

Office of the Dean

April 13, 1995

TO: Ms. Mazie Hirono
Lieutenant Governor, State of Hawaii

FROM: C. Barry Raleigh *Lenz Maynard*
Dean

SUBJECT: Notification of Approved Reorganization, University of Hawaii,
Hawaii Institute of Geophysics and Planetology

Enclosed for your files is a copy of the reorganization which was approved by the University for the Hawaii Institute of Geophysics and Planetology. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Richard Longfield at 956-9110.

Enclosure

cc: Mr. Earl Anzai, Director, Department of Budget and Finance
Mr. James Takushi, Director, Department of Human Resources
Development
University Personnel Management
✓ University Budget Office
Dr. Dean Smith, Senior Vice President for Research and Graduate
Education

May 23, 1995

MEMORANDUM

TO: Board Secretary Pepper Shiramizu

FROM: Rodney Sakaguchi

**SUBJECT: NOTIFICATION OF REORGANIZATION FOR THE SCHOOL OF OCEAN
AND EARTH SCIENCE AND TECHNOLOGY**

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on April 24, 1995 for the School of Ocean and Earth Science and Technology. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Dean C. Barry Raleigh at 956-6182.

Attachment

c: Dean Raleigh

EXECUTIVE SUMMARY
PROPOSED REORGANIZATION OF THE
HAWAII INSTITUTE OF GEOPHYSICS

Enclosed for your information is the reorganization of the Hawaii Institute of Geophysics (HIG). The reorganization reflects the addition of the Mineral Physics component of the Volcanology, Petrology, and Mineral Physics Division and the Planetary Geosciences Division (PGD) of the Department of Geology and Geophysics to HIG. This realignment will administratively and operationally position these SOEST units with closely related research interests more appropriately.

The major research thrusts of the Hawaii Institute of Geophysics are currently seafloor mapping and imagery, and new technology development. The research activities of the Mineral Physics group and the Planetary Geosciences Division of the Department of Geology and Geophysics and HIG parallel and complement each other in many ways. The primary areas of convergence are in new technology development and research in remote sensing for ocean and earth science environmental observation and monitoring in PGD. The merging of these activities with the mineral physics research group and the remote sensing and planetary geosciences research in PGD will further enhance the effectiveness of all three units.

It is desirable at this time to raise the level of visibility of the planetary geosciences group as a signal to their primary funding agency, NASA, of our commitment to this program. HIG, with its name lengthened to Hawaii Institute of Geophysics and Planetology (HIGP) with the addition of the Mineral Physics and Planetary Geosciences group will increase extramural funding opportunities and restore the Institute to a level of vigor and productivity that SOEST sees as desirable.

The effectiveness and efficiency of all units involved will be enhanced both academically and administratively. The mix of faculty expertise and administrative and technical support levels in the reorganized unit will be optimal without increasing staffing.

There are no additional costs or effect on the status of positions reassigned associated with the proposed reorganization. There is also no unfavorable impact on students and other clientele.

\$3 million per year, probably doesn't warrant the creation of a new research Institute, especially given the difficulty in doing so. HIG with its name lengthened to Hawaii Institute of Geophysics and Planetology (HIGP) provides a suitable vehicle. Moreover, the addition of the Mineral Physics and Planetary Geosciences groups to HIG would restore the Institute to a level of vigor and productivity that SOEST sees as desirable.

