in the proposal. We plan to continue to offer masters level degrees in library and information studies and we expect to maintain the program's accreditation. How the program may evolve over the next several years is to some extent unknown at this time but is likely to increasingly emphasize the information technology component of the discipline given the trends in computer applications through information storage and retrieval. The last concern having to do with the space requirements for SLIS is being worked out. The Hamilton Library Phase III construction project has placed demands on space in the existing building. Among the options being considered is the relocation of SLIS but as yet no final decision has been made on its current space. We will be working closely with SLIS and ICS on resolving this matter in a rational manner.

Current and proposed organizational charts and details of the issues of the reorganization and merger are discussed in the proposal. Should you have any questions, I will be pleased to provide further clarification.

MWG:am

Attachments

c: Assistant Vice President T. Bopp (without attachments)
  Dean A. Teramura (with attachments)
  Special Assistant M. Graves (without attachments)
Proposal for Reorganizing
the School of Library and Information Studies
and the Department of Information and Computer Sciences

Executive Summary

The School of Library and Information Studies is currently a separate organizational unit reporting to the Senior Vice President and Executive Vice Chancellor. It was created in 1965 by the Board of Regents and offers a Masters degree in Library and Information Studies.

The proposal moves this program and its associated faculty, staff, and resources to the Department of Information and Computer Sciences in the College of Natural Sciences. No program impact is anticipated since all courses and degree programs will continue to be offered as a part of the Department of Information and Computer Sciences. By converting the administrative positions of the School to other position classifications, this proposed reorganization will provide more efficient utilization of resources and result in a savings of $50,000 annually.
Proposal for Reorganizing
the School of Library and Information Studies and the
Department of Information and Computer Sciences

Present Organization

The School of Library and Information Studies (SLIS) was created in 1965 and offers a masters degree in library and information studies (MLIS). The School, together with the Department of Information and Computer Sciences (College of Natural Sciences), the Department of Communication (College of Social Sciences), and the Department of Decision Sciences (College of Business Administration) offers an interdisciplinary doctoral program in communication and information sciences (Ph.D in CIS).

The School consists of 10.50 permanent and 0.50 appropriated temporary positions: 1.00 executive/managerial; 1.00 APT, 2.00 civil service; 6.50 faculty; and 0.50 graduate assistant.

Information and Computer Sciences is one of eight departments in the College of Natural Sciences and offers a bachelor of science degree in computer sciences and a master of science degree in information and computer sciences and starting in the Fall of 1997, a Ph.D. in computer sciences. Currently 25.50 permanent and 3.00 appropriated temporary positions are allocated to the Department.

Proposed Organization

It is proposed that the School of Library and Information Studies (SLIS) be eliminated as a separate organizational entity and that its students, programs, personnel, positions, and resources be merged into the College of Natural Sciences. Specifically, library and information studies would become a program within the Department of Information and Computer Sciences (ICS). Programs offered by SLIS will continue to be offered through ICS without impact on students. All personnel and positions, except one vacant position, will be allocated to ICS for this purpose.

Factors Prompting the Proposed Reorganization

The School of Library and Information Studies was founded in 1965, and since that time has successfully prepared information industry workers, including librarians, for positions in Hawaii and throughout the world. One of the fifty accredited masters degree programs in the United States, it has consistently been praised by evaluators, both within and outside the university, for its efficiency and quality. Unfortunately it has always suffered because it is such a small unit within the university: even at its largest expansion it had only eight faculty. With technological advances in electronic media, students need education in telecommunications and computer technology in addition to traditional
library media topics. To study the most effective way to deal with these problems, and take advantage of opportunities available, the Dean of SLIS presented a proposal to the Executive Vice Chancellor of Manoa in Spring, 1995. In the Fall of that year, a task force was appointed to discuss this proposal and to investigate possible mechanisms for reorganizing library and information studies education within the university. The task force considered various options for the delivery of information studies at Manoa and ultimately recommended that SLIS be merged with ICS. The options considered by the task force are described in the latter part of this proposal.

