

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT

The University of Hawai'i at Hilo is comprised of four major educational delivery units: College of Arts and Sciences, the College of Agriculture, the Center for Continuing Education and Community Service, and the College of Professional Studies. Also, there are courses and programs in West Hawai'i offered through the University of Hawai'i Center, West Hawai'i managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, Library Services, and Student Services. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration designed to meet most of the post-secondary education needs for the citizens of the State of Hawai'i.

OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Senior Vice President and Chancellor:

- . Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo.
- . Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents.
- . Provides executive leadership in the administration of the instructional, research, and public service programs.
- . Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, UH West O'ahu, and the Community Colleges.
- . Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i; and also assumes delegated responsibility for the coordination of the activities of the Institute of Astronomy - Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service.
- . Provides, through an assistant, timely responses to information and data requests from the system, State and federal governments and the administration of programs to enhance the functions of the University.

MAY 16 1997

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Assures adherence to all federal, state and University of Hawai'i statutes and regulations affecting recruitment, employment and continued appointment of University Personnel;

Serves as grievance officer for all matters and all personnel concerning charges of discrimination and/or harassment.

WOMEN'S CENTER

Addresses concerns of women students, staff and faculty through counseling, workshops and conferences.