October 20, 1997

MEMORANDUM

TO: Senior Vice President Dean Smith

FROM: Rodney Sakaguchi

SUBJECT: COPY OF APPROVED REORGANIZATION FOR THE SOEST INTERNATIONAL PACIFIC RESEARCH CENTER

Enclosed for your files is a copy of the reorganization approved by the Board of Regents on October 16, 1997 for the SOEST International Pacific Research Center.

Please ensure that copies of this approved reorganization are distributed to the agencies specified in Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes.

Attachment

c: Office of the Senior Vice President/Executive Vice Chancellor (with attachment)
Dean C. Barry Raleigh (with attachment)
Personnel Officer Susan Higa (with attachment)

A-1 Establishment of the International Pacific Research Center, School of Ocean and Earth Science and Technology, University of Hawai'i at Mānoa

The Dean of the School of Ocean and Earth Science and Technology requests the establishment of the International Pacific Research Center (IPRC) within the School of Ocean and Earth Science and Technology (SOEST).

Over the past two years, Japan has determined that its government will increase financial support for basic scientific research to a per-capita equivalent of that expended by the U.S. It is their perception that the scientific and technical innovation that drives most of our industrial economy is fueled in large part by our commitment to basic research. Their Science and Technology Agency (STA) has chosen the research topic on prediction of climate variability as being important to agriculture, fisheries and prediction of tropical storms. As such, they are seeking to establish three research centers, one in Alaska, one in Japan, and one at UH-Mānoa.

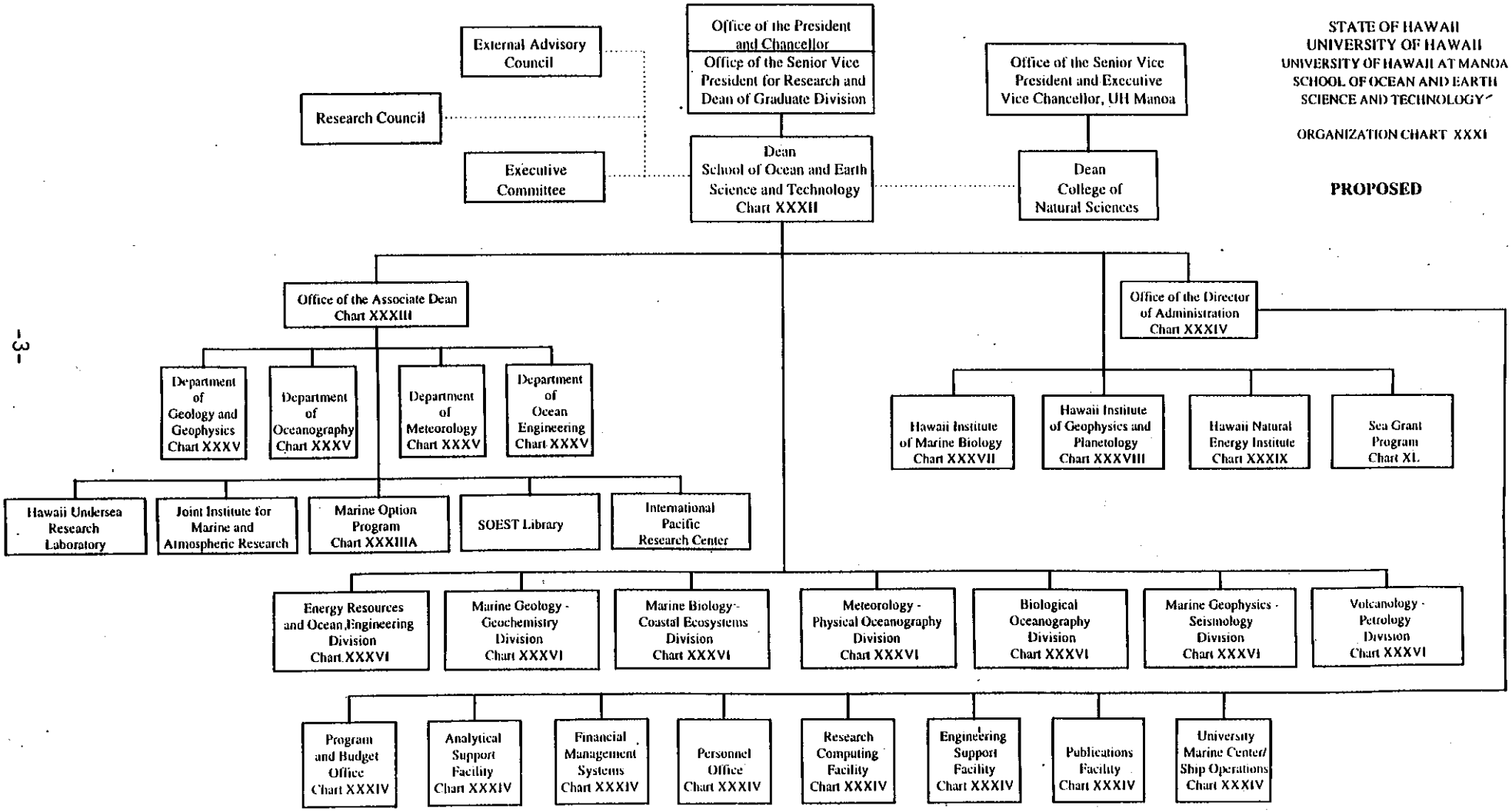
Hawai'i was selected partly because of its central location but also because SOEST was ranked third in ocean sciences in the U.S. last year. The Japanese government, the United States government and the University of Hawai'i, through its President, support the establishment of an International Pacific Research Center on the UH-Mānoa campus. This Center will provide an international, state-of-the-art research environment within which the participants hope to improve understanding of the nature and predictability of climate variations, together with regional aspects of global environment change in the Asia-Pacific sector.

