MEMORANDUM

TO: Robert Bley-Vroman
    Interim Chancellor

VIA: Reed Dasenbrock, Vice Chancellor for Academic Affairs
     Vice Chancellor

FROM: Michael Duckworth, Director & Publisher
      University of Hawai`i Press

SUBJECT: Reorganization Proposal for University of Hawai`i Press

SPECIFIC ACTION REQUESTED:
    We request your approval of the reorganization of the University of Hawai`i Press.

RECOMMENDED EFFECTIVE DATE:
    Upon your approval.

ADDITIONAL COST:
    The reorganization will be covered within the department's internal reallocation of funds.

PURPOSE:
    The purpose of this reorganization is to consolidate the sub-units of the department with the main unit, create a new supervisory layer to oversee a major portion of operations and properly reflect the Editorial Board as a governing board. This will streamline operations and advance the future goals and direction of the unit.

BACKGROUND:
    Pursuant to Administrative Procedure A3.101 University of Hawai`i 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).

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

ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the University of Hawai`i Press be approved.

Should you have any questions, please contact Joel Cosseboom at 956-6292 or at
cosseboo@hawaii.edu.

Attachments:
  Executive Summary
  Narrative
  Attachment 3: BJBT Position Worksheet
  Current Organizational Charts and Functional Statements
  Proposed Organizational Charts and Functional Statements
  Letters and Responses

APPROVED / DISAPPROVED:

__________________________________________________ ________________
Robert Bley-Vroman       Date
Chancellor
I. Purpose:

The proposal seeks to streamline the operations of University of Hawai`i Press by consolidating its sub-units into the main functional unit, re-describing a position as Associate Director to create a new supervisory layer to oversee a major segment of operations, and to properly reflect the UH Press Editorial Board as a governing board.

II. Major Elements of the Proposal:

This reorganization proposes to:

- Consolidate the Editorial, Design & Production, Marketing, Journals and Business Office departments into the main functional unit of University of Hawai`i Press. The consolidation of departments reflects the current reality of operations at University of Hawai`i Press as all departments presently function together in the publishing enterprise.

- The Editor position (to be re-described as Associate Director) (#80113) currently reports to the Editor position (#80104). We are requesting that the Editor position (to be re-described as Associate Director) (#80113) report to the Director & Publisher position (#89091).

- The Marketing Specialist position (#80116), Production Specialist position (#80114), and Administrative Services Manager position (#80192) presently report to the Director & Publisher position (#89091). We are requesting that these three positions be supervised by the Editor (to be re-described as Associate Director) (#80113).

- The University of Hawai`i Press Editorial Board is currently reported as an advisory board to University of Hawai`i Press. As the Editorial Board functions as a governing board, we are requesting that the organizational chart be updated to reflect reality.

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? The reclassification of position #80113 to Associate Director may result in an increase in salary and fringe benefits of approximately $60,000.

2. Are additional funds needed? If so, how will the cost of the reorg be funded? No additional funds are needed. Any additional costs will be covered within the department’s internal allocation of funds.

3. Will the reorg result in cost savings or be cost neutral? The reclassification of position #80113 to Associate Director may result in an increase in salary and fringe benefits depending on the quality of applicants and the selectee from the recruitment process.

B. Operational
1. What is the overall impact on faculty and staffing responsibilities, if any? The operational impact of consolidating the present department structure into one functional department will be negligible. Editor position (to be re-described as Associate Director) (#80113) would oversee operations to include the supervision of the Marketing Specialist position (#80116), Production Specialist position (#80114), and Administrative Services Manager position (#80192). The impact of properly reflecting the Editorial Board as a governing board will be negligible.

2. Will additional faculty/support personnel be required? If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? None.

3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation? None.

4. Identify faculty/staff positions impacted by the anticipated changes. #80104, #81797, #80099, #80115, #80105, #77215, #80192, #15260, #80116, #81147, #80114, #81191, and #81062.

C. Space
1. Will additional space outside own resources/allocations be required? If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? None.

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

The proposed reorganization was discussed with department managers in various managers meetings in mid-2014. In an all-hands staff meeting on October 24, 2014, and again at a UH Press brown bag session on October 31, 2014, the proposed reorganization was introduced and discussed with staff. Additionally, Manoa Human Resources, VC Cutshaw’s office, and Lena Fernandes of HGEA were consulted. The proposed reorg was also discussed with the incumbents of the affected positions.

