MEMORANDUM

TO: Robert Bley-Vroman
   Interim Chancellor

VIA: Reed Dasenbrock
    Vice Chancellor for Academic Affairs

FROM: R. Anderson Sutton
    Assistant Vice Chancellor for International and Exchange Programs

   April Nozomi Goodwin
   Academic Affairs Program Officer

SUBJECT: REORGANIZATION PROPOSAL FOR THE OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS AND MĀNOA INTERNATIONAL EXCHANGE

SPECIFIC ACTION REQUESTED:

We request the approval of a minor reorganization in the Office of the Vice Chancellor for Academic Affairs (OVCAA) to correctly reflect supervisory levels and responsibilities.

RECOMMENDED EFFECTIVE DATE:

Upon approval.

ADDITIONAL COST:

No additional cost is associated with this request.

PURPOSE:

The purpose of this reorganization is to properly reflect positions and supervisory levels in the following units: Office of the Vice Chancellor for Academic Affairs (OVCAA), and its sub-units: the Office of International Exchange Programs (OIEP) - Mānoa International Exchange (MIX), and the Mānoa Institutional Research Office (MIRO).

BACKGROUND INFORMATION:

Pursuant to Administrative Procedure A3.101 University of Hawaiʻi 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
directly 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).

In OVCAA, the Educational Specialist position was created to directly support the Program
Officer position, but due to a clerical error this was not reflected accurately in the organizational
chart. The proposed change will accurately reflect the hierarchy in OVCAA.

In MIRO, the IT Specialist currently reports to the director, but his work serves the OVCAA more
broadly, therefore the logical position for him to report to is that of the AVC for Academic Affairs.

In OIEP-MIX, the APT position is already reporting to the Specialist position. This change to the
organizational chart will make that current reporting relationship official.

**ACTION RECOMMENDED:**

It is recommended that the minor reorganization in the Office of the Vice Chancellor for
Academic Affairs (OVCAA) to correctly reflect supervisory levels and responsibilities be
approved.

Should you have any questions, please contact Andy Sutton at x68922 or at
rasutton@hawaii.edu; or April Goodwin x67486 or at agoodwin@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

**APPROVED / DISAPPROVED:**

Robert Bley-Vroman
Interim Chancellor

Date

Grace Fujino, Human Resources Specialist (Personnel Officer Designee for OVCAA)
Teresa Kono, Human Resources Specialist (Personnel Officer Designee for MIX)
Katheen Tagaca, Administrative Officer
Executive Summary

Instructions: Complete each section below and clearly indicate “None” or “N/A” where appropriate. Please limit Executive Summary to two (2) pages.

I. Purpose:
Explain the purpose of this reorganization and the anticipated overall impact.

The purpose of this reorganization is to properly reflect the hierarchical structure of Office of the Vice Chancellor for Academic Affairs (OVCAA), and its sub-units: the Office of International Exchange Programs (OIEP) – Mānoa International Exchange (MIX), and the Mānoa Institutional Research Office (MIRO).

II. Major Elements of the Proposal:
Explain or list the key changes being proposed in this reorganization relative to purpose and results.

1. On organizational chart II, the Academic Affairs Program Officer position (#89009) will be a supervisory position over the APT Educational Specialist position (#79837). The Educational Specialist position was created to directly support the Program Officer position, but due to a clerical error this was not reflected accurately in the organizational chart. Therefore we are requesting that the Educational Specialist position be indented under the Program Officer position to accurately reflect the hierarchy in OVCAA.

2. On organizational chart II-D, the IT Specialist position (#78914) currently reports to the MIRO director (#89461), but the functions of the IT Specialist support the OVCAA more broadly, therefore we are requesting that the IT Specialist position be moved to organizational chart II and report to the Associate Vice Chancellor for Academic Affairs (#89169).

3. On organizational chart II-B the Specialist Type Faculty position (#88774) held by Darrell Kicker is a supervisory position over the APT Educational Specialist position (#81158). The Specialist Type Faculty position was converted from a temporary position to a permanent tenure-track position in January 2014. Currently on the chart, the two positions are shown aligned, which does not reflect the supervisory duties of the Specialist Type Faculty position. Therefore, we are requesting that the Educational Specialist position be indented under the Specialist Type Faculty position to accurately reflect the actual hierarchy within the MIX office.

III. Resource Impact:
Explain the resources impacted as a result of this reorganization. If there is no impact, reflect “None” for each category as appropriate.
A. **Budget**
   1. What is the estimated cost of the reorg? None.
   2. Are additional funds needed? No. If so, how will the cost of the reorg be funded? N/A.
   3. Will the reorg result in cost savings or be cost neutral? Cost neutral.

B. **Operational**
   1. What is the overall impact on faculty and staffing responsibilities, if any? See below.
   2. Will additional faculty/support personnel be required? No. If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? N/A.
   3. Will there be a reduction in faculty/staff? No. If so, what steps are planned or have been taken to ensure proper consultation? N/A.
   4. Identify faculty/staff positions impacted by the anticipated changes.

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C. **Space**
   1. Will additional space outside own resources/allocations be required? No. If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A.

IV. **Consultation:**
   Explain or list the individuals and groups consulted and the key comments/feedback received.

   Human Resource specialists Grace Fujino and Teresa Kono in the UH Mānoa Human Resources Office were consulted to ensure no changes to functional statements were necessary. In addition, VC Dasenbrock consulted with Program Officer Goodwin, MIRO Director Zhang, Educational Specialist Furoyama, and IT Specialist Bungard, the positions directly impacted by the reorg proposal. AVC R. Anderson Sutton also consulted with the two people in the MIX unit and neither of them had any questions or concerns.

V. **Implementation:**
   Explain when and how this reorganization will be implemented. Identify anticipated effective date.

   The effective date will be upon the approval by the Chancellor.
Reorganization Proposal
Office of the Vice Chancellor for Academic Affairs & Office of International and Exchange Programs:
Mānoa International Exchange (MIX)
University of Hawai'i at Mānoa

Narrative

Instructions: Complete each section below and clearly indicate “None” or “N/A” where appropriate.

I. INTRODUCTION:
   A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.

The Office of the Vice Chancellor for Academic Affairs (OVCAA) has leadership responsibilities for the planning, direction, development, coordination, and management of the academic programs of the University of Hawai'i at Mānoa. The Vice Chancellor for Academic Affairs (VCAA) serves as the chief academic officer of the campus and the principal policy advisor to the Chancellor on academic matters. The following schools and colleges report to the Vice Chancellor: School of Architecture, College of Arts and Humanities, Shidler College of Business, College of Education, College of Engineering, Hawai'i‘inuiākea School of Hawaiian Knowledge, College of Language, Linguistics and Literature, College of Natural Sciences, School of Nursing and Dental Hygiene, Outreach College, School of Pacific and Asian Studies, College of Social Sciences, Myron B. Thompson School of Social Work, School of Travel Industry Management, and College of Tropical Agriculture and Human Resources. In addition, the following academic support units report to the Vice Chancellor: the Office of Undergraduate Education, the Office of International and Exchange Programs, the Office of Academic Personnel, the Mānoa Institutional Research Office, the Assessment Office, the Office of Faculty Development and Academic Support, the General Education Office, the Mānoa Writing Program, Graduate Education, Library Services, and the UH Press.

The Office of International and Exchange Programs (OIEP) at the University of Hawai'i at Mānoa (UHM) is the administrative unit responsible for the University’s international education programs and services. OIEP is comprised of the following units: Faculty and Scholar Immigration Services (FSIS), International Student Services (ISS), Mānoa International Exchange (MIX), National Student Exchange (NSE), and the Study Abroad Center (SAC).

OIEP supports and promotes international education through its component units, campus and community programming, development of international experiences on campus and overseas, and collaboration on projects and events with faculty, students, alumni and leaders all over the world.

MIX is the only OIEP unit affected by the reorganization. MIX provides opportunities for UHM undergraduate and graduate students to study overseas and also allows students from overseas universities to study at UHM.
B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.

The purpose of this reorganization is to properly reflect the hierarchical structure of Office of the Vice Chancellor for Academic Affairs (OVCAA), and its sub-units: the Office of International Exchange Programs (OIEP) – Mānoa International Exchange (MIX), and the Mānoa Institutional Research Office (MIRO).

II. RATIONALE FOR THE REORGANIZATION:
A. Provide background and relevant historical information.

In OVCAA, the Educational Specialist position was created to directly support the Program Officer position, but due to a clerical error this was not reflected accurately in the organizational chart. The proposed change will accurately reflect the hierarchy in OVCAA.

In MIRO, the IT Specialist currently reports to the director, but his work serves the OVCAA more broadly therefore the logical position for him to report to is that of the AVC for Academic Affairs.

In OIEP-MIX, the APT position is already reporting to the Specialist position. This change to the organizational chart will make that current reporting relationship official.

B. Provide a detailed explanation of the conditions and/or factors prompting the proposed reorganization and how they will be addressed by the reorganization. Explain why the current organization is inadequate and whether the reorg is consistent with the University's strategic, program, and financial plans.

On organizational chart II, the Academic Affairs Program Officer position (#89009) will be a supervisory position over the APT Educational Specialist position (#79837). The Educational Specialist position was created to directly support the Program Officer position, but due to a clerical error this was not reflected accurately in the organizational chart. Therefore we are requesting that the Educational Specialist position be indented under the Program Officer position to accurately reflect the hierarchy in OVCAA.

On organizational chart II-D, the IT Specialist position (#78914) currently reports to the MIRO director (#89461), but the functions of the IT Specialist support the OVCAA more broadly, therefore we are requesting that the IT Specialist position be moved to organizational chart II and report to the Associate Vice Chancellor for Academic Affairs (#89169).

The organization of MIX as it currently appears on organizational chart II-B is inaccurate. The Specialist Type Faculty position has been functioning as the supervisor in the MIX office. This reorganization proposal seeks to be consistent with the University's strategic, program, and financial plans to correct such an inaccuracy in the organizational chart. There will be no impact on MIX or on any other offices. The functions and services will remain the same, but the reorganization will show correctly that position #88774 is supervisory.