DETAILS OF THE PROPOSED REORGANIZATION

Reassignment of Existing Positions and Functions

All positions currently in SLIS will be merged into the College of Natural Sciences and allocated as follows:

#89026  (Dean - vacant) to ICS; to be converted from E/M to faculty
#81482  (Student Services Specialist- Lani Teshima-Miller) to ICS and redescribed
#15591  (Secretary - vacant) to Biology; variance to be submitted to convert from Civil Service to APT)
#82120  (Assistant Professor - Rebecca Knuth) to ICS
#83083  (Assistant Professor - Diane Nahl) to ICS
#83381  (Associate Professor - Larry Osborne) to ICS
#84282  (Associate Professor - Peter Jacso) to ICS
#84427  (Associate Professor - Violet Harada) to ICS
#85633  (Assistant Professor - Vacant) to ICS
#85650  (Graduate Assistant - Muhammad Pervais Meer) to ICS
#85651T (50%) (Instructor - LeAnn Garrett) to ICS
#26814  (Clerk Typist - Gail Morimoto) to ICS

New Positions, Functions, Programs

The proposed reorganization does not require any new positions, functions or programs. The students services function, however, will be redefined to reflect the move of the LIS program from that of a School to a department within one of the Colleges of Arts and Sciences.

Position Variances

Position #15591, currently a vacant position established as a Secretary III (secretary to the dean), will be reallocated to the Biology Program as UH Educational Specialist. A request for variance will be submitted to enable the conversion of the position from civil service to APT. The Biology Program has grown over the last several years, and now requires at least three laboratory preparators to service the 82 laboratory

5/29/97
sections and 1,720 students who enroll in the Program each year. The conversion of this position will enable the College to provide the needed position without requesting additional funds.

Position #89026, currently a vacant position established as the Dean for SLIS will be abolished. The position count will be used to establish a faculty position in ICS. This will be used as a “crossover” position to enhance both the Library Sciences and ICS curriculum. Currently both programs are understaffed relative to student demand. Such a position will also help address the distance learning needs of the University Centers and the full-time working force in Hawaii.

New replacement positions will not be required.

Impact on Services and Organizational, Functional, Programmatic Relationships

No impact on the target group, specifically students, is anticipated. All courses and degree programs offered by SLIS will continue to be offered by the Department of Information and Computer Sciences. It is expected that the number of LIS students taking ICS courses and vice versa, will increase and over a period of time, the programs will evolve to complement each other.

Impact of the Reorganization on Existing Positions

The transfer of faculty positions from SLIS to the College of Natural Sciences will not require redescription or recategorization. However, it will be necessary to request a change in the locus of tenure.

Position #81482, Student Services Specialist, and position #26814, Clerk typist, will be redescribed. A review of the job description for the secretary in ICS (position #18055) will also be conducted and a new position description will be submitted if found to be necessary. Based upon previous experience, recategorizations are not anticipated.

Need and Availability of Office Space/Other Requirements

No additional space will be necessary to implement this reorganization. The Biology Program will provide space for the new Educational Specialist. In all other cases, personnel will continue to occupy their present offices.

Estimated Additional Cost of the Reorganization

No additional cost will be incurred because of this reorganization. Instead, a savings is projected due to the anticipated recategorization and reallocation of positions. The position for the Dean of SLIS, currently budgeted at $92,000 will be converted to a faculty position with an estimated salary of $47,000 a projected savings of $45,000.
The Secretary III position, budgeted at $36,000 will be converted to an Educational Specialist with an annual salary of $31,000 or a savings of $5,000. For perspective, this Educational Specialist position for the Biology Program is a position which we would have had to request to meet the increasing workload in Biology laboratory courses even in the absence of this proposed reorganization.

The total salary savings of $50,000 can then be used to partially offset the increasing costs of supplies for our instructional laboratories.

Policy which Supports the Reorganization

Board of Regents Policy, Section 3-1 state in part that “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...”

Executive Policy E5.209 on University of Hawaii 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.”

Students and other clientele will not be affected by the reorganization because no degree programs nor courses will be eliminated.

Reasons for Proposing the Reorganization and Why an Organizational Solution is Being Advocated

The question of reorganization was originally raised with the retirement of the Dean of SLIS. The Senior Vice President and Executive Vice Chancellor appointed a task force to explore the future of SLIS. This committee considered several possibilities, including an independent Department of Library Studies within the College of Social Sciences, combining SLIS with instructional technology in the College of Education, and combining SLIS with the Department of ICS in the College of Natural Sciences.

The proposed merger of ICS and SLIS would produce a single department better able to support the University’s Mission Statement. It will stimulate interdisciplinary research and scholarship in related areas like “digital libraries.” The combined expertise of SLIS and ICS will enhance distance learning projects, supporting the concept of University Centers.