V. Implementation:
This reorganization will be implemented upon approval by the Chancellor and this will formalize and reflect how the functions will operate.
Reorganization Proposal
University of Hawai`i Press
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.

   University of Hawai`i Press is under the leadership of the Director who reports to the Vice Chancellor for Academic Affairs. The Press supports the mission of the university through acquiring, editing, designing, producing, printing, distributing, marketing, selling, fulfillment, and long-term support of books and journals of exceptional merit. It strives to advance knowledge through the dissemination of scholarship—new information, interpretations, methods of analysis—with a primary focus on Asian, Pacific, Hawaiian, Asian American, global studies, and environmental sciences. It also serves the public interest by providing high-quality books and resource materials of educational value on topics related to Hawai`i’s people, culture, and natural environment. Through its publications the Press seeks to stimulate public debate and educate both within and outside the classroom. By means of book publishing, journals publishing, publication services, distribution services, and commissioned sales activities, the Press disseminates knowledge throughout the world for the benefit of scholars, students, authors, educators, and the community at large.

   B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.

   The proposal seeks to streamline the operations of University of Hawai`i Press by consolidating its sub-units into the main functional unit, re-describing a position as Associate Director to create a new supervisory layer to oversee a major segment of operations, and properly reflect the UH Press Editorial Board as a governing board.

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

   Presently, the organizational chart for University of Hawai`i Press represents its individual departments as separate organizational sub-units. These departments include Business Office, Editorial, Design & Production, Marketing, and Journals. The proposed change will consolidate these departments with the main functional unit of University of Hawai`i Press.
Additionally, a goal of this reorganization is to create the framework for an Associate Director position. The Associate Director will oversee a significant portion of the press’s operations, including Business, Warehousing, Information Technology, Marketing, Sales and Editorial, Design & Production. These departments are presently managed by the Director & Publisher.

In addition, this reorganization seeks to properly represent the University of Hawai‘i Press Editorial Board as a governing board. Historically, the Editorial Board has been reflected as an advisory board. Since the board’s approval is required for all University of Hawai‘i Press publications, revising the Editorial Board to a governing board will accurately reflect reality. The Editorial Board’s governing authority is limited to maintaining the editorial quality of books and journals published by the Press and does not concern itself with operational or budgetary matters.

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.

University of Hawai‘i Press is seeking to consolidate its sub-units into the main organizational unit. Having separate sub-units hinders operations. Publication workflow has historically required books and journals to pass through several sub-units of the operation during the publication process. In reality, these departments function as part of the main organizational unit. Over time, as publishing processes and technologies have changed, the separate functions have shifted from operating independently to operating together as part of one publishing operation. Consolidating the operational structure to more accurately reflect reality will simplify the organizational structure and create enhanced operational efficiencies by reducing the number and complexity of fiscal and personnel actions required to manage the unit.

In carefully studying the administrative structure and Associate Director position descriptions shared by some of our prominent peer university presses including Columbia University Press, University Press of Florida, University of Texas Press, and University of California Press, it became clear that establishing such a post at University of Hawai‘i Press would provide a foundation for future growth of University of Hawai‘i Press in terms of title output, increased revenue, enhanced staff morale and training/personal development opportunities, and overall strategic growth and business development. Like many of our peers, University of Hawai‘i Press has outgrown its obsolete organization chart and has struggled in recent years to keep pace with many 21st-century challenges that have accompanied the rise of ebooks and digital printing techniques, including real-time data sharing within elaborate press-wide information systems; as well as various print-on-demand and just-in-time fulfillment technologies. Creating an Associate Director post will better reflect current industry imperatives for enhanced interdepartmental collaboration and vertical integration to better utilize cutting-edge editorial, design, printing, and marketing tools, underlining the paramount importance of highly efficient systems for internal productivity and leading to more
optimal and durable impacts for our authors and our readers. Establishing this post will also enable the Director to focus more time on external challenges such as nurturing international and community partnerships, enhancing subsidiary rights management including translations, while supervising editorial strategic planning for books and journals, and improving the business viability and impacts of East-West Export Books.