C. Explain other alternatives explored.
No other alternatives are feasible.

D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

Academic Affairs Program Officer position (#89009) has been delegated day-to-day supervision over the APT Educational Specialist position (#79837). The Educational Specialist position was created to directly support the Program Officer position. This reorganization will officially recognize the supervisory relationship between the two positions. There will be no effect on current workflows, and no impact on services and relations with other University segments.

The IT Specialist position (#78914) currently reports to the MIRO director (#89461), but the functions of the IT Specialist support the OVCAA more broadly, therefore we are requesting that the IT Specialist position be moved to organizational chart II and report to the Associate Vice Chancellor for Academic Affairs (#89169). The IT Specialist position already supports the OVCAA broadly so there will be no change to current workflows, and no impact on services and relations with other University segments.

Currently, the Specialist Type Faculty #88774 has been delegated day-to-day supervision over the APT Education Specialist #81158. This reorganization will officially recognize the supervisory relationship between the two positions. There will be no effect on current workflows, and no impact on services and relations with other University segments.

E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted. Explain issues raised and how concerns were addressed.

As there will be no impact on other offices or groups, no external offices were consulted. VC Dasenbrock consulted with the Program Officer Goodwin, MIRO Director Zhang, Educational Specialist Furoyama, and IT Specialist Bungard, the positions directly impacted by the reorg proposal. AVC R. Anderson Sutton did consult with the two people in the MIX unit and neither of them had any questions or concerns.

F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and how the reorganization will minimize confusion over authority, roles, and responsibilities.

The sole purpose of this reorganization is to formally recognize the supervisor/subordinate roles that are already in place functionally in OVCAA and MIX, and to more accurately place the IT Specialist position under the AVC for Academic Affairs.

III. IMPACT ON RESOURCES AND THE UNIVERSITY

Provide a detailed description of the resource requirements and the programmatic impacts of the reorganization on the University.

A. **Impact on budget resources:**
1. Provide a realistic assessment of the estimated annual and future cost or savings of
the reorganization taking into account such factors as proposed position re-
descriptions and reallocations. Explain how the annual and future costs or savings
were derived and, if applicable, reasons the reorganization justifies the estimated
costs. N/A.
2. Are additional funds needed? No. If so, how will the cost of the reorg be funded?
N/A.

B. Impact on operational resources:
1. What is the overall impact on faculty and staffing responsibilities, if any? See below.
Explain reasons for the anticipated changes/relocation/reassignment/etc. N/A.
2. Will additional faculty/support personnel be required? No. If so, what is the plan to
obtain the additional faculty/staffing to successfully implement the reorganization?
N/A. What is the impact of the increase? N/A.
3. Will there be a reduction in faculty/staff? No. If so, what steps are planned or have
been taken to ensure proper consultation? N/A. What is the impact of the
reduction? N/A.
4. Identify the positions impacted by position number, classification title, and
anticipated changes.

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Will there be changes to supervisory/subordinate relationships? If so, identify the
impact.

The Academic Affairs Program Officer position (#89009) has been delegated day-to-day
supervision over the APT Educational Specialist position (#79837). The Educational
Specialist position was created to directly support the Program Officer position. This
reorganization will officially recognize the supervisory relationship between the two
positions.

The IT Specialist position (#78914) currently reports to the MIRO director (#89461), but
the functions of the IT Specialist support the OVCAA more broadly, therefore we are
requesting that the IT Specialist position be moved to organizational chart II and report
to the Associate Vice Chancellor for Academic Affairs (#89169). The IT Specialist
position already supports the OVCAA broadly so there will be no change to current
workflows, and no impact on services and relations with other University segments.

The Specialist Type Faculty #88774 has been delegated day-to-day supervision over
the APT Education Specialist #81158. This reorganization will officially recognize the
supervisory relationship between the two positions.
5. Will the changes streamline operations, reduce supervisory span of control, etc.? The functions and services will remain the same, but the reorganization will formally reflect that position #88774 supervises #81158, #89009 supervises #79837, and #89169 will begin to supervise #78914.

C. Impact on space resources:
   1. Will additional space outside own resources/allocations be required? No. If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A. Explain outcome. N/A.
### Program Title:
OVCAA & Mānoa International Exchange

| Item No. | Chart No.(s) | Affected Position No.(s) | Classification/Organizational/Functional Change Identify whether position is vacant (V) or filled (F) From: To: Basis for Change/Impact on Position |
|----------|--------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| 1        | II           | 89009                    | Filled- Now supervises 79837- organizational change only; functions remain the same.                                                        | Formally recognize supervisory responsibility over 79837                                                                   |
| 2        | II           | 79837                    | Filled- Now reports to 89009- organizational change only; functions remain the same.                                                         | Formally recognize 89009 as supervisor                                                                                       |
| 3        | II-B         | 88774                    | Filled- Now supervises 81158- organizational change only; functions remain the same.                                                          | Formally recognize supervisory responsibility over 81158                                                                  |
| 4        | II-B         | 81158                    | Filled- Now reports to 88774- organizational change only; functions remain the same.                                                          | Formally recognize 88774 as supervisor                                                                                       |
| 5        | II           | 89169                    | Vacant- Now supervises 78914- organizational change only; functions remain the same.                                                          | Formally recognize supervisory responsibility over 78914                                                                  |
| 6        | move to II from II-D | 78914                            | Filled- Now reports to 89169- organizational change only; functions remain the same.                                                          | Formally recognize 89169 as supervisor                                                                                       |
| 7        | II-B         | 77796                    | Educational Specialist - Immigration Specialist                                                                                              | Change in title approved in January 2014 to accurately reflect duties of the position.                                      |

**Kat Tagaca, Admin Officer**
12/3/2014 956-6391

**Administrator’s Signature, Name and Title**

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**HR Review** X
**OFA Review** X
CURRENT ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
The OVCAA has leadership responsibilities for the planning, direction, development, coordination, and management of the academic programs of the University of Hawai‘i at Mānoa. The Vice Chancellor for Academic Affairs (VCAA) serves as the chief academic officer of the campus and the principal policy advisor to the Chancellor on academic matters. The following schools and colleges report to the Vice Chancellor: School of Architecture, College of Arts and Humanities, Shidler College of Business, College of Education, College of Engineering, Hawai‘inuikea School of Hawaiian Knowledge, College of Language, Linguistics and Literature, College of Natural Sciences, School of Nursing and Dental Hygiene, Outreach College, School of Pacific and Asian Studies, College of Social Sciences, Myron B. Thompson School of Social Work, School of Travel Industry Management, and College of Tropical Agriculture and Human Resources. In addition, the following academic support units report to the Vice Chancellor: Undergraduate Education, International and Exchange Programs, the Academic Personnel Office, Manoa Institutional Research, the Assessment Office, the Office of Faculty Development and Academic Support, the General Education Office, the Manoa Writing Program, Graduate Education, Library Services, and the UH Press.

The VCAA has the authority to develop new academic programs, to review and determine the continuing status of existing programs, to develop and promulgate academic and academic personnel policies for compliance by all academic units, to rule on faculty complaints, grievances, and disciplinary actions on behalf of the Chancellor, and to take actions to improve the academic programs and climate of the campus.

The VCAA works with the Vice Chancellor for Research to ensure that the graduate and research programs of the academic units are provided with the best possible support; with the Vice Chancellor for Administration, Finance, and Operations to ensure the responsible allocation and expenditure of financial resources and that the academic programs are well-represented in the media, that personnel actions taken are reasonable and compliant, that academic programs have access to the best information technology available at the University, and to ensure that physical facilities are adequate for instructional needs; and with the Vice Chancellor for Students to ensure optimal support of students in the academic programs and in the formulation of enrollment management plans and goals.

The Office directs the development of governing policies, the conduct of program planning and assessment, the determination of directions and setting of priorities in response to new opportunities, the formulation of academic goals and objectives, and the allocation, reallocation, and management of academic programs and units. The Office is actively involved in encouraging and developing new academic initiatives, in establishing new undergraduate and graduate programs, in assessing existing academic programs and units, and in analyzing institutional data regarding academic programs.

The OVCAA has the following responsibilities:

- Oversees and coordinates the activities of the academic units and programs through the academic deans and directors; establishes academic standards for instructional programs and scholarly activities.
- Coordinates the academic personnel functions for the campus for faculty and executive employees; serves as Chancellor’s designee for complaints, grievances, and disciplinary actions; participates in formulation of contract proposals and negotiating strategy.
- Provides advice and support for new academic initiatives from the formative phases through the Board of Regents approval and implementation. Conducts internal reviews of existing academic programs, including coordinating termination of existing programs and implementing campus-wide assessment program.
• Serves as the campus academic liaison with the Western Association of Schools and Colleges; maintains oversight of reviews by specialized accrediting agencies.
• Coordinates academic affairs of UHM with the University of Hawai‘i system including promoting system-wide transfer of courses and degrees, participating in system-wide discussion with senior academic executives, developing system articulation agreements, collaborating with other campuses in establishing programs, policies, strategic plans, and system budgets.
• Plans and directs the undergraduate and graduate commencement ceremonies and other campus-wide academic functions.
• Directs the development and implementation of programs that make full use of appropriate technologies and methods of delivery of educational and academic support services; manages the review and approval of distance delivered programs.
• Assists in the preparation and execution of the UHM budget; advises on policies and procedures to redistribute funds and positions; determines resource needs of new programs and recommend plans for securing resources; participates in determining campus priorities for CIP projects.
• Serves as the campus academic liaison with the Western Interstate Commission on Higher Education (WICHE).
• Conducts recruitment for senior-level executive positions.
• Prepares and analyzes periodic operating statements in support of the Office and the academic units on campus.
• Keeps abreast of University accounting policies and procedures and ensures compliance.
• Work with academic units on budget and financial matters that need resolution.
• Manages the budget for the Office and the academic support units that report to the Vice Chancellor with the exception of UH Press and Library Services.
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
OFFICE OF UNDERGRADUATE EDUCATION

