

DISTRIBUTION LIST  
ADMINISTRATIVE PROCEDURES & BUSINESS AFFAIRS CIRCULARS  
SEPTEMBER, 1996

Board of Regents, University of Hawaii		1
State Postsecondary Education Commission		1
State Director for Vocational Education		1
Office of the President		1
Equal Employment Opportunity/Affirmative Action		1
Director of Athletics		1
Vice President for Planning and Policy		3
Vice President	(2)	
Institutional Research	(1)	
Vice President for Student Affairs		23
Vice President	(1)	
Assistant to Vice President	(1)	
Administrative Services	(1)	
Dean of Students	(1)	
Admissions & Records	(1)	
Financial Aid	(1)	
Career Placement Services	(1)	
Child Care Services	(1)	
Co-Curricular Activities, Programs & Services	(1)	
Counseling and Student Development Center	(1)	
International Student Services	(1)	
School and College Services	(1)	
Student Employment & Cooperative Education	(1)	
Student Health Services	(1)	
Student Housing Services	(1)	
Student Equity, Excellence and Diversity (SEED)	(1)	
SEED Administrative Officer	(1)	
Center for Adults Returning to Education	(1)	
College Opportunities Program	(1)	

KOKUA Program	(1)	
Operation Kua'ana	(1)	
Operation Manong	(1)	
Women's Center	(1)	
Senior Vice President for Administration		31
Senior Vice President	(1)	
Fiscal Office	(2)	
Internal Audit	(2)	
Bookstores & Auxiliary Services	(3)	
Facilities, Grounds, & Safety	(5)	
Financial Management	(5)	
Bursar's Office (Treasury and Support Services)	(4)	
Bond System (2002 East-West Road)	(1)	
Faculty Housing and Assistance Services	(1)	
Information Technology	(4)	
University Budget Office	(1)	
Procurement and Property Management Office	(3)	
Office of Human Resources		6
Vice President for University Relations		3
Vice President	(1)	
University Relations	(1)	
Alumni Affairs	(1)	
Senior Vice President for Research and Dean of the Graduate Division		1
Cancer Research Center of Hawaii		1
Curriculum Research & Development Group		1
Graduate Division		2
Industrial Relations Center		1
Institute for Astronomy		4
Laboratory Animal Service		1
Lyon Arboretum		1
Office of Research Services		8
Fiscal Officers		
Office of Technology Transfer & Economic Development		1
Pacific Biomedical Research Center		1
Social Science Research Institute		3
Center for Oral History		
Center for Youth Research		

Waikiki Aquarium	1
Water Resources Research Center	1
Environmental Center	1
College of Tropical Agriculture and Human Resources	43
Dean	(1)
Director, HITAHR	(1)
Associate Dean	(1)
Assistant Dean	(1)
Asst. Dir., Agriculture and Resource Development	(1)
Asst. Dir., Cooperative Education Services	(1)
Asst. Dir., Agricultural and Applied Behavioral Sciences Research	(1)
Administrative Services	(1)
Fiscal Office	(3)
Agricultural Publications & Information	(1)
Environmental Biochemistry	(1)
Biosystems Engineering	(1)
Agricultural & Resource Economics	(1)
Agronomy & Soil Science	(1)
Animal Sciences	(1)
Entomology	(1)
Food Science & Human Nutrition (Nutrition)	(1)
Food Science & Human Nutrition (Food Science)	(1)
4-H	(1)
Horticulture	(1)
Plant Pathology	(1)
Plant Molecular Physiology	(1)
Human Resources	(1)
Human Development	(1)
Textiles & Clothing/Home Economics	(1)
Oahu County Office	(1)
Kaneohe Extension Office	(1)
Wahiawa Extension Office	(1)
Maui Extension Office	(1)
Maui Research Office	(1)
Molokai Extension Office	(1)
Hawaii Extension Office	(1)
Hawaii Branch Station	(1)
Kamuela Extension Office	(1)
Kona Extension Office	(1)
Kauai Extension Office	(1)

