

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE SENIOR VICE PRESIDENT AND EXECUTIVE VICE CHANCELLOR
FACULTY SENATE

MAJOR FUNCTIONS

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.

Faculty Senate. The Faculty Senate represents the faculty with respect to academic decision-making and policy development at the University of Hawaii at Manoa, and the UHM Faculty Senate is the policy-recommending agent of the UHM Congress, composed of all Manoa faculty members, with respect to the academic goals, policies and programs of Manoa consistent with 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.

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 shall be made by the Senate as provided in the Charter of the Faculty Congress and Senate of the University of Hawaii at Manoa.

The Senate may initiate recommendations to the President for action or for consideration and referral to 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 committee which function on behalf of the Congress through the organization of the Senate.

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 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 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 the 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. The Committee consists of 24 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. 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. The Committee consists of 15 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 II, SR-14, Position #13599. The primary duties are to assist the Chairperson and members of the Senate Executive Committee in rendering administrative and secretarial services; attend all meetings of the Senate Executive Committee (7 members - weekly), the Faculty Senate (66 - monthly) and the Faculty Congress (1800+ - once each semester) as a resource person and recorder as necessary; and assist the standing committees, ad hoc committees, subcommittees and task forces in their clerical needs. In addition, the Secretary performs her regular duties in the Senate office, i.e., using the computer/word processor to get out minutes, agenda, memoranda, flyers, reports, letters, resolutions; file, prepare purchase orders, requisitions, travel forms, student time sheets, quarterly budgets; sort mail; independently respond to routine correspondence and requests, referring other materials to the Senate Executive Committee chairperson.