The University of Hawai‘i Press Editorial Board has been reflected historically as an advisory board. Since the board’s approval is required for all University of Hawai‘i Press publications, revising the Editorial Board to a governing board will accurately reflect reality.

C. Explain other alternatives explored.

One alternative that was explored was to maintain the current separation of departments as individual sub-units. This would have required creating more sub-units to properly reflect all of the departments at University of Hawai‘i Press. After extensive dialogue with UH Press staff, HGEA Representative Lena Fernandes, Manoa Human Resources, and VC Dasenbrock, this option was not feasible because it would have maintained the functional division of the departments and continued to hinder operational efficiency.

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

The consolidation of the departments of University of Hawai‘i Press into the main unit will move the following positions from their respective sub-units to their respective departments in the main unit for University of Hawai‘i Press: Editor (#80104), Editor (#81797), Editor (#80099), Editor (to be re-described as Associate Director) (#80113), Editor (#80115), Publications Specialist (#80114), Publications Specialist (#81191), Publications Specialist (#801062), Marketing Specialist (#80116), Marketing Specialist (#81147), Editor (#80105), Administrative Officer (#77215), Administrative Services Manager (#80192), and Account Clerk III (#15260). With the exception of the changes noted below, all reporting structure and supervisory layers will be maintained with this change.

In order to create the framework for an Associate Director position, the supervisory framework for Editor (to be re-described Associate Director) (#80113) will change from Editor (#80104) to Director & Publisher (#89091). Furthermore, the following positions will now report to the Editor (to be re-described Associate Director) (#80113): Publications Specialist (#80114), Marketing Specialist (#80116), and Administrative Services Manager (#80192).

The above stated changes, along with properly reflecting the Editorial Board as a governing board, will have no effect 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.

The proposed reorganization was discussed with department managers in various managers meetings in mid-2014. In an all-hands staff meeting on October 24, 2014, and again at a UH Press brown bag session on October 31, 2014, the proposed reorganization was introduced and discussed with staff. There was some concern expressed about the clarity of reporting lines of staff by consolidating the sub-units with the main unit. The organizational chart was revised to include headers for each department to more clearly show reporting lines. Human Resource Specialists Curtis Zane, Grace Fujino, and Teresa Kono, along with Ann Sakuma from VC Cutshaw’s office were consulted on the proposed changes to the organizational chart and functional statement. In addition, Michael Duckworth, Director & Publisher of UH Press, and Reed Dasenbrock, Vice Chancellor for Academic Affairs, consulted with Lena Fernandes of the HGEA about the proposed reorganization. In addition, positions #80116, #80192, and #80114 have been consulted about the change in supervisory layer. No concerns or objections have been voiced. Position #80113 is currently vacant and will be reclassified and redescribed to reflect this organizational change.

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 purpose of this reorganization is to improve operational efficiencies and to properly reflect the reality of operations of University of Hawai`i Press. By creating the framework for the Deputy Director position, Editor (to be re-described as Associate Director) (#80113), the number of positions reporting directly to the Director & Publisher (#89091) will be reduced from seven (7) to five (5). Under the proposed reorganization, operations will be more efficient and effective. The Editor (to be re-described as Associate Director) (#80113) will be able to provide guidance to the staff who report to that position while ensuring that services are allocated effectively to maximize the skill set of the staff. The proposed reorganization will create a structure that reduces the need for unnecessary and complex fiscal and personnel actions.

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.

The reclassification of position #80113 to Associate Director may result in an increase in salary and fringe benefits of approximately $60,000.

2. Are additional funds needed? If so, how will the cost of the reorg be funded?

Any additional costs will be covered within the UH Press internal allocation of funds.

B. Impact on operational resources:
1. What is the overall impact on faculty and staffing responsibilities, if any? Explain reasons for the anticipated changes/relocation/reassignment/etc.

   Editor (to be re-described as Associate Director) (#80113)
   Position will have supervisory responsibilities for Business, Warehousing, Information Technology, Marketing, Sales and Editorial, Design & Production. Position will no longer report to Editor (#80104) and will report to Director & Publisher (#89091) under this reorganization.

2. Will additional faculty/support personnel be required? If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? What is the impact of the increase? N/A

3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation? What is the impact of the reduction? N/A

4. Identify the positions impacted by position number, classification title, and anticipated changes.

   Editor (#80104)
   Position moved from Editorial sub-unit to main unit, University of Hawai`i Press.