FUNCTIONAL STATEMENT

UNDERGRADUATE EDUCATION – Org Code: MAUE

Under the leadership of the Vice Chancellor for Academic Affairs, the Office of Undergraduate Education has responsibility for the planning, direction, development, coordination, and management of undergraduate programs of the University of Hawai‘i at Mānoa. It is led by the Assistant Vice Chancellor of Undergraduate Education and has the following responsibilities:

• Manages, reviews, and supports the development of undergraduate programs, courses, and curricula and the implementation of academic policies and goals.
• Proposes and implements institutional improvement through the collection and analysis of data relevant to undergraduate student learning.
• Creates a distinctive freshman year at Mānoa to facilitate students’ transition into university life.
• Insures the consistent application of academic policies and procedures for undergraduates across all colleges and schools, with the assistance of the Academic Procedures Committee and the Council of Academic Advisors.
• Conducts continual assessment of the undergraduate experience in order to initiate appropriate improvements, including developing appropriate linkages between the undergraduate curriculum and co-curriculum, examining the number of large classes, addressing the unavailability of classes, and creating research opportunities for undergraduate students.
• Encourages and provides faculty development opportunities to ensure sustained quality in undergraduate education.
• Supports the implementation of the Mānoa general education requirements.
• Assists in promoting system-wide transfer of undergraduate courses and degrees, participates in system-wide discussions with senior academic officers, assists in developing system articulation agreements, and facilitates collaboration with other campuses in establishing programs, policies, and strategic plans.
• Assists the Vice Chancellor for Academic Affairs in developing undergraduate campus enrollment goals.
• Manages the STAR academic advising system in collaboration with the Vice Chancellor for Academic Affairs.
• Provides leadership for campus-wide programs.
• Works closely with the officers of the Associated Students of the University of Hawai‘i regarding undergraduate education concerns.

ADMINISTRATIVE SUPPORT -- Org Code: MAASUE

Provides administrative support for the programs within the Office of the Assistant Vice Chancellor for Undergraduate Education, which includes, but is not limited to, fiscal, budget, and personnel administration

ACADEMIC DEVELOPMENT & TECHNOLOGY – Org Code: MADTUE

The Office of Academic Development and Technology works collaboratively with academic programs and the administration to develop broad technology-based resources, ensuring consistent application of the campus wide strategic vision, initiatives and academic policies, while adhering rigorously to a management methodology of knowledge sharing, transparency, and accountability.
- Architecting and directing the development of new technology resources that aid in the implementation of Mānoa’s strategic initiatives.
- Provides technological advice and service to academic programs, helping to achieve their goals by facilitating improvements in their processes including improving quality of service while reducing of costs and cycle times.
- Oversees the development and maintenance of technological resources that aid in the retrieval of information from all the University’s data systems.
- Coordinates, develops, and implements critical infrastructure assurance methodologies.
- Act as the data trustee for all data housed in the STAR systems.
- Provides where possible statewide utilization of innovative technology architected within the OVCAA.
- Provides a high level of engagement in the enhancement, support, and training of the developed technology resources.
These programs have campus-wide academic or support responsibilities and are not assigned to a college or school. The programs report to the Assistant Vice Chancellor for Undergraduate Education.

**HONORS PROGRAM – Org Code: MAHON**

- Provides qualified undergraduate students with the opportunity to complete a baccalaureate program with “honors,” “high honors,” or “highest honors.”
- Operates a lower division Selected Studies program which provides academically promising freshmen and sophomores the opportunity for enriched general education in A-sections—small, intensive, and sometimes experimental versions of the required courses.
- Administers the “Sophomore Honors” certificate program.

**INTERDISCIPLINARY STUDIES PROGRAM – Org Code: MAIS**

- Offers the BA in Interdisciplinary Studies to provide students with an opportunity to pursue a course of study that is not restricted to conventional departmental or college boundaries.
- Assists students with the design and implementation of an individualized BA program.

**MILITARY SCIENCE – Org Code: MAMSCI**

- The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the regular Army or the U.S. Army Reserve to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential, a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security.

**AEROSPACE STUDIES – Org Code: MAAS**

- Aerospace Studies is directed by a manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve Officers’ Training Corps (AFROTC) Detachment 175. On academic matters, the PAS reports to the Assistant Vice Chancellor for Undergraduate Education, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Southwestern Region located at Randolph Air Force Base, Texas.
- The PAS manages the AFROTC program for the State of Hawai‘i. The program provides aerospace studies covering air force leadership, history, technology, management, and military law. It administers the AFROTC College Scholarship Program in Hawai‘i and includes USAF Officer Career Counseling services to high school and college students, scholarship funding and student expense reimbursement, and insures compliance with federal and USAF regulations. It maintains the joint University of Hawai‘i and the U.S. Air Force ROTC Memorandum of Agreement and assists in the administration of the Uniform Commutation Fund. The program maintains liaison with and provides instruction in aerospace studies for the following:
  1. Non-host cross-town institutions (degree granting)
     a. Chaminade University of Honolulu
     b. Hawai‘i Pacific University (Downtown & Hawai‘i Loa)
     c. Brigham Young University of Hawai‘i
     d. UH West O‘ahu
2. Non-host institutions—Honolulu Community College, Kapi‘olani Community College, Leeward Community College, Windward Community College

• The PAS administrates the Air Force Officer Quality Test to all USAF officer candidates and AFROTC scholarship applicants, budgets and manages the local AFROTC national advertising account, provides information on the Junior Air Force ROTC program, and maintains liaison with the USAF Academy, Hawai‘i Air National Guard, Department of Education, military bases, and the community to provide information on aerospace studies student opportunities.

MĀNOA ADVISING CENTER – Org Code: MAMAC

• Comprehensive advising office that serves undecided and pre-major students at all levels, assisting students in selecting a major that best fits their interest, abilities, and goals, and to provide advising support through orientations, workshops, and informational sessions until they can declare or enter their major.

PRE-HEALTH / PRE-LAW ADVISING CENTER – Org Code: MAHLAC

• A walk-in resource center for students interested in law, medicine (allopathic, chiropractic, naturopathic, osteopathic, podiatric), or the health sciences (dentistry, optometry, pharmacy, physician assistant, occupational therapy, physical therapy, veterinary medicine, etc.).

FIRST-YEAR PROGRAM – Org Code: MAFYP

• Increase student engagement by bringing diverse groups of first-year students with similar interests together to study, learn, and build community through initiatives committed to supporting educational, developmental, and social needs.
• Manages and encourages the development of learning communities to improve the quality of the undergraduate academic experience.
• Develops linkages between various introductory level courses from different disciplines.

INTERNSHIP PROGRAM – Org Code: MACWIP (Non-appropriated Funds)

• Congressional Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in Washington, D.C to enable the interns to become leaders in the community
• Legislative Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in the Hawaii State Legislature to enable the interns to become leaders in the community
• Student Academic Success Peer Mentor Program offers scholarships to competitively selected undergraduate students to participate in a variety of academic advising activities with fellow undergraduate students

STUDENT ATHLETE ACADEMIC SERVICES – Org Code: MASAAS

• Provides comprehensive support services to assist student-athletes in clarifying life/career goals and developing meaningful educational plans to help them attain those goals, while maintaining NCAA and conference eligibility.
• Provides ongoing individual and small group academic advising to prospective, first-year, and continuing student-athletes.
• Provides accurate information about institution, college, Athletic Conference and NCAA policies and procedures to student-athletes, faculty, coaches, and staff.
• Monitors academic eligibility and satisfactory academic progress of assigned student-athletes according to NCAA and Athletic Conference policies and procedures and provides the required documentation.
• Provides services for new freshman and transfer student-athletes through orientation programs, workshops, and individual appointments.
• Supports the academic success and retention of student-athletes by providing a wide range of academic support and tutorial services.
• Consults with coaches and Athletic Department staff regarding student-athlete concerns.
• Develops and implements support programs to meet the needs of student-athletes including academically at-risk student-athletes who may be under-educated and/or learning disabled.
• Develops and implements programming in the five areas of Life Skills for student-athletes as mandated by the NCAA: academic development, athletic development, personal development, career development, and community service.
• Determines satisfactory academic progress and takes appropriate academic action in response to queries from other offices and programs, and for the purposes of maintaining the academic standards of the institution.
• Develops and conducts assessments, collects and distributes information, prepares formal and informal reports regarding student-athlete needs, preferences, and performance for use in making departmental and institutional decisions and policies.

SERVICE LEARNING PROGRAM – Org Code: MASL

• Offers UHM students and community agencies the opportunity to participate in a partnership of volunteer services.
• Functions as a clearinghouse linking students interested in donating time and experience with volunteer agencies within the community.
• Coordinates grants received for service learning.
• Provides programming to coordinate and infuse volunteer programming into learning pedagogy. Reports on measures and metrics to determine costing and outcomes.
• Serves as the headquarters for Hawai‘i/Pacific Islands Campus Compact, a membership organization comprised of presidents and chancellors to promote civic engagement in higher education. Hawai‘i/Pacific Islands Compact also provides opportunities for students to become members of Americorps, a federal service program.

SERVICE LEARNING & HAWAII PACIFIC ISLANDS CAMPUS COMPACT – Org Code: MASLCC (Non-appropriated Funds)

• To support the civic engagement mission of Higher Education. Funding and training are obtained to incorporate service into courses; community organizations received volunteers and outreach assistance, and students received access to educational funding and service opportunities.

LEARNING ASSISTANCE CENTER – Org Code: MALAC

• Provides educational counseling services and programs, commercial materials, and diagnostic services in developing more effective study habits and learning skills.

MĀNOA CATALOG OFFICE – Org Code: MACAT

• Designs, edits, formats, and produces the Mānoa catalog, in consultation with all UHM units
• Prepares and reviews the technical specifications for the printing, delivery, and distribution of the catalogs to UHM units.
• Oversees the development and maintenance of catalog websites.