Currently, the School of Library and Information Studies, as a separate organizational entity reporting to the Senior Vice President and Executive Vice Chancellor, includes two administrative positions - Dean and Secretary. These two positions represent nearly 20% of the School’s positions. The merger with an existing
department will eliminate the need for these positions without any loss in its ability to provide current services. On the contrary, because the dean’s position is slated to be converted to faculty, the instructional mission of the program will be enhanced.

How the Reorganization Will Improve Existing Conditions

The field of library and information studies is expanding, with increasing overlap in topics more traditionally associated with computer science. The proposed merger would pave the way for increased cooperation thereby eliminating possible duplication of academic programs and also allow for future changes in programmatic direction expansion with no increase in staff.

The administrative functions associated with SLIS as a separate entity would no longer be needed as these functions will be assumed by the Chair of the Department of ICS.

Benefits and Desired Results of the Reorganization

While computer scientists were primarily concerned with computation 30 years ago, their present interests have turned strongly toward storing, retrieving, communicating and presenting information, especially using networks. Similarly, librarians 30 years ago were concerned primarily with the storage and retrieval of information using books in a library, but have now shifted their interests strongly toward storing, retrieving, communicating, and presenting information using computers, especially using networks. The perspectives and clientele vary somewhat, but these fields have moved very close to each other. Therefore, it makes sense for these programs and their faculty to be more closely associated. This reorganization recognizes these factors and puts the two organizations together in order to take advantage of their complementary strengths.

Data That Supports the Reorganization

Merging SLIS with computer science is a fairly new idea but similar reorganizations are being tried at several leading universities. The faculties of ICS and SLIS view this merger as an opportunity to strengthen the academic programs and research in the emerging area of information technology.

The continued functional need for all of the degree programs and service courses is best illustrated with the following table showing the teaching and degree data for the combined organizations (SLIS and ICS):
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<thead>
<tr>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Sem. Credit Hrs.</td>
<td>4,682</td>
<td>5,224</td>
<td>5,034</td>
<td>5,327</td>
<td>5,892</td>
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<tr>
<td>Degrees (B.S., M.S., M.L.S.)</td>
<td>117</td>
<td>133</td>
<td>134</td>
<td>107</td>
<td>98</td>
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</tbody>
</table>

Over time it is expected that faculty from both programs will align their teaching and research interests toward the growing demand for information technology, hence the reorganization will help to address this developing need at UH.

**Functional Structure of the Proposed Reorganization**

The proposed organizational chart for the merger of ICS and SLIS has all faculty and staff reporting directly to the department chairperson. This preserves the current administrative structure in ICS and is common for departments in the College of Natural Sciences.

**Other Alternatives Considered**

The committee appointed by the Senior Vice President and Executive Vice Chancellor to study the future of SLIS considered various alternatives before recommending the merger of the School with the Department of Information and Computer Sciences in the College of Natural Sciences.

1. Merging with the Department of Communication, College of Social Sciences. The Department of Communication did not feel that the merger would support the mission of the Department.

2. Establish a department within the College of Social Sciences. The Committee felt that this would be purely organizational convenience that would not benefit either SLIS or the College of Social Sciences and would not produce any saving of resources.

3. Merging with instructional technology in the College of Education. Because the College of Education is itself in the midst of reorganization and because its mission at this time is the topic of much discussion, it was considered an inappropriate alternative.
CURRENT ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
OFFICE OF THE DEAN

BIOLOGY PROGRAM

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

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

Graduate Assistants (.50)
#83905, 88014, 88021, 88070, 88153,
88157, 88161, 88302, 88312, 88354,
88394, 88516, 88599

General Funds 12.50
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES

<table>
<thead>
<tr>
<th>Position</th>
<th>Phone Numbers</th>
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</thead>
<tbody>
<tr>
<td>Chair (Appointed from Faculty Positions)</td>
<td>#81194, #80441, #81447</td>
</tr>
<tr>
<td>Secretary II, SR-14, #18055</td>
<td></td>
</tr>
<tr>
<td>UH Systems Programmer V, P11, #82287, 82626, 82737, 82794, 83074, 83393, 83602, 83857, 83889, 83916, 84029, 84268, 84270, 84313, 87503, 87504, 88680, 84020T</td>
<td></td>
</tr>
<tr>
<td>UH Systems Programmer IV P09, #99526F*</td>
<td></td>
</tr>
<tr>
<td>UH Computer Specialist III, P07, #89526F*</td>
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<tr>
<td>UH Systems Programmer, #99526F*</td>
<td></td>
</tr>
</tbody>
</table>