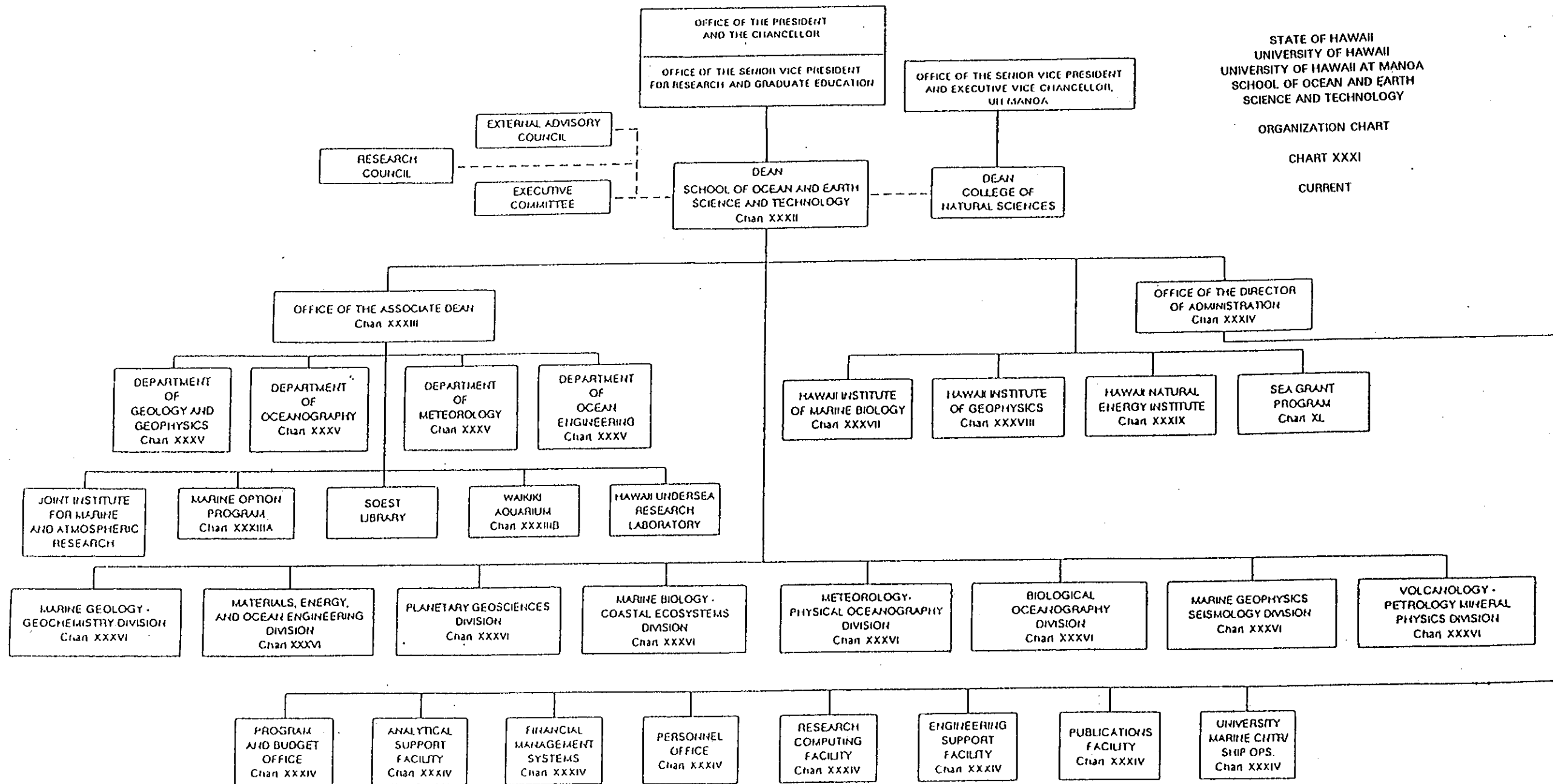
D. Effectiveness, Efficiency and Cost

The effectiveness and efficiency of all units involved will be enhanced both academically and administratively. The mix of faculty expertise and administrative and technical support levels in the reorganized HIG will be optimal without increasing staffing.

E. Cost of Proposed Reorganization and Effect on Classification/Status of Positions Reassigned and Programmatic Impact

There are no additional costs or effect on status of positions reassigned under the proposed reorganization. There is also no unfavorable impact on students and other clientele.

FORMER ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

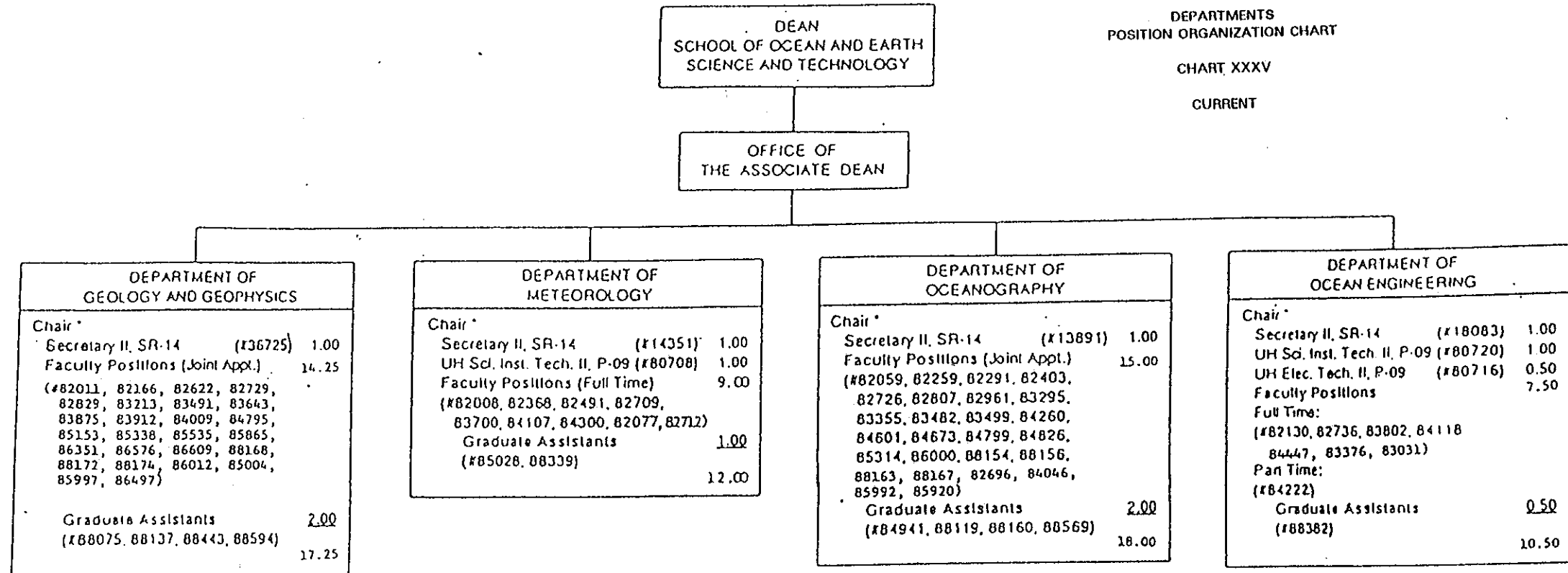


STATE OF HAWAII
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UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