   Editor (#81797)
   Position moved from Editorial sub-unit to main unit, University of Hawai`i Press.

   Editor (#80099)
   Position moved from Editorial sub-unit to main unit, University of Hawai`i Press.

   Editor (to be re-described as Associate Director) (#80113)
   Position moved from Editorial sub-unit to main unit, University of Hawai`i Press.
   Change in supervisor to Director & Publisher (#89091). Position will be reclassified as Institutional Support. PD will be updated to reflect change in supervisor. Position will be re-described as Institutional Support to reflect a change in duties to coincide...
with the need for an Associate Director to oversee a significant portion of University of Hawai‘i Press operations.

Editor (#80115)
Position moved from Editorial sub-unit to main unit, University of Hawai‘i Press.

Publications Specialist (#80114)
Position moved from Design & Production sub-unit to main unit, University of Hawai‘i Press. Change in supervisor to Editor (to be re-described as Associate Director) (#80113). PD will be updated to reflect change in supervisor.

Publications Specialist (#81191)
Position moved from Design & Production sub-unit to main unit, University of Hawai‘i Press.

Publications Specialist (#81062)
Position moved from Design & Production sub-unit to main unit, University of Hawai‘i Press.

Marketing Specialist (#80116)
Position moved from Marketing sub-unit to main unit, University of Hawai‘i Press. Change in supervisor to Editor (to be re-described as Associate Director) (#80113). PD will be updated to reflect change in supervisor.

Marketing Specialist (#81147)
Position moved from Marketing sub-unit to main unit, University of Hawai‘i Press.

Editor (#80105)
Position moved from Journals sub-unit to main unit, University of Hawai‘i Press.

Administrative Officer (#77215)
Position moved from Journals sub-unit to main unit, University of Hawai‘i Press.

Administrative Services Manager (#80192)
Position moved from Business Office sub-unit to main unit, University of Hawai‘i Press. Change in supervisor to Editor (to be re-described as Associate Director) (#80113). PD will be updated to reflect change in supervisor.

Account Clerk III (#15260)
Position moved from Business Office sub-unit to main unit, University of Hawai‘i Press.

5. Will there be changes to supervisory/subordinate relationships? If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?
The proposed reorganization will have the Editor (to be re-described as Associate Director) (#80113) supervise the Marketing Specialist (#80116), Administrative Services Manager (#80192), and Publications Specialist (#80114). This change will increase the supervisory span of control for Editor (to be re-described as Associate Director) (#80113). The change will also reduce the supervisory span of control for Director & Publisher (#89091) and Editor (#80104). Collectively, these changes will diffuse the supervisory pressures on Director & Publisher (#89091) and Editor (#80104) and minimize operational confusion by having fewer subordinates reporting to these positions. Additionally, the reorganization will allow for better communication and coordination between staff members and reduce the need for unnecessary and complex fiscal and personnel actions.

C. Impact on space resources:
1. Will additional space outside own resources/allocations be required? If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? Explain outcome. N/A
Program Title: University of Hawaii Press

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Chart No.(s)</th>
<th>Affected Position No.(s)</th>
<th>Classification/Organizational/Functional Change</th>
<th>Basis for Change/Impact on Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>n/a</td>
<td>Change Editorial Board from an advisory board to a governing board.</td>
<td>To better reflect function of board</td>
</tr>
<tr>
<td>2</td>
<td>I</td>
<td>various</td>
<td>Editorial unit consolidated with University of Hawaii Press unit.</td>
<td>To vertically integrate unit</td>
</tr>
<tr>
<td>3</td>
<td>I</td>
<td>various</td>
<td>Design &amp; Production unit consolidated with University of Hawaii Press unit.</td>
<td>To vertically integrate unit</td>
</tr>
<tr>
<td>4</td>
<td>I</td>
<td>various</td>
<td>Marketing unit consolidated with University of Hawaii Press unit.</td>
<td>To vertically integrate unit</td>
</tr>
<tr>
<td>5</td>
<td>I</td>
<td>various</td>
<td>Journals unit consolidated with University of Hawaii Press unit.</td>
<td>To vertically integrate unit</td>
</tr>
<tr>
<td>6</td>
<td>I</td>
<td>various</td>
<td>Business Office unit consolidated with University of Hawaii Press unit.</td>
<td>To vertically integrate unit</td>
</tr>
<tr>
<td>7</td>
<td>I</td>
<td>89091</td>
<td>Filled - Now supervises 80113</td>
<td>Formally recognize supervisory responsibility over 80113</td>
</tr>
<tr>
<td>8</td>
<td>I</td>
<td>80113</td>
<td>Vacant - Now reports to 89091, now supervises 80116, 80114 and 80192.</td>
<td>To better manage the growing function of the unit.</td>
</tr>
<tr>
<td>9</td>
<td>I</td>
<td>80116</td>
<td>Filled - Now reports to 80113.</td>
<td>To better manage the growing function of the unit.</td>
</tr>
<tr>
<td>10</td>
<td>I</td>
<td>80114</td>
<td>Filled - Now reports to 80113.</td>
<td>To better manage the growing function of the unit.</td>
</tr>
<tr>
<td>10</td>
<td>I</td>
<td>80192</td>
<td>Filled - Now reports to 80113.</td>
<td>To better manage the growing function of the unit.</td>
</tr>
</tbody>
</table>