STUDENT SUPPORT SERVICES – Org Code: MACWSS (Non-appropriated Funds)

• U.S. Department of Education sponsored program to increase the graduation and retention of first generation college students and those with financial need.
FUNCTIONAL STATEMENT

INTERNATIONAL & EXCHANGE PROGRAMS – Org Code: MAINEX

Under the leadership of the Vice Chancellor for Academic Affairs, International & Exchange Programs work closely with the Assistant Vice Chancellor for Undergraduate Education and the Dean of the Graduate Division to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai‘i at Mānoa, including generating and maintaining databases covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

FACULTY AND SCHOLAR IMMIGRATION SERVICES – Org Code: MAFSIS

- Provides University of Hawai‘i (UH) systemwide immigration and support services for international employees.
  - Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees.
- Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
  - Provides pre-arrival information, orientation programs, and informational briefings.
  - Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
- Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
- Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
- Establishes and updates University immigration policies and procedures and interprets U.S. immigration regulations.
- Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international employees.

INTERNATIONAL STUDENT SERVICES – Org Code: MASSIN

- Provides support services for international students and assists in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students.
  - Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
  - Provides pre-arrival information, orientation programs and informational briefings.
  - Interprets regulations affecting non-immigrant student status in the U.S.
  - Provides support services designed to assist students with transition, adjustment and culture sharing.
  - Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
  - Monitors compliance with federal and UH health insurance policies.
  - Develops and recommends policies and procedures for non-immigrant student employment and international student status.
  - Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.
  - Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
- Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international students.
- Administers selected scholarships and tuition waivers designated for international students.
- Provides data on non-immigrant students to internal and external organizations.
- Serves as an advocate for international students.

**STUDY ABROAD CENTER – Org Code: MASTAB**

- The UHM Study Abroad Center, in cooperation with its Council, offers study abroad programs for a summer, a semester, and an academic year that enable UHM students to fulfill general education, focus, diversification, major, certificate, and graduation requirements in various locations around the world. Its primary responsibility is to serve the intellectual needs of students consistent with university policy and to provide venues for faculty participation from across the Mānoa campus as resident directors for teaching, faculty development and enrichment opportunities.
- The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is mandated as a permanent standing committee of the Mānoa Faculty Senate and appointed by the Faculty Senate Executive Committee. It works cooperatively with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, and – most critically – the selection of faculty members to direct individual study abroad programs. The Council is not a sub-committee of a larger committee of international programs; rather it will provide representatives to other committees to facilitate information.
- The UHM Study Abroad Center specializes in overseas academic program development, implementation, delivery, student health, safety, security, risk assessment, and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards.
- The Center provides training for faculty resident directors in health, safety, risk, and liability as well as provides pre-departure cross-cultural training for students as part of the Center’s standard of care.
- The Center operates as a self-sustaining unit and utilizes the funds it generates to support its programs.

**NATIONAL STUDENT EXCHANGE – Org Code: MASTEX**

- Serves as UH Mānoa liaison to the National Student Exchange consortium administration and 200 participating university NSE offices.
- Promotes NSE at university recruitment events, to inform potential students, parents, and high school advisors of degree-enhancing UHM opportunities.
- Publicizes NSE for current UHM students, processes applications, and negotiates placements at appropriate schools.
- Verifies academic eligibility of outgoing students, and provides advising referrals to course equivalent websites and departmental major advisors.
- Accepts placements of students from consortium schools, providing advance detailed campus information and campus/cultural orientation on arrival.
- Serves as liaison for incoming students with UHM Admissions, Records, Financial Aid, Campus Housing, Student Employment, and Counseling Center, as well as academic departments for clearance of course registration.

**MĀNOA INTERNATIONAL EXCHANGE – Org Code: MAMIEX**

- Serves as the UH primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.
- Coordinates application, accommodation, arrival and orientation activities for incoming international exchange non-degree seeking students from both partner and non-partner institutions.
- Coordinates promotion, selection, application, and pre-departure orientation activities for outbound UH students.
Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
Provides support services to UH students abroad.
Provides support services to international students from exchange partner institutions and non-partner institutions.
OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADMIC AFFAIRS

ACADEMIC PERSONNEL OFFICE
Org Code: MAACPL
Asst Vice Chancellor, #89214 1.00
Admin & Fiscal Supp Spec, PBA, #79601 1.00
Academic Affairs Program Officer, #89041 1.00
Human Resources Manager, PBB, #79191* 0.90

* .10 FTE from 99002F allocated; not established.
ACADEMIC PERSONNEL OFFICE – Org Code: MAACPL

Under the leadership of the Vice Chancellor for Academic Affairs, the Academic Personnel Office coordinates the personnel functions for the campus for faculty and executive employees. It is led by an Assistant Vice Chancellor for Academic Personnel and has the following responsibilities:

- Assists the Vice Chancellor in developing campus-wide policies and procedures for academic personnel issues.
- Advises faculty and administration on matters relating to faculty and executive personnel actions including appointment, reappointment, tenure, promotion, leaves, compensation, grievances, etc.
- Coordinates faculty tenure and promotion review and review of tenured faculty.
- Administers faculty contract provisions and participates in formulation of contract proposals.
- Administers Executive directions and Board policies regarding faculty and executive employees.
- Assists the Vice Chancellor regarding complaints, grievances, and disciplinary actions.
- Coordinates professional development for academic administrative personnel.
OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

MANOA INSTITUTIONAL RESEARCH
Org Code: MAIRO

Director, #89461 1.00
Institutional/Policy Analyst, PBB, #80910 1.00
IT Specialist, PBB, #78914 1.00
Institutional/Policy Analyst, PBA, #78322 1.00

GENERAL FUND FTE: 4.00
FUNCTIONAL STATEMENT

MĀNOA INSTITUTIONAL RESEARCH – Org Code: MAIRO

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the responsibility for providing institutional research services related to academic programs. Responsibilities include:

- Provides support to the Vice Chancellor for Academic Affairs and other academic affairs staff by providing data, analyses, and reports.
- Coordinates, monitors, and responds to information needs as required by academic units and administrative offices.
- Researches and prepares reports and analyses to support academic decision-making, program review, and accreditation.
- Coordinates the participation in all national surveys and requests for data from external sources.
OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

ASSESSMENT OFFICE
Org Code: MAOASM

Director*
Specialist Type Faculty: 2.00
#70143, #70144

*Appointed from a faculty position to oversee Assessment operations
ASSESSMENT OFFICE -- Org Code: MAOASM

Under the leadership of the Assistant Vice Chancellor for Academic Personnel the office has the responsibility to improve student learning through academic program assessment. Assessment is faculty-driven and faculty supervised; and involves establishing student learning outcomes, measuring/observing and documenting the extent to which outcomes are achieved, finding ways to improve, and implementing plans.

- Supports the use of program and institutional assessment to improve the quality of student learning.
- Collaborates with faculty, staff, students, and administrators to establish meaningful, manageable, and sustainable assessment.
- Disseminates assessment-related information.
- Assists programs with designing educational programs.
OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT
Org Code: MAOFDA

Director*
Secretary III, SR16, #14349 1.00

CENTER FOR INSTRUCTIONAL SUPPORT
Org Code: MACTIS

Educational Specialist, PBB, #81678 1.00
Electronic Technician, PBA: #80723, #81012, #81344 3.00
Graphic Designer, PBB: #80687, #80688 2.00
Media Specialist, PBB, #77515 1.00

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION
Org Code: MACMHE

*Appointed from a faculty position to oversee OFDAS operations

CENTER FOR TEACHING EXCELLENCE
Org Code: MACTE

Specialist Type Faculty, #83597 1.00
Specialist Type Faculty, #86264 1.00
Educational Spec, PBB, #77751 1.00

GENERAL FTE: 11.00

*Appointed from a faculty position to oversee OFDAS operations
OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT – Org Code: MAOFDA

Under the leadership of the Assistant Vice Chancellor for Academic Personnel OFDAS provides supervision, support, counsel, and infrastructure to directors and coordinators of the Center for Teaching Excellence (CTE) and the Center for Instructional Support (CIS).

- Assists the Associate Vice Chancellor for Academic Affairs with policy development and during budgetary processes in areas of faculty development and new directions and priorities in teaching and instructional research.
- Professional development and training and leadership programs and events for faculty, department chairs, specialists, researchers, graduate teaching assistants, etc.
- Production of instructional publications, such as teaching related handbooks and manuals.
- Coordinates faculty recognition and incentive programs such as excellence in teaching and community service awards.

CENTER FOR TEACHING EXCELLENCE – Org Code: MACTE

- Mid-semester assessing—diagnostic and summative—for faculty and academic departments of existing courses and teaching.
- Consultation to individuals and academic departments in design, managing and delivering of course and instruction.
- Skill development programs to enhance instructional performance, including workshops, seminars, panels, and series.
- Programs for graduate teaching assistants to enhance instruction and prepare to become future faculty, through TA Trainings, Preparing Future Faculty Programs, and related events, with Graduate Division.
- Collaborates with campus-wide and college-level student services units to provide programming to enhance faculty and student engagement in and out of the classroom.
- Website resources, including taped CTE events.
- Maintains a formal Faculty Mentoring Program that includes:
  - Summer Dossier Series for faculty on application for renewal, promotion and tenure
  - Programs and events during the academic year on professional development processes and issues
  - Faculty Dossier Library
  - Colleague Pairing of Senior Mentors with Junior Mentees
  - Consultation to individuals and academic departments on mentoring processes.
  - Website resources, including taped FMP events.

CENTER FOR INSTRUCTIONAL SUPPORT – Org Code: MACTIS

The primary mission of the Center for Instructional Support is to provide the university community with support for instruction through the use of technology and technology-related services. The Center’s major functions include the following:

- Consults with Mānoa academic units and individual faculty and students to help them plan and provide the richest learning experiences for students, and to assist them in using instructional technology effectively within that context.
• Conducts a variety of workshops and training sessions that enhance instruction through the use of technology.
• Ensures that appropriate and desired instructional equipment are easily accessible to faculty and students, through classroom installations and a system of equipment pools.
• Ensures that requirements for appropriate learning technologies are included in all university academic planning and budgeting documents.
• Monitors Mānoa classrooms and auditoriums to ensure the best possible environment for teaching and learning; serves as advocate for the faculty in the design of all new construction and renovations of classroom facilities; and serves as ombudsperson to resolve faculty and student concerns about classrooms.
• Develops high quality, effective instructional materials including computer-generated graphics, 35mm slides, overhead transparencies, charts and graphs, illustrations, publications, certificates, signage, displays, video, and interactive multimedia.
• Provides a campus repair facility to repair and maintain instructional equipment owned by Mānoa departments and programs.
• Promotes the use of technology to departments by offering limited support installing data projection systems. Process includes assessment, consultation, procurement, installation, and training.

