

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
SCHOOL OF ARCHITECTURE**

**FUNCTIONAL STATEMENT**

**OFFICE OF THE DEAN**

The School of Architecture prepares students for careers in architecture in Hawaii and the Pacific Region. The Dean's Office directs curricular, academic, and administrative matters for the School. This includes the following:

- a. Develops basic policies and procedures.
- b. Recruits staff.
- c. Prepares and administers budgetary and fiscal reports.
- d. Develops and reviews curriculum.
- e. Plans, organizes, and administers teaching, research, and service functions.
- f. Coordinates and represents the School to the University, and City and County, State and Federal units.
- g. Develops space and facility proposals.
- h. Represents the School to national professional program accrediting agency.
- i. Represents the School to, and coordinates activities with national and statewide professional organizations.
- j. Coordinates external fund-raising and development programs of the School.

**ASSOCIATE DEAN'S OFFICE**

Assists the Dean in all teaching, research, and service programs administered by the School. Acts for the Dean in the latter's absence.

- a. Primarily responsible for the instructional programs.
- b. Conducts program analyses including review of curricula, evaluation of degree requirements, and review and coordination of program changes.
- c. Supervises the student services functions of the Dean's Office. Coordinates scholarships, graduate and undergraduate admissions, advising, and registration.
- d. Administers student affairs, including organizing and supervising registration and advising procedures.
- e. Schedules classes and offices in consultation with advisors.
- f. Maintains an accurate and up-to-date recording of class enrollments and enrollment projections.

## **SCHOOL OF ARCHITECTURE**

### **INSTRUCTIONAL STAFF**

Provides instruction, conducts research and undertakes community service pertaining to environmental design with particular references to Hawaiian and Pacific Region needs. Serves on School and University committees and task forces relating to specific objectives.

### **ADMINISTRATIVE SERVICES**

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Provides fiscal services for the School including coordination of all School fiscal matters which include budget requests, purchasing, and recordkeeping.
- b. Prepares and coordinates all personnel documents and maintains personnel files.
- c. Maintains inventory records, physical inventory, completes report forms, and arranges for the disposal and storage of obsolete and unused equipment.
- d. Provides computer and communications services.
- e. Oversees the proper maintenance of space, facilities, and equipment.

### **CLERICAL SERVICES**

Provides, coordinates, and facilitates a variety of administrative and support functions for the School including the following:

- a. Maintains School files and student records.
- b. Prepares correspondence and coordinates School communications.
- c. Takes and prepares minutes of committee meetings.
- d. Responds to requests for information.

State of Hawaii  
University of Hawaii  
University of Hawaii at Manoa  
School of Architecture

**SUPERSEDED**

**Date** SEP 18 1995

SCHOOL OF ARCHITECTURE

MAJOR FUNCTIONS

1. Dean's Office

The School of Architecture prepares students for careers in architecture in Hawaii and the Pacific Basin. The Dean's Office directs curricular, academic and administrative matters for the School. This includes:

- a. Development of basic policies and procedures.
- b. Recruitment of staff.
- c. Preparing and administering budget and fiscal reports.
- d. Development and review of curriculum.
- e. Planning, organizing and administering research and service functions.
- f. Coordinating and representing the School to the University, City and County, State and Federal units.
- g. Student affairs, including organizing and supervising registration and advising procedures.
- h. Scheduling classes and offices in consultation with advisors.
- i. Maintaining an accurate and up-to-date recording of class enrollments and enrollment projections.
- j. Overseeing the proper maintenance of space, facilities and equipment.
- k. Development of space and facility proposals.

2. Associate Dean's Office

Assists the Dean in all academic, research, and service programs administered in the School. Acts for the Dean in the latter's absence.

- a. Primary responsibility for the graduate program.
- b. Conducts program analyses including review of curricula, evaluation of degree requirements, and review and coordination of program change.
- c. Supervises the student services functions of the Dean's Office. Coordinates scholarships, graduate and undergraduate admissions, advising, and registration.

3. Instructional Staff

Provides instruction, conducts research and undertakes community service pertaining to environmental design with particular references to Hawaiian and Pacific Basin needs. Serves on School committees and task forces relating to specific objectives.

4. APT Personnel

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Serves as Fiscal Officer for the School. Prepares and coordinates all School fiscal matters which includes budget requests, purchasing and recordkeeping.
- b. Prepares and coordinates all personnel documents and maintains personnel files.
- c. Maintains inventory records, physical inventory, completes report forms, and arranges for the disposal and storage of obsolete and unused equipment.

5. Civil Service Personnel

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Secretary to the Dean.
- b. Manages the School's office.
- c. Maintains School files and student records.

**SUPERSEDED**

**Date** SEP 18 1995