The Japanese propose to fund their share of IPRC activities through JAMSTEC and NASDA. These agencies, in turn, will conduct their business with the IPRC through a Japanese program called the *Frontier Research Program for Global Change*. As part of IPRC, the Japanese have agreed to fund fifteen nontenure-track research and support positions at UH-Mānoa, as well as support 50% of ten tenure-track faculty positions offered by UH-Mānoa . Support personnel will be funded by Japan. UH-Mānoa and Japanese researchers will share space on the Mānoa campus. The overall budget for the IPRC venture should approach $5 million in the first full year. For the first year of operation, the Japanese contribution will be over $3 million, including overhead paid to UH. NASA is expected to provide up to $1 million for remote-sensing data analysis as part of the IPRC's activities. The Japanese have stated that their intent is a commitment to a ten-year program subject to annual review, renewable for an additional ten years. They cannot go beyond this statement of intent because they have an annual budget and must fund the program on an annual basis.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

ORGANIZATION CHART XXXI

PROPOSED



October 14, 1997

MEMORANDUM

TO: President/Chancellor Kenneth P. Mortimer

VIA: Senior Vice President Eugene Imai

FROM: Rodney Sakaguchi

SUBJECT: **PROPOSED REORGANIZATION OF THE SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY (SOEST), UNIVERSITY OF HAWAI'I AT MĀNOA**

Senior Vice President Dean Smith has submitted a proposal to organizationally establish an International Pacific Research Center (IPRC) within SOEST for your concurrence and subsequent approval by the Board of Regents. The purpose of the IPRC is to improve understanding of the nature and predictability of climate variations as well as global environmental change in the Asia-Pacific region.

This IPRC will be jointly funded by the United States and Japan and it is estimated that $4.45 million will be available from these sources for the period of October 1997 through September 1998. In conjunction with the establishment of the IPRC, the University of Hawai'i will provide ten tenure-track faculty positions for this center. These tenure-track faculty positions would have tenure within SOEST and their position counts would remain with their respective departments. The University of Hawai'i's first year IPRC cost is estimated at $0.70 million.

Office space for the IPRC is available in the Pacific Ocean Science and Technology building. Should the IPRC agreement not be renewed or be terminated, the SOEST will be required to cover salary costs for tenure-track faculty positions paid for under the IPRC agreement.

No other organizational, functional or programmatic relationships will be affected and this reorganization has no impact on services to students. Also, no additional positions will be required.

Both the University of Hawai'i Professional Assembly (UHPA) and the University of Hawai'i at Mānoa Faculty Senate have been informed of this reorganization. While the UHPA has no concerns regarding this proposal, as of the date of this memorandum, no response has been received from the University of Hawai'i at Mānoa Faculty Senate.

A memorandum to Chairperson David Ramos requesting approval of this reorganization is enclosed for your review and consideration.

Attachment

DIRECTOR OF BUDGET

UNIVERSITY OF HAWAI'I

PRESIDENT, UNIVERSITY OF HAWAI'I
AND CHANCELLOR, UNIVERSITY OF HAWAI'I AT MĀNOA

October 14, 1997

MEMORANDUM

TO: Mr. David B. Ramos
Chairperson, Board of Regents

FROM: Kenneth P. Mortimer
President, University of Hawai'i and
Chancellor, University of Hawai'i at Manoa

SUBJECT: PROPOSED REORGANIZATION OF THE SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY, UNIVERSITY OF HAWAI'I AT MĀNOA

SPECIFIC ACTION REQUESTED

Approval of the Board of Regents is requested to organizationally establish an International Pacific Research Center (IPRC) within the School of Ocean and Earth Science and Technology (SOEST). The SOEST is under the Office of the Senior Vice President for Research and Dean of the Graduate Division, University of Hawai'i at Manoa.

RECOMMENDED EFFECTIVE DATE

It is requested that this organizational change be effective upon approval by the Board of Regents.

PURPOSE/NATURE OF THE PROPOSAL

The Japanese government in its desire to increase financial support for basic scientific research, has chosen Hawai'i as a site for one of three centers for the study of climate variability. Hawai'i was selected because of its location and SOEST's expertise in ocean and atmospheric sciences. The purpose of the IPRC will be to improve understanding of the nature and predictability of climate variations as well as global environmental change in the Asia-Pacific region.

Japan intends to commit to an initial ten year program for the IPRC which could be renewed for an additional ten years. This program will be subject to an annual review.

In conjunction with the establishment of the IPRC, the University of Hawai'i will assign ten tenure-track faculty to the IPRC, and Japan will fund fifteen nontenure-track research and support

positions. Tenure-track faculty working in the IPRC would have tenure within SOEST and their position counts would remain within existing departments. No other organizational, functional or programmatic relationships will be affected.

This reorganization will have no impact on services to students.

IMPACT ON STAFFING AND RESOURCES

The IPRC will be jointly funded by the United States and Japan and it is estimated that $4.45 million will be available from these sources for the period of October 1997 through September 1998. The University of Hawai'i's first year IPRC cost is estimated at $0.70 million. Office space for the IPRC is available in the Pacific Ocean Science and Technology building and no new positions will be required for this reorganization. Should the IPRC agreement not be renewed or be terminated, the SOEST will be required to cover salary costs for tenure-track faculty positions paid for under the IPRC agreement.

