

# UNIVERSITY OF HAWAII

Office of Planning, Policy and Budget

March 5, 1987

MEMORANDUM TO: The Honorable Ben Cayetano  
Lt. Governor, State of Hawaii

FROM: *Maurice S. Enokawa*  
for Rodney Sakaguchi

SUBJECT: NOTIFICATION OF CHANGE IN ORGANIZATION,  
UNIVERSITY OF HAWAII OFFICE OF THE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS, MANOA

Enclosed for your files is a copy of the reorganization approved by the University for the Office of the Vice President for Academic Affairs, Manoa.

Please replace the organization charts and functional statement on file with new material.

If you have any questions, please call Stan Taba at 948-8472.

Attachment

# UNIVERSITY OF HAWAII

---

Office of Planning, Policy and Budget

March 5, 1987

MEMORANDUM TO: Mrs. Gladys Brandt  
Chairman, Board of Regents

FROM: *Shawn S. Enslawa*  
for Rodney Sakaguchi

SUBJECT: NOTIFICATION OF CHANGE IN REORGANIZATION,  
UNIVERSITY OF HAWAII OFFICE OF THE VICE PRESIDENT  
FOR ACADEMIC AFFAIRS, MANOA

Attached for the Board's information is a copy of the Office of the Vice President for Academic Affairs, Manoa, reorganization which was approved by the University.

Feel free to call Stan Taba at 948-8472 if there are any questions regarding this matter.

Attachment

# UNIVERSITY OF HAWAII

Office of Planning, Policy and Budget

March 2, 1987

MEMORANDUM TO: President Albert Simone  
FROM: Rodney Sakaguchi *Rodney Sakaguchi*  
SUBJECT: PROPOSED REORGANIZATION OF THE OFFICE OF THE VICE  
PRESIDENT FOR ACADEMIC AFFAIRS, MANOA

Please find attached the proposed reorganization described in the above-mentioned subject for your approval.

HGEA and UHPA have been notified of this proposal and have no objections. The Personnel Office has no objections to the proposed reclassification of positions. The budgetary impact of this proposal is minimal and will be funded from within the current service budget.

It is therefore recommended that this proposal be approved.

Attachments

APPROVED/DISAPPROVED:

*Albert Simone*  
\_\_\_\_\_  
Albert Simone  
President

03/03/87  
\_\_\_\_\_  
Date

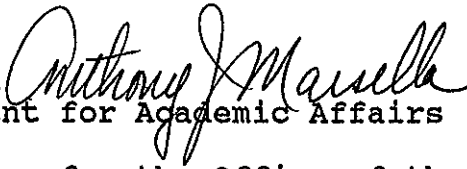
# UNIVERSITY OF HAWAII

Vice-President for Academic Affairs

August 10, 1986

## MEMORANDUM

TO: Albert J. Simone  
President

FROM: Anthony J. Marsella   
Acting Vice President for Academic Affairs

SUBJECT: Proposed Organization for the Office of the  
Vice President for Academic Affairs, Manoa

Academic Affairs is the heart of the University. The University of Hawaii at Manoa is the only university in the State of Hawaii offering a comprehensive set of academic programs that range from the baccalaureate to the doctoral levels in the arts, humanities, social sciences, natural sciences, and many professional disciplines.

The Vice President for Academic Affairs reports directly to the President and is charged with providing academic leadership to and coordination of all the academic and instructional programs and scholarly activities of the Manoa campus of the University. In 1984 the University of Hawaii adopted a strategic plan which is to serve as the guidepost for the University to become a world-class institution in the Asian and Pacific Basin. In order to realize this vision, the Vice President of Academic Affairs must play a strong role in stimulating and encouraging improvements in all instructional programs and activities on the Manoa campus. This includes the development of new programs and curricula as well as attracting and retaining a faculty of high quality throughout the University.

The reorganization of the University of Hawaii has placed many of the functions of the Manoa Chancellor's Office directly under the Vice President for Academic Affairs. At the same time, however, delegation of authority for many personnel, budgetary, and other administrative actions has been passed on to Deans and Directors. The impact of this is that many of the routine actions which were handled by the Chancellor's Office are no longer forwarded to this level.

President Albert J. Simone  
August 10, 1986  
Page 2

Before the reorganization, all Academic Deans of Schools and Colleges and the University Librarian reported to the Office of the Chancellor. Now, they report directly to the Office of the President via the Office of the Vice President of Academic Affairs. Likewise, several specialized units also reported to the Chancellor's Office and now report to the Vice President for Academic Affairs. They are the Instructional Resources Services Center, Military Science, Aerospace Studies, UH Press and the Center for Asian and Pacific Studies. The Computing Center remains under the Office of the Vice President for Academic Affairs.

At this point in time, there are only two secretarial positions which need to be reclassified. They are Position No. 03650 and Position No. 15646.

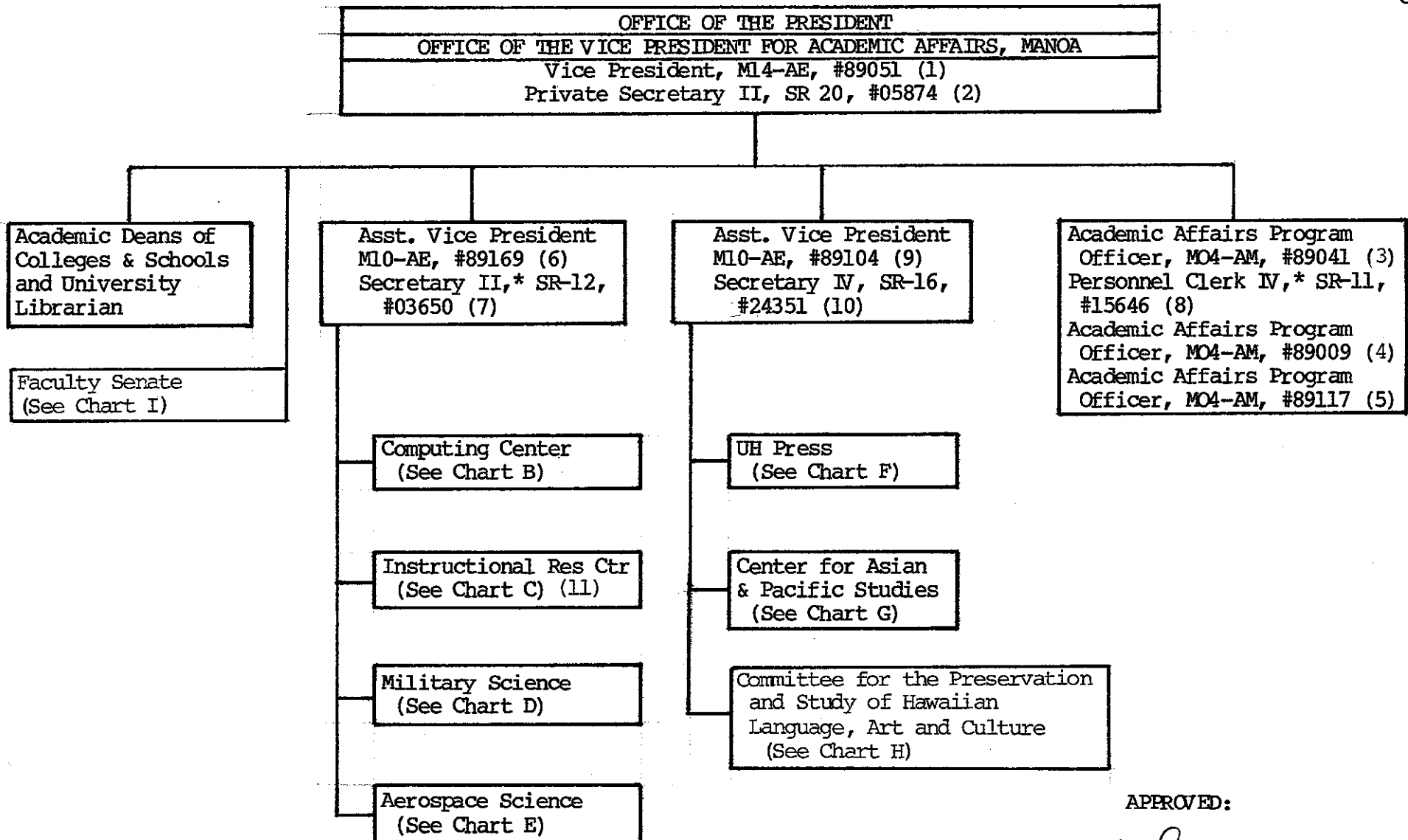
The organizational charts for each of the units reporting to the Office of the Vice President for Academic Affairs have been revised to reflect the new reporting relationship (from the Office of the Chancellor).

If you have any further questions on this reorganization, please contact Dr. Mary Carol Perrott at 948-8447. She is the Program Officer in Academic Affairs who is responsible for personnel, policy and planning and will be glad to answer your questions.

AJM:MCP:am

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS

Chart A



\*To be redescribed.  
Footnotes attached.