DEPARTMENTS
POSITION ORGANIZATION CHART

CHART XXXV

CURRENT



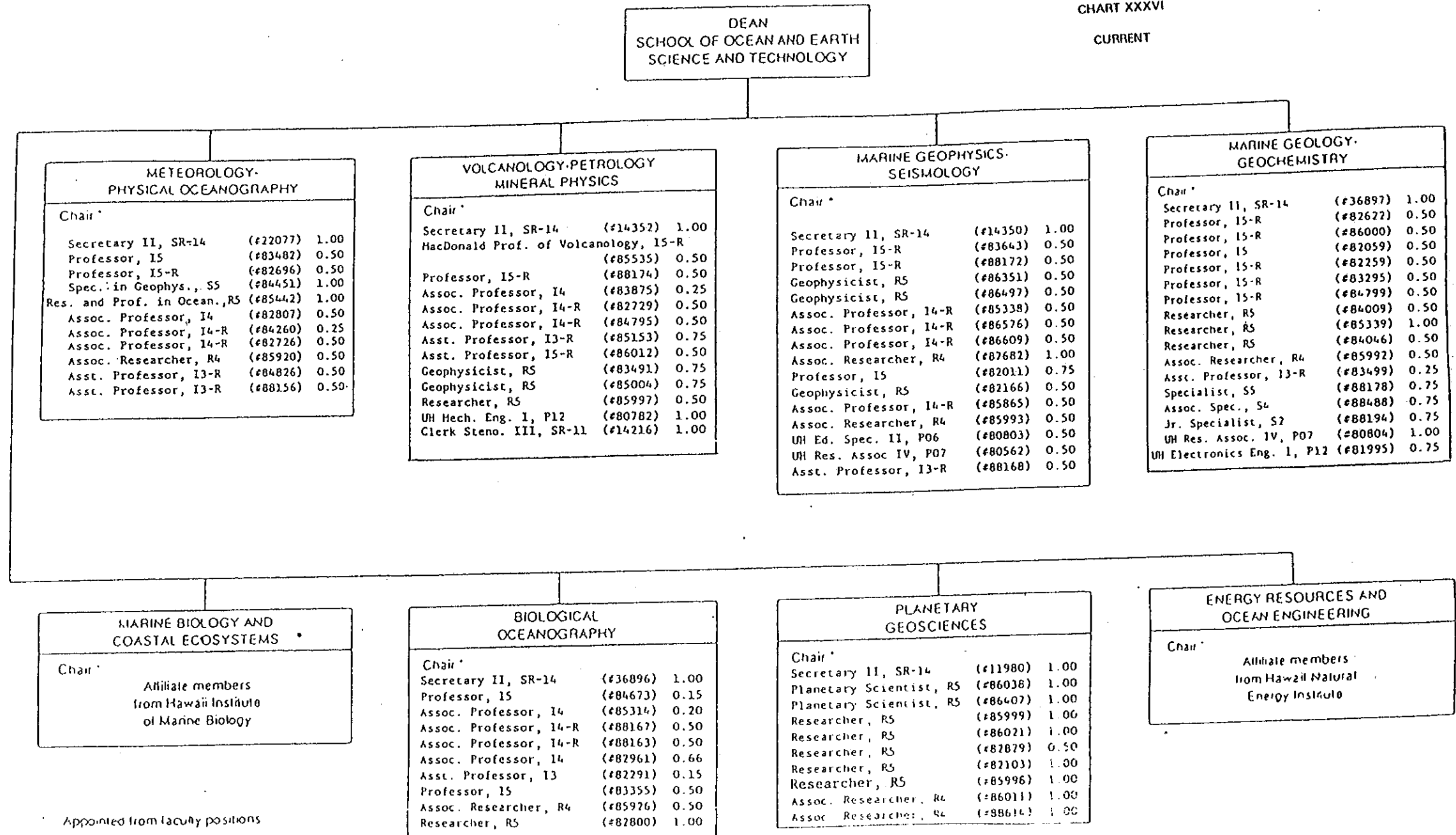
* Appointed from faculty positions

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RESEARCH DIVISIONS
POSITION ORGANIZATION CHART

CHART XXXVI

CURRENT



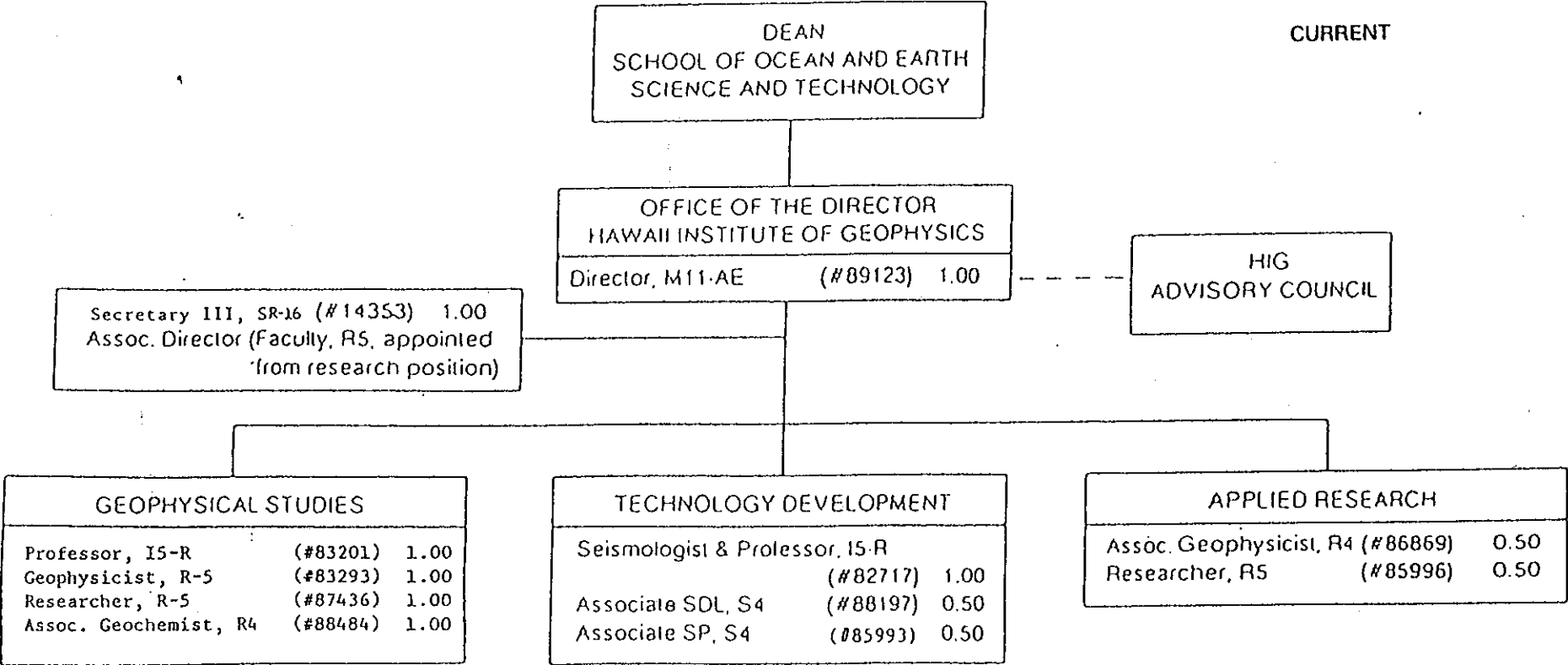
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HAWAII INSTITUTE OF GEOPHYSICS
POSITION ORGANIZATION CHART

CHART XXXVIII

CURRENT



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APPENDIX I

SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
FUNCTIONAL STATEMENTS

OFFICE OF THE DEAN

The Office of the Dean plans and directs the programs of the School of Ocean and Earth Science and Technology, provides the focus of leadership and direction for the marine sciences, and fosters an environment supportive of excellent research and education. It provides executive leadership in planning, policy formulation and implementation, program development and direction, and budget development and execution. In addition, it will coordinate, focus and facilitate the ongoing activities of the individual organizational units, including curricular, personnel and budget affairs of the School and the ancillary support components such as staff supervision and community relations, and represents the School nationally and internationally.

