

PROPOSED

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, and the College of Continuing Education and Community Services;
- * 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.

PROPOSED

COLLEGE OF ARTS AND SCIENCES

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

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, Vice Chancellors 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.

SCHOOL OF BUSINESS

Administer the Bachelor of Business Administration degree program.

- * Offer courses in Business Administration and Economics.
- * Consult and cooperate with other divisions on curricular matters.
- * Review and process personnel transactions, administer student help and the operating and equipment budgets.

PROPOSED 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 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.