Joel Cosseboom, Administrative Officer  
3/31/2015 956-6292

Administrator’s Signature, Name and Title  Date  Telephone Number

HR Review X
OFA Review X
CURRENT ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
UNIVERSITY OF HAWAI'I PRESS – Org Code: MAUHPR
Responsible both for charting the long-range development of the University of Hawai'i Press (UHP) and for supervising day-to-day operations. The director is responsible for general editorial policies, budgeting, staffing, and allied administrative requirements of the program.

Editorial Board: The director operates with the advice of the UHP Editorial Board, which is appointed by the Manoa Chancellor. No book can bear the imprint of the UHP without the Board's approval.

BUSINESS OFFICE – Org Code: MAASUP
Accounting, order fulfillment, and warehousing. Warehouses are located in Hawaii and in York, Pennsylvania. This activity also prepares budgets, projections, analyses, and compiles operating ratio and break-even reports.

EDITORIAL – Org Code: MAEDUP
Responsible for and concerned with the content of a book. The editors screen incoming manuscripts for suitability to the Press' programs. They revise manuscripts and develop books from raw sources. They read original manuscripts for illogical organization, grammar, diction, rhetoric, and accuracy. They work with the author on ways of correcting deficiencies. Once the book is in production, the editors supervise the proofing and continue to work with the authors concerning printing matters. In addition, this unit handles copyrights.

DESIGN & PRODUCTION – Org Code: MADPUP
Concerned with the physical form of the book. The production personnel organize and supervise the processes by which the designer's plan and the edited manuscript are converted into the actual book. They operate a computerized typesetting facility. They oversee the manuscript through the various manufacturing stages until a finished product is produced. They also are responsible for coordinating the manufacture of the book with promotional programs and distributional requirements. All manufacturing is contracted for with commercial firms.

MARKETING – Org Code: MAMKUP
The sales activity of this unit is involved in the distribution of books throughout the world by means of wholesalers, retailers, and other distribution outlets. The sales effort is concerned with coordinating the work of commission sales agents, and supervising the discount schedule, the standing orders, and returns policy. The promotion activity utilizes direct mail, space advertisement, review media, and exhibits.

JOURNALS – Org Code: MAJRUP
Responsible for editing, production, subscription, and reprint fulfillment for 12 journals -- three quarterly, seven semiannual, and two annual. Also handles fulfillment for one additional journal.
PROPOSED ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS
**UNIVERSITY OF HAWAII PRESS**

**Org Code:** MAUHPR

- **Dir & Publisher U Press, #89091** 1.00
- **Publications Mgr, PBB, #79353** 1.00(W)
- **Secretary III, SR16 #07460** 1.00

**EDITORIAL ACQUISITIONS**

- **Editor, PBB, #80104** 1.00
- **Editor, PBB: #81797, #80099, #80115** 3.00(W)

**EAST WEST EXPORT BOOKS**

**JOURNALS**

- **Editor, PBB, #80105** 1.00
- **Administrative Off, PBA, #77215** 1.00

**OPERATIONS**

- **Editor, PBB, #80113** 1.00(W)