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION – Org Code: MACMHE

The Center for the Study of Multicultural Higher Education focused on research and practices related to cultural influences on teaching and learning. Processes of cultural influences on teaching and learning and on professional development has been absorbed within the programs and activities of CTE and FMP.
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

GENERAL EDUCATION OFFICE
Org Code: MAGEN

Director (appointed from a faculty position)
Secretary II, SR14, #42309 * 1.00
Educational Specialist, PBB: 2.00
#80836, #81997 *

* Positions partially support the Mānoa Writing Program.
GENERAL EDUCATION OFFICE – Org Code: MAGEN

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the following responsibilities.

• Works with the General Education Committee, a standing committee of the UHM Faculty Senate, and the Senate Executive Committee to implement General Education policies and procedures.
• Provides staff support to the various General Education Committees and Boards.
• Develops, supports, and maintains website for the General Education Program and the General Education Committee.
• Distributes, collects, and processes documents necessary for the implementation of the general education requirements.
• Maintains an accurate listing of general education requirements and courses for the Mānoa catalog and Schedule of Classes.
• Assists in the assessment of the General Education Program.
• Administers General Education writing requirements, guided by a board of nine professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students in W Focus classes.
OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

MANOA WRITING PROGRAM
Org Code: MAWRIT
Director (appointed from a faculty position)
Instructional Faculty: #83124** 1.00

* Positions in the General Education Office partially support this Office: Secretary II, SR14, #42309 and Educational Specialists, PBB, #80836, #81997. Primary supervisor is General Education Office Director.

** To be re-described.
MĀNOA WRITING PROGRAM – Org Code: MAWRIT

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the following responsibilities.

• Administers the Mānoa Writing Placement Examination to all incoming undergraduate who have not met UHM’s entry-level writing course requirement.
• Ensures that all UHM graduates are prepared for different writing tasks that society and their professions will present to them through an extensive writing-across-the-curriculum program.
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* Position Number and Count to be requested
** Position abolished; pending re-establishment
The Graduate Education office reports to the Vice Chancellor for Academic Affairs and plans, directs, develops, coordinates, and manages the graduate academic education programs of the University of Hawai‘i at Mānoa.

Office of the Dean – Org Code: MAGRAD

- Convenes the Graduate Council and Graduate Assembly as the initial advisory bodies for graduate program policy and development.
- Assists in the management, review, development, and assessment of graduate programs, courses, and curricula, including the appointment and review of graduate faculty and graduate chairs.
- Coordinates the recruitment of graduate students and recruitment planning with the academic units.
- Advises graduate students in applying for scholarship support.
- Conducts a graduate student orientation.
- Provides counseling and advising for graduate students.
- Acts as an arbitrator for disputes between graduate students and their mentors.
- Conducts training for graduate teaching assistants.
- Coordinates the selection of Research Corporation of the University of Hawai‘i (RCUH) Fellows, University of Hawai‘i nominee for CGS Outstanding Dissertation Award, Outstanding Teaching Assistant and other graduate awards.
- Works closely with the officers of the Graduate Student Organization regarding graduate education concerns.
- Represents the University of Hawai‘i at Mānoa graduate programs on various national organizations such as ETS, CGS, and WICHE. Serves as a liaison with EWC on matters pertaining to fellowships and scholarship.
- Acts as PI for extramural student awards, such as NSF graduate fellows, Fulbright-Hayes, USA Vietnam Federation, Ford, and others.
- Monitors post-doctoral involvement on campus.

Information Technology – Org Code: MAITGR

- Provides IT support for the Office, which includes report generation, server and desktop maintenance, etc.

Graduate Student Services – Org Code: MASSGR

- Operates the Admissions and Records offices for graduate and post-baccalaureate unclassified programs.
- Advises graduate students in applying for scholarship support.
- Supervises and monitors graduate fellowships.
- Provides advising for graduate students.
- Certifies students for eligibility for graduate assistantships.
- Admits graduate students, both degree-seeking and non-degree seeking, to Graduate Division and to the fields of study.
- Maintains the records of all current and inactive graduate students, acts as the official keeper of all graduate student records and is responsible for maintenance of full and accurate records, including data on admissions, academic records, degrees awarded, and financial assistance and the preparation of reports based on this data.
- Completes eligibility checks for all potential graduates, and advises students on thesis and dissertation formats. Certifies status of graduate students and awards All-But-Dissertation (ABD) certificates.
PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS
The OVCAA has leadership responsibilities for the planning, direction, development, coordination, and management of the academic programs of the University of Hawai‘i at Mānoa. The Vice Chancellor for Academic Affairs (VCAA) serves as the chief academic officer of the campus and the principal policy advisor to the Chancellor on academic matters. The following schools and colleges report to the Vice Chancellor: School of Architecture, College of Arts and Humanities, Shidler College of Business, College of Education, College of Engineering, Hawai‘inuikea School of Hawaiian Knowledge, College of Language, Linguistics and Literature, College of Natural Sciences, School of Nursing and Dental Hygiene, Outreach College, School of Pacific and Asian Studies, College of Social Sciences, Myron B. Thompson School of Social Work, School of Travel Industry Management, and College of Tropical Agriculture and Human Resources. In addition, the following academic support units report to the Vice Chancellor: Undergraduate Education, International and Exchange Programs, the Academic Personnel Office, Manoa Institutional Research, the Assessment Office, the Office of Faculty Development and Academic Support, the General Education Office, the Manoa Writing Program, Graduate Education, Library Services, and the UH Press.

The VCAA has the authority to develop new academic programs, to review and determine the continuing status of existing programs, to develop and promulgate academic and academic personnel policies for compliance by all academic units, to rule on faculty complaints, grievances, and disciplinary actions on behalf of the Chancellor, and to take actions to improve the academic programs and climate of the campus.

The VCAA works with the Vice Chancellor for Research to ensure that the graduate and research programs of the academic units are provided with the best possible support; with the Vice Chancellor for Administration, Finance, and Operations to ensure the responsible allocation and expenditure of financial resources and that the academic programs are well-represented in the media, that personnel actions taken are reasonable and compliant, that academic programs have access to the best information technology available at the University, and to ensure that physical facilities are adequate for instructional needs; and with the Vice Chancellor for Students to ensure optimal support of students in the academic programs and in the formulation of enrollment management plans and goals.

The Office directs the development of governing policies, the conduct of program planning and assessment, the determination of directions and setting of priorities in response to new opportunities, the formulation of academic goals and objectives, and the allocation, reallocation, and management of academic programs and units. The Office is actively involved in encouraging and developing new academic initiatives, in establishing new undergraduate and graduate programs, in assessing existing academic programs and units, and in analyzing institutional data regarding academic programs.

The OVCAA has the following responsibilities:

- Oversees and coordinates the activities of the academic units and programs through the academic deans and directors; establishes academic standards for instructional programs and scholarly activities.
- Coordinates the academic personnel functions for the campus for faculty and executive employees; serves as Chancellor’s designee for complaints, grievances, and disciplinary actions; participates in formulation of contract proposals and negotiating strategy.
- Provides advice and support for new academic initiatives from the formative phases through the Board of Regents approval and implementation. Conducts internal reviews of existing
academic programs, including coordinating termination of existing programs and implementing campus-wide assessment program.

- Serves as the campus academic liaison with the Western Association of Schools and Colleges; maintains oversight of reviews by specialized accrediting agencies.
- Coordinates academic affairs of UHM with the University of Hawai‘i system including promoting system-wide transfer of courses and degrees, participating in system-wide discussion with senior academic executives, developing system articulation agreements, collaborating with other campuses in establishing programs, policies, strategic plans, and system budgets.
- Plans and directs the undergraduate and graduate commencement ceremonies and other campus-wide academic functions.
- Directs the development and implementation of programs that make full use of appropriate technologies and methods of delivery of educational and academic support services; manages the review and approval of distance delivered programs.
- Assists in the preparation and execution of the UHM budget; advises on policies and procedures to redistribute funds and positions; determines resource needs of new programs and recommend plans for securing resources; participates in determining campus priorities for CIP projects.
- Serves as the campus academic liaison with the Western Interstate Commission on Higher Education (WICHE).
- Conducts recruitment for senior-level executive positions.
- Prepares and analyzes periodic operating statements in support of the Office and the academic units on campus.
- Keeps abreast of University accounting policies and procedures and ensures compliance.
- Work with academic units on budget and financial matters that need resolution.
- Manages the budget for the Office and the academic support units that report to the Vice Chancellor with the exception of UH Press and Library Services.
FUNCTIONAL STATEMENT

UNDERGRADUATE EDUCATION – Org Code: MAUE

Under the leadership of the Vice Chancellor for Academic Affairs, the Office of Undergraduate Education has responsibility for the planning, direction, development, coordination, and management of undergraduate programs of the University of Hawai‘i at Mānoa. It is led by the Assistant Vice Chancellor of Undergraduate Education and has the following responsibilities:

• Manages, reviews, and supports the development of undergraduate programs, courses, and curricula and the implementation of academic policies and goals.
• Proposes and implements institutional improvement through the collection and analysis of data relevant to undergraduate student learning.
• Creates a distinctive freshman year at Mānoa to facilitate students’ transition into university life.
• Insures the consistent application of academic policies and procedures for undergraduates across all colleges and schools, with the assistance of the Academic Procedures Committee and the Council of Academic Advisors.
• Conducts continual assessment of the undergraduate experience in order to initiate appropriate improvements, including developing appropriate linkages between the undergraduate curriculum and co-curriculum, examining the number of large classes, addressing the unavailability of classes, and creating research opportunities for undergraduate students.
• Encourages and provides faculty development opportunities to ensure sustained quality in undergraduate education.
• Supports the implementation of the Mānoa general education requirements.
• Assists in promoting system-wide transfer of undergraduate courses and degrees, participates in system-wide discussions with senior academic officers, assists in developing system articulation agreements, and facilitates collaboration with other campuses in establishing programs, policies, and strategic plans.
• Assists the Vice Chancellor for Academic Affairs in developing undergraduate campus enrollment goals.
• Manages the STAR academic advising system in collaboration with the Vice Chancellor for Academic Affairs.
• Provides leadership for campus-wide programs.
• Works closely with the officers of the Associated Students of the University of Hawai‘i regarding undergraduate education concerns.