The Dean serves under the Senior Vice President for Research and Graduate Education and will be the primary spokesperson for all activities of the School, and functions with authority as delegated by the President.

The principal functions of the Dean's office include the following:

Provides liaison between the School and the Senior Vice-President for Research and Graduate Education, the University Administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and represents the School at the State, National and International levels.

Approves all appointments, proposals, tenure and promotion actions, salaries, etc. for all components of the School.

Establishes, directs and maintains the SOEST annual expenditure plan and budget requirements for ensuing years in conjunction with the Senior Vice-President for Research and Graduate Education and the UH Budget Office.

Chairs the SOEST Research Council and Executive Committee.

Provides direction to the school research effort, the graduate, undergraduate and research components of the School and serves in an ex-officio capacity on SOEST special committees as appropriate.

Provides policy guidance and reviews and evaluates SOEST programs.

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ASSISTANT TO THE DEAN

This office provides assistance to the Dean and Associate Dean in all aspects of SOEST operations. The principal functions of this office include the following:

Assures coordination of the Deans administrative affairs.

Provides liaison and coordination for legislative matters.

Assists in SOEST Public Information and Relations affairs.

Provides recording and logistical support of Executive Committee, and Research Council, and other meetings as assigned.

Prepares reports and other correspondence as required.

Conducts special projects as assigned.

SECRETARY TO THE DEAN

This position functions as an executive Secretary to the Dean, providing secretarial services through maintenance of the Dean's calendar, managing and booking his/her travel, and provides administrative and office management services which include the following:

Distribution of mail and correspondence to all school units.

Supervision of secretarial and clerical help within the Dean's office.

Provides office management and telephone services to the Dean and his staff.

Assures maintenance of the Dean's files.

Coordinates the Dean's correspondence.

Facilitates communications between the Offices of the Dean, Associate Dean and the Director of Administration.

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To provide photographic services to researchers, staff and students for scientific publication, instruction, presentation, or display.

Research Computing Facility

The purpose of this facility is to provide specialized computing capability for SOEST researchers and other campus-wide researchers in need of these specialized facilities. Current computers in this facility are a SUN Network and an Alliant FX8. They are connected to terminals in various offices and laboratory areas.

Analytical Support Facility

This facility provides central management of various chemical analytical activities that take place school-wide. The equipment managed by this facility includes an induction coupled plasma spectrophotometer, atomic absorption spectrophotometer, scanning and transmission microscopes, an electron microprobe, an autoanalyzer and various other equipment as assigned.

All SOEST facilities have Oversight Committee comprised of users which advise the Director of Administration as to the operational efficiency and future direction of each facility.

SOEST RESEARCH DIVISIONS

SOEST Research Divisions are structured to respond to programmatic research the school may identify that are multi-disciplinary in nature involving several or all SOEST organizational components.

The research interest and disciplinary functions are as follows:

Marine Geology, Geochemistry -- studies the geology and chemistry of the earth as determined from the marine environment, including the studies of chemical processes in modern marine systems and how they are involved in the formation of sedimentary rocks and the chemistry of submarine magmatic cycles and submarine mineral formation.

Marine Geophysics, Seismology -- investigates the geology and tectonics of the earth beneath the sea and the geologic process that have shaped our earth in the past; provides evaluation of resources in marine environments; studies coastal and deep-sea environments and ancient analogues of the modern marine environment in marine and non-marine systems whether buried or exposed.

Volcanology, Petrology, and Mineral Physics -- focuses on volcanic and petrological processes and employs new investigative technologies to characterize the physical and structural properties of various earth materials (minerals, rocks, sediments,

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silicate glasses and melts, metals, and alloys) under simulated high-pressure and high-temperature conditions in Earth's deep interior.

Biological Oceanography -- includes the study of biological processes as they relate to oceanography involving the study of oceanic productivity and the influence of biology on marine geochemistry, particularly with regard to the role of macro and microorganisms in the cycling of carbon, essential nutrient and energy in the sea.

Meteorology, Physical Oceanography -- focuses on meteorological research and the study of the circulation of ocean both observationally and theoretically including the interaction with the atmosphere and the sea floor.

Marine Biology/Coastal Ecosystems -- conducts basic research in marine biology and applied research in aquaculture and fisheries resource management, studies coral reef biology, mariculture, and research in tropical near shore ecosystems.

Energy Resources and Ocean Engineering -- investigates methods to diminish the state dependance on fossil fuels, develop alternative and renewable energy resources, and utilization and development of the states ocean resources and attack problems or exploit opportunities in Ocean Engineering.

Planetary Geosciences Division -- investigates the origin, evolution and present state of the Solar System. This objective is achieved by studying the composition and geology of solid bodies in the Solar System, including the Earth, other planets, satellites, asteroids, comets, meteorites and cosmic dust. The Planetary Geosciences Division also administers the NASA Pacific Regional Planetary Data Center and the Hawaii Space Grant College.

RESEARCH COUNCIL

Divisions within SOEST are headed by Chairs who are chosen by the Dean in consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources and on programmatic priorities and be expected to keep abreast of federal activities in their field and to routinely inform division members and the Executive Committee of development in the field.

EXECUTIVE COMMITTEE

Department Chairmen and SOEST Directors, constitute the Executive Committee of the School, which provides advice to the Dean in administrative and operational matters, and in an advisory status participates in policy making, long range planning, and program development.

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FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF GEOPHYSICS

Director

The Director establishes research objectives, unit policy, and directs research, administrative and support activities of the Hawaii Institute of Geophysics (HIG). The Institute serves primarily as the technological and applied research arm of the University in the earth and marine sciences.

Primary objectives of the Institute are to provide research and public service through individual and focused research activities at the local, national, and international levels.

The principal functions of the Director's Office are as follows:

1. Reports to the Dean of SOEST on HIG research activities, budgets and expenditures and personnel matters. Liaison is also maintained with the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and outside bodies with whom an official contact with HIG is desirable.
2. Recommends appointments, salaries, tenure, promotion etc., and approves travel involving HIG personnel.
3. Establishes each year an expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected multi-year program.
4. Handles all matters on specifically delegated to others on the HIG administrative staff or to special committees, and serves in an ex officio capacity on all internal HIG committees.
5. Chairs the HIG Advisory Council.