APPROVED:

*Albert J. Simone*  
ALBERT J. SIMONE

03/03/87  
DATE

- (1) Position previously Vice President for Academic Affairs, Systemwide
- (2) Position previously in the Office of the Vice President, Academic Affairs, Systemwide
- (3) Position previously Assistant VP, Academic Affairs (M10-AE), Systemwide
- (4) Position previously Director, Long-Range Planning (M10-AE), OVPA, Systemwide
- (5) Position previously Academic Assistant (M04-AM), UHM Chancellor's Office
- (6) Position previously Assistant Vice Chancellor for Faculty Affairs (M09-AM), UHM Chancellor's Office
- (7) Position to be redescribed, previously in UHM Chancellor's Office
- (8) Position to be redescribed, previously in Personnel Management Office, Systemwide
- (9) Position previously Assistant Vice Chancellor for Academic and Faculty Affairs (M09-AM), UHM Chancellor's Office
- (10) Position previously in Office of the Vice President, Academic Affairs, Systemwide
- (11) Researcher position previously in Survey Research Office, UHM Chancellor's Office

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
VICE PRESIDENT FOR ACADEMIC AFFAIRS

MAJOR FUNCTIONS

I. Summary of Overall Responsibilities

Provides academic leadership to and general coordination of all academic and instructional programs and scholarly activities of the Manoa campus of the University. This is a statewide function as UH Manoa is the only comprehensive university in the State offering graduate and professional degrees. Serves as Acting President in the President's absence.

II. Major Functions For Which Responsible

- A. Exercises academic leadership, and stimulates and encourages improvements in all instructional and related programs and activities of the Manoa Campus.
- B. Recommends and implements campus policies for academic programs, curricula, academic personnel, faculty development, and related academic matters in accordance with University and campus priorities.
- C. Develops means of improving courses of study in response to the needs of the students and changing educational or professional requirements.
- D. Develops, measures, improves and oversees academic standards for degree and special programs.
- E. Provides for evaluation of academic programs, including activities related to accreditation of the institution and its programs.
- F. Implements ways of attracting and retaining a faculty of high quality.



- G. Provides interpretation and implementation of existing personnel policies and procedures relating to appointments, promotion, tenure, contract renewal, leaves, retirement, stipends, etc. Participates in the formulation of personnel policy affecting faculty. Develops and disseminates guidelines and procedures for promotion and tenure review, and oversees the review process. Shares responsibility with the campus Equal Employment Opportunity officer in the enforcement of Equal Employment Opportunity regulations regarding faculty hiring. Reviews and approves faculty appointments, requests for sabbatical leave, requests for leave without pay.
- H. Directs the operations of the Computing Center serving instructional, research and other academic and administrative programs.
- I. Oversees the operations of the University Press of Hawaii.

ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS  
(Manoa Academic Programs)

Major Functions for Which Responsible

- Coordinates evaluation and assessment of academic programs.
- Coordinates the development and management of new academic programs.
- Develops and evaluates new degree proposals and program changes.
- Coordinates reallocation of Manoa instructional positions.
- Recommends space and resource allocations.
- Advises on outreach programs, including telecommunications.
- Coordinates the operations of the Computing Center on behalf of the Vice President for Academic Affairs.
- Coordinates Army and Air Force ROTC programs on behalf of the Vice President for Academic Affairs.
- Coordinates Instructional Resources Service Center on behalf of the Vice President for Academic Affairs.
- Liaison to Dean of Graduate Education.
- Completes special assignments for the Vice President for Academic Affairs.

ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS  
(Manoa Faculty and Curricular Affairs)

Major Functions for Which Responsible

- Develops guidelines and procedures for promotion and tenure review, and oversees the review process.
- Responsible for interpretation and implementation of personnel policy affecting faculty.
- Develops means of improving courses of study for undergraduate degree programs, including the undergraduate core requirements.
- Accreditation liaison officer for the Manoa Campus with the Western Association of Schools and Colleges.
- Responsible for articulation with other campuses in the University of Hawaii system.
- Coordinates the development and management of new academic programs.
- Coordinates the development of the budget priorities for Manoa instruction and academic support.
- Liaison for all Manoa library resources.
- Coordinates the Center for Asian and Pacific Studies on behalf of the Vice President for Academic Affairs.
- Coordinates the University of Hawaii Press on behalf of the Vice President for Academic Affairs.
- Completes special assignments from the Vice President for Academic Affairs.

OTHER ACADEMIC AFFAIRS STAFF

I. PROGRAM OFFICERS FOR ACADEMIC AFFAIRS

Academic Support Program Officer

Major functions are:

- Academic support for catalog, course approvals, scheduling, academic procedures and faculty advising.
- Coordinates teaching, other academic awards and scholarships, and educational improvement funds.
- Coordinates programs for faculty and staff development.
- Liaison to the Office of Vice President for Student Affairs.
- Articulation with Community Colleges for undergraduate curriculum.

Personnel, Policy and Planning Officer

Major functions are:

- Provides staff support for the implementation of Units 7 and 8 collective bargaining agreements with the University of Hawaii at Manoa. Works with system negotiating staff on the formulation of contract proposals and negotiating strategy.
- Reviews faculty appointments, requests for sabbatical leave and requests for leave without pay.
- Coordinates faculty salary adjustments.
- Liaison to Equal Employment Officer for the Manoa Campus.
- Liaison to the Vice President for Administration.
- Liaison to the Office of the Associate Vice President for Planning, Policy and Budget.

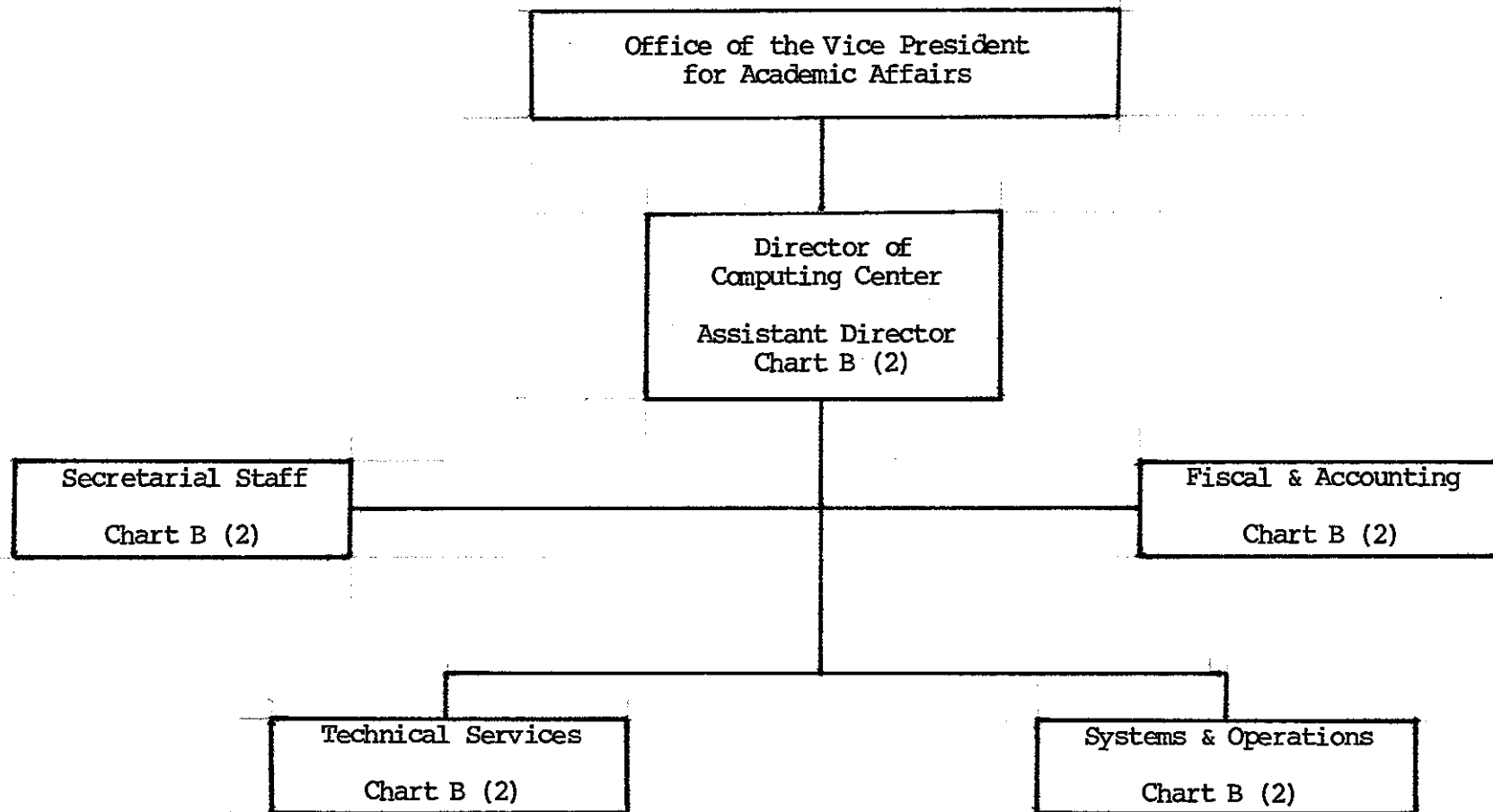
New and Special Program Development Officer

Major functions are:

- Provides staff support for the development and management of new and special academic programs.
- Monitors and coordinates Manoa Academic Affairs legislative activities.
- Liaison to the Vice President for University Relations.
- Liaison to the University of Hawaii Foundation.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
COMPUTING CENTER