CONSULTATION WITH EXCLUSIVE EMPLOYEE BARGAINING REPRESENTATIVES AND OTHER ORGANIZATIONS

Both the University of Hawai'i Professional Assembly (UHPA) and the University of Hawai'i at Manoa Faculty Senate have been informed of this reorganization. While the UHPA has no concerns regarding this proposal, as of the date of this memorandum, no response has been received from the University of Hawai'i at Manoa Faculty Senate.

RECOMMENDED ACTION

Approval of the Board of Regents is requested for this reorganization to organizationally establish the International Pacific Research Center within the School of Ocean and Earth Science and Technology.

Attachment

c: Board Secretary Daniel Ishii (w/attachment)
Senior Vice President/Executive Vice Chancellor Carol Eastman (w/attachment)
Senior Vice President Eugene Imai (w/attachment)
Senior Vice President Dean Smith (w/attachment)
Director Rodney Sakaguchi (w/o attachment)
Interim Special Assistant Dr. Patricia Cooper (w/attachment)

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA

OFFICE OF THE SENIOR VICE PRESIDENT FOR RESEARCH
AND DEAN OF THE GRADUATE DIVISION

PROPOSAL TO REORGANIZE THE SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

EXECUTIVE SUMMARY

The proposed reorganization, in conjunction with action by the Board of Regents, will establish the International Pacific Research Center (IPRC) as a BOR-approved center within School of Ocean and Earth Science and Technology (SOEST). The IPRC will be administered through SOEST/Office of the Senior Vice President for Research and Dean of the Graduate Division.

Japan is seeking to establish three research centers devoted to the study of the nature and predictability of climate variations, together with regional aspects of global environment change in the Asia-Pacific sector, one in Fairbanks, Alaska, one in Tokyo, Japan, and one at UH-Mānoa in Honolulu, Hawaii. The Japanese government, the United States government and the University of Hawai'i through its President support the establishment of an International Pacific Research Center on the UH-Mānoa campus.

No position counts will be assigned or transferred to the IPRC; new and existing faculty and staff from SOEST's four academic departments will be affiliated with the IPRC. The IPRC will have an evolving scientific agenda, however, the Initial Science Themes are: Asia-Pacific climate prediction; the Asia-Pacific hydrological cycle; and the impacts of global environmental change on the Asia-Pacific climate and hydrological cycle. UH faculty, researchers and technical staff, together with FRPGC research and technical staff will be organized under three theme leaders.

Students will not be impacted by this Reorganization. No existing positions and functions will be reassigned. The University has committed to ten tenure-track faculty positions. The faculty would have tenure based within units of SOEST (e.g. Meteorology or Oceanography) and their position counts would remain with their respective departments. Initial recruitment will be for five faculty with the additional five to come later, depending on adequate funding. No position variances are pending. No new positions will be required as replacements (for reclassified positions). No existing operational, organizational, functional or programmatic relationships will be affected. The proposed reorganization will have no impact on existing positions; it is anticipated that no positions will be reclassified or redescribed. Office space has been made available in the Pacific Ocean Science and Technology building. The IPRC will occupy up to 15,000 square feet on the fourth floor.

The IPRC will be jointly funded by the U.S. and Japan. The Japanese will fund their share of IPRC activities through the Japan Marine Science and Technology Center (JAMSTEC) and the National Space Development Agency (NASDA).

This proposed reorganization does not address existing organizational problems or conditions. Reorganization is proposed in conjunction with the creation of a new center.
The proposed center will enable SOEST to utilize available resources in the most efficient manner and direct them at what have been identified as the most critical environmental problems for the Asia-Pacific region.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA

OFFICE OF THE SENIOR VICE PRESIDENT FOR RESEARCH
AND DEAN OF THE GRADUATE DIVISION

PROPOSAL TO REORGANIZE THE SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

A. PRESENT ORGANIZATION

The present administrative structure of the School of Ocean and Earth Science and Technology (SOEST) was approved by the Board of Regents (BOR) in 1988. It includes four academic departments: Geology and Geophysics, Meteorology, Ocean Engineering, and Oceanography; four organized research units: the Hawai'i Institute of Geophysics and Planetology, the Hawai'i Institute of Marine Biology, the Hawai'i Natural Energy Institute, and Sea Grant; and three national programs: Hawai'i Undersea Research Laboratory (HURL), the Joint Institute for Marine and Atmospheric Research (JIMAR), and the Space Grant College Program.

The Dean of SOEST reports directly to the Senior Vice President for Research and Dean of the Graduate Division. The academic departments report to an Associate Dean, as does JIMAR, the Marine Option Program, the SOEST Library, and HURL. The Directors of the Hawai'i Institute of Marine Biology, the Hawai'i Institute of Geophysics, the Hawai'i Natural Energy Institute, and the Sea Grant Program report director to the Dean of SOEST. The Office of the Director of Administration oversees the operations of the Program and Budget Office, the Analytical Support Facility, Financial Management Systems, the Personnel Office, the Research Computing Facility, the Engineering Support Facility, the Publications Facility, and the University Marine Center/Ship Operations. The Divisions shown on the organization chart (Chart XXXI) are interdisciplinary, cross-departmental groups of faculty whose research and teaching interests center about a broad theme, for example Marine Biology-Coastal Ecosystems and Marine Geology-Geochemistry.

B. PROPOSED ORGANIZATION

The proposed reorganization will establish the International Pacific Research Center (IPRC) within the School of Ocean and Earth Science and Technology. Action by the Board of Regents will establish the IPRC as a BOR-approved center within SOEST. The IPRC will appear on the SOEST organization chart in the same manner as JIMAR. It will be administered through SOEST.