Secretarial Support

Secretarial support is provided in maintenance of the Directors calendar, managing and booking his travel, and provides administrative and office management services which include the following:

1. Assures coordination of the Director's administrative affairs.
2. Provides liaison and coordination for the Director in all University, outside agency, and legislative matters.

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Department of Geology and Geophysics

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- Provide service to the Department by acting on its standing and ad hoc committees; to the University through committee work and special assignments; to the State of Hawaii in the manner of the Geological Surveys of the other states or as otherwise requested; to the United States as requested; to local, national, and international professional organizations as requested; provide professional services on an overload fee basis as allowed by current regulations.

Graduate Teaching Assistants have these departmental functions:

- Under supervision, assist in laboratory sections of undergraduate courses; assist instructors in preparation of teaching materials, audiovisual aids, and related tasks; assist in grading examinations and counselling students in classes.

Operational and Administrative Support

Operational support for research in marine and earth sciences is provided through operation and maintenance of research laboratories, instruments, and data reduction, analysis, and synthesis. Assist in appropriate educational specialist tasks.

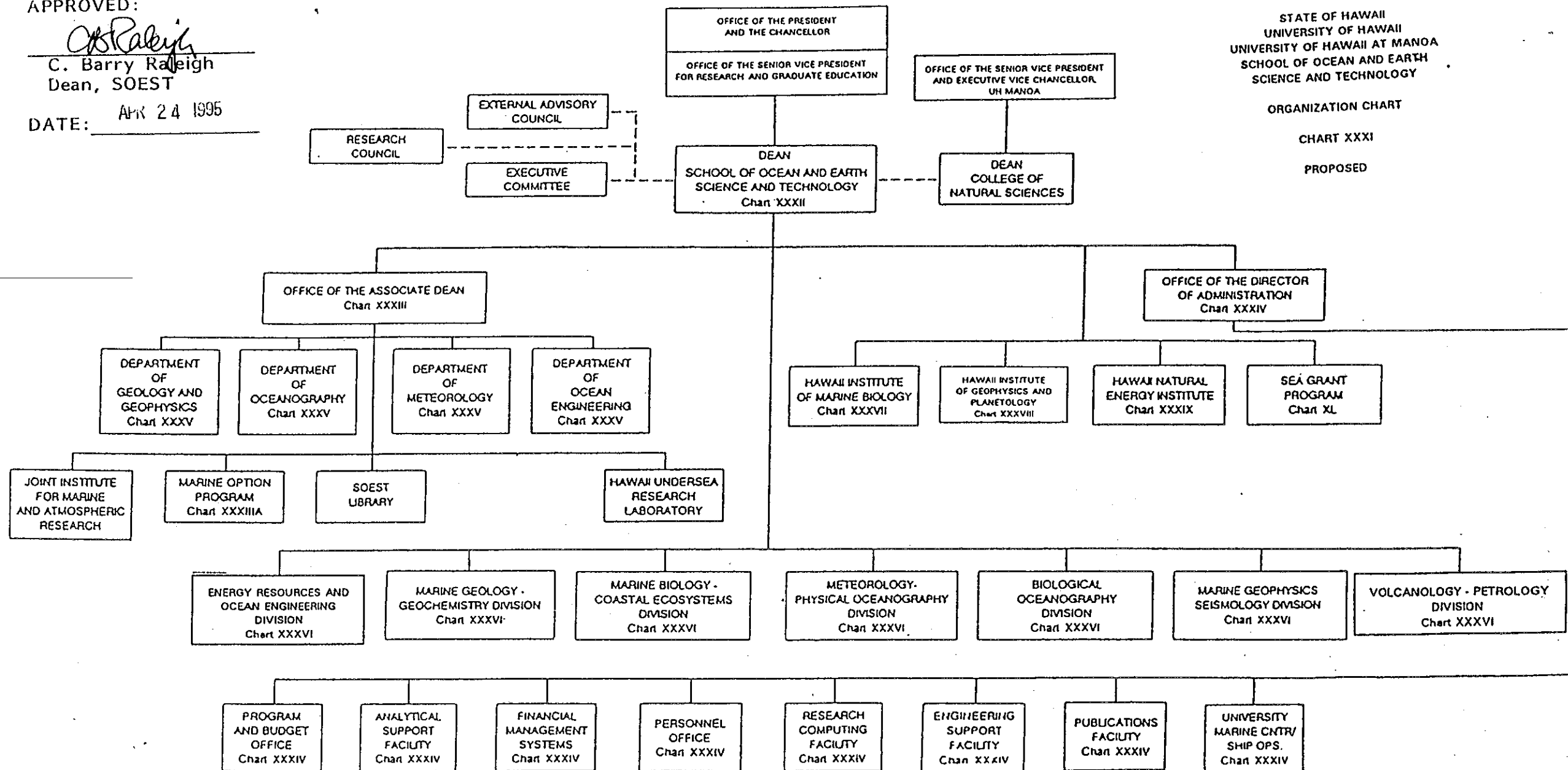
Secretarial support is provided as follows: Organize and supervise operations of the Departmental Office; type, mail, and file departmental correspondence; maintain security of files, reproduce examinations; assure availability of office supplies; prepare requisitions and maintain expenditure records; maintain student and faculty records; take and forward messages; dispose of routine requests and reports; assist chairman or committee chairmen in assembling information to respond to unusual requests; supervise student help, type manuscripts, grant applications, and reports of departmental faculty; other duties as requested by departmental faculty.

