

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:

- 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. 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.

Is also responsible for inspecting and approving schools and training programs for which veterans can receive Federal educational assistance.

- 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.

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 Chancellor 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 post-secondary 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 Senior Vice President and Chancellor, Senior Vice President, or Vice President and may designate any of them additional functions.
- ♦ Delegates the administration and operation of each respective campus to the Senior Vice President and Chancellor of the University of Hawaii at Hilo and West Oahu, and the Senior Vice President and Chancellor for the Community Colleges.

Senior Vice President for Academic Affairs

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

Senior Vice President and Chancellor for Community Colleges

The Senior Vice President and Chancellor for Community Colleges plans, directs, and coordinates the programming and operations of the Community Colleges within the University of Hawaii System, and the Employment Training Office.

Senior Vice President and Chancellor, University of Hawaii at Hilo and West Oahu

The Senior Vice President and Chancellor for the University of Hawaii at Hilo and West Oahu provides leadership, direction, and coordination for the students, faculty, and staff of the Hilo and West Oahu campuses in their programmatic activities.

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.

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**STATE OF HAWAII
UNIVERSITY OF HAWAII
BOARD OF REGENTS**

MAJOR FUNCTIONS

The Board of Regents serves as the governing board for the Statewide public higher education system and the State Board for Vocational Education. 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 exercises 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.
- ♦ Secures requisite information from the University administration on 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 University administration and the Board of Regents.

**STATE OF HAWAII
UNIVERSITY OF HAWAII
ADMINISTRATION
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATIVE ACTION (MANOA)
(Chart AA)**

FUNCTIONS

The EEO/AA Office promotes a climate in which students and employees can expect equal opportunity and unprejudiced treatment. The office is primarily responsible for overseeing equal opportunity and affirmative action programs as they relate to employment practices of the Manoa campus. Its major functions are as follows:

- o Establishing and/or monitoring methods of administration that promote equity in employment practices such as recruitment, hiring, promotion, tenure, compensation, employee training, benefits, leave policies, transfers, and layoffs.
- o Developing, updating, publicizing, and reaffirming the University's EEO/AA policies and procedures; advising supervisors and administrators of these policies and of changes in EEO laws and their implementation.
- o Providing educational workshops and informational materials to employees and students to prevent discrimination and promote affirmative action.
- o Developing and updating the institution's affirmative action plan. The plan includes annual goals and timetables and action oriented programs to achieve goals.
- o Assessing the institution's affirmative action efforts and advising the President of both progress and problem areas; performing annual workforce and utilization analyses, developing internal audit procedures, conducting studies of personnel actions and compensation, and assessing managers' affirmative action efforts and results.
- o Serving as an accessible campus level resource for addressing discriminatory practices by developing and implementing complaint procedures that comply with the principles of due process, publicizing the availability of these procedures, resolving informal complaints, and investigating formal charges.
- o Performing community outreach and participating in projects with community and state agencies to inform the public about the University's EEO/AA program and encourage a more diverse pool of applicants.

The Office of EEO/AA performs systemwide duties which typically involve coordination among the campuses. The Office performs the following systemwide functions:

- o Developing and disseminating systemwide EEO/AA policies and procedures.
- o Preparing the affirmative action reports for Systems Offices.
- o Providing technical assistance to other campuses and sharing EEO/AA resources acquired by the Manoa campus office.

PROPOSED

- o Investigating discrimination complaints referred from the campuses to the President's Office.
- o Serving as systemwide liaison to state and federal agencies with regard to joint education programs, federal liaison group activities, and state commission representation. Coordinating the University's response to class action EEO/AA complaints involving the system.
- o Coordinating with the Management Systems Office and Personnel Management Office on the development and production of systemwide federal reports.

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Superseded
Reorg. 10/18/91

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Director of Equal Employment Opportunity/Affirmative Action, UH at Manoa

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.

Superseded Reorg.

12/18/91