Students will not be impacted by this reorganization. No position counts will be assigned or transferred to the IPRC; new and existing faculty and staff from SOEST's four academic departments will be affiliated with the IPRC. The proposed IPRC has no position organizational chart number because it has no positions. A chart illustrating the basic

organizational concepts behind the IPRC is included for reference only. The IPRC Science Advisory Committee exists as the principal scientific advisory body to the IPRC. It will be composed of scientific experts recognized internationally for their expertise in areas relevant to the objectives of the IPRC. The IPRC Implementation Committee will advise the Director on general management and administrative issues, and review and approve the science plan, annual budget, and policies related to the IPRC. Once the IPRC has completed its implementation phase, the functions of the Implementation Committee will be assumed by the Administrative Board.

The IPRC will have an evolving scientific agenda, however, the attached organizational chart presents the IPRC's Initial Science Themes: Asia-Pacific climate prediction; the Asia-Pacific hydrological cycle; and the impacts of global environmental change on the Asia-Pacific climate and hydrological cycle. UH Faculty, researchers and technical staff, together with Frontier Research Program for Global Change (FRPGC) research and technical staff will be organized under three theme leaders.

C. BACKGROUND/NATURE OF THE PROPOSED REORGANIZATION

1. Conditions and Factors Prompting the Reorganization

Background. Over the past two years, Japan has determined that its government will increase financial support for basic scientific research to a per-capita equivalent of that expended by the U.S. It is their perception that the scientific and technical innovation that drives most of our industrial economy is fueled in large part by our commitment to basic research. Their Science and Technology Agency (STA) has chosen the research topic on prediction of climate variability as being important to agriculture, fisheries and prediction of tropical storms. And, as such, they are seeking to establish three research centers, one in Fairbanks, Alaska, one in Tokyo, Japan, and one at UH-Mānoa in Honolulu, Hawaii.

Hawai'i was selected partly because of its central location but also because SOEST, in ocean and atmospheric sciences, is excellent, ranking third in ocean sciences in the U.S. last year. The Japanese government, the United States government and the University of Hawai'i through its President support the establishment of an International Pacific Research Center on the UH-Mānoa campus. This center will provide an international, state-of-the-art research environment within which the participants hope to improve understanding of the nature and predictability of climate variations, together with regional aspects of global environment change in the Asia-Pacific sector.

Specific events leading up to the establishment of the IPRC are:

In August 1996, the Minister of the Science and Technology Agency (STA) of Japan and the Science Advisor to the President of the United States met

and shared their interests in collaboration on global change research and prediction.

In March 1997, Prime Minister Hashimoto of Japan and Vice President Gore, recognizing that the global environmental change problem is one of the most important questions to be resolved for world prosperity in the twenty-first century, agreed to cooperate on global change research and prediction. This would involve the Japanese in cooperative research at centers in Alaska and Hawai'i in the general areas of joint research, observation, and modeling.

As a result of that meeting, the IPRC was positioned as one of five initiatives on the Common Agenda for discussion by Prime Minister Hashimoto and President Clinton in June of 1997.

2. Details of the Proposed Reorganization

a. No existing positions and functions will be reassigned.

b. The University has committed to ten tenure-track faculty positions. The faculty would have tenure based within units of SOEST (e.g. Meteorology or Oceanography) and their position counts would remain with their respective departments. Initial recruitment will be for five faculty with the additional five to come later, depending on adequate funding.

c. No position variances are pending. No new positions will be required as replacements (for reclassified positions).

d. No existing operational, organizational, functional or programmatic relationships will be affected.

e. The proposed reorganization will have no impact on existing positions; it is anticipated that no positions will be reclassified or redescribed.

f. Office space has been made available in the Pacific Ocean Science and Technology building. The IPRC will occupy up to 15,000 square feet on the fourth floor.

g. The IPRC will be jointly funded by the U.S. and Japan. The Japanese will fund their share of IPRC activities through the Japan Marine Science and Technology Center (JAMSTEC) and the National Space Development Agency (NASDA). These agencies, in turn, will conduct their business with the IPRC through a Japanese program called the *Frontier Research Program for Global Change*. As part of IPRC, the Japanese have agreed to fund fifteen nontenure-track research and

support positions at UH-M, as well as support 50% of ten tenure-track faculty positions offered by UH-M. Support personnel will be funded by Japan. UH-M and Japanese researchers will share space on the Mānoa campus. The overall budget for the IPRC venture should approach $5 million in the first full year. For the first year of operation, the Japanese contribution will be over $3 million, including overhead paid to UH. NASA is expected to provide up to $1 million for remote-sensing data analysis as part of the IPRC's activities. The Japanese have stated that their intent is a commitment to a ten-year program subject to annual review, renewable for an additional ten years. They cannot go beyond this statement of intent because they have an annual budget and must fund the program on an annual basis.

The University has committed to ten tenure-track positions as well as approximately 15,000 sq. ft. of space on the Mānoa campus. Research funds for faculty will be supplied by Japanese IPRC funds (50% for tenure-track faculty). At the end of ten years, if the Japanese commitment is not renewed, or if the agreement is terminated prior to ten years, SOEST will cover the additional salary share of tenured faculty.

The IPRC at Mānoa is scheduled to begin initial operations in October, 1997. By May of 1999, the IPRC is to be at full staffing level with 30 scientists and associated technical and administrative staff. Approximately half of these are expected to be Japanese scientists employed by Japanese agencies. The other 15 will be made up of temporary or visiting scientists from the U.S. and other Pacific Rim countries and by new, tenure-track UH faculty.

