

STATE OF HAWAII  
UNIVERSITY OF HAWAII

MAJOR FUNCTIONS

The University of Hawai'i 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 with 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 Hawai'i 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 eligible recipients (veterans and dependents, in-service persons and reservists) 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  
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.
- ♦ Serves as Certifying Officer for the Western Interstate Commission for Higher Education -- Hawaii.

STATE OF HAWAII  
UNIVERSITY OF HAWAII ADMINISTRATION  
OFFICE OF PRESIDENT, UNIVERSITY OF HAWAII SYSTEM AND  
CHANCELLOR, UNIVERSITY OF HAWAII AT MANOA

## INTRODUCTION

The Office of President, University of Hawaii System and Chancellor, University of Hawaii at Manoa is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawaii Constitution, Hawaii Revised Statutes, and Board of Regents policies.

## MAJOR FUNCTIONS

President, University of Hawaii System and Chancellor, University of Hawaii at Manoa: As President of the University of Hawaii System and Chancellor of the University of Hawaii at Manoa, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawaii campuses.
- Maintaining, effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.
- Recommending plans and policies for the Statewide vocational education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.
- Administering and coordinating Universitywide functions through appropriate senior executive and managers.

Senior Vice President and Executive Vice Chancellor, University of Hawaii at Manoa. The Senior Vice President and Executive Vice Chancellor for the University of Hawaii at Manoa serves as the chief academic officer for UH Manoa and shares responsibility with the Chancellor for providing executive leadership at Manoa. This position is responsible for the day-to-day operations of UH Manoa, and serves as Acting Chancellor for UH Manoa in the absence of the Chancellor.

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Senior Vice President and Chancellor, University of Hawaii Community Colleges. The Senior Vice President and Chancellor for community Colleges provides leadership, direction, and coordination for the programs and activities of the Community Colleges, Employment Training Center, and the Office of International Affairs of the University of Hawaii.

Senior Vice President and Chancellor, University of Hawaii at Hilo and University of Hawaii-West Oahu. The Senior Vice President and Chancellor for the University of Hawaii at Hilo and the University of Hawaii-West Oahu provides leadership, direction and coordination for the programs and activities of the UH Hilo and UH West Oahu campuses.

Senior Vice President for Administration. The Senior Vice President for Administration provides leadership, direction, and coordination for administrative support functions across the University of Hawaii System.

Assistant to the President. The Assistant to the President serves as the principal liaison between the President and all of his internal and external constituencies. This position undertakes various special projects of Universitywide significance.

MAY 19 1995

STATE OF HAWAII  
UNIVERSITY OF HAWAII ADMINISTRATION  
OFFICE OF PRESIDENT, UNIVERSITY OF HAWAII SYSTEM AND  
CHANCELLOR, UNIVERSITY OF HAWAII AT MANOA

Approved by the Board of Regents on September 17, 1993

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**SUPERSEDED**  
**Date** MAY 19 1995

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Senior VP Research?

**SUPERSEDED**  
**Date** MAY 19 1995

**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.

- 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.