

Prepared by Vice President for Administration
This is a New Executive Policy

UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

March 1981

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E2.201 Establishment of System for Dissemination and Recordation of University of Hawai'i Systemwide Policies, Procedures, Circulars and Memoranda

I. INTRODUCTION

Over the years the Board of Regents and Administrative Offices have issued a variety of documents containing material establishing policies and procedures. For example, in addition to policies adopted by the Board, 1/ the Office of the President has been preparing and distributing University Administrative Policies and Delegations of Authority to Vice Presidents and Chancellors; the Vice President for Administration has been doing the same for Business Manual Instructions establishing procedural requirements (which are duplicated in sufficient numbers and forwarded to Vice-Presidents and Chancellors for further distribution to subordinate units within their respective organizations); the Director of Finance and Director of Personnel have been preparing and issuing Business Affairs Circulars and Contract Administration Circulars respectively to establish interim or temporary procedures, to provide notices to clarify or interpret State directives and collective bargaining contracts, and to provide other notices and information not covered specifically in the Business Manual; and from time to time various offices including the Office of the President transmit memoranda addressed to Chancellors to indicate the initiation or implementation of a new policy or procedure.

An analysis of the documents being issued reveals a basic theme or purpose, i.e. to provide administrators with written guidelines to carry on their respective functions and responsibilities within the framework of the Federal and State Constitutions, statutes and regulations, Board of Regents policies, Executive policies and internal administrative procedures. However, because of the increasing number of documents being issued, the current ad hoc method is no longer adequate for proper dissemination. There is no recognized overall structure under which the

1/ To facilitate dissemination, the Board of Regents Bylaws and Policies were compiled, edited, numbered to Vice Presidents, Chancellors, Deans and Provosts in October 1978.

various policies and procedures are organized and maintained (except for Board of Regents' policies since 1978). To correct this deficiency, a Universitywide system for preparing, issuing, recording and maintaining all permanent policies and procedures is being initiated.

II. OBJECTIVES

The objectives for establishing a system for disseminating and recording Universitywide policies, procedures, circulars and memoranda are to

1. Provide a conceptual framework that enables administrators, faculty, staff, and the public to better understand the purposes, relationships and functions of various administrative directives or documents issued by Systemwide Administrators.
2. Correlate subject matter covered in Universitywide policies and procedures with the corresponding subject matter and chapter in the Board of Regents Bylaws and Policies.
3. Ensure that University units are kept informed of all new or amended policies, procedures and instructions which affect the administration of their respective programs and operations.

III. POLICIES



A. Board of Regents Policies

The Board of Regents Bylaws and Policies compiled in October 1978 and maintained and updated periodically by the Secretary of the Board of Regents shall provide the principal basis and authority for policies and procedures prepared and issued by the President and/or designated systemwide administrators. All policies and procedures issued by Universitywide offices shall be consistent with BOR policies.

B. Executive Policies

Executive Policies are express statements or documents (including delegations of authority) issued by the Office of the President governing the internal management and organization of the University of Hawai'i system. They are issued to provide Vice Presidents and Chancellors with administrative

direction as necessary to implement Federal and State statutes, and regulations applicable to the University, policies adopted by the Board of Regents or to establish policies to carry out the President's responsibilities. Each delegation or policy is to be prepared, issued and recorded in accordance with instructions specified for Executive Policies.

C. Administrative Procedures

Administrative Procedures implement Federal and State Statutes, Rules and Regulations applicable to the University of Hawai'i, BOR Policies, and Executive Policies. They include all permanent instructions and procedures having Universitywide application. (All Business Manual Instructions are to be redesignated as Administrative Procedures.) Each Administrative Procedure is to be prepared, issued and recorded in accordance with instructions specified for Administrative Procedures.



D. Circulars

Business Affairs Circulars (BAC) and Contract Administration Circulars (CAC) are prepared and Issued by the Office of the Director of Finance and the Personnel Office respectively for official notifications, dissemination of information, interim or temporary procedures, or requests for action affecting University operations. However, circulars shall not include permanent instructions and/or procedures which are to be incorporated into the Administrative Procedures.

The form, content and numbering system for circulars are to be determined by the Office of the Director of Finance or the Personnel Office.

E. Memoranda

The use of memoranda is the common method for internal written communications by University level offices. Except for matters covered by Executive Policies, Administrative Procedures and Circulars, the memoranda cover all other aspects of internal University communication by University level offices which are necessary in managing the affairs of the University system.

The form and content of memoranda are to be determined by the University level office preparing them. However, when an office is preparing a memorandum for another office, the form established for the latter is to be followed. Normally, memoranda are not numbered.

F. Numbering System for Executive Policies and Administrative Procedures

The organization of chapters reflected in the Board of Regents Policies (BORP) compiled in October 1978 provides the basic framework for the numbering system for Executive Policies and Administrative Procedures. The digits before each decimal point shall correspond with the chapter numbers in the BORP as outlined in Attachment A.

G. Preparation, Issuance and Maintenance of Files for Executive Policies, Administrative Procedures, Circulars and Memoranda

Universitywide Executive Policies, Administrative Procedures, Circulars and Memoranda shall be prepared, recorded, maintained and issued in accordance with instructions and procedures established for this purpose.



NUMBERING SYSTEM FOR EXECUTIVE POLICIES
AND ADMINISTRATIVE PROCEDURES

EXECUTIVE POLICIES

E 1.000	GENERAL PROVISIONS
E 1.100	Delegation of Authority
E 1.200	Administrative Policies
E 2.000	ADMINISTRATION
E 2.100	Delegation of Authority
E 2.200	Administrative Policies
E 3.000	ORGANIZATION
E 3.100	Delegation of Authority
E 3.200	Administrative Policies
E 4.000	PLANNING
E 4.100	Delegation of Authority
E 4.200	Administrative Policies
E 5.000	ACADEMIC AFFAIRS
E 5.100	Delegation of Authority
E 5.200	Administrative Policies
E 6.000	TUITION AND FEES
E 6.100	Delegation of Authority
E 6.200	Administrative Policies
E 7.000	STUDENT AFFAIRS
E 7.100	Delegation of Authority
E 7.200	Administrative Policies

E 8.000 BUSINESS AND FINANCE
E 8.100 Delegation of Authority
E 8.200 Administrative Policies
E 9.000 PERSONNEL
E 9.100 Delegation of Authority
E 9.200 Administrative Policies
E 10.000 LAND AND PHYSICAL FACILITIES
E 10.100 Delegation of Authority
E 10.200 Administrative Policies
E 11.000 MISCELLANEOUS
E 11.100 Delegation of Authority
E 11.200 Administrative Policies

ADMINISTRATIVE PROCEDURES

A 1.000 GENERAL PROVISIONS
A 2.000 ADMINISTRATION
A 3.000 ORGANIZATION
A 4.000 PLANNING
A 5.000 ACADEMIC AFFAIRS
A 6.000 TUITION, SCHOLARSHIPS AND FEES
A 7.000 STUDENT AFFAIRS
A 8.000 BUSINESS AND FINANCE
A 9.000 PERSONNEL
A 10.000 LAND AND PHYSICAL FACILITIES
A 11.000 MISCELLANEOUS

CIRCULARS

The numbering of Business Affairs Circulars (BAC) and Contract Administration Circulars (CAC) are to be determined by the Director of Finance and Director of Personnel respectively. Each office shall maintain a master file of all circulars issued.

MEMORANDA

Normally, memoranda are not numbered. However offices preparing and issuing them are expected to maintain the appropriate files.