CHART B (1)

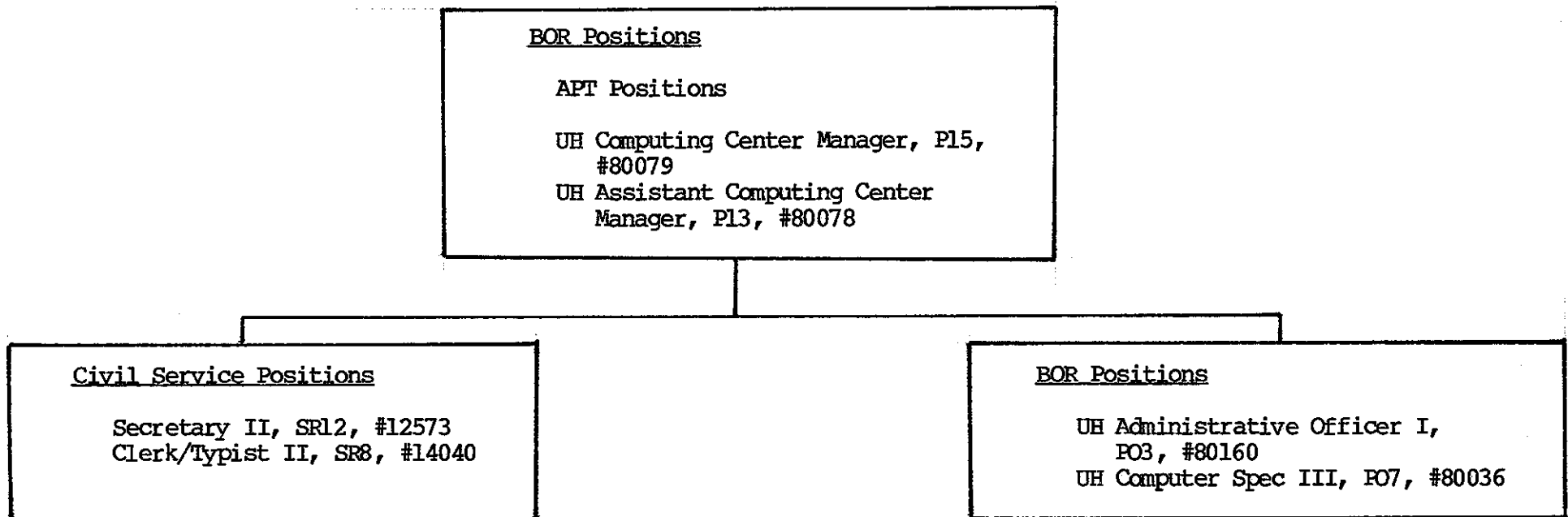


APPROVED:

*Albert J. Simone* 03/03/87  
ALBERT J. SIMONE DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
COMPUTING CENTER

CHART B (2)



APPROVED:

*Albert J. Simone*  
ALBERT J. SIMONE

03/03/87

DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
COMPUTING CENTER

CHART B (3)

Office of the Director  
of the Computing Center

Technical Services

BOR Positions

APT Positions:

UH Computer Specialist V, P11, #80064  
UH Computer Specialist IV, PO9, #80055  
UH Computer Specialist IV, PO9, #80056  
UH Computer Specialist IV, PO9, #80057  
UH Computer Specialist IV, PO9, #80061  
UH Computer Specialist IV, PO9, #81549  
UH Computer Specialist III, PO7, #80046  
UH Computer Specialist III, PO7, #80054  
UH Computer Specialist III, PO7, #81724  
UH Computer Specialist III, PO7, #81727  
UH Computer Specialist III, PO7, #81728  
UH Data Processing Coordinator, PO5, #81430

Systems and Operations

BOR Positions

APT Positions:

UH Systems Programmer V, P11, #80077  
UH Systems Programmer IV, PO9, #80070 (0.50)  
UH Systems Programmer IV, PO9, #80071  
UH Systems Programmer IV, PO9, #80066  
UH Systems Programmer IV, PO9, #81598  
UH Systems Programmer IV, PO9, #81883  
UH Systems Programmer IV, PO9, #80083

UH Electronics Technician II, PO9, #81990

Civil Service Positions:

Computer Operations Supv II, SR23, #26650  
Computer Operations Supv I, SRL9, #11869  
Computer Operations Supv I, SRL9, #14823  
Computer Operations Supv I, SRL9, #21533  
Key Equipment Supv I, SRL2, #22950  
Computer Operator II, SRL5, #26459  
Computer Operator II, SRL5, #26463  
Computer Operator II, SRL5, #26464  
Computer Operator II, SRL5, #26466  
Computer Operator II, SRL5, #26467  
Computer Operator II, SRL5, #30962  
Computer Operator II, SRL5, #32114  
Computer Operator II, SRL5, #36753  
Computer Operator II, SRL5, #36754

APPROVED:

*A. J. Simone*  
ALBERT J. SIMONE

03/03/87

DATE



STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
COMPUTING CENTER

MAJOR FUNCTIONS

The UH Computing Center is a systemwide academic support unit that provides a broad range of services to meet the instruction and research needs of divisions, departments, faculty, staff, and students.

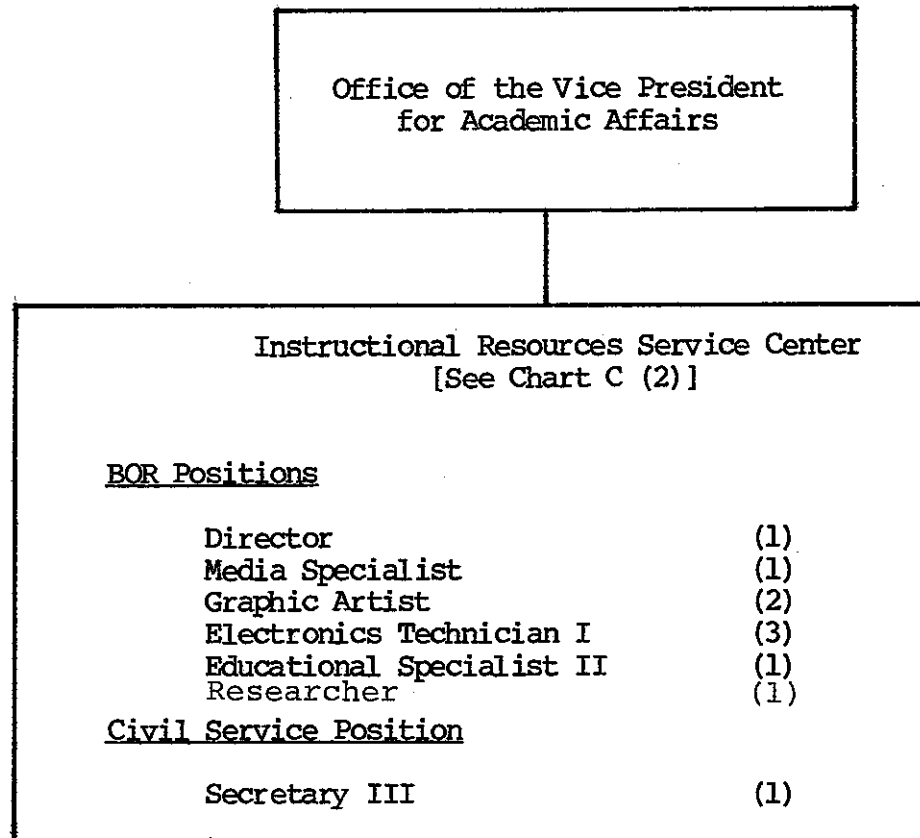
There are four branches under the management of the Center. The Administrative Services Branch provides reception and clerical services; the Fiscal and Accounting Branch performs budget planning and expenditure control in addition to accounting and generation of computer utilization reporting; the Technical Services Branch provides a variety of end-user services including consultation and education to help users make the best use of the facilities; and the Systems and Operations Branch performs operating systems development and maintenance, operation of equipment, job processing, and data preparation services. A data communications officer reports directly to the Director of the Center.