NEW ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS


APPROVED:

C. Barry Raleigh
C. Barry Raleigh
Dean, SOEST

DATE: APR 24 1995



APPROVED:


C. Barry Raleigh
Dean, SOEST

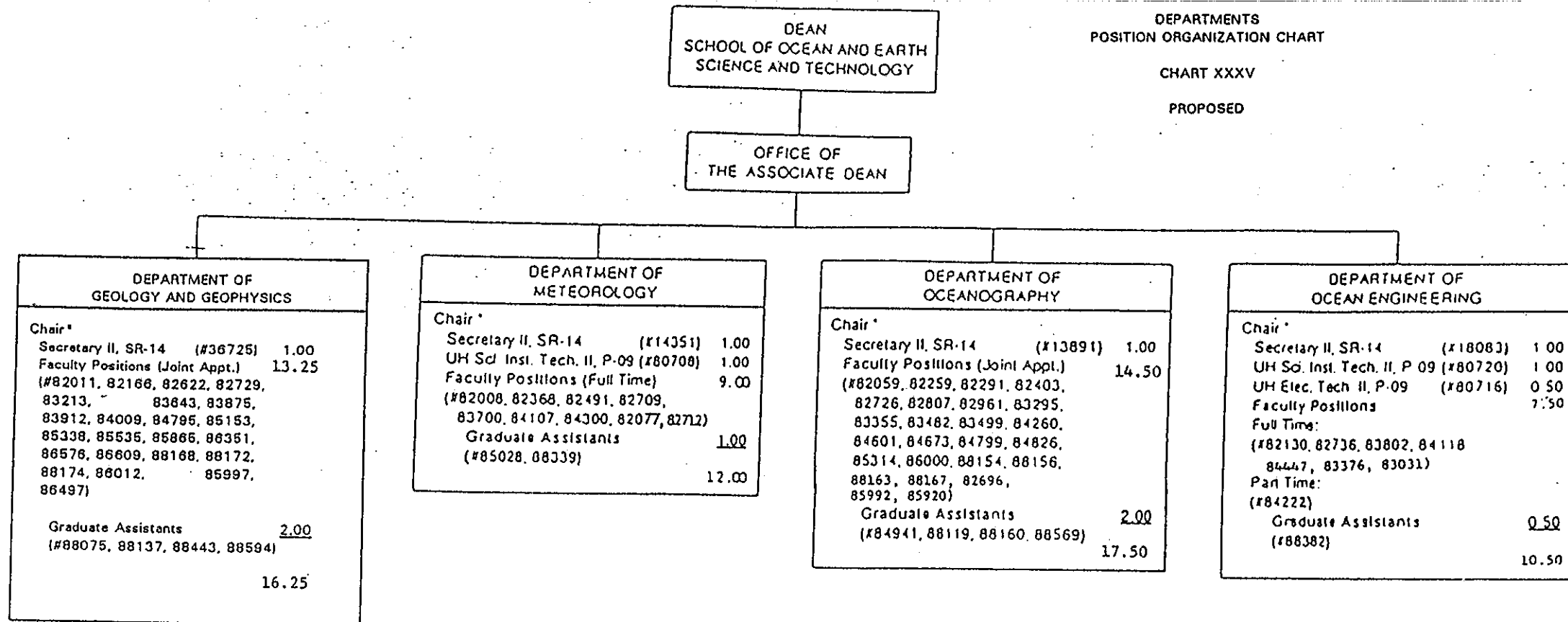
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DEPARTMENTS
POSITION ORGANIZATION CHART

CHART XXXV

PROPOSED



* Appointed from faculty positions

APPROVED:

C. Barry Raleigh
C. Barry Raleigh
Dean, SOEST

DATE: APR 24 1995

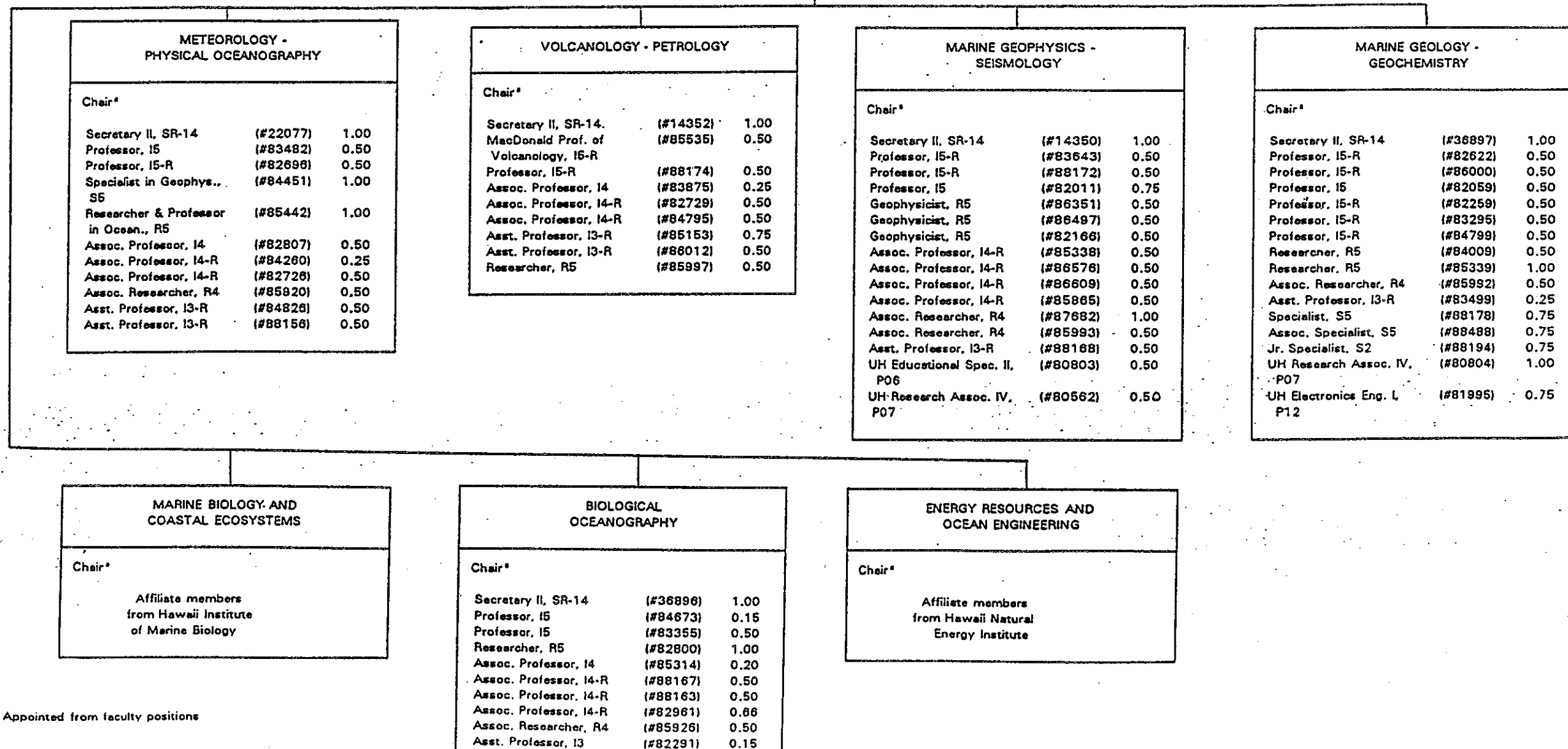
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RESEARCH DIVISIONS
POSITION ORGANIZATION CHART