Faculty Positions

Full-time: #82287, 82626, 82737, 82794, 83074, 83393, 83602, 83857, 83889, 83916, 84029, 84268, 84270, 84313, 87503, 87504, 88680, 84020T

Graduate Assistants

#86422, 86464, 86465, 86466, 86467, 87556, 87557, 87558, 88563, 83828T*, 83834T*, 84341T*, 86064T*

*Appropriated Temporary Positions

General Funds 25.50
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

SCHOOL OF LIBRARY AND INFORMATION STUDIES

Position Organization Chart

Senior Vice President &
Exec. Vice Chancellor

Dean, M10-E,
#89026

Student Services Spec. II
#81482

Secretary III,
SR-16, #15591

INSTRUCTIONAL
PROGRAM

Instructional Positions 8.00
Full time: #82120, #83381, #84282,
#84427, #85633, #83083
Half time: #85650, #85651[T]
Clerk Typist III, SR-10, #8814

CHART UPDATED
JUN 30 1996
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 HAWAII AT MANOA  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF NATURAL SCIENCES  
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES

CHAIR

Directs activities, curricula, and personnel in the Department of Information and Computer Sciences.

- Leads planning for curricula, research, equipment, and space.
- Coordinates faculty recruiting.
- Reviews and makes recommendations for all personnel actions of the department.
- Prepares budget requests and controls expenditures.
- Prepares class schedules and teaching assignments.
- Serves as spokesman for the department.

INSTRUCTIONAL STAFF

Provide instruction, conduct research, and undertake community services related to computer science.

- Develop and teach undergraduate and graduate courses.
- Direct student projects, reading, and research.
- Conduct research and solicit funding for research.
- Advise and counsel students.
- Supervise graduate assistants.
- Serve on department, college, and university committees.

CIVIL SERVICE PERSONNEL

Provides secretarial and clerical services for the department.

- Maintains files and records.
- Hires, trains, and supervises student clerks.
- Prepares and processes personnel forms.
- Prepares and processes purchasing forms and maintains an account of all expenditures.
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF LIBRARY AND INFORMATION STUDIES

MAJOR FUNCTIONS

Dean

Plans, organizes, directs and controls the School of Library and Information Studies instructional, academic support, student services, institutional support and community services programs in accordance with the established policies. The School prepares students for beginning professional positions in academic, public, school and special libraries and other types of information agencies in Hawaii, on the U.S. Mainland and abroad. It has a general professional curriculum with specialization in archives and records management and library automation. It also provides continuing education for librarians through advanced courses, institutes, seminars and conferences. The School also is a sponsor of the Interdisciplinary Doctoral Program in Communication and Information Sciences. There are also several dual master’s programs, e.g., Information and Computer Sciences, History, American Studies and Pacific Islands Studies, Asian Studies; J.D./MLIS, William S. Richardson School of Law, coordinated by the Dean’s office.

• Develops short- and long-range educational plans for the improvement and growth of the programs and budget requests for expending funds.
• Coordinates instructional activities and develops and issues policies governing the activities of the School.
• Sets broad policies and develops program goals within established constraints and with faculty cooperation.
• Performs administrative duties, including budget preparation and review, correspondence and interviewing of interested parties, report writing, attendance at administrative meetings, preparation of grant requests, supervision of office functions, counseling of applicants, students and graduates.
• Teaches at least one course a year.
• Evaluates performance of faculty and staff on a regular basis.
• Serves as liaison between University administration, academic support, government agencies, and community groups. Coordinates public relations and communication.
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF LIBRARY AND INFORMATION STUDIES

MAJOR FUNCTIONS

UH Student Services Specialist II

• Administers admissions operations.
• Provides applicant counseling, conducts interviews and evaluates applications.
• Manages scholarship/Internship programs.
• Organizes placement workshops, serves as contact for employers and graduating students.
• Determines graduates' eligibility for certification.
• Serves as fiscal officer.
• Implements continuing education programs.
• Gathers data for reports.
• Serves as liaison with other campus units in student services.
• Assists the Dean with other special activities related to student services and academic programs.

Office Staff

The office of the School of Library and Information Studies functions to implement the instructional and administrative decisions and procedures essential to the School's operation.