Specific operational activities include:

- Provide modern computing facilities with sufficient capacity to meet the computing needs of the University. UHCC provides batch processing and time-share services via Statewide data communication facilities to users at all University locations.
- Operate systemwide computing and data communications facilities for the processing of computer service requests.
- Provide assistance to all University programs in planning, developing, and implementing hardware and software solutions for a variety of instructional and research problems.
- Provide computer consultation services to users on facilities, program design and analysis, programming, and correction of program errors.
- Maintain a library of statistical, scientific, educational, and other application programs for the solution of a variety of problems and the delivery of education.
- Offer informal courses and seminars on computer programming, computer hardware, data communications, center facilities, and use of application software.
- Provide ancillary data processing equipment, terminals, and microprocessor to support computer applications.
- Provide operational support services for the University's administrative data processing effort.
- Provide consultation to the President and University executive offices in the full range of University computing needs.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
INSTRUCTIONAL RESOURCES SERVICE CENTER

CHART C (1)

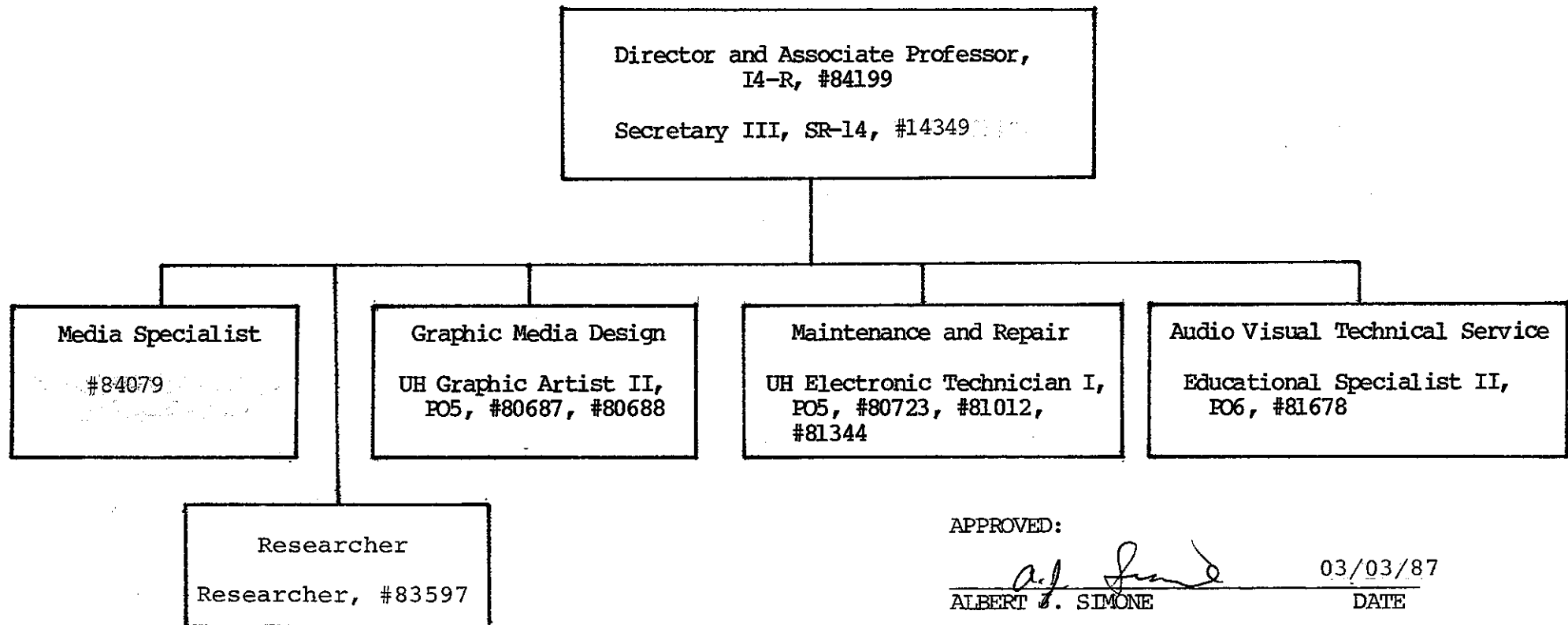


APPROVED:

Albert J. Simone 03/03/87  
ALBERT J. SIMONE DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
INSTRUCTIONAL RESOURCES SERVICE CENTER

CHART C (2)



STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
INSTRUCTIONAL RESOURCES SERVICE CENTER

FUNCTIONAL STATEMENTS

Director

Directs activities and program developments of the Instructional Resources Service Center (IRSC). The IRSC offers assistance and consultation to faculty in examination of instructional objectives, overall strategy planning, organization of instructional media, development of media evaluating systems, and the necessary followup for effective development and implementation of programs.

IRSC Staff

The selection, location, production, evaluation and effective uses of media are coordinated for faculty and staff by the center:

Provide and maintain movie projectors, slide projectors, overhead projectors, and P.A. systems in 15 auditoriums on campus.

Provide P.A. systems in two auditoriums in the Business Administration building, plus providing P.A. systems in 3 large Kuykendall classrooms.

Maintain and operate a closed-circuit television (CCTV) system in Kuykendall Hall where videotaping is done for instructional analysis, micro teaching, recording of instructional demonstrations, role-playing for students; and for classes designed to teach video production, etc.

Provide portable video recording equipment (Portapak Betamax and 3/4" U-Matic) on a short time check-out basis to campus users (faculty, students).

Provide training and certification for users of the Portapak and video-editing facility. Such certification is necessary for all people using IRSC Portapaks and video-editing facilities.

Provide a video dubbing facility for making duplicate video tapes or for transferring recorded material from one format to another. Seven formats (3/4", Beta I, Beta II, Beta III, VHS 2, VHS 4, VHS 6) are available in 35 different combinations.

Provide a video projection facility that projects a 4 foot (measured diagonally) color video image. The facility is equipped to play Beta I, II, III, and 3/4" U-Matic, and can be connected, via telephone line, to the Computing Center for projecting CC materials.

A Graphic Media Design section designs, prepares and develops graphic materials to enrich and support instruction.

Provide and maintain Self-Service facilities for those faculty/staff and students who wish to produce their own instructional materials. The Self-Service facility contains equipment and supplies for 29 different types of media materials production. Use of facilities are free, but users are required to pay for supplies consumed.

Coordinate the preview, evaluation and selection of films to be added to University's film collection.

Provide a film catalog listing and annotating all films in the Films Collection. This listing is completely computerized (for information purposes, not for booking purposes).

Maintain a Media Lab with facilities for faculty and students to use self-paced materials for learning AV equipment operation.

Conduct Media Workshops for Manoa faculty and staff, according to their expressed needs concerning media usage, or the development of their media skills.

Provide a 35mm slide duplication service, including such special services as cropping, color correction and title slide production.

Provide a Campus Central Repair facility where campus owned AV equipment is repaired. Owner departments are charged only for parts plus a nominal service fee. There is no charge for labor.

Have available for faculty check-out users, a 35mm SLR camera and a super 8 camera, with accessories for both.

Provide consultation to students, faculty and staff on matters relating to media use, media skills and media techniques for teaching/learning, as well as guidance in producing AV-type materials.

Maintain open-access files on media sources and media reference materials.

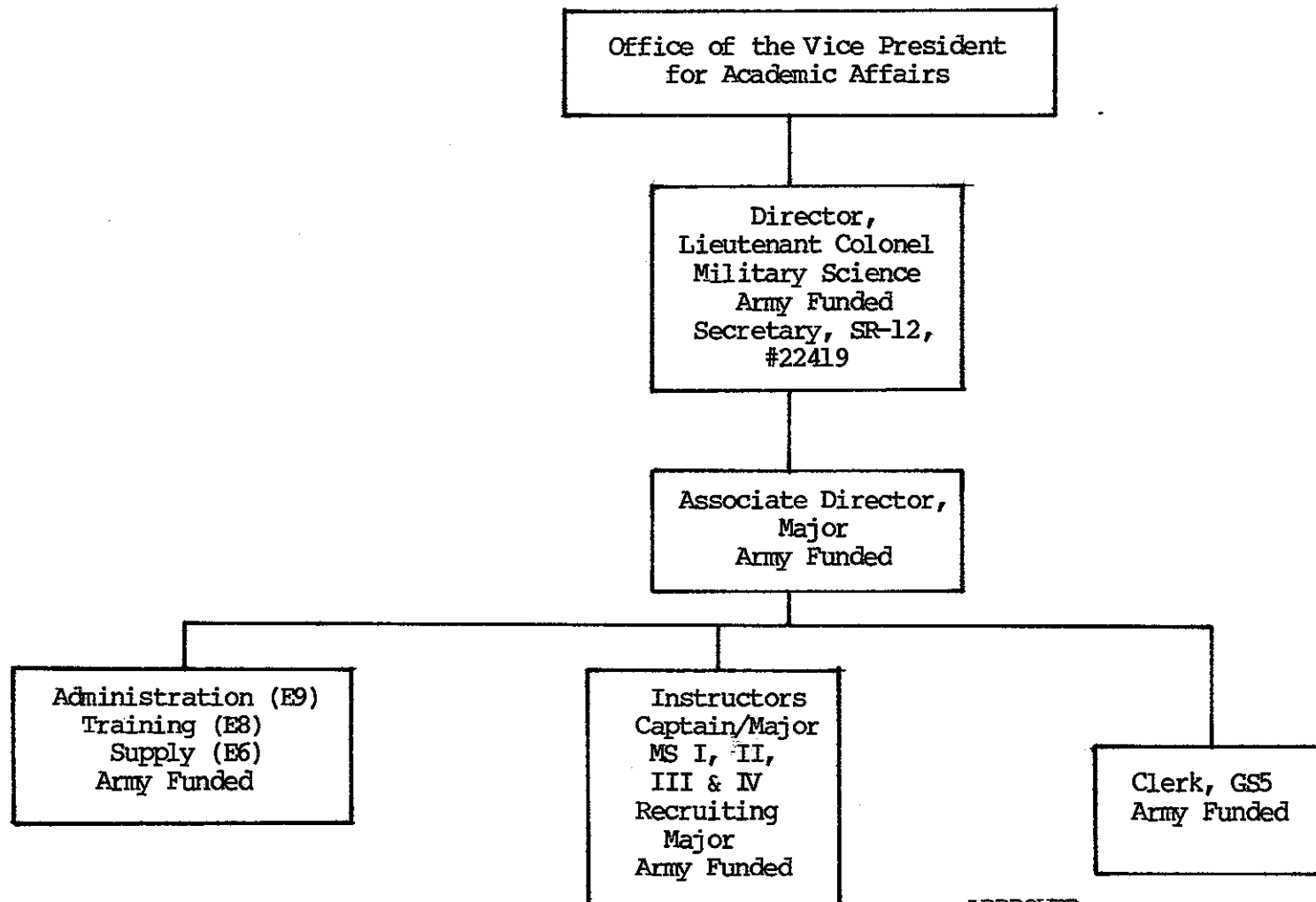
### Researcher

Provides consultation and services for faculty evaluation, instructional development and research (reports, surveys, analyses) on academic issues and problems.