Preliminary Financial Arrangements:

Japanese STA	Oct. 1, 1997-Sept. 30, 1998	$3.20 million
NASA	by January 1998	$1.00 million
NOAA	current for Wyrtki Center	$0.25 million
Total		$4.45 million

Details of UH contributions:

Funding for 50% of ten tenure-track faculty (Average salary $90,000/yr)	$0.45 million
Space - utilities and maintenance 15,000 sq. ft. @ approximately $5.40/sq. ft.	$0.08 million
Fiscal Officer 50%@$32,000/yr	$0.02 million
Estimated start-up, recruitment and	

relocation costs $30,000 per faculty member @50%	$0.15 million
Total	$0.70 million

D. REASONS FOR PROPOSING THE REORGANIZATION

1. According to Administrative Procedure A3.101, University of Hawai'i Organizational and Functional Changes, dated September 30, 1991, approval of the Board is required for organizational changes that will result in increased operational costs or that will directly impact students or other clientele of the university. The creation of the IPRC may eventually increase operational costs and, in addition, designation as a BOR-approved center is sought at this time. This proposal is submitted in accordance with UH System-wide Administrative Procedure A3.101.

2. This proposed reorganization does not address existing organizational problems or conditions. Reorganization is proposed in conjunction with the creation of a new center.

3. The proposed center will enable SOEST to utilize available resources in the most efficient manner and direct them at what have been identified as the most critical environmental problems for the Asia-Pacific region.

E. OTHER ALTERNATIVES CONSIDERED

Leaving the IPRC as an informal (not BOR-approved) center within SOEST was the other organizational alternative considered. Because the center will house numerous extramurally funded interdisciplinary training and research projects, making the program a BOR-approved center and placing it under SOEST was the only solution that was given serious consideration.

CURRENT

ORGANIZATIONAL CHART(S)
AND
FUNCTIONAL STATEMENT(S)

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

ORGANIZATION CHART

CHART XXXI

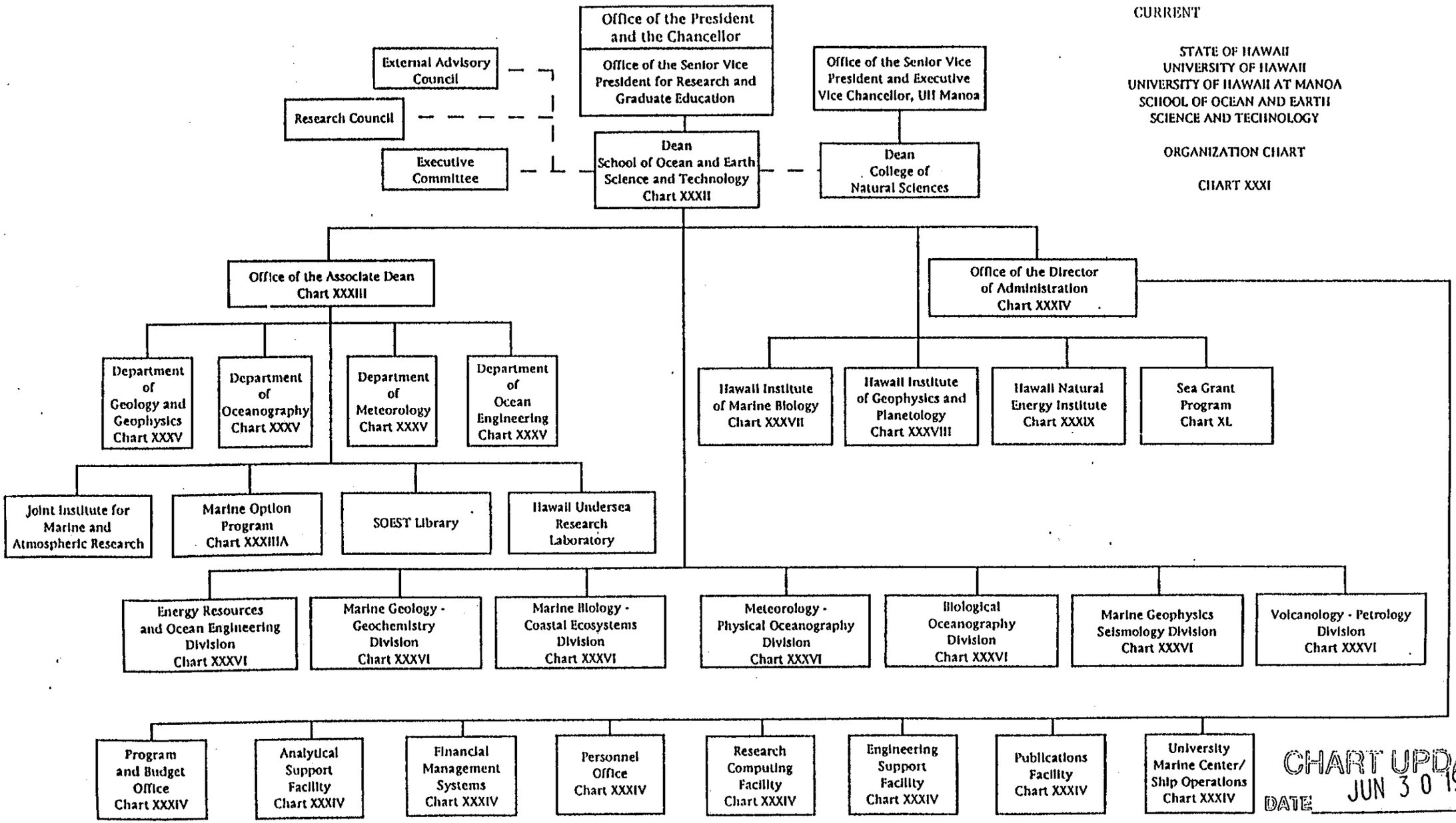


CHART UPDATED
DATE JUN 30 1996

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

APPENDIX I

SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENTS

OFFICE OF THE DEAN

The Office of the Dean plans and directs the programs of the School of Ocean and Earth Science and Technology, provides the focus of leadership and direction for the marine sciences, and fosters an environment supportive of excellent research and education. It provides executive leadership in planning, policy formulation and implementation, program development and direction, and budget development and execution. In addition, it will coordinate, focus and facilitate the ongoing activities of the individual organizational units, including curricular, personnel and budget affairs of the School and the ancillary support components such as staff supervision and community relations, and represents the School nationally and internationally.