ADMINISTRATIVE SUPPORT -- Org Code: MAASUE

Provides administrative support for the programs within the Office of the Assistant Vice Chancellor for Undergraduate Education, which includes, but is not limited to, fiscal, budget, and personnel administration

ACADEMIC DEVELOPMENT & TECHNOLOGY – Org Code: MADTUE

The Office of Academic Development and Technology works collaboratively with academic programs and the administration to develop broad technology-based resources, ensuring consistent application of the campus wide strategic vision, initiatives and academic policies, while adhering rigorously to a management methodology of knowledge sharing, transparency, and accountability.
• Architecting and directing the development of new technology resources that aid in the implementation of Mānoa’s strategic initiatives.
• Provides technological advice and service to academic programs, helping to achieve their goals by facilitating improvements in their processes including improving quality of service while reducing of costs and cycle times.
• Oversees the development and maintenance of technological resources that aid in the retrieval of information from all the University’s data systems.
• Coordinates, develops, and implements critical infrastructure assurance methodologies
• Act as the data trustee for all data housed in the STAR systems
• Provides where possible statewide utilization of innovative technology architected within the OVCAA
• Provides a high level of engagement in the enhancement, support, and training of the developed technology resources.
CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNDERGRADUATE EDUCATION
CAMPUSS WIDE PROGRAMS
Org Code: MACWP

HONORS PROGRAM
Org Code: MAHON
Instructional Faculty: #87431 1.00
Specialist Type Faculty: #84563 1.00
Educational Spec, PBB: #79132 1.00

INTERDISCIPLINARY STUDIES PROGRAM
Org Code: MAIS
Professor, IS 1.00
Instructional Faculty: #86356 1.00
Specialist Type Faculty: #83798 1.00

MILITARY SCIENCES
Org Code: MAMSCI
Secretary II, SR14: #43067 1.00

AEROSPACE STUDIES
Org Code: MAAS
Admin & Fiscal Supp Spec, PBA: #79151

MANOA ADVISING CENTER
Org Code: MAMAC
Specialist Type Faculty: #70062 1.00
Specialist Type Faculty: #70155, #70158, #70160, #82300, #84963, #85633, #86126

STUDENT ATHLETE ACADEMIC SERVICES
Org Code: MAASAS
Chair (appointed from Faculty positions) 7.00
Specialist Type Faculty: #70064, #70157, #82079, #82168, #83392, #84175, #88937
Graduate Assistant: 1.00
Admin & Fiscal Supp Spec, PSA: #76343

FIRST YEAR PROGRAM
Org Code: MAFYP
Specialist Type Faculty: #70156 1.00

SERVICe LEARNING PROGRAM
Org Code: MSL
Specialist Type Faculty: #84173 1.00
Educational Spec, PBB: #79639 1.00

AEROSPACE STUDIES
Org Code: MAAS
Admin & Fiscal Supp Spec, PBA: #79151

PRE-HEALTH / PRE-LAW ADVISING CENTER
Org Code: MAHLAC
Specialist Type Faculty: #70063 1.00

LEARNING ASSISTANCE CENTER
Org Code: MALAC
Specialist Type Faculty: #70159, #88143

STUDENT SUPPORT SERVICES
Org Code: MACWSS
Non-Appropriated Funds

INTERNSHIP PROGRAM
Org Code: MACWIP
Non-Appropriated Funds

MANOA CATALOG OFFICE
Org Code: MACAT
Educational Specialist, PBB: #80812 1.00

MANOA ADVISING CENTER
Org Code: MAMAC
Specialist Type Faculty: #70062 1.00
Specialist Type Faculty: #70155, #70158, #70160, #82300, #84963, #85633, #86126

STUDENT ATHLETE ACADEMIC SERVICES
Org Code: MAASAS
Chair (appointed from Faculty positions) 7.00
Specialist Type Faculty: #70064, #70157, #82079, #82168, #83392, #84175, #88937
Graduate Assistant: 1.00
Admin & Fiscal Supp Spec, PSA: #76343

FIRST YEAR PROGRAM
Org Code: MAFYP
Specialist Type Faculty: #70156 1.00

SERVICE LEARNING PROGRAM
Org Code: MSL
Specialist Type Faculty: #84173 1.00
Educational Spec, PBB: #79639 1.00

LEARNING ASSISTANCE CENTER
Org Code: MALAC
Specialist Type Faculty: #70159, #88143

STUDENT SUPPORT SERVICES
Org Code: MACWSS
Non-Appropriated Funds

INTERNSHIP PROGRAM
Org Code: MACWIP
Non-Appropriated Funds

LEARNING ASSISTANCE CENTER
Org Code: MALAC
Specialist Type Faculty: #70159, #88143

STUDENT SUPPORT SERVICES
Org Code: MACWSS
Non-Appropriated Funds

INTERNSHIP PROGRAM
Org Code: MACWIP
Non-Appropriated Funds

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
CAMPUSS WIDE PROGRAMS
CHART II-A-1

General Funds: 31.00 FTE
These programs have campus-wide academic or support responsibilities and are not assigned to a college or school. The programs report to the Assistant Vice Chancellor for Undergraduate Education.

**HONORS PROGRAM – Org Code: MAHON**

- Provides qualified undergraduate students with the opportunity to complete a baccalaureate program with “honors,” “high honors,” or “highest honors.”
- Operates a lower division Selected Studies program which provides academically promising freshmen and sophomores the opportunity for enriched general education in A-sections—small, intensive, and sometimes experimental versions of the required courses.
- Administers the “Sophomore Honors” certificate program.

**INTERDISCIPLINARY STUDIES PROGRAM – Org Code: MAIS**

- Offers the BA in Interdisciplinary Studies to provide students with an opportunity to pursue a course of study that is not restricted to conventional departmental or college boundaries.
- Assists students with the design and implementation of an individualized BA program.

**MILITARY SCIENCE – Org Code: MAMSCI**

- The functions of the Military Science Program (Army ROTC) are to attract, motivate, and prepare selected students with potential to serve as commissioned officers in the regular Army or the U.S. Army Reserve to provide an understanding of the fundamental concepts and principles of military art and science; to develop leadership and managerial potential, a basic understanding of associated professional knowledge, a strong sense of personal integrity, honor, and individual responsibility, and an appreciation of the requirements for national security.

**AEROSPACE STUDIES – Org Code: MAAS**

- Aerospace Studies is directed by a manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the U.S. Air Force Reserve Officers’ Training Corps (AFROTC) Detachment 175. On academic matters, the PAS reports to the Assistant Vice Chancellor for Undergraduate Education, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Southwestern Region located at Randolph Air Force Base, Texas.
- The PAS manages the AFROTC program for the State of Hawai‘i. The program provides aerospace studies covering air force leadership, history, technology, management, and military law. It administers the AFROTC College Scholarship Program in Hawai‘i and includes USAF Officer Career Counseling services to high school and college students, scholarship funding and student expense reimbursement, and insures compliance with federal and USAF regulations. It maintains the joint University of Hawai‘i and the U.S. Air Force ROTC Memorandum of Agreement and assists in the administration of the Uniform Commutation Fund. The program maintains liaison with and provides instruction in aerospace studies for the following:
  1. Non-host cross-town institutions (degree granting)
     a. Chaminade University of Honolulu
     b. Hawai‘i Pacific University (Downtown & Hawai‘i Loa)
     c. Brigham Young University of Hawai‘i
d. UH West O‘ahu
e. Wayland Baptist University of Hawai‘i
f. University of Phoenix

2. Non-host institutions—Honolulu Community College, Kapi‘olani Community College, Leeward Community College, Windward Community College

- The PAS administrates the Air Force Officer Quality Test to all USAF officer candidates and AFROTC scholarship applicants, budgets and manages the local AFROTC national advertising account, provides information on the Junior Air Force ROTC program, and maintains liaison with the USAF Academy, Hawai‘i Air National Guard, Department of Education, military bases, and the community to provide information on aerospace studies student opportunities.

MĀNOA ADVISING CENTER – Org Code: MAMAC

- Comprehensive advising office that serves undecided and pre-major students at all levels, assisting students in selecting a major that best fits their interest, abilities, and goals, and to provide advising support through orientations, workshops, and informational sessions until they can declare or enter their major.

PRE-HEALTH / PRE-LAW ADVISING CENTER – Org Code: MAHLAC

- A walk-in resource center for students interested in law, medicine (allopathic, chiropractic, naturopathic, osteopathic, podiatric), or the health sciences (dentistry, optometry, pharmacy, physician assistant, occupational therapy, physical therapy, veterinary medicine, etc.).

FIRST-YEAR PROGRAM – Org Code: MAFYP

- Increase student engagement by bringing diverse groups of first-year students with similar interests together to study, learn, and build community through initiatives committed to supporting educational, developmental, and social needs.
- Manages and encourages the development of learning communities to improve the quality of the undergraduate academic experience.
- Develops linkages between various introductory level courses from different disciplines.

