MEMORANDUM

TO: Tom Apple, Chancellor
VIA: Reed Dasenbrock, Vice Chancellor for Academic Affairs
FROM: Denise Eby Konan, Dean
College of Social Sciences
SUBJECT: Reorganization Proposal for the College of Social Sciences, Dean’s Office

SPECIFIC ACTION REQUESTED:

We request your approval to add a functional unit within Support Services under the Dean’s Office in the College of Social Sciences entitled Office of Student Academic Services.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

There will be no additional cost, the reorganization will be covered within the College’s internal reallocation of funds.

PURPOSE:

The purpose of this reorganization is to add a functional unit within Support Services under the Dean’s Office in the College of Social Sciences entitled Office of Student Academic Services. The addition of this unit will consolidate and serve the College’s 12 academic units providing the following services: pre-major and major advising, student engagement opportunities, service learning opportunities, graduation, post-graduation and alumni activities under one office. This will improve the operations of the College and the future goals and direction of the College.

BACKGROUND

Pursuant to Administrative Procedure A3.101 University of Hawaii Organizational and Functional Changes dated March 2008, reorganizations that:
a) do not have an impact on BOR policy and/or laws
b) do not create, eliminate, or significantly change responsibilities of programs reporting to the Board or President;
c) do not incur significant additional expenses; or
d) do not have significant programmatic impact on the University may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with faculty and staff members. The details of the reorganization are outlined in the attached Executive Summary and proposal.

**ACTION RECOMMENDED:**

It is recommended that the attached reorganization proposal for the College of Social Sciences Dean’s Office be approved.

Should you have any questions, please contact Denise Eby Konan at 956-6570 or at konan@hawaii.edu.

**Attachments:**
- Executive Summary – Attachment 1
- Narrative – Attachment 2
- BJ/BT Position Worksheet – Attachment 3
- Current Organizational Charts and Functional Statements – Attachment 4
- Proposed Organizational Charts and Functional Statements – Attachment 5
- Letters and Responses – Attachment 6

**APPROVED/DISAPPROVED:**

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Tom Apple  
Chancellor  

Date