The Dean serves under the Senior Vice President for Research and Graduate Education and will be the primary spokesperson for all activities of the School, and functions with authority as delegated by the President.

The principal functions of the Dean's office include the following:

Provides liaison between the School and the Senior Vice-President for Research and Graduate Education, the University Administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and represents the School at the State, National and International levels.

Approves all appointments, proposals, tenure and promotion actions, salaries, etc. for all components of the School.

Establishes, directs and maintains the SOEST annual expenditure plan and budget requirements for ensuing years in conjunction with the Senior Vice-President for Research and Graduate Education and the UH Budget Office.

Chairs the SOEST Research Council and Executive Committee.

Provides direction to the school research effort, the graduate, undergraduate and research components of the School and serves in an ex-officio capacity on SOEST special committees as appropriate.

Provides policy guidance and reviews and evaluates SOEST programs.

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

ASSISTANT TO THE DEAN

This office provides assistance to the Dean and Associate Dean in all aspects of SOEST operations. The principal functions of this office include the following:

Assures coordination of the Deans administrative affairs.

Provides liaison and coordination for legislative matters.

Assists in SOEST Public Information and Relations affairs.

Provides recording and logistical support of Executive Committee, and Research Council, and other meetings as assigned.

Prepares reports and other correspondence as required.

Conducts special projects as assigned.

SECRETARY TO THE DEAN

This position functions as an executive Secretary to the Dean, providing secretarial services through maintenance of the Dean's calendar, managing and booking his/her travel, and provides administrative and office management services which include the following:

Distribution of mail and correspondence to all school units.

Supervision of secretarial and clerical help within the Dean's office.

Provides office management and telephone services to the Dean and his staff.

Assures maintenance of the Dean's files.

Coordinates the Dean's correspondence.

Facilitates communications between the Offices of the Dean, Associate Dean and the Director of Administration.

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

OFFICE OF THE ASSOCIATE DEAN

Under the policies and guidelines approved by the Dean, this office is primarily responsible for providing the central focus and accommodating the needs of the instructional components of the School.

Among the instructional programs under the Associate Dean are four academic departments: Geology and Geophysics, Meteorology; Oceanography; and Ocean Engineering; as well as the Marine Option Program, a certificate program for undergraduates with marine interests, the Hawaii Undersea Research Program, the Joint Institute for Marine and Atmospheric Research, and the Graduate Ocean Policy Certificate Program. In providing an overview for these functions, the Associate Dean is responsible for:

Faculty Development

Oversees SOEST faculty in the instructional and supervisory roles; academic recruiting; development of programs to attract excellent graduate and undergraduate students to SOEST Departments.

Curriculum Development

Maintains an overview of all SOEST instructional program needs, including curriculum development, establishing innovative educational programs, evaluation of course proposals, course schedules, ad student advisement.

Academic Program Review

The Associate Dean is responsible for identifying new educational directions, and methodologies, development of new educational programs, advising the Dean on academic matters relating to SOEST research programs, and Federal and State relations.

Program Administration, Planning, Representation and Consultation with Dean

Continuing interaction is maintained to ensure that the Dean and the Associate Dean each remain aware of problems and opportunities concerning the School's academic program and operations. The Associate Dean is also responsible for administration of the SOEST Marine Option Program and the SOEST Library.

The Associate Dean represents SOEST on educational matters at the state, national and international levels, as appropriate and represents the Dean on educational matters to the offices of the Senior Vice President(s), the Vice-President(s), the Dean of Natural Sciences, the Dean of Engineering, and other appropriate units within the University.

Other responsibilities as required by the Dean shall be fulfilled by the Associate Dean. These may include such matters as public relations, fund raising, budgeting, planning, and inter-national cooperative programs of the School.

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

Library

The principal function of this unit is to provide specialized scientific and technical library services to SOEST faculty members and students. In conjunction with instructional and research staff, periodicals and books necessary for teaching and research are acquired and maintained. The Library contains over 1600 linear feet of library material. The SOEST Librarian reports directly to the Associate Dean.

Marine Option Program

The Marine Option Program, headed by its Director, who reports to the Associate Dean, SOEST, offers undergraduates of all majors throughout the University system the opportunity to discover and develop their marine and marine-related interests and talents. The office is responsible for the development and management of one certificate-granting program offered at all UH campuses, including the community colleges, for those students who elect to complete selected academic requirements and a practical project. Administrative and advising support is provided for the Graduate Ocean Policy Certificate Program, previously described. In addition, the office sponsors newsletters, seminars, symposia, field trips, workshops, baseline surveys and other hands-on experiences designed to promote marine education and training. Academic and career guidance is provided to current and prospective students.

Graduate Ocean Policy Certificate Program

The wise use and careful stewardship of the ocean require people with multidisciplinary and interdisciplinary advanced education in the natural and social sciences. This graduate certificate program is designed for classified graduate students and community professional practitioners who wish to complement their existing degree or curriculum. An advisory committee assists each student in custom-designing an 18-credit program that draws on marine-related courses in law, geography, political science, economics, oceanography, or ocean engineering. In addition, an interdisciplinary seminar and two practica (one in a natural science and one in a social science) are required.