INTERNSHIP PROGRAM – Org Code: MACWIP (Non-appropriated Funds)

- Congressional Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in Washington, D.C to enable the interns to become leaders in the community.
- Legislative Internship Program offers scholarships to competitively selected undergraduate students to participate in a variety of engaging learning experiences in the Hawaii State Legislature to enable the interns to become leaders in the community.
- Student Academic Success Peer Mentor Program offers scholarships to competitively selected undergraduate students to participate in a variety of academic advising activities with fellow undergraduate students.

STUDENT ATHLETE ACADEMIC SERVICES – Org Code: MASAAS

- Provides comprehensive support services to assist student-athletes in clarifying life/career goals and developing meaningful educational plans to help them attain those goals, while maintaining NCAA and conference eligibility.
- Provides ongoing individual and small group academic advising to prospective, first-year, and continuing student-athletes.
- Provides accurate information about institution, college, Athletic Conference and NCAA policies and procedures to student-athletes, faculty, coaches, and staff.
- Monitors academic eligibility and satisfactory academic progress of assigned student-athletes according to NCAA and Athletic Conference policies and procedures and provides the required documentation.
- Provides services for new freshman and transfer student-athletes through orientation programs, workshops, and individual appointments.
- Supports the academic success and retention of student-athletes by providing a wide range of academic support and tutorial services.
• Consults with coaches and Athletic Department staff regarding student-athlete concerns.
• Develops and implements support programs to meet the needs of student-athletes including academically at-risk student-athletes who may be under-educated and/or learning disabled.
• Develops and implements programming in the five areas of Life Skills for student-athletes as mandated by the NCAA: academic development, athletic development, personal development, career development, and community service.
• Determines satisfactory academic progress and takes appropriate academic action in response to queries from other offices and programs, and for the purposes of maintaining the academic standards of the institution.
• Develops and conducts assessments, collects and distributes information, prepares formal and informal reports regarding student-athlete needs, preferences, and performance for use in making departmental and institutional decisions and policies.

SERVICE LEARNING PROGRAM – Org Code: MASL

• Offers UHM students and community agencies the opportunity to participate in a partnership of volunteer services.
• Functions as a clearinghouse linking students interested in donating time and experience with volunteer agencies within the community.
• Coordinates grants received for service learning.
• Provides programming to coordinate and infuse volunteer programming into learning pedagogy. Reports on measures and metrics to determine costing and outcomes.
• Serves as the headquarters for Hawai‘i/Pacific Islands Campus Compact, a membership organization comprised of presidents and chancellors to promote civic engagement in higher education. Hawai‘i/Pacific Islands Compact also provides opportunities for students to become members of Americorps, a federal service program.

SERVICE LEARNING & HAWAII PACIFIC ISLANDS CAMPUS COMPACT – Org Code: MASLCC (Non-appropriated Funds)

• To support the civic engagement mission of Higher Education. Funding and training are obtained to incorporate service into courses; community organizations received volunteers and outreach assistance, and students received access to educational funding and service opportunities.

LEARNING ASSISTANCE CENTER – Org Code: MALAC

• Provides educational counseling services and programs, commercial materials, and diagnostic services in developing more effective study habits and learning skills.

MĀNOA CATALOG OFFICE – Org Code: MACAT

• Designs, edits, formats, and produces the Mānoa catalog, in consultation with all UHM units
• Prepares and reviews the technical specifications for the printing, delivery, and distribution of the catalogs to UHM units.
• Oversees the development and maintenance of catalog websites.

STUDENT SUPPORT SERVICES – Org Code: MACWSS (Non-appropriated Funds)

• U.S. Department of Education sponsored program to increase the graduation and retention of first generation college students and those with financial need.
CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

INTERNATIONAL & EXCHANGE PROGRAMS
Org Code: MAINEX
Assistant Vice Chancellor, #89500 1.00
Librarian Type Faculty: #86268 1.00
Admin & Fiscal Supp Spec, PBA, #79265 1.00

INTERNATIONAL STUDENT SERVICES
Org Code: MASSIN
Specialist Type Faculty: #84594 1.00
Secretary II, SR14, #00763 1.00
Office Assistant IV, SR10, #12763 1.00
Specialist Type Faculty: #70148, #83747, #88147 3.00

FACULTY AND SCHOLAR IMMIGRATION SERVICES
Org Code: MAFSIS
Program Manager, PBC, #81015 1.00
Immigration Specialist, PBB, #77796 1.00
Immigration Specialist, PBB, #79329 1.00
Admin & Fiscal Supp Spec, PBA, #79458 1.00

STUDY ABROAD CENTER
Org Code: MASTAB
Specialist Type Faculty: #88327 1.00
Specialist Type Faculty: #70147, #85057, #88126 3.00

NATIONAL STUDENT EXCHANGE
Org Code: MASTEX
Specialist Type Faculty: #82771 1.00

MANOA INTERNATIONAL EXCHANGE
Org Code: MAMIEX
Specialist Type Faculty: #88774 1.00
Educational Specialist, PBB, #81158 1.00

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
INTERNATIONAL & EXCHANGE PROGRAMS

POSITION ORGANIZATION CHART
CHART II-B

GENERAL FUND FTE: 20.00

PROPOSED

APPROVED:

Robert Bley-Vroman, Interim Chancellor
FUNCTIONAL STATEMENT

INTERNATIONAL & EXCHANGE PROGRAMS – Org Code: MAINEX

Under the leadership of the Vice Chancellor for Academic Affairs, International & Exchange Programs work closely with the Assistant Vice Chancellor for Undergraduate Education and the Dean of the Graduate Division to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai‘i at Mānoa, including generating and maintaining databases covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

FACULTY AND SCHOLAR IMMIGRATION SERVICES – Org Code: MAFSIS

- Provides University of Hawai‘i (UH) systemwide immigration and support services for international employees.
  - Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees.
- Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
  - Provides pre-arrival information, orientation programs, and informational briefings.
  - Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
- Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
- Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
- Establishes and updates University immigration policies and procedures and interprets U.S. immigration regulations.
- Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international employees.

INTERNATIONAL STUDENT SERVICES – Org Code: MASSIN

- Provides support services for international students and assists in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students.
  - Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
  - Provides pre-arrival information, orientation programs and informational briefings.
  - Interprets regulations affecting non-immigrant student status in the U.S.
  - Provides support services designed to assist students with transition, adjustment and culture sharing.
  - Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
  - Monitors compliance with federal and UH health insurance policies.
  - Develops and recommends policies and procedures for non-immigrant student employment and international student status.
  - Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.
Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international students.

- Administers selected scholarships and tuition waivers designated for international students.
- Provides data on non-immigrant students to internal and external organizations.
- Serves as an advocate for international students.

**STUDY ABROAD CENTER – Org Code: MASTAB**

- The UHM Study Abroad Center, in cooperation with its Council, offers study abroad programs for a summer, a semester, and an academic year that enable UHM students to fulfill general education, focus, diversification, major, certificate, and graduation requirements in various locations around the world. Its primary responsibility is to serve the intellectual needs of students consistent with university policy and to provide venues for faculty participation from across the Mānoa campus as resident directors for teaching, faculty development and enrichment opportunities.
- The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is mandated as a permanent standing committee of the Mānoa Faculty Senate and appointed by the Faculty Senate Executive Committee. It works cooperatively with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, and – most critically – the selection of faculty members to direct individual study abroad programs. The Council is not a sub-committee of a larger committee of international programs; rather it will provide representatives to other committees to facilitate information.
- The UHM Study Abroad Center specializes in overseas academic program development, implementation, delivery, student health, safety, security, risk assessment, and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards.
- The Center provides training for faculty resident directors in health, safety, risk, and liability as well as provides pre-departure cross-cultural training for students as part of the Center’s standard of care.
- The Center operates as a self-sustaining unit and utilizes the funds it generates to support its programs.

**NATIONAL STUDENT EXCHANGE – Org Code: MASTEX**

- Serves as UH Mānoa liaison to the National Student Exchange consortium administration and 200 participating university NSE offices.
- Promotes NSE at university recruitment events, to inform potential students, parents, and high school advisors of degree-enhancing UHM opportunities.
- Publicizes NSE for current UHM students, processes applications, and negotiates placements at appropriate schools.
- Verifies academic eligibility of outgoing students, and provides advising referrals to course equivalent websites and departmental major advisors.
- Accepts placements of students from consortium schools, providing advance detailed campus information and campus/cultural orientation on arrival.
- Serves as liaison for incoming students with UHM Admissions, Records, Financial Aid, Campus Housing, Student Employment, and Counseling Center, as well as academic departments for clearance of course registration.

**MĀNOA INTERNATIONAL EXCHANGE – Org Code: MAMIEX**

- Serves as the UH primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.
- Coordinates application, accommodation, arrival and orientation activities for incoming international exchange non-degree seeking students from both partner and non-partner institutions.
• Coordinates promotion, selection, application, and pre-departure orientation activities for outbound UH students.
• Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
• Provides support services to UH students abroad.
• Provides support services to international students from exchange partner institutions and non-partner institutions.
NO CHANGE

CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

ACADEMIC PERSONNEL OFFICE
Org Code: MAACPL

Asst Vice Chancellor, #89214  1.00
Admin & Fiscal Supp Spec, PBA, #79601  1.00
Academic Affairs Program Officer, #89041  1.00
Human Resources Manager, P8B, #79191*  0.90

* .10 FTE from 99002F allocated; not established.

