

## **OFFICE OF ACADEMIC AFFAIRS**

As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i-Hilo

## **OFFICE OF THE VICE CHANCELLOR**

Serves as the principle assistant to the Senior Vice-President and Chancellor in all academic matters.

- \* Plans, organizes, directs coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government;
- \* Directly supervises the personnel responsible for the: College of Agriculture, College of Arts and Sciences, Library, College of Continuing Education and Community Services and the College of Professional Studies;
- \* Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and
- \* Serves as Acting Senior Vice-President and Chancellor in the absence of the Senior Vice-President and Chancellor with all the authority and responsibility pertaining thereto.

**MAY 16 1997**

## **COLLEGE OF AGRICULTURE**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, and general agriculture.

### **OFFICE OF THE DEAN**

Directs activities, curricula, and personnel in the College of Agriculture. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- \* Coordinates instructional activities.
- \* Recruits and retains qualified faculty and research staff members.
- \* Formulates and defends financial plans.
- \* Allocates funds to various programs.
- \* Controls the expenditure of funds.
- \* Develops and maintains quality instructional, research, and community service programs.
- \* Maintains communications with agricultural governmental agencies, client groups, and the general public.

### **INSTRUCTION**

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- \* Provides courses and training for students planning agricultural careers.
- \* Ensures that students complete a core of basic science courses and substantial courses in general education.

## **COLLEGE OF ARTS AND SCIENCES**

Provides for baccalaureate degree programs leading to the Bachelor of Arts in the Social Sciences, the Humanities and the Natural Sciences.

### **OFFICE OF THE DEAN**

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- \* Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- \* Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors and the Senior Vice-President and Chancellor.
- \* Responsible for overall curriculum development and long-range planning.

### **DIVISIONS**

**(Humanities, Social Sciences, and Natural Sciences)**

Develop coherent programs among the disciplines within the respective divisions.

- \* Coordinate curricular offerings among the disciplines.
- \* Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- \* Consult and cooperate with other divisions on curricular matters.
- \* Review and process personnel transactions, administer student help and the operating and equipment budgets.

## LIBRARY SERVICES

### ADMINISTRATION

Directs all library and media activities, services and personnel for the University of Hawai'i at Hilo.

- \* Directs the development of library and media services, resources, and facilities.
- \* Responsible for fiscal planning and management to insure the efficient operation and development of the Library and Media Center.
- \* Provides for staff development and training to insure an adequate level of services.
- \* Directs the selection, acquisition, and processing of library and media resources.
- \* Provides for special collections and services in response to instructional and research needs of the University community.

### LIBRARY

#### Public Services

##### Reference, Instruction, & Special Services

- \* Provides informational and reference services to students, faculty, and the community.
- \* Responsible for the development and maintenance of Reference, Hawaiian, and other special collections.
- \* Provides access to bibliographic information through online data bases, CD ROM, and other products.
- \* Supervises the operation of Special Collections, including the management of archival materials.
- \* Provides access to Hawai'i island newspapers and other materials through the Hawai'i Island Newspaper Indexing Project and other indexing endeavors.
- \* Provides a bibliographic instruction program to assist students in making effective use of the library's collections and services. Special programs to instruct faculty with the new technologies are also available.
- \* Develops bibliographies, guides, handbooks, and other finding tools to assist students in using the library's resources.

##### Circulation

- \* Responsible for the circulation of all library materials.
- \* Handles shelving and stack maintenance.
- \* Responsible for the automated circulation system, including documentation, training, and maintenance.
- \* Provides interlibrary loan services to the University Community, including films and videotapes.

- \* Manages special collection housed in Circulation: closed shelves, reserves, all audiovisual materials, computer software, etc.
- \* Process all periodical and serial binding.
- \* Handles general book mending and preservation.
- \* Coordinates room reservations for the multilevel facility.
- \* Responsible for the maintenance of a variety of equipment in the public areas.
- \* Manages all public and staff photocopying.

#### Cataloging

- \* Responsible for the cataloging and processing of all materials added to the collection.
- \* Responsible for the development and maintenance of the online data base.

#### Acquisitions, Receiving, and Serials

- \* Responsible for the ordering of library materials.
- \* Responsible for the receipt, processing, and payment of materials purchased.
- \* Maintains control over the materials and equipment budgets.
- \* Process all gift materials presented to the library.
- \* Responsible for the acquisition and receipt of serial materials.