Kauai Branch Office	(1)	
IBSNAT Office	(1)	
NIFTAL	(1)	
SPRAD	(1)	
Agricultural Diagnostic Service Center	(1)	
School of Medicine		18
Dean	(1)	
Associate Dean, Student Affairs	(1)	
Director of Administrative Services	(1)	
Anatomy and Reproductive Biology	(1)	
Biochemistry and Biophysics	(1)	
Family Practice and Community Health	(1)	
Genetics and Molecular Biology	(1)	
Medicine	(1)	
Medical Technology	(1)	
Obstetrics & Gynecology	(1)	
Pathology	(1)	
Pediatrics	(1)	
Pharmacology	(1)	
Physiology	(1)	
Psychiatry	(1)	
Speech Pathology and Audiology	(1)	
Surgery	(1)	
Tropical Medicine & Medical Microbiology	(1)	
School of Ocean & Earth Science & Technology		16
Dean	(2)	
Geology and Geophysics	(1)	
Look Laboratory	(1)	
Meteorology	(1)	
Oceanography	(1)	
Ocean Engineering	(1)	
Sea Grant College Program	(1)	
Waikiki Aquarium	(1)	
Hawaii Institute of Geophysics & Planetology	(4)	
Hawaii Institute of Marine Biology	(1)	
Hawaii Natural Energy Institute	(1)	
Hawaii Undersea Research Laboratory	(1)	

Senior Vice President/Executive Vice Chancellor	4
Assoc. Dean, Academic Affairs, Arts & Sciences	1
Assoc. Dean, Student Academic Services, Arts & Sciences	1
Freshman Seminar Program	1
Honors & Selected Studies Program	1
Liberal Studies Program	1
Special Student Services (Pope Road)	1
 Arts & Humanities	 11
Dean	(1)
Administrative Office	(2)
American Studies	(1)
Art	(1)
Theatre & Dance	(1)
History	(1)
Music	(1)
Philosophy	(1)
Religion	(1)
Speech	(1)
 Languages, Linguistics & Literature	 11
Dean	(1)
Administrative Office	(1)
East Asian Languages & Literatures	(1)
English	(1)
English as a Second Language	(1)
European Languages & Literature	(1)
Language Telecom., Resource & Learning Center	(1)
Hawaiian and Indo-Pacific Languages & Literatures	(1)
Linguistics	(1)
Center for Interpretation & Translation	(1)
Manoa Writing Program	(1)
 Natural Sciences	 13
Dean	(1)
Administrative Office	(3)
Biology	(1)
Botany	(1)
Chemistry	(1)
General Sciences	(1)

Information & Computer Science	(1)	
Mathematics	(1)	
Microbiology	(1)	
Physics & Astronomy	(1)	
Zoology	(1)	
Social Sciences		15
Dean	(1)	
Administrative Office	(1)	
Anthropology	(1)	
Communication	(1)	
Economics	(1)	
Ethnic Studies	(1)	
Geography	(1)	
Journalism	(1)	
Political Science	(1)	
Population Studies Program	(1)	
Psychology	(1)	
Sociology	(1)	
Urban & Regional Planning	(1)	
Women's Studies Program	(1)	
Public Administration Program	(1)	
School of Hawaiian, Asian, & Pacific Studies		13
Office of Faculty Development and Academic Support (Kuykendall 106)		1
University of Hawaii Press		1
Military Science		1
Aerospace Studies		1
Faculty Senate		1
Center on Aging		1
Institute for Peace		1