JOINT PROGRAMS

Joint Institute for Marine and Atmospheric Research (JIMAR) -
jointly sponsored by the University of Hawaii and the National Oceanic and Atmospheric Administration, JIMAR pursues research involving both theoretical and observational studies on climate, equatorial oceanography, and tsunamis.

Hawaii Undersea Research Laboratory (HURL) -
established by a cooperative agreement between the National Oceanic and Atmospheric Administration (NOAA) and the University of Hawaii, HURL primarily supports research projects that require data acquisition at depths greater than scuba limits and concentrates its research efforts using submersibles in these areas: fisheries; pollution; sea floor properties and processes; and ocean technology and services.

DEPARTMENT

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

OFFICE OF THE DIRECTOR OF ADMINISTRATION

The office of the Director of Administration is responsible for providing the planning and management functions required to effectively support the administration and facilities operations of the School under policies and guidelines approved by the Dean. Administrative and facilities management responsibilities include management of SOEST fiscal, personnel, contracts and grant management, the University Marine Center and research vessel operations, Scientific Computer Facility, Engineering Support Facility and Analytical Support Facilities. The position, with both line and staff responsibilities, reports directly to the Dean of the School. Major functions include the following:

Provides administrative and fiscal management oversight to division heads who report directly to the Director of Administration in the following offices:

Program and Budget Office
Personnel Office
Financial Management Systems Office

Which provide the following services:

Program and Budget Office

The SOEST Program and Budget Office provides financial planning, for the SOEST annual General Fund Budget of $14 million, fiscal services to all units, and, together with the Director of Administration, monitors financial aspects of SOEST as well as SOEST State General Fund and position count allocations to all School components.

The principal functions of this Office include the following:

Responsibility for the financial planning, management, and control of all SOEST General (State) funds.

Maintains an overview of the financial conditions of the School.

Advises and assists the Dean and Director of Administration in financial planning and preparation of the SOEST budget and is the focal point for all SOEST budgetary planning and execution.

Maintains an overview of purchases, payments, transfers of funds and other fiscal transactions of the School.

Serves on the SOEST Budget Committee.

Acts as budgetary liaison contact between the SOEST Administration and the University Business Office, the Budget Office and SOEST Administrative Officers in management of SOEST fiscal matters.

Supervises expenditures of general (State) funds allocated to SOEST Departments, Institutes and Programs.

Maintains, in coordination with the SOEST Personnel Officer, the SOEST personnel inventory for all personnel classifications.

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

Personnel Office

The principal duties of the SOEST Personnel Office include central coordination of personnel programs of the school and maintains liaison with the UH Personnel Management Office and provides the following service functions:

Maintains a recruitment, appointment, classification and compensation, training, promotion, tenure, leave and benefits systems for the School based on established rules and policies and contractual provisions of collective bargaining agreements.

Provides personnel services to all SOEST units in matters of UH and RCUH personnel administration.

Maintains a central personnel records system.

Conducts and/or oversees recruitment, placement, and enrollment activities; processes and/or reviews the processing of position actions; and advises staff in these matters.

Performs other classification related functions including study and review of new specifications, RCUH and contractual hiring, etc.

Establishes and supervises the maintenance of a centralized system of recording and reporting personnel transactions.

Provides guidance, consultation and staff assistance to management in the orientation, training, and planned development of employees to satisfy immediate and/or long-range needs of the School.

Provides labor-management staff and advisory services to all organizational components of the school, and ensures that the terms of the negotiated collective bargaining contract are properly implemented.

Financial Management Systems Office

The principal duties of the Financial Management Systems Office for Sponsored Projects and Financial Management Systems are 1) to assure the efficient management of research and training contracts and grants within SOEST (currently 275 in number valued at $24 million) and the pursuit of such funds; 2) to provide financial planning, reporting, and accounting functions to monitor the viability of the enterprise revolving funds required to finance the operations of the specialized support facilities including the Research Computer Facility, the Engineering Support Facility, the national oceanographic facilities of Ship Operations and the Hawaii Mapping Research Group, and the internal service facilities including the Publications Program, the SOEST Library, the Geo-Analytical Facilities, and the Physical Plant Support Facility; and 3) to provide management reports on the status of SOEST resources including all funds and personnel; exercise direct management responsibility for SOEST CIP and R&M projects.

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Major functions of this office include the following:

Recommends organizational and management systems changes and innovative management practices to improve the effectiveness of program operations, and staffing plans in accordance with program plans, needs and priorities.

Develops management reports on the financial condition of the organization.

Advises and assists the Director of Administration and Program and Budget Office as appropriate in the preparation of the SOEST budget including control of SOEST matching fund commitments in research proposals.

Serves on the SOEST Budget Committee.

Manages, in coordination with the Facilities Management Office, all CIP and Repair and Maintenance projects for SOEST, and directs the operational and fiscal activities of the SOEST Physical Plant Maintenance Facility.

Functions in support of funds seeking:

Serves as the focal point for the administrative and fiscal control and coordination aspects for all SOEST research and training proposals preparatory to the Dean's approval. Supervises SOEST Administrative Officers in preparing research proposal budgets.

Participates in the negotiation of contracts and grants with federal auditors, and federal contracting officers.

Responsible for the development of and oversight of the maintenance of a data bank on pending proposals for extramural funds, and for preparation of management reports on the status of said proposals and SOEST matching fund commitments.