Assists the OVPAA with institutional research and evaluation of experimental programs.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
MILITARY SCIENCE PROGRAM

CHART D



APPROVED:

*Albert J. Simone*  
ALBERT J. SIMONE

03/03/87

DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA

MILITARY SCIENCE PROGRAM

MAJOR FUNCTIONS

A. Instructional Program

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.

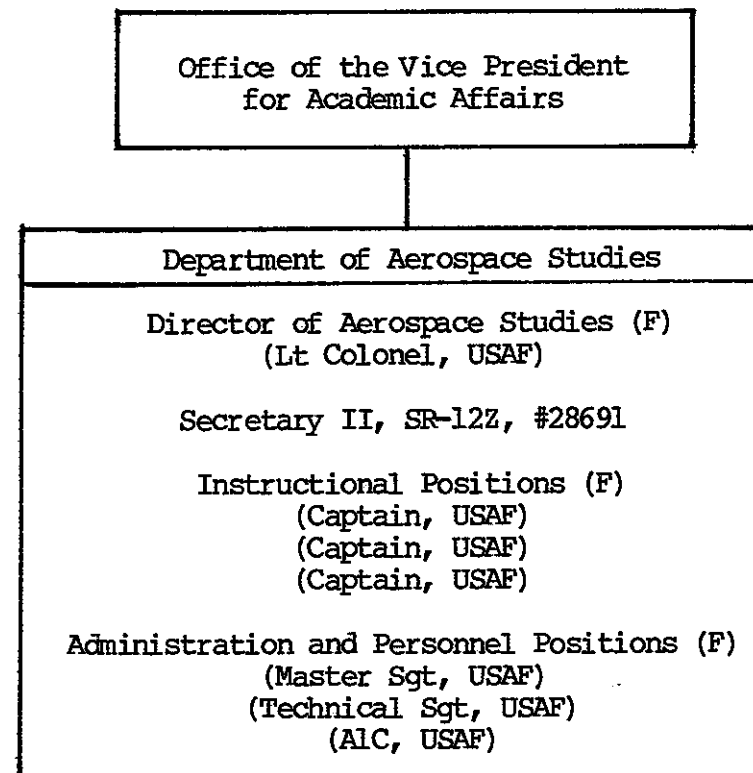
B. Instructional Support

There are four areas of instructional support, required for continued operation of an ROTC program for the Army: Recruiting, General Administration, Supply and Personnel

1. The Director, the Associate Director, and the Military Science Instructors all assist in recruiting part-time, especially at key times shortly before college registrations. This involves traveling all over the State of Hawaii to all secondary schools, and to all colleges and universities as well. In addition, this support function of recruiting also requires publication of recruiting materials and computer-assisted direct mailings. A publications and recruiting officer performs the preceding functions full time with the part-time help mentioned previously.
2. General Administration. This involves handling all incoming and outgoing correspondence including filing and typing an average of 500 items per month. Also, instructional materials are typed by this section.
3. Supply. Operations of this branch involve a complex supply system falling partly under State of Hawaii procedures, and partially under Army regulations. The Supply Sergeant coordinates logistical support with University officials and Army personnel outside the ROTC to buy, store, issue and obtain return of uniforms and equipment to include all items for overnight and weeklong leadership training workshops which include provision of living facilities. Also, the Supply Sergeant recruits, trains and supervises student workers.
4. Personnel. Individual record must be maintained and complicated Army forms prepared for each cadet so that they are given their commissions and initial assignments in the Army.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
AEROSPACE STUDIES PROGRAM

CHART E



(F) Personnel funded by the United States Air Force

APPROVED:

B. J. Simone  
ALBERT B. SIMONE

03/03/87  
DATE



STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA

AEROSPACE STUDIES DEPARTMENT (AFROTC)

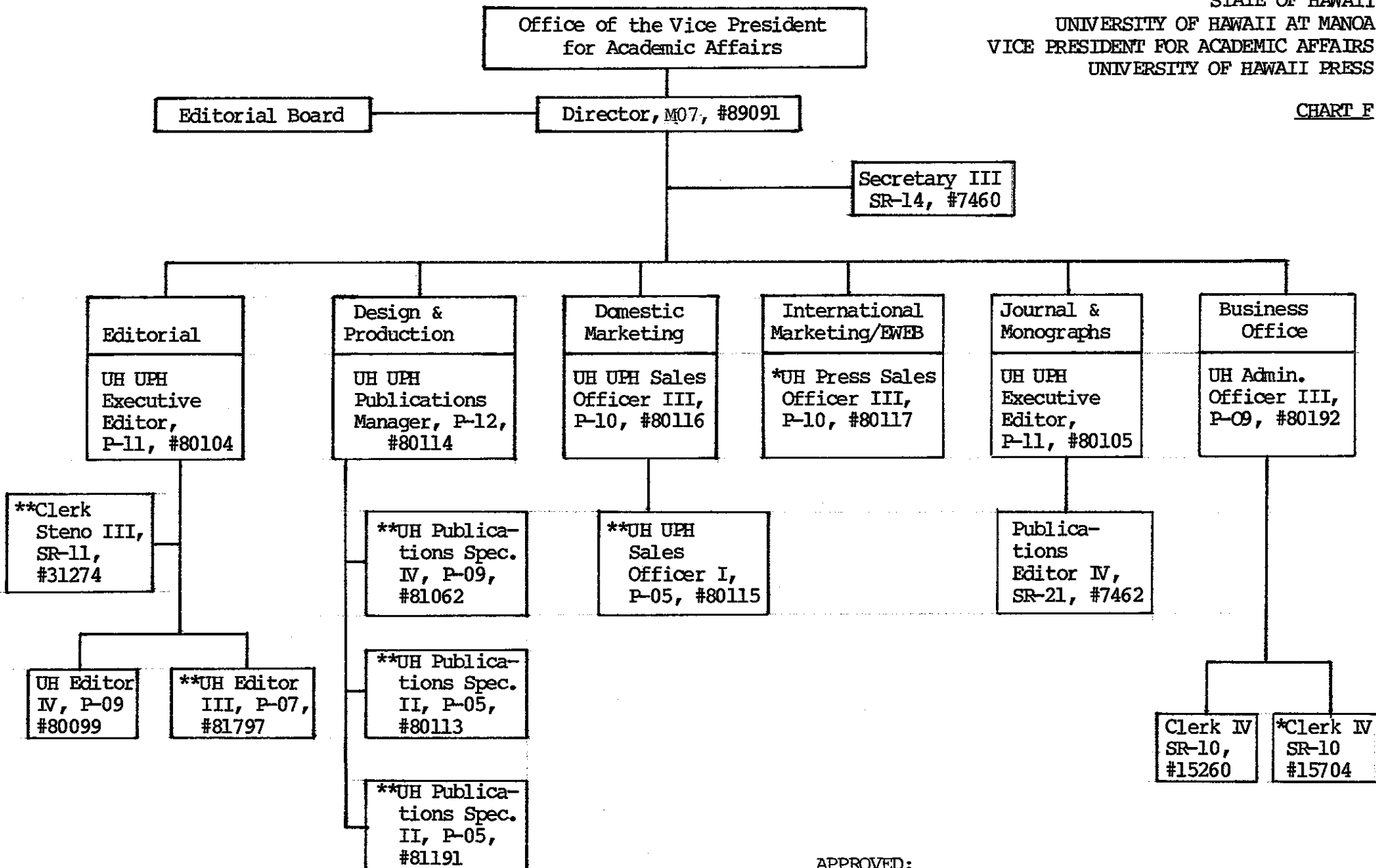
MAJOR FUNCTIONS

The Aerospace Studies Department is directed by a single-manager who performs as the Professor of Aerospace Studies (PAS) and as the Commander of the AFROTC Detachment 175. On academic matters, the PAS reports to the Office of the Vice President for Academic Affairs, and for military matters, the Detachment Commander reports to the Commandant of the AFROTC Western Area located at Norton Air Force Base, California.

