

STATE OF HAWAII
UNIVERSITY OF HAWAII

MAJOR FUNCTIONS

The University of Hawaii provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribe.

The University administers and operates a community colleges system; coordinates the academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs with the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college-level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.

Participates in intercollegiate athletics programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawaii for administrative purposes:

- ◆ State Postsecondary Education Commission -- may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or postsecondary education requires such.

Is also responsible for inspecting and approving schools and training programs for which eligible recipients (veterans and dependents, in-service persons and reservists) can receive federal educational assistance.

- ◆ Western Interstate Commission for Higher Education -- administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.

STATE OF HAWAII
UNIVERSITY OF HAWAII
BOARD OF REGENTS

MAJOR FUNCTIONS

The Board of Regents serves as the governing board for the Statewide public higher education system and the State Board for Vocational Education. The Board of Regents' members also serve as members of the Hawaii State Post-Secondary Education Commission. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and exercises control over the Statewide operations through the President of the University of Hawaii.

Secretary of the Board of Regents

Provides the necessary planning, coordination, and administrative support services to the Board.

- ♦ Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- ♦ Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- ♦ Researches and analyzes policy proposals submitted to the Board.
- ♦ Secures requisite information from the University administration on policy proposals.
- ♦ Analyzes and answers correspondence directed to the Board.
- ♦ Reviews rules and regulations affecting the University of Hawaii in accordance with the Hawaii Administrative Procedure Act and prepares legal notices to comply with the Act.
- ♦ Serves as a liaison between the University administration and the Board of Regents.
- ♦ Serves as Certifying Officer for the Western Interstate Commission for Higher Education -- Hawaii.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I ADMINISTRATION
OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAI'I SYSTEM AND
CHANCELLOR, UNIVERSITY OF HAWAI'I AT MĀNOA**

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the President, University of Hawai'i System and Chancellor, University of Hawai'i at Mānoa is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents' policies.

MAJOR FUNCTIONS

President, University of Hawai'i System and Chancellor, University of Hawai'i at Mānoa. As President of the University of Hawai'i System and Chancellor of the University of Hawai'i at Mānoa, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawai'i campuses.
- Maintaining effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.
- Recommending plans and policies for the Statewide vocational education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.
- Administering and coordinating Universitywide functions through appropriate senior executives and managers.

Senior Vice President and Executive Vice Chancellor, University of Hawai'i at Mānoa. The Senior Vice President and Executive Vice Chancellor for the University of Hawai'i at Mānoa serves as the chief academic officer for UH Mānoa and shares responsibility with the Chancellor for providing executive leadership at UH Mānoa. This position is responsible for the day-to-day operations of UH Mānoa, and serves as Acting President of the UH System and Acting Chancellor of UH Mānoa in the absence of the President/Chancellor.

Senior Vice President and Chancellor, University of Hawai'i Community Colleges. The Senior Vice President and Chancellor for Community Colleges provides leadership, direction, and coordination for the programs and activities of the Community Colleges, Employment Training Center, and the Office of International Affairs of the University of Hawai'i.

Senior Vice President University of Hawai'i, and Chancellor University of Hawai'i at Hilo. The Senior Vice President University of Hawai'i, and Chancellor University of Hawai'i at Hilo provides leadership, direction, and coordination for the programs and activities of the UH Hilo campus.

Senior Vice President for Administration. The Senior Vice President for Administration provides leadership, direction, and coordination for administrative support functions across the University of Hawai'i System.

Senior Vice President for Research and Dean of the Graduate Division. The Senior Vice President for Research and Dean of the Graduate Division provides leadership, direction, and coordination in the management of research and graduate academic programs of the University of Hawai'i.

Chancellor, University of Hawai'i - West O'ahu. The Chancellor of the University of Hawai'i at West O'ahu provides leadership, direction, and coordination for the programs and activities of the UH West O'ahu campus.

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Senior Vice President for Research and Dean of the Graduate Division. The Senior Vice President for Research and Dean of the Graduate Division provides leadership, direction, and coordination in the management of research and graduate academic programs of the University of Hawai'i.

Executive Vice Chancellor, University of Hawai'i at West O'ahu. The Executive Vice Chancellor of the University of Hawai'i at West O'ahu provides leadership, direction, and coordination for the programs and activities of the UH West O'ahu campus.

SUPERSEDED

Date OCT 10 1997

STATE OF HAWAII
UNIVERSITY OF HAWAII

ADMINISTRATION
OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY
AND AFFIRMATION (MANOA)
(Chart AA)

FUNCTIONS

The EEO/AA Office promotes a climate in which students and employees can expect equal opportunity and unprejudiced treatment. The Office is primarily responsible for overseeing equal opportunity and affirmative action programs as they relate to employment practices of the Manoa Campus. Its major functions are as follows:

- Establishing and/or monitoring methods of administration that promote equity in employment practices such as recruitment, hiring, promotion, tenure, compensation, employee training, benefits, leave policies, transfers, and layoffs.
- Developing, updating, publicizing, and reaffirming the University's EEO/AA policies and procedures; advising supervisors and administrators of these policies and of changes in EEO laws and their implementation.
- Providing educational workshops and informational materials to employees and students to prevent discrimination and promote affirmative action.
- Developing and updating the institution's affirmative action plan. The plan includes annual goals and timetables and action-oriented programs to achieve goals.
- Assessing the institution's affirmative action efforts and advising the President of both progress and problem areas; performing annual workforce and utilization analyses, developing internal audit procedures, conducting studies of personnel actions and compensation, and assessing managers' affirmative action efforts and results.
- Serving as an accessible campus level resource for addressing discriminatory practices by developing and implementing complaint procedures that comply with the principles of due process, publicizing the availability of these procedures, resolving informal complaints, and investigating formal charges.
- Performing community outreach and participating in projects with community and state agencies to inform the public about the University's EEO/AA program and encourage a more diverse pool of applicants.

The Office of EEO/AA performs systemwide duties which typically involve coordination among the campuses. The Office performs the following systemwide functions:

- Developing and disseminating systemwide EEO/AA policies and procedures
- Preparing the affirmative action report.
- Providing technical assistance to other campuses and sharing EEO/AA resources acquired by the Manoa Campus Office.
- Investigating discrimination complaints referred from the campuses to the President's Office.

- Serving as systemwide liaison to state and federal agencies with regard to joint education programs, federal liaison group activities, and state commission representation. Coordinating the University's response to class action EEO/AA complaints involving the system.
- Coordinating with Information Technology Services on the development and production of systemwide federal reports.