GENERAL FUND FTE: 4.00
ACADEMIC PERSONNEL OFFICE – Org Code: MAACPL

Under the leadership of the Vice Chancellor for Academic Affairs, the Academic Personnel Office coordinates the personnel functions for the campus for faculty and executive employees. It is led by an Assistant Vice Chancellor for Academic Personnel and has the following responsibilities:

- Assists the Vice Chancellor in developing campus-wide policies and procedures for academic personnel issues.
- Advises faculty and administration on matters relating to faculty and executive personnel actions including appointment, reappointment, tenure, promotion, leaves, compensation, grievances, etc.
- Coordinates faculty tenure and promotion review and review of tenured faculty.
- Administers faculty contract provisions and participates in formulation of contract proposals.
- Administers Executive directions and Board policies regarding faculty and executive employees.
- Assists the Vice Chancellor regarding complaints, grievances, and disciplinary actions.
- Coordinates professional development for academic administrative personnel.
PROPOSED

APPROVED:

Robert Bley-Vroman, Interim Chancellor  Date

CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

MANOA INSTITUTIONAL RESEARCH
Org Code: MAIRO
Director, #89461  1.00
Institutional/Policy Analyst, PBB, #80910  1.00
Institutional/Policy Analyst, PBA, #78322  1.00

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
MANOA INSTITUTIONAL RESEARCH

POSITION ORGANIZATION CHART
CHART II-D
GENERAL FUND FTE: 3.00
MĀNOA INSTITUTIONAL RESEARCH – Org Code: MAIRO

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the responsibility for providing institutional research services related to academic programs. Responsibilities include:

- Provides support to the Vice Chancellor for Academic Affairs and other academic affairs staff by providing data, analyses, and reports.
- Coordinates, monitors, and responds to information needs as required by academic units and administrative offices.
- Researches and prepares reports and analyses to support academic decision-making, program review, and accreditation.
- Coordinates the participation in all national surveys and requests for data from external sources.
NO CHANGE

CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

ASSESSMENT OFFICE
Org Code: MAOASM

Director*
Specialist Type Faculty: 2.00
#70143, #70144

*Appointed from a faculty position to oversee Assessment operations
ASSESSMENT OFFICE -- Org Code: MAOASM

Under the leadership of the Assistant Vice Chancellor for Academic Personnel the office has the responsibility to improve student learning through academic program assessment. Assessment is faculty-driven and faculty supervised; and involves establishing student learning outcomes, measuring/observing and documenting the extent to which outcomes are achieved, finding ways to improve, and implementing plans.

- Supports the use of program and institutional assessment to improve the quality of student learning.
- Collaborates with faculty, staff, students, and administrators to establish meaningful, manageable, and sustainable assessment.
- Disseminates assessment-related information.
- Assists programs with designing educational programs.
CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS

OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT
Org Code: MAOFDA

Director*
Secretary III, SR16, #14349 1.00

CENTER FOR INSTRUCTIONAL SUPPORT
Org Code: MACTIS

Educational Specialist, PBB, #81678 1.00
Electronic Technician, PBA: #80723, #81012, #81344
Graphic Designer, PBB: #80687, #80688
Media Specialist, PBB, #77515 1.00

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION
Org Code: MACMHE

*Appointed from a faculty position to oversee OFDAS operations

GENERAL FUND FTE: 11.00
OFFICE OF FACULTY DEVELOPMENT AND ACADEMIC SUPPORT – Org Code: MAOFDA

Under the leadership of the Assistant Vice Chancellor for Academic Personnel OFDAS provides supervision, support, counsel, and infrastructure to directors and coordinators of the Center for Teaching Excellence (CTE) and the Center for Instructional Support (CIS).

- Assists the Associate Vice Chancellor for Academic Affairs with policy development and during budgetary processes in areas of faculty development and new directions and priorities in teaching and instructional research.
- Professional development and training and leadership programs and events for faculty, department chairs, specialists, researchers, graduate teaching assistants, etc.
- Production of instructional publications, such as teaching related handbooks and manuals.
- Coordinates faculty recognition and incentive programs such as excellence in teaching and community service awards.

CENTER FOR TEACHING EXCELLENCE – Org Code: MACTE

- Mid-semester assessing—diagnostic and summative—for faculty and academic departments of existing courses and teaching.
- Consultation to individuals and academic departments in design, managing and delivering of course and instruction.
- Skill development programs to enhance instructional performance, including workshops, seminars, panels, and series.
- Programs for graduate teaching assistants to enhance instruction and prepare to become future faculty, through TA Trainings, Preparing Future Faculty Programs, and related events, with Graduate Division.
- Collaborates with campus-wide and college-level student services units to provide programming to enhance faculty and student engagement in and out of the classroom.
- Website resources, including taped CTE events.
- Maintains a formal Faculty Mentoring Program that includes:
  o Summer Dossier Series for faculty on application for renewal, promotion and tenure
  o Programs and events during the academic year on professional development processes and issues
  o Faculty Dossier Library
  o Colleague Pairing of Senior Mentors with Junior Mentees
  o Consultation to individuals and academic departments on mentoring processes.
  o Website resources, including taped FMP events.

CENTER FOR INSTRUCTIONAL SUPPORT – Org Code: MACTIS

The primary mission of the Center for Instructional Support is to provide the university community with support for instruction through the use of technology and technology-related services. The Center’s major functions include the following:
• Consults with Mānoa academic units and individual faculty and students to help them plan and provide the richest learning experiences for students, and to assist them in using instructional technology effectively within that context.
• Conducts a variety of workshops and training sessions that enhance instruction through the use of technology.
• Ensures that appropriate and desired instructional equipment are easily accessible to faculty and students, through classroom installations and a system of equipment pools.
• Ensures that requirements for appropriate learning technologies are included in all university academic planning and budgeting documents.
• Monitors Mānoa classrooms and auditoriums to ensure the best possible environment for teaching and learning; serves as advocate for the faculty in the design of all new construction and renovations of classroom facilities; and serves as ombudsperson to resolve faculty and student concerns about classrooms.
• Develops high quality, effective instructional materials including computer-generated graphics, 35mm slides, overhead transparencies, charts and graphs, illustrations, publications, certificates, signage, displays, video, and interactive multimedia.
• Provides a campus repair facility to repair and maintain instructional equipment owned by Mānoa departments and programs.
• Promotes the use of technology to departments by offering limited support installing data projection systems. Process includes assessment, consultation, procurement, installation, and training.

CENTER FOR THE STUDY OF MULTICULTURAL HIGHER EDUCATION – Org Code: MACMHE

The Center for the Study of Multicultural Higher Education focused on research and practices related to cultural influences on teaching and learning. Processes of cultural influences on teaching and learning and on professional development has been absorbed within the programs and activities of CTE and FMP.
NO CHANGE

CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

GENERAL EDUCATION OFFICE
Org Code: MAGEN

Director (appointed from a faculty position)
Secretary II, SR14, #42309 *
1.00
Educational Specialist, PBB:
#80836, #81997 *
2.00

* Positions partially support the Mānoa Writing Program.
FUNCTIONAL STATEMENT

GENERAL EDUCATION OFFICE – Org Code: MAGEN

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the following responsibilities.

• Works with the General Education Committee, a standing committee of the UHM Faculty Senate, and the Senate Executive Committee to implement General Education policies and procedures.
• Provides staff support to the various General Education Committees and Boards.
• Develops, supports, and maintains website for the General Education Program and the General Education Committee.
• Distributes, collects, and processes documents necessary for the implementation of the general education requirements.
• Maintains an accurate listing of general education requirements and courses for the Mānoa catalog and Schedule of Classes.
• Assists in the assessment of the General Education Program.
• Administers General Education writing requirements, guided by a board of nine professors, each from a different department. The faculty board reviews requests to give classes writing-intensive (W) Focus designations, offers faculty workshops on teaching with writing, and surveys students in W Focus classes.
NO CHANGE

**Positions in the General Education Office partially support this Office: Secretary II, SR14, #42309 and Educational Specialists, PBB, #80836, #81997. Primary supervisor is General Education Office Director.**

**To be re-described.**
MĀNOA WRITING PROGRAM – Org Code: MAWRIT

Under the leadership of the Vice Chancellor for Academic Affairs, the office has the following responsibilities.

- Administers the Mānoa Writing Placement Examination to all incoming undergraduate who have not met UHM’s entry-level writing course requirement.
- Ensures that all UHM graduates are prepared for different writing tasks that society and their professions will present to them through an extensive writing-across-the-curriculum program.
The Graduate Education office reports to the Vice Chancellor for Academic Affairs and plans, directs, develops, coordinates, and manages the graduate academic education programs of the University of Hawai‘i at Mānoa.

Office of the Dean – Org Code: MAGRAD
- Convenes the Graduate Council and Graduate Assembly as the initial advisory bodies for graduate program policy and development.
- Assists in the management, review, development, and assessment of graduate programs, courses, and curricula, including the appointment and review of graduate faculty and graduate chairs.
- Coordinates the recruitment of graduate students and recruitment planning with the academic units.
- Advises graduate students in applying for scholarship support.
- Conducts a graduate student orientation.
- Provides counseling and advising for graduate students.
- Acts as an arbitrator for disputes between graduate students and their mentors.
- Conducts training for graduate teaching assistants.
- Coordinates the selection of Research Corporation of the University of Hawai‘i (RCUH) Fellows, University of Hawai‘i nominee for CGS Outstanding Dissertation Award, Outstanding Teaching Assistant and other graduate awards.
- Works closely with the officers of the Graduate Student Organization regarding graduate education concerns.
- Represents the University of Hawai‘i at Mānoa graduate programs on various national organizations such as ETS, CGS, and WICHE. Serves as a liaison with EWC on matters pertaining to fellowships and scholarship.
- Acts as PI for extramural student awards, such as NSF graduate fellows, Fulbright-Hayes, USA Vietnam Federation, Ford, and others.
- Monitors post-doctoral involvement on campus.

Information Technology – Org Code: MAITGR
- Provides IT support for the Office, which includes report generation, server and desktop maintenance, etc.

Graduate Student Services – Org Code: MASSGR
- Operates the Admissions and Records offices for graduate and post-baccalaureate unclassified programs.
- Advises graduate students in applying for scholarship support.
- Supervises and monitors graduate fellowships.
- Provides advising for graduate students.
- Certifies students for eligibility for graduate assistantships.
- Admits graduate students, both degree-seeking and non-degree seeking, to Graduate Division and to the fields of study.
- Maintains the records of all current and inactive graduate students, acts as the official keeper of all graduate student records and is responsible for maintenance of full and accurate records, including data on admissions, academic records, degrees awarded, and financial assistance and the preparation of reports based on this data.
- Completes eligibility checks for all potential graduates, and advises students on thesis and dissertation formats. Certifies status of graduate students and awards All-But-Dissertation (ABD) certificates.