

## UNIVERSITY OF HAWAII

### Major Functions

The University of Hawaii provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribe.

The University administers and operates a community colleges system; coordinates the academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs within the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer; and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.

Participates in intercollegiate athletic programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawaii for administrative purposes:

- o Western Interstate Commission for Higher Education - administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.
- o State Post-Secondary Education Commission - may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended by P.L. 92-318. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or post-secondary education requires such.

STATE OF HAWAII  
UNIVERSITY OF HAWAII

BOARD OF REGENTS  
(Chart A)

MAJOR FUNCTIONS

The Board of Regents acts as the governing board for the Statewide public higher education system and public vocational education program. The Board of Regents' members also serve as members of the Hawaii State Post-Secondary Education Commission. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and maintains control over the Statewide operations through the President of the University of Hawaii.

Secretary of the Board of Regents

Provides the necessary planning, coordination, and administrative support services to the Board.

- Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- Researches and analyzes policy proposals submitted to the Board.
- Responsible for securing requisite information from the University administration when reviewing and analyzing policy proposals.

- Analyzes and answers correspondence directed to the Board.
- Reviews rules and regulations affecting the University of Hawaii in accordance with the Hawaii Administrative Procedure Act and prepares legal notices to comply with the Act.
- Serves as a liaison between the administrative staff and the Board of Regents.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
ADMINISTRATION

OFFICE OF THE PRESIDENT  
(Chart A)

INTRODUCTION

The Office of the President of the University of Hawaii is the central administrative and coordinating center for all programs of the University authorized by the Constitution of the State of Hawaii, Hawaii Revised Statutes and the policies and regulations established by the Board of Regents. The team approach is the major concept of administrative function.

FUNCTIONS

President

As the Chief Executive Officer of the University of Hawaii and Chief Operations Officer of the Manoa Campus, the President is responsible for and performs the following duties:

- . Directs the development of plans and programs and recommends policies designed to advance the instructional, research, and service goals of the University of Hawaii and its campuses and colleges.
- . Maintains effective working relationships between the University and the Governor, Legislature, other government officials, the general public, and among the students, faculty, and administration of the various campuses.
- . Recommends plans and policies for the Statewide vocational education programs in public institutions

and for postsecondary education programs; and oversees the implementation of the plans and policies adopted to ensure a continuing high caliber of performance in academic, administrative, and related activities.

- . Delegates the day-to-day Statewide staff work and coordination of University and University-related functions to the appropriate Vice President and may designate any of them additional functions.
- . Delegates the administration and operation of each respective campus to the Chancellor of the University of Hawaii at Hilo and West Oahu College and the Chancellor for the Community Colleges.

#### Vice President for Academic Affairs

The Vice President for Academic Affairs provides academic leadership and coordination of all academic programs and instructional programs and activities at UH-Manoa. This position serves as Acting President in the absence of the President.

#### Vice President for Research and Graduate Education

The Office of the Vice President for Research and Graduate Education provides leadership for the planning, direction, development, coordination, and management of research and graduate academic programs at UH-Manoa. This position serves as the chief policy advisor to the President in these areas.

#### Vice President for Student Affairs

The Vice President for Student Affairs serves as advocate for students, especially undergraduate students at UH-Manoa. This position serves the needs of local students, who

make up more than 80 percent of the students at the Manoa Campus, and works directly with students in admissions, recruitment, student development, administrative procedures, and student life outside of the classroom.

Assistant to the President, Technology Transfer-Economic Development

The Assistant to the President provides coordination and administrative support for selected Universitywide programs and projects as assigned by the President, including the development of a program to commercialize University research and technology and encourage invention, innovation, and entrepreneurship within the University community.

Assistant to the President

The Assistant to the President serves as the major liaison between the President and all of his constituencies, both within and outside of the University. This position undertakes various special projects of Universitywide significance.

Director of Campus Equal Employment Opportunity and Affirmative Action Programs

This position creates a climate in which students, staff, and faculty can expect open access, equal opportunity, unprejudiced treatment, and open dialogue for all. This position alerts all academic and administrative unit heads and directors about expectations regarding employment, promotion, and performance evaluation; resolves controversies and disagreements which involve EEO issues; and advises the President about the health and status of EEO at the University of Hawaii.

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UNIVERSITY OF HAWAII  
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Executive Assistant to the President

The Executive Assistant to the President provides coordination and administrative support for selected Universitywide programs and projects as assigned by the President. Examples of such programs are the delivery of educational outreach and the related use of interactive television systems. The work entails analyzing existing selected programs, reviewing policies, and maintaining effective working relationships with relevant University and community groups.

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