• Secretarial duties involving receipt, routing, and preparation of response to correspondence; receiving of callers, maintenance of appointment schedules; typing of reports, manuscripts, correspondence, course outlines, and catalog preparation; and file and supplies maintenance.
• Administrative duties involving personnel supervision (student help), responding to general inquiries, compiling statistical data on enrollment, etc.
• Other clerical duties, i.e., establishment and maintenance of student personnel records, assistance in registration and advising routines, taking inventory, word processing of reports, evaluations of students, correspondence, etc. preparing lists, and completing questionnaires and routine forms.
• Fiscal duties involving preparing and processing of personnel notification (PNF) and other forms relating to personnel actions. Preparation and processing of purchasing orders, requisition and other financial forms.
PROPOSED ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
OFFICE OF THE DEAN

BIOLOGY PROGRAM

Director (Appointed from Faculty Positions)
Secretary II, SR-14, #12964
Secretary III, SR-16, #15591 *
UH Educational Specialist II, P06, #80637
Faculty Positions
  Full-time: #82185, #82770, #83598, #84197
Graduate Assistants (.50)
  #83905, 88014, 88021, 88070, 88153,
  88157, 88161, 8302, 88312, 88354,
  88394, 88516, 88599

*Proposed for reclassification to an APT UH Educational Specialist
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES

Chair (Appointed from Faculty Positions)
Secretary II, SR-14, #18055
Clerk Typist III, SR-10, #26814**
UH Systems Programmer V, P11, #81194
UH Systems Programmer IV, P09, #80441
UH Computer Specialist III, P07, #81447
UH Systems Programmer, #99526F*
UH Student Services Specialist II, P06, #81482**

Faculty Positions
Full-time: #82120, 82287, 82625, 82737, 82794, 83074, 83383, 83381, 83393, 83602, 83857, 8389, 83916, 84029, 84268, 84270, 84282, 84313, 84427, 85633, 87503, 87504, 88680, 84020T, 89026***
Part-time: #85651T* (0.50)

Graduate Assistants (.50)
#85650, 86422, 86464, 86465, 86466, 86467, 87556, 87557, 87558, 88563, 83828T*, 83834T*, 84341T*, 86064T*

*Appropriated Temporary Positions
**Position descriptions to be updated
***To be reclassified from BM (Dean of SLIS) to faculty position

APPROVED BY THE UNIVERSITY BOARD OF REGENTS
JUL 18 1997
Date

General Funds 35.00
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES

CHAIR

Directs activities, curricula, and personnel in the Department of Information and Computer Sciences.

- Leads planning for curricula, research, equipment, and space.
- Coordinates faculty recruiting.
- Reviews and makes recommendations for all personnel actions of the department.
- Prepares budget requests and monitors expenditures.
- Prepares class schedules and teaching assignments.
- Serves as spokesperson for the department.
- Involved in fundraising for departmental programs.

INSTRUCTIONAL STAFF

Provide instruction, conduct research, and undertake community services related to computer and library sciences.

- Develop and teach undergraduate and graduate courses.
- Direct independent student projects, reading, and research.
- Conduct research and solicit funding for research.
- Advise and counsel students.
- Supervise graduate students' dissertation research.
- Serve on department, college, and university committees.

CIVIL SERVICE PERSONNEL

Provide secretarial and clerical services for the department.

- Maintain files and records.
- Hire, train, and supervise student clerks.
- Prepare and process personnel forms.
- Prepare and process purchasing forms and maintain an account of all expenditures.
- Process course schedules and assist students with administrative matters.
- Establish and maintain student records, assist in registration and advising routines, administer student evaluations.
- Take inventory of departmental equipment.
- Act as receptionist for the department.
APT PERSONNEL

COMPUTER

Support computer and communication equipment

- Support operating system and application software.
- Plan and coordinate development and maintenance of hardware and software environments.
- Train student help and lower level staff to support the computer environment.

STUDENT SERVICES

Provides student and alumni services essential to a graduate program.

- Manages inter and intradepartmental communications, and communications with alumni.
- Assists graduate chair in administering admissions operations.
- Provides applicant counseling, conducts interviews, and assists in the evaluation of applications.
- Manages scholarship/internship programs.
- Organizes placement workshops, serves as contact for employers and graduating students.
- Determines graduates' eligibility for certification.
- Monitors departmental expenses.
- Serves as a liaison between the department and the alumni and practitioner community to determine continuing education needs.
- Promotes departmental activities to the university and community.
- Catches data for reports.
- Serves as liaison with other campus units in student services.
- Assists with other special activities related to student services and academic programs.