



University of Hawaii at Manoa

The William S. Richardson School of Law
2515 Dole Street
Honolulu, Hawaii 96822

MAJOR FUNCTIONS

Revised
1/88

DEAN

Responsible for direction, supervision, and planning of all programs and operations of the School of Law.

Coordinate instructional, law library, fiscal and personnel, admissions and registration, placement and alumni, and Law School relations activities.

Review and oversee research contracts and grants.

Maintain liaison with University programs, State bar, judiciary, legislature, continuing education programs, and community programs.

Supervise planning and coordination of Law School building program in cooperation with facilities planning departments of the University and the Manoa Campus.

ASSOCIATE DEAN

Reports directly to the Dean in the following areas of responsibility:

Administration of the academic program for the School of Law.

Coordination of curriculum planning, faculty recruitment, promotion and tenure, and other faculty-student committees.

Provide student academic counseling.

Coordinate Law Review and Moot Court programs.

Maintain academic regulations for the Law School.

Advisor on special courses, joint and dual degree programs.

Supervise faculty clerical staff.

ASSISTANT DEAN OF STUDENT SERVICES

Reports directly to the Dean in the following areas of responsibility:

Direct and provide staff assistance for the admissions/ registrar functions of the School of Law.

Maintain student academic records.

Maintain records of applicants.

Administer regulations on confidentiality of records as directed by the School, University and Federal guidelines.

Provide financial aid and other non-academic counseling.

Direct the placement program for students and graduates, including student counseling.

Work with members of the legal profession and the judiciary in development of placement opportunities.

Coordinate Alumni Program.

Act as public information office for the Law School.

Assist the Dean in protocol matters relating to visitors.

Maintain liaison with other University related offices.

LAW LIBRARIAN

Reports directly to the Dean in the planning, development and operation of the Law School Library.

Provide bibliographic and other legal media support for the full program of the School of Law and for the programs of other Universities, schools; coordinate with the State Supreme Library in providing legal materials as needed to the bench, bar and general public of the State.

LAW LIBRARIAN (Cont.)

Coordinate and implement the general policies of the faculty library committee regarding library acquisitions and continuations.

Responsible for ordering, receiving, processing, cataloging and integration of library materials into the existing collection.

Supervise circulation control and physical housekeeping, including managing book circulation and retrieval, managing inter-library loans, and handling the paperwork necessary to the overall efficient functioning of the system.

Supervise and maintain various types of support equipment for the use of patrons and produce through the Law School's duplication equipment, class materials needed in multiple copies to support the class functions.

Provide staff development and supervision in recruiting, hiring and processing of appointments, including student assistants, combined with supervision of all library personnel in carrying out the functions essential to adequate library services.

ADMINISTRATIVE OFFICER

Reports directly to the Dean for the various business affairs functions of the Law School in the following areas:

Budget planning and execution of documents.

Maintain fiscal controls and authorization of expenditures.

Act as personnel and equal employment opportunity officer for the School.

Supervise facilities maintenance and security.

Maintain a liaison with related University offices.

Law of the Sea Institute

The Law of the Sea Institute is a private, non-profit, multidisciplinary institute under the sponsorship of the University of Hawaii. It provides a forum for the study and discussion of the law, policies, decisions, and organizational arrangements related to the use of the world's oceans. It encourages and facilitates communication and research among those interested and involved, publicly or privately, in marine affairs. It stimulates debate on major issues and disseminates information and ideas. Its primary focus is on the international aspects of the law, utilization, and management of the ocean, emphasizing the legal, social, political, and economic consequences of the evolving uses of the sea. It has a global perspective and a multidisciplinary identification. It seeks contributions from all regions of the world and from all relevant social and marine sciences and technology.