Manages the U.S. Air Force Reserve Officers' Training Corps (AFROTC) Program for the entire State of Hawaii. Provides Aerospace Studies covering Air Force leadership, history, technology, management, and military law. Administers the AFROTC College Scholarship Program in Hawaii; 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. Maintains the joint University of Hawaii and the U.S. Air Force ROTC Memorandum of Understanding and assists in the administration of the Uniform Commutation Fund. Maintains liaison with Chaminade University and provides instruction in Aerospace Studies for community college students. Administers the monthly Air Force Officer Qualifying Test (AFOQT) to all USAF officer candidates and AFROTC scholarship applicants. Monitors the Flight Instruction Program (FIP) for sufficiency. Budgets and manages the local AFROTC national advertising account. Provides information on the Junior Air Force ROTC Program. Maintains liaison with the USAF Academy, Hawaii Air National Guard, Department of Education, military bases, and the community to provide information on Aerospace Studies student opportunities.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
UNIVERSITY OF HAWAII PRESS

CHART F



\*Federal funds (no position count)  
\*\*Special funds

APPROVED:

*Albert J. Simone* 03/03/87  
ALBERT J. SIMONE DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
  
UNIVERSITY OF HAWAII PRESS

MAJOR FUNCTIONS

Administration. Responsible both for charting the long-range development of the UPH and for supervising the day-to-day operations. The director is responsible for general editorial policies, budgeting, staffing, and allied administrative requirements of the program. The director operates with the advice of the UPH Editorial Board, which is appointed by the Vice President for Academic Affairs. No book can bear the imprint of the UPH without the Board's approval.

Editorial. Responsible for and concerned with the content of a book. The editors revise manuscripts and develop books from raw sources. They read original manuscripts for illogical organization, for 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 screens incoming manuscripts, and handles permissions and copyrights.

Design and Production. 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 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.

Domestic Marketing. The sales activity of this unit is involved in the distribution of books through 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.

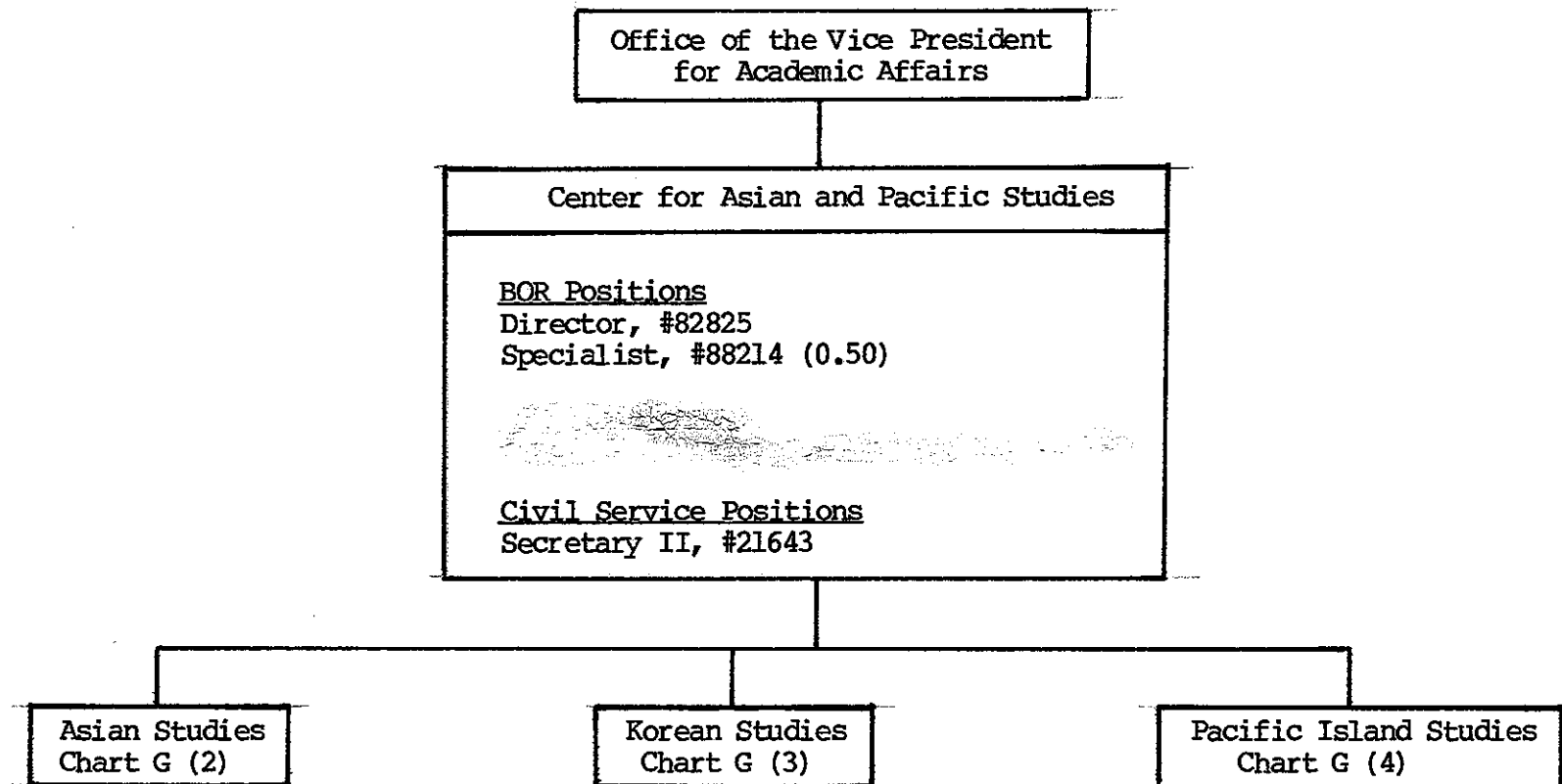
International Marketing. Conducts the same sales and promotion activities described above for sales outside the U.S. The Press operates the East-West Export Books (EWEB) program on behalf of 17 American scholarly publishers for direct selling in Asia and the Pacific.

Journals. Responsible for editing, production, subscription and reprint fulfillment for five journals -- three quarterly, one semiannual, and one annual. It also handles all serial publications.

Business. Accounting, order fulfillment, and warehousing. Warehouses are located in Hawaii and on Staten Island. This activity also prepares budgets, projections, analyses, and compiles operating ratio and break-even reports.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
CENTER FOR ASIAN AND PACIFIC STUDIES

CHART G (1)



APPROVED:

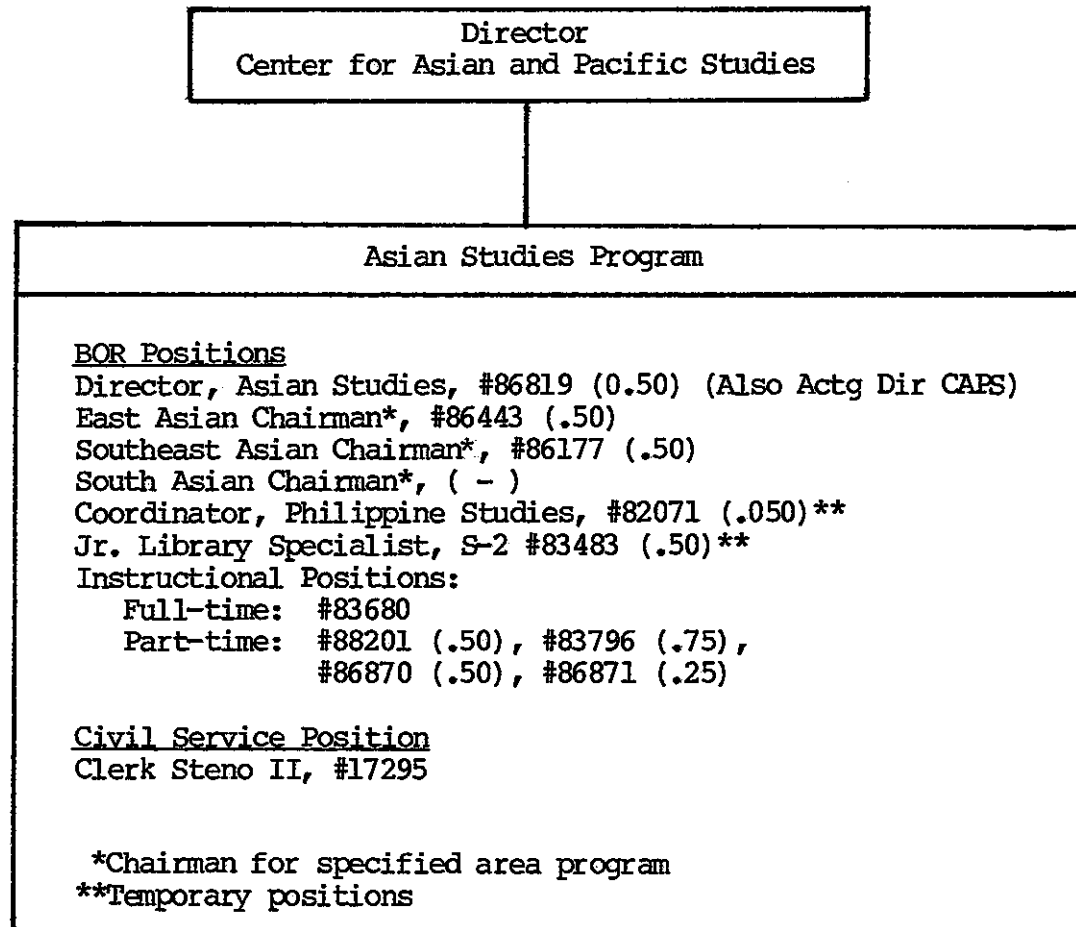
Albert J. Simone  
ALBERT J. SIMONE

03/03/87


DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
CENTER FOR ASIAN AND PACIFIC STUDIES