CHART XXXVI

PROPOSED

DEAN
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY



* Appointed from faculty positions

APPROVED:


C. Barry Raleigh
Dean, SOEST

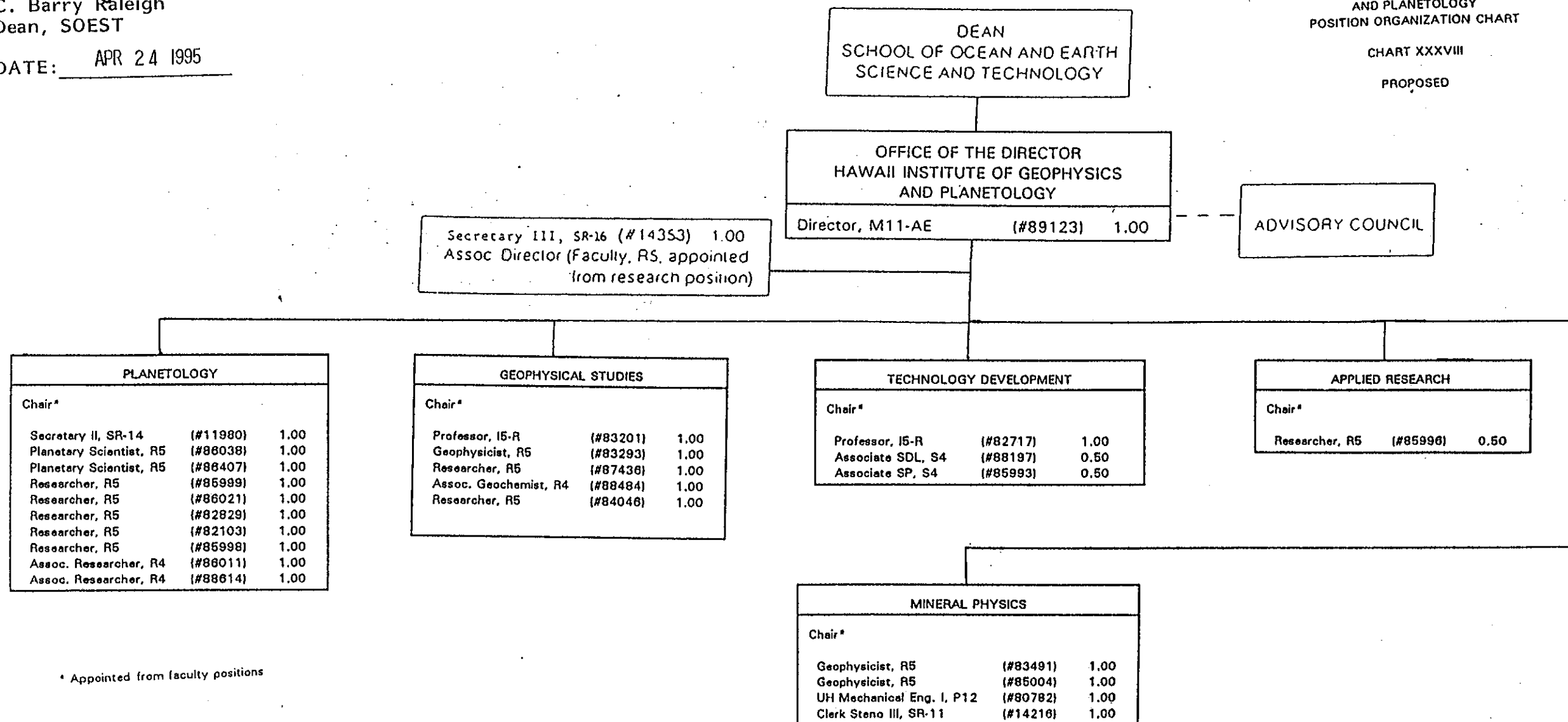
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HAWAII INSTITUTE OF GEOPHYSICS
AND PLANETOLOGY
POSITION ORGANIZATION CHART

CHART XXXVIII

PROPOSED



* Appointed from faculty positions

Proposed

FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF GEOPHYSICS AND PLANETOLOGY

Director

The Director establishes research objectives, unit policy, and directs research, administrative and support activities of the Hawaii Institute of Geophysics and Planetology (HIGP). The Institute serves primarily as the technological and applied research arm of the University in the earth and marine sciences.

Primary objectives of the Institute are to provide research and public service through individual and focused research activities at the local, national, and international levels.

The principal functions of the Director's Office are as follows:

1. Reports to the Dean of SOEST on HIGP research activities, budgets and expenditures and personnel matters. Liaison is also maintained with the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and outside bodies with whom an official contact with HIGP is desirable.
2. Recommends appointments, salaries, tenure, promotion etc., and approves travel involving HIGP personnel.
3. Establishes each year an expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected multi-year program.
4. Handles all matters as specifically delegated to others on the HIGP administrative staff or to special committees, and serves in an ex officio capacity on all internal HIGP committees, and appointments of Institute Safety and EEO Officers.

Secretarial Support

Secretarial support is provided in maintenance of the Director's calendar, managing and booking his travel, and provides administrative and office management services which include the following:

1. Assures coordination of the Director's administrative affairs.
2. Provides liaison and coordination for the Director in all University, outside agency, and legislative matters.
3. Provides recording and logistical support for meetings as assigned.
4. Prepares reports and other correspondence as required.

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Hawaii Institute of Geophysics and Planetology

Proposed

5. Distribution of mail and correspondence to all HIGP units.
6. Supervision of secretarial and clerical help within the Director's Office.
7. Provides office management and telephone services to the Director and his staff.
8. Assures maintenance of the Director's files.
9. Coordinates the Director's correspondence.

Administrative Support

Administrative support office provides overall administrative, financial, operational and personnel management to the Director and the Institute. While handling all normal day-to-day management problems of the Institute, principal functions of the administrative support office are as follows:

1. Provides administrative and fiscal oversight as follows:
 - HIGP General and Extramural Funds
 - Assists faculty in preparation of proposal budgets
 - Procurement
 - Assists the Director in the preparation of the HIGP budget
 - Records Maintenance
2. Provides fiscal and personnel management as well as liaison on all contracts and grants handled through RCUH.