School of Architecture		2
Dean	(1)	
Administrative Office	(1)	
College of Business Administration		10
Dean	(1)	
Administrative Office	(1)	
Assistant Dean, Student Academic Services	(1)	
Decision Sciences	(1)	
Financial Economics and Institutions	(1)	
Management and Industrial Relations	(1)	
Marketing	(1)	
Pacific Asian Management Institute	(1)	
Pacific Business Center Program	(1)	
School of Accountancy	(1)	
School of Travel Industry Management		2
College of Continuing Education & Community Service		2
Dean	(1)	
Fiscal Office	(1)	
College of Education		14
Dean	(4)	
Assistant Dean, Student Services	(1)	
Counselor Education	(1)	
Curriculum and Instruction	(1)	
Educational Administration	(1)	
Educational Technology	(1)	
Educational Foundations	(1)	
Educational Psychology	(1)	
Health, Physical Education, & Recreation	(1)	
Special Education	(1)	
Field Services	(1)	
College of Engineering		6
Dean	(1)	
Assistant Dean	(1)	
Fiscal Officer	(1)	

Civil Engineering	(1)	
Electrical Engineering	(1)	
Mechanical Engineering	(1)	
School of Nursing		6
Dean	(2)	
Fiscal Officer	(2)	
Dental Hygiene	(1)	
Nursing	(1)	
School of Public Health		6
Dean	(1)	
Fiscal Officer	(1)	
Assistant Dean, Student Services	(1)	
Health Careers Opportunity Program/PIHOA	(1)	
Community Health Development	(1)	
Public Health Sciences	(1)	
School of Social Work		2
Dean	(1)	
Director of Administrative Services	(1)	
School of Law		1
Dean		
School of Library and Information Studies		1
Dean		
Summer Session		2
Dean		
Library Services		6
University Librarian	(1)	
Associate University Librarian		
Processing, Operations & Automation	(1)	
Associate University Librarian,		
Planning, Administration & Personnel	(1)	
Fiscal Officer	(1)	
Hamilton Library	(1)	
Sinclair Library	(1)	

Community Colleges		30
Sr. Vice President and Chancellor	(8)	
Provost, Maui	(2)	
Provost, Kauai	(2)	
Provost, Hawaii	(2)	
Provost, Windward	(2)	
Provost, Leeward	(2)	
Provost, Kapiolani	(5)	
Provost, Honolulu	(2)	
Director of Administrative Services, Leeward CC	(1)	
Director of Administration Services, Windward CC	(1)	
Employment Training Center	(3)	
University of Hawaii - West Oahu		4
Sr. Vice President and Chancellor	(1)	
Dean of Student Services	(1)	
Director of Administrative Services	(1)	
Library(1)		
University of Hawaii at Hilo		8
Chancellor	(1)	
Administrative Assistant	(1)	
College of Arts & Sciences	(1)	
College of Agriculture	(1)	
Office of Student Services	(1)	
Library, UHH	(1)	
UHH Council	(1)	
University of Hawaii at Hilo - West Hawaii	(1)	

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Other Agencies

- Chief of Accounting Division 1  
 State Department of Accounting  
 and General Services  
 1151 Punchbowl Street  
 Honolulu, Hawaii 96813
  
- Audit Administrator 1  
 Audit Division  
 State Department of Accounting  
 and General Services  
 1151 Punchbowl Street  
 Honolulu, Hawaii 96813
  
- Administrator 1  
 Budget Program Planning and Management Division  
 State Department of Budget and Finance  
 Hemmeter Building  
 250 South Hotel Street, Room 301  
 Honolulu, Hawaii 96813
  
- Supervisory Auditor 1  
 Defense Contract Audit Agency  
 Honolulu Suboffice  
 300 Ala Moana Boulevard, Room 4324  
 or P. O. Box 50063  
 Honolulu, Hawaii 96850
  
- Office of the Auditor 1  
 Department of the Legislative Auditor  
 465 South King Street, Suite 500  
 Honolulu, Hawaii 96813
  
- University of Hawaii Foundation 1  
 Bachman Hall 101  
 Attention: Aileen Yamashita

City Editor Ka Leo O Hawaii 1755 Pope Road	1
Research Corporation of the U.H. Suite 200 2800 Woodlawn Drive Honolulu, Hawaii 96822	5
Ms. Harriet Yoshida Lewis Department of the Attorney General 425 Queen Street Honolulu, Hawaii 96813	1
Hawaii Government Employees Association 888 Mililani Street Honolulu, Hawaii 96813	1
TOTAL	378