CHART G (2)



APPROVED:

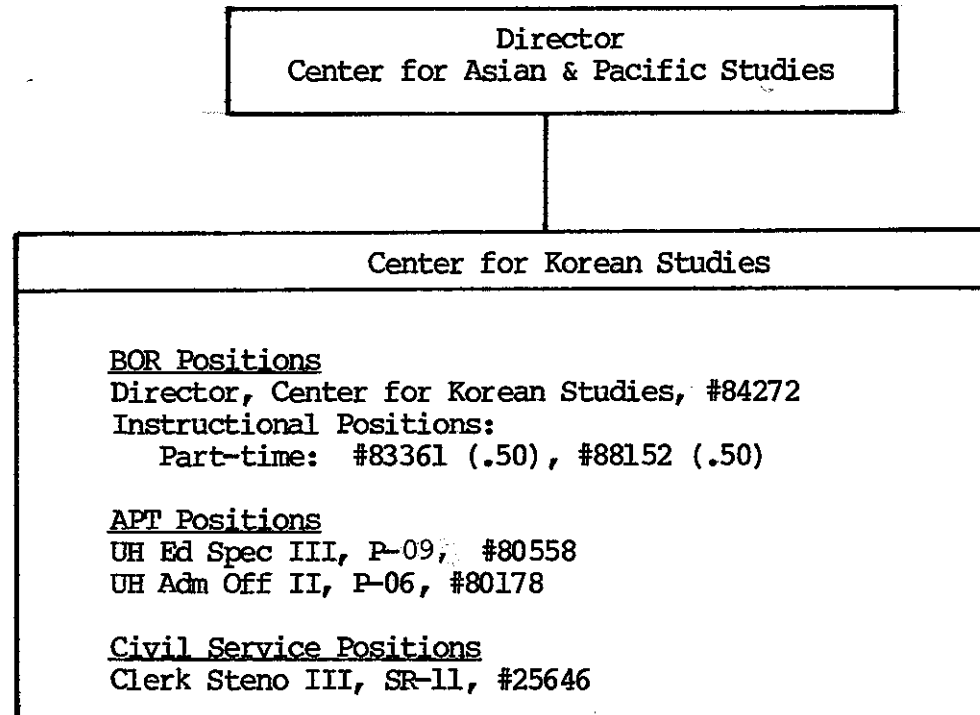
  
ALBERT J. SIMONE

03/03/87

DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
CENTER FOR ASIAN & PACIFIC STUDIES

CHART G (3)



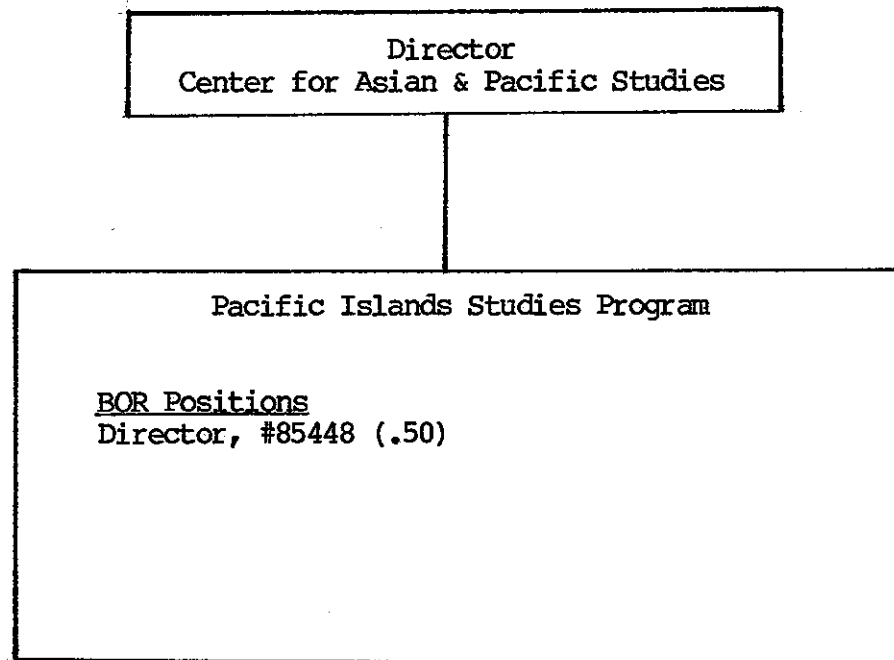
APPROVED:

Albert J. Simone  
ALBERT J. SIMONE

03/03/87  
DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
CENTER FOR ASIAN & PACIFIC STUDIES

CHART G (4)



APPROVED:

A. G. Simone  
ALBERT G. SIMONE

03/03/87  
DATE

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
CENTER FOR ASIAN AND PACIFIC STUDIES

MAJOR FUNCTIONS

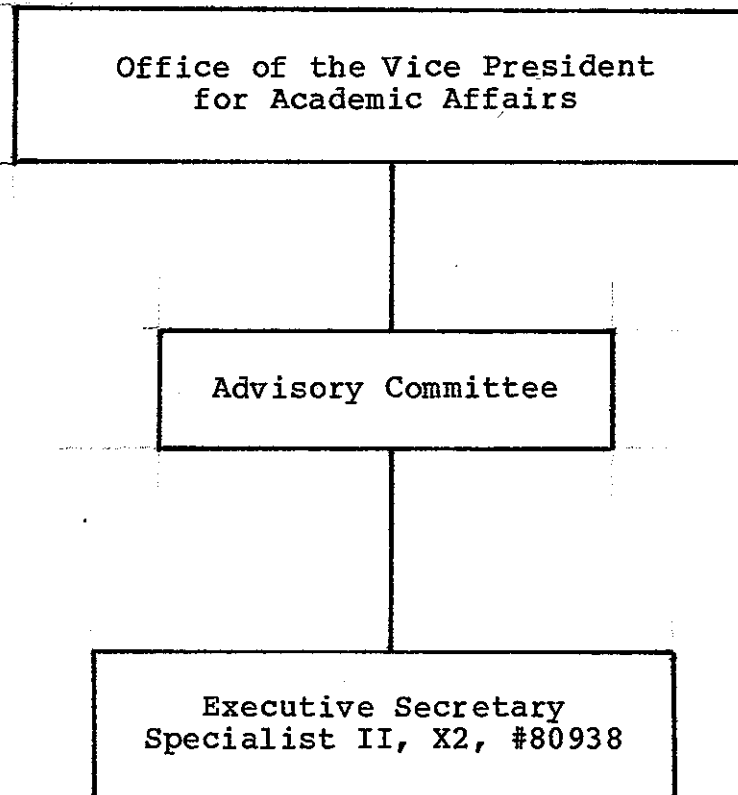
The Center for Asian and Pacific Studies (CAPS) was established as an organizational unit to coordinate and focus the resources available on various aspects of Asian and Pacific studies in an integrated program of research and scholarship to provide broad and substantive academic support of instructional programs, and for faculty and library resource development. This unit is expected to generate the visibility and status necessary to enhance the contributions and advance the reputation of the University of Hawaii at Manoa as a leading center for Asian and Pacific studies, and to attract extramural funding in support of that leadership. The major objectives are:

1. To foster a deeper understanding of Asian and Pacific societies and cultures through research and scholarly activity and dissemination.
2. To support faculty research, including publication of research findings on topics appropriately selected to advance scholarship and knowledge about Asia and the Pacific.
3. To provide support for advancing the fields of Asian and Pacific studies through student graduate scholarship and research.
4. To seek extramural fundings, both public and private, to support research, fellowships, and dissemination of knowledge about the field.
5. To act as a resource unit for the development of educational materials on Asian and Pacific cultures.
6. To serve as a clearinghouse in response to informational requests on the Asian and Pacific region.
7. To assist in identifying and providing faculty consultants as requested by Asian and Pacific countries and state and federal governments.
8. To serve in its early years as the lead organization in coordinating University response to the report of the President's Commission on International Studies and Foreign Languages.



STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
COMMITTEE FOR THE PRESERVATION AND STUDY OF  
HAWAIIAN LANGUAGE, ART, AND CULTURE

Chart H



APPROVED:

*Albert J. Simone*  
Albert J. Simone

03/03/87

Date

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COMMITTEE FOR THE PRESERVATION AND STUDY OF  
HAWAIIAN LANGUAGE, ART, AND CULTURE

MAJOR FUNCTIONS

This committee was created by the Legislature for the presentation and study of Hawaiian language, art, and culture.

Advisory Committee Members and Chairman

Confer on projects and program.

Decide on worth of programs to be undertaken.

Justify values of program in terms of people who will benefit.

Confers with administrative consultant.

Directs executive secretary.

Executive Secretary

Maintains committee files and office.

Takes minutes at meetings and disperses same.

Researches project.