#### Government Documents and Periodicals

- \* Responsible for the selection, acquisition, processing, development, and maintenance of the U.S. Government documents collection.
- \* Provides reference services for government documents.
- \* Responsible for the check-in, claiming, and maintenance of the periodical and newspaper collections.

### MEDIA SERVICES

#### Audiovisual Services

- \* Makes available a variety of audiovisual equipment and services to support instructional activities.
- \* Responsible for the acquisition, inventory, repair, and maintenance of audiovisual equipment.
- \* Provides video and other services for both institutional and curricular support, including telecommunications support for HITS, etc.

#### Graphics Services

- \* Provides duplication services for the campus.
- \* Provides graphics production for institutional and curricula support.

## **COLLEGE FOR CONTINUING EDUCATION AND COMMUNITY SERVICE**

### **OFFICE OF THE DEAN**

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff and special projects personnel.

### **CREDIT PROGRAM**

Acts as liaison with UHH College of Arts & Sciences, College of Professional Studies and the College of Agriculture in planning, developing, implementing and evaluating University credit courses offered through CCECS. Acts as liaison with appropriate units of UH-Hilo and UH-Manoa in offering extended graduate programs.

### **SENIOR PROGRAM**

In cooperation with senior citizens and local, state and national organizations, plans, develops, implements and evaluates programs to meet the educational needs of senior citizens.

### **PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM**

Plans, develops, implements and evaluates "in-service programs" for Hawai'i and Maui County teachers in the State of Hawai'i Department of Education system. Plans, develops, implements and evaluates non-credit personal and professional development programs for all citizens, except senior citizens.

### **INTERNATIONAL PROGRAM**

Plans, develops, implements and evaluates international short-term Travel/Study to Hawai'i Programs and the year-round Hilo Intensive Language Opportunities (H.I.L.O.) Program. Plans, develops, implements and evaluates English-as-a-Second-Language (ESL) courses.

### **CONFERENCE PROGRAM**

Plans, develops, implements and evaluates UHH and non-UHH conferences, workshops, professional and academic meetings and programs. Full support services and all aspects of program coordination are included as part of program responsibilities.

## **COLLEGE OF PROFESSIONAL STUDIES**

Provides for baccalaureate degree programs in the Business Administration, Economics, and Nursing and the 4th year and 5th year certificate in Education.

### **OFFICE OF THE DEAN**

Responsible for the overall activities, curricula and personnel of the College of Professional Studies.

- \* Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- \* Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors, Vice Chancellors and Senior Vice-President and Chancellor.
- \* Responsible for overall curriculum development and long-range planning.

### **DIVISIONS**

**(Business Administration and Economics, Education and Nursing)**

Develop coherent programs among the disciplines within the respective divisions.

- \* Coordinate curricular offerings among the disciplines.
- \* Offer courses to meet the major needs of major programs in each discipline.
- \* Consult and cooperate with other divisions on curricular matters.
- \* Review and process personnel transactions, administer student help and the operating and equipment budgets.

**SUPERSEDED**

**Date MAR 20 1998**

## **UNIVERSITY OF HAWAI'I - WEST HAWAI'I**

Provides for delivery of academic programs from the entire University of Hawai'i but with primary emphasis on associate degree programs of Hawai'i Community College and baccalaureate programs from the University of Hawai'i-Hilo.

### **OFFICE OF THE DIRECTOR**

Responsible for the overall management of programs, personnel, facilities and equipment at the West Hawai'i campus.

- \* Works collaboratively with the Hilo and Hawai'i Community College campuses in the selection and supervision of full and part-time faculty assigned to the West Hawai'i campus;
- \* Assesses educational needs in West Hawai'i and arranges with the Hilo campus and Hawai'i Community College (or other campuses in the system) for delivery of appropriate academic certificate and degree programs;
- \* Assesses library services needs for the effective management and operation of library services;
- \* Assesses facility and equipment needs for effective operation of West Hawai'i programs; and
- \* Supervises all non-faculty personnel assigned to the West Hawai'i operation.

**SUPERSEDED**

**Date MAY 16 1997**



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