SCHOOL OF PUBLIC HEALTH FUNCTIONAL STATEMENT

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

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

The school-wide International Health Projects include major service and research activities that also support the academic work of the school. The projects include the Pacific Island Health Officer’s Secretariat and the World Health Organization Collaborating Center for Leadership Development in Primary Health Care, as well as other extramurally funded service and research activities.
STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA

SCHOOL OF PUBLIC HEALTH

MAJOR FUNCTIONS

A. Academic Support Program

1. Dean's Office

The Dean's Office is concerned with curricular and academic programs of the School of Public Health as well as the overall administration of the institution. Responsibilities include recruitment, retention, and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the School; and the administration of School and University policies as they apply to the School.

The Dean is also responsible for business services and for the public relationships of the School, including intra-university relationships as well as those with community organizations, and state and Federal government agencies. The Dean also coordinates the school-wide service and international programs and manages the staffing of school-wide doctoral programs.

In carrying out his responsibilities, the Dean plans, organizes, directs and coordinates the School's programs and activities with the assistance of the Associate and Assistant Deans, department chairs, and various faculty committees.

2. Business Affairs

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and auxiliary services as parking permit clearances, and telephone installation.

3. Student Services

Functions are the central review and processing of applications for enrollment in the School and the registration of students for courses; administration and coordination of traineeships, including the provision of advice and assistance to programs in the administration of traineeships; the maintenance of records on students and traineeships, relationships with alumni and maintenance of the formal agreement documents of the school.
Additional responsibilities include functions to offer minority groups such as the linguistically and culturally deprived residents of Hawaii, individuals from the Pacific Basin, and Native Americans participation in the public health programs to allow them to contribute to the elevation of health status of their people.

4. Program Office

Provide special staff services in a wide variety of developmental, programmatic, academic, and service related areas; staff a program office providing staff support for multi-departmental or schoolwide academic activities including Doctor of Public Health Program, the Preventive Medicine Residency Program, and the PhD Program. Special assignments include activities in the staffing of schoolwide projects such as production of a self-study document for the Council on Education for Public Health, accumulation of information on graduates of the School that have assumed responsibility in selected areas such as governmental positions; yearly revision of major schoolwide documents such as the listing of international research and service projects; accumulation of data and narrative for the School’s Annual Report; responsibility for planning and management of special schoolwide seminars and dialogues including those for clinical faculty; maintenance of a record system on clinical and adjunct faculty members; and determination of relative salary scales of academic positions in other schools of public health.

5. Educational Outreach

Major functions are: teaching through outreach programs; providing health workers in the community with the latest knowledge, techniques, developments, and trends in public health and related fields through non-credit short courses, workshops, conferences, seminars, institutes, colloquia, and other appropriate media; promoting and coordinating the School credit courses and programs for practitioners; and assisting public and private organizations and agencies in conducting their own programs of practitioner training. Also special classes through the Summer Institute.

6. Library Services

Functions include the maintenance of reference collection services, including the purchasing and cataloging of reference materials, assisting faculty and students in locating appropriate reading materials; conducting searches for information and the maintenance of computer links with central reference units in Hawaii and Washington, D.C.
7. **School-Wide International Health Projects**

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

The major school-wide international health activities are the International Center for Health Promotion and Disease Prevention Research; the Secretariat for the Pacific Island Health Officer's Association, and other extramurally funded programs.

The service and research activities also serve as a mechanism for faculty development, student field training and graduate work placement.

8. **Instructional Departments**

1. **Department of Community Health Development**

This department consists of programs that are primarily concerned with the practice of public health based on the principles of natural and social sciences. This department is responsible for teaching, research, and public service activities in the fields of Health Services Administration and Planning, International Health, Maternal and Child Health, Gerontology, and Public Health Education.

2. **Department of Public Health Sciences**

This department consists of programs that are based essentially on the natural sciences and deals with scientific and technical foundations in public health. This department is responsible for teaching, conducting research, and providing public service in the field of Biostatistics, Epidemiology, Public Health Nutrition, and Environmental and Occupational Health.