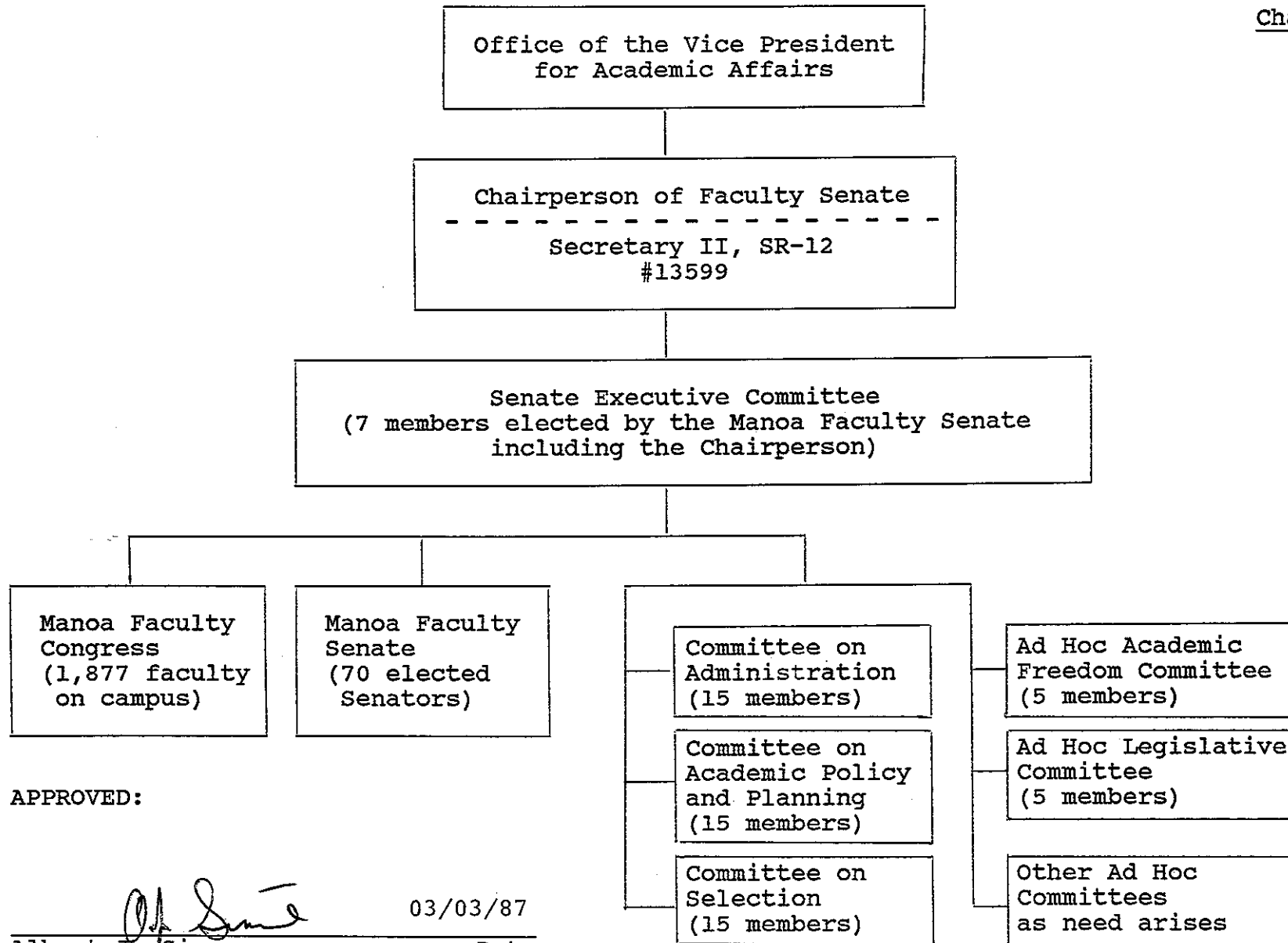
Communicates with public on requests via phone and correspondence.

Directs student help on clerical work and research projects.


Works with committee chairman.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
VICE PRESIDENT FOR ACADEMIC AFFAIRS  
MANOA FACULTY SENATE

Chart I



APPROVED:

  
Albert J. Simone  
03/03/87  
Date

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA

STATEMENT OF FUNCTIONS  
UHM FACULTY SENATE

Faculty Congress

The University of Hawaii at Manoa Faculty Congress, composed of all Manoa faculty members, and its Senate represent the faculty with respect to academic decision-making and policy development at the University of Hawaii at Manoa and the University of Hawaii at Manoa Faculty Senate is the policy-recommending agent of the Congress with respect to the academic goals, policies, and programs of Manoa consistent with the Board of Regents' policy on "Academic Decision-Making and Academic Policy Development," including the establishment and maintenance of standards for scholarship, instruction, research, and public service. The Congress convenes at least once in each semester at a date set by the Senate.

Faculty Senate

All recommendations on behalf of the faculty on academic goals, policies, programs for the University of Hawaii at Manoa or that affect the University of Hawaii at Manoa and require action by the President or the Board of Regents are made by the Senate. The Senate initiates recommendations for action or for consideration and referral to the President or the Board of Regents. The Faculty has a professional concern for and primary responsibility for the curriculum, methods, and standards of scholarship, instruction, research, and public service performed by the faculty, as well as those aspects of student life which relate directly to the educational process. The Senate is comprised of faculty members elected by and from the Congress and has under its jurisdiction various committees which function on behalf of the Congress through the organization of the Senate. The Senate meets at least once a month at a time agreed upon by the Executive Committee. All meetings of the Senate may be attended by any member of the University community.

Senate Executive Committee

The Executive Committee serves as an agent of the Congress and of the Senate. Principal officers of the Executive Committee are automatically officers of the Senate and Congress. The Executive Committee prepares the agenda, including those agenda items that are requested by the President and approved for inclusion on the agenda by the Executive Committee and announces the agenda in an issue or issues of the University Bulletin preceding each meeting of the Senate. The Executive Committee meets at least once a week. The Executive Committee, acting on behalf of the Senate and the Congress, identifies and arranges for consideration and study all goals, policies, and programs relating to the physical and academic development of the University of Hawaii at Manoa, including allocation of financial resources, student enrollment, distribution of enrollment among programs and between upper-division and lower-division programs, direction of emphasis in existing programs, the academic effect of administrative organization, quality of scholarship, quality of teaching, quality of research, quality of service, and the

relationships between the University of Hawaii at Manoa and other units of the University System. In addition, the Executive Committee's duties include:

- (1) Make recommendations to the President;
- (2) Provide that the Congress is informed of its substantive activities;
- (3) Certify the results of elections;
- (4) Coordinate the work of its Committees;
- (5) Prepare the agenda of the Senate and of the Congress;
- (6) Submit to the Congress resolutions referred by the Senate;
- (7) Transmit germane Senate resolutions, with a record of the vote, to the President and to the Board of Regents;
- (8) Prepare and disseminate reports on the work of the Senate and of Congress.
- (9) Receive communications from the University Administration and the Board of Regents to the Senate and the Congress; and
- (10) Perform such other duties as are specified in the provisions of the Congress and Senate bylaws.

The Executive Committee designates one of its members to serve as liaison to each of the standing committees and to ad hoc committees and task forces as considered appropriate. The Executive Committee may adopt rules and regulations, consistent with University and Regent policy, as it deems necessary.

#### Standing Committees

Committee on Academic Policy and Planning (CAPP). The Committee consists of fifteen senators. The Committee, acting upon recommendations and findings made by its subcommittees, examines academic goals, policies, and programs with respect to standards of professional ethics; establishment and ways of supporting and encouraging improvements in faculty performance; and planning for changes in academic goals and in academic programs. In addition, the Committee can provide advice, as requested by or through the President, on matters of concern to the committee.

Committee on Administration (COA). The Committee consists of 15 senators. Its duties include: examine physical conditions and facilities on campus; student affairs, including but not limited to, registration, advising, dismissal, withdrawal from courses, student government, and student publications; make-up of the Congress and Senate; and ongoing need for changes in the Charter of the Faculty Congress and Senate, Regent policy on "Academic Decision-Making and Academic Policy Development," and like University policy. In addition, the Committee may provide advice, as requested by or through the President, on matters of concern to the Committee.

Committee on Selection (COS). The Committee consists of fifteen senators and is responsible for implementing the provisions in the Bylaws of the Congress and Senate for approving the conduct of all nominating elections, conducting all final

elections for members of the Senate, conducting elections for elected members of standing committees, selecting members for subcommittees, ad-hoc committees, and task forces, conducting the balloting on resolutions submitted to the Congress, seeking out candidates for committee seats to which faculty are appointed and nominating persons for those seats, and seeking out candidates for faculty positions on committees appointed by or responsible to the President.

#### Ad Hoc Committees and Task Forces

The Ad Hoc Committees and Task Forces are established by the Senate Executive Committee to explore issues and to make written recommendations to the Executive Committee.

#### Secretary 11, SR 12, Position #13599

The primary duties are to assist the Chairperson and members of the Senate Executive Committee in rendering administrative and secretarial services; to attend all meetings of the Senate Executive Committee (weekly), the Faculty Senate (monthly) and the Faculty Congress (each semester) as a resource person; and to assist the standing committees, the ad hoc committees and task forces in their clerical and secretarial duties. In addition, the Secretary performs her normal duties in the Senate office; i.e., using the word processor, xerox, ditto machine to get out minutes, agenda, memoranda, reports, letters, resolutions; filing, order supplies, student time sheets, quarterly budgets, travel reports, sort mail, independently respond to routine correspondence and refer other correspondence to the Senate Executive Committee chairperson.