Current Areas of Emphasis within the Hawaii Institute of Geophysics and Planetology

Sea floor mapping and imaging, and managing geophysical service programs for the State of Hawaii.

Development of new technologies and instrumentation for ocean, earth, atmosphere and space observation and monitoring.

Planetary sciences in the broadest sense, including study of Earth from space.

Administration of the Hawaii Space Grant College and the NASA Pacific Regional Data Center.

Research and technological development in high pressure and temperature studies in mineral physics.

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OFFICE OF THE DEAN

SOEST RESEARCH DIVISIONS

SOEST Research Divisions are structured to respond to programmatic research the school may identify that are multi-disciplinary in nature involving several or all SOEST organizational components.

The research interest and disciplinary functions are as follows:

Marine Geology, Geochemistry -- studies the geology and chemistry of the earth as determined from the marine environment, including the studies of chemical processes in modern marine systems and how they are involved in the formation of sedimentary rocks and the chemistry of submarine magmatic cycles and submarine mineral formation.

Marine Geophysics, Seismology -- investigates the geology and tectonics of the earth beneath the sea and the geologic process that have shaped our earth in the past; provides evaluation of resources in marine environments; studies coastal and deep-sea environments and ancient analogues of the modern marine environment in marine and non-marine systems whether buried or exposed.

Volcanology, Petrology -- focuses on volcanic and petrological processes and employs new investigative technologies to characterize the physical and structural properties of various earth materials (minerals, rocks, sediments, silicate glasses and melts, metals, and alloys).

Biological Oceanography -- includes the study of biological processes as they relate to oceanography involving the study of oceanic productivity and the influence of biology on marine geochemistry, particularly with regard to the role of macro and microorganisms in the cycling of carbon, essential nutrient and energy in the sea.

Meteorology, Physical Oceanography -- focuses on meteorological research and the study of the circulation of ocean both observationally and theoretically including the interaction with the atmosphere and the sea floor.

Marine Biology/Coastal Ecosystems -- conducts basic research in marine biology and applied research in aquaculture and fisheries resource management, studies coral reef biology, mariculture, and research in tropical near shore ecosystems.

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Proposed

Energy Resources and Ocean Engineering -- investigates methods to diminish the state dependence on fossil fuels, develop alternative and renewable energy resources, and utilization and development of the states ocean resources and attack problems or exploit opportunities in Ocean Engineering.

RESEARCH COUNCIL

Divisions within SOEST are headed by Chairs who are chosen by the Dean in consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources and on programmatic priorities and be expected to keep abreast of federal activities in their field and to routinely inform division members and the Executive Committee of development in the field.

EXECUTIVE COMMITTEE

Department Chairmen and SOEST Directors, constitute the Executive Committee of the School, which provides advice to the Dean in administrative and operational matters, and in an advisory status participates in policy making, long range planning, and program development.

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FUNCTIONAL STATEMENT
DEPARTMENT OF GEOLOGY AND GEOPHYSICS

Chair

The Department of Geology and Geophysics is organized on the basis of a Departmental Chairman, Standing Committees, and Ad Hoc Committees, as agreed by the faculty of the Department during the reestablishment of the Department in 1971 and revised in 1985 and 1990.

The purpose of the Department of Geology and Geophysics is to provide, through its faculty for instruction, research, and service as follows: (a) Provide a properly-taught undergraduate curriculum in geology and geophysics, including introduction, core, and advanced courses and laboratories; (b) conduct research and provide graduate-student instruction in scientific areas in which Hawaii has certain natural advantages by virtue of its geography and existing faculty interests, namely Hydrology, and Engineering Geology, Marine Geology and Geophysics, Seismology and Solid-Earth Geophysics, and Volcanology-Geochemistry-Petrology; and (c) provide public service in the earth and marine sciences at the local, national and Pacific-wide, and world-wide levels.

The Departmental Chairman presides at Departmental meetings. Departmental policy is decided at Departmental Meetings. The agenda for these meetings is established by the Chairman in consultation with the chairman of the standing committees.

The Departmental Chairman is responsible to the Dean of the School of Ocean and Earth Science and Technology for the functions listed in the Faculty Handbook, and to the faculty of the department for the functions listed in its Departmental Organization. The more important functions are listed below.

- Direct the activities, curricula, and personnel of the Department of Geology and Geophysics.
- Represent the Department when asked for comment or contribution ex-officio by the University Administration, or other bodies outside the Department.
- With the assistance of ad hoc and standing committees, recruit, evaluate, accept, confer with, and assign advisors of new graduate students; assign study space; evaluate yearly the progress of existing students; coordinate appointments to research assistantships, teaching assistantships and fellowships for qualified and deserving graduate students; coordinate with Hawaii Institute of Geophysics and Planetology, Water Resources Research Center, other university institutes, other departments, state and federal agencies, and private companies regarding joint projects, possible employment, and equipment used by graduate students; award departmental computer funds to graduate students; organize the weekly departmental seminar.

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-Provide service to the Department by acting on its standing and ad hoc committees; to the University through committee work and special assignments; to the State of Hawaii in the manner of the Geological Surveys of the other states or as otherwise requested; to the United States as requested; to local, national, and international professional organizations as requested; provide professional services on an overload fee basis as allowed by current regulations.

Graduate Teaching Assistants have these departmental functions:

-Under supervision, assist in laboratory sections of undergraduate courses; assist instructors in preparation of teaching materials, audiovisual aids, and related tasks; assist in grading examinations and counselling students in classes.

Operational and Administrative Support

Operational support for research in marine and earth sciences is provided through operation and maintenance of research laboratories, instruments, and data reduction, analysis, and synthesis. Assist in appropriate educational specialist tasks.

Secretarial support is provided as follows: Organize and supervise operations of the Departmental Office; type, mail, and file departmental correspondence; maintain security of files, reproduce examinations; assure availability of office supplies; prepare requisitions and maintain expenditure records; maintain student and faculty records; take and forward messages; dispose of routine requests and reports; assist chairman or committee chairmen in assembling information to respond to unusual requests; supervise student help, type manuscripts, grant applications, and reports of departmental faculty; other duties as requested by departmental faculty.