**BUSINESSS**

- **Administrative Svcs Mgr, PBB, #80192** 1.00
- **Account Clerk III, SR11, #15260** 1.00

**WAREHOUSING**

**INFORMATION TECHNOLOGY**

**MARKETING**

- **Marketing Specialist, PBB #80116** 1.00(W)
- **Marketing Specialist, PBB, #81147** 1.00

**SALES**

**EDITORIAL, DESIGN & PRODUCTION**

- **Publications Sp, PBC, #80114** 1.00
- **Publications Sp, PBB: #81062, #81191** 2.00(W)

---

**STATE OF HAWAII**

**UNIVERSITY OF HAWAII**

**UNIVERSITY OF HAWAII AT MANOA**

**UNIVERSITY OF HAWAII PRESS**

**ORGANIZATIONAL CHART**

**CHART I**

Grand Total by Fund:

- **General Funds:** 9.00 FTE
- **Revolving Funds (W):** 8.00 FTE

**TOTAL:** 17.00 FTE

* Position to be re-described

---

**PROPOSED**

---

**OFFICE OF THE CHANCELLOR**

---

**OFFICE OF THE VICE CHANCELLOR**

FOR ACADEMIC AFFAIRS

---

**UNIVERSITY OF HAWAII PRESS**

**Org Code:** MAUHPR

---

**Editorial Board**

---

**OFFICE OF THE VICE CHANCELLOR**

FOR ACADEMIC AFFAIRS

---

**APPROVED:**

Robert Bley-Vroman, Chancellor  
Date
The University of Hawai‘i Press is under the leadership of the Director who reports to the Vice Chancellor for Academic Affairs. The Press supports the mission of the university through acquiring, editing, designing, producing, printing, distributing, marketing, selling, fulfillment, and long-term support of books and journals of exceptional merit. It strives to advance knowledge through the dissemination of scholarship—new information, interpretations, methods of analysis—with a primary focus on Asian, Pacific, Hawaiian, Asian American, global studies, and environmental sciences. It also serves the public interest by providing high-quality books and resource materials of educational value on topics related to Hawai‘i’s people, culture, and natural environment. Through its publications the Press seeks to stimulate public debate and educate both within and outside the classroom. By means of book publishing, journals publishing, publication services, distribution services, and commissioned sales activities, the Press disseminates knowledge throughout the world for the benefit of scholars, students, authors, educators, and the community at large.

University of Hawai‘i Press’s functions are supported by the following offices, all focused on the overall publication efforts of the unit.

**EDITORIAL ACQUISITIONS**
Administers the acquisition of new publications to be published by UH Press.

**EAST WEST EXPORT BOOKS**
Oversees the East West Export Books (EWEB) sales representation of books in Asia and the Pacific.

**JOURNALS**
Responsible for editing, production, subscription, and fulfillment of journals published and distributed by UH Press.

**OPERATIONS**
Reports to the Director in planning, organizing, directing and controlling the operations of UH Press’s book publishing operations including the Business
PROPOSED

Department, Information Technology Management, Sales & Marketing, Warehousing, and Editorial, Design & Production.

BUSINESS
Oversees the implementation of necessary operations of UH Press in the following areas: accounting, budgeting, funds disbursement and records management, personnel management, procurement of goods and services, facilities and property management, order fulfillment and customer service.

WAREHOUSING
This unit is responsible for the warehousing, delivery, shipping, receiving and storage of books and other publications.

INFORMATION TECHNOLOGY MANAGEMENT
Responsible for the system development and maintenance, operations, technical support, and management support in all areas of computerized management of information systems.

MARKETING
Coordinates the marketing, promotions, exhibiting, publicizing, fund development and outreach of UH Press publications.

SALES
The sales efforts are concerned with the selling of UH Press publications and coordinating UH Press’s distributed publishing program.

EDITORIAL, DESIGN, & PRODUCTION
Directs the processes by which the author’s final manuscript is converted into a finished publication. Responsible for the copyediting, design, typesetting, production, printing, delivery, and quality control of final publications.

Editorial Board: The Director operates with the advice of the UHP Editorial Board, which is comprised of UH faculty appointed by the Manoa Vice Chancellor for Academic Affairs. No publication can bear the imprint of the UHP without the Board's approval.

APPROVED:

___________________________________________________
Robert Bley-Vroman, Chancellor                    Date