Management of extramural funds:

Responsible for the financial management of all SOEST sponsored research activities, and supervision of SOEST Administrative Officers and Fiscal Accounting Specialists in the management and administration of extramural awards.

Functions as liaison between SOEST and the UH Contracts and Grants Management Office, on matters pertaining to contract negotiations, and to the administration of extramural funds and revolving funds; and with the Budget Officer of the Office of Research Administration on submission and receipt of extramural projects.

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Management of revolving funds:

Oversight responsibility for the management and administration of SOEST revolving funds which currently number 33.

Generates reports of long range fiscal plans and manpower projects for specialized service facilities and for major contracts and grants.

Maintains cognizance of SOEST financial position with regards to the enterprise and internal service funds, and prepares regular reports to management on the status of these funds.

Provides administrative, fiscal, and management oversight assistance to the following Division Heads who report to the Director of Administration:

University Marine Center/Ship Operations
Engineering Support Facility
Publications Facility
Research Computing Facility
Analytical Support Facility

For the following functions:

University Marine Center/Ship Operations

The University Marine Center (UMC) which husbands three ships and shore support facilities provides ship operational support to all SOEST and other University research programs as required. The UMC is administered by a Marine Superintendent.

The principal functions of this center are as follows:

Provide ship operational, logistical, and maintenance services to maintain ship's schedules developed by the SOEST Scientific Coordinator for Marine Operations.

Provide shipboard marine technician (electronic and deck) services in support of SOEST marine geophysics and oceanography research programs.

In conjunction with the SOEST Scientific Coordinator's Office, maintains liaison with U.S. and foreign port authorities, the U.S. Navy Hawaiian Sea Frontier and the U.S. Coast Guard.

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Engineering Support Facility

The principal functions of this unit are:

To provide machine shop design and production services in support of SOEST research contracts and grants in the fabrication and repair of precision scientific instruments.

To provide electronics design, production, and maintenance service in support of SOEST research contracts and grants.

To provide electromechanical design and development services for SOEST scientists having unique scientific instrumentation development requirements.

Publications Facility

The principal functions of this unit are as follows:

To provide editorial review of all technical manuscripts submitted by researchers and edit for clarity, continuity, coherence and grammatical construction.

To provide national and international distribution of and exchange of SOEST publications with other research institutions.

To proofread galley and pages of materials from publishers of HIGP papers.

To collect and organize material for the SOEST annual report, which describes SOEST research programs and accomplishments for each year.

To provide the following graphic design and production services to SOEST scientists in the publication of research papers and reports; cartographic charts and graphics, single and multi-color; scientific illustrations; slide materials (visuals); calligraphy and layout.

To provide photographic services to researchers, staff and students for scientific publication, instruction, presentation, or display.

Research Computing Facility

The purpose of this facility is to provide specialized computing capability for SOEST researchers and other campus-wide researchers in need of these specialized facilities. Current computers in this facility are a SUN Network and an Alliant FX8. They are connected to terminals in various offices and laboratory areas.

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Analytical Support Facility

This facility provides central management of various chemical analytical activities that take place school-wide. The equipment management by this facility includes and induction coupled plasma spectrophotometer, atomic absorption spectrophotometer, atomic absorption spectrophotometer, scanning and transmission microscopes, and electron microprobe, an autoanlyzer and various other equipment as assigned.

All SOEST facilities have Oversight Committee comprised of users which advise the Director of Administration as to the operational efficiency and future direction of each facility.

SOEST RESEARCH DIVISIONS

SOEST Research Divisions are structured to respond to programmatic research the school may identify that are multi-disciplinary in nature involving several or all SOEST organizational components.

The research interest and disciplinary functions are as follows:

Marine Geology, Geochemistry -- studies the geology and chemistry of the earth as determined from the marine environment, including the studies of chemical processes in modern marine systems and how they are involved in the formation of sedimentary rocks and the chemistry of submarine magmatic cycles and submarine mineral formation.

Marine Geophysics, Seismology -- investigates the geology and tectonics of the earth beneath the sea and the geologic process that have shaped our earth in the past; provides evaluation of resources in marine environments; studies coastal and deep-sea environments and ancient analogues of the modern marine environment in marine and non-marine systems whether buried or exposed.

Volcanology, Petrology -- focuses on volcanic and petrological processes and employs new investigative technologies to characterize the physical and structural properties of various earth materials (minerals, rocks, sediments, silicate glasses and melts, metals, and alloys).

Biological Oceanography -- includes the study of biological processes as they related to oceanography involving the study of oceanic productivity and the influence of biology on marine geochemistry, particularly with regard to the role of macro and microorganisms in the cycling of carbon, essential nutrient and energy in the sea.

Meteorology, Physical Oceanography -- focuses on meteorological research and the study of the circulation of ocean both observationally and theoretically including the interaction with the atmosphere and the sea floor.

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Marine Biology/Coastal Ecosystems -- conducts basic research in marine biology and applied research in aquaculture and fisheries resource management, studies coral reef biology, mariculture, and research in tropic near shore ecosystems.

Energy Resources and Ocean Engineering -- investigates methods to diminish the state dependance on fossil fuels, develop alternative and renewable energy resources, and utilization and development of the states ocean resources and attack problems or exploit opportunities in Ocean Engineering.

RESEARCH COUNCIL

Divisions within SOEST are headed by Chairs who are chosen by the Dean in consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources and on programmatic priorities and be expected to keep abreast of federal activities in their field and to routinely inform division members and the Executive Committee of development in the field.

EXECUTIVE COMMITTEE

Department Chairmen and SOEST Directors, constitute the Executive Committee of the School, which provides advice to the Dean in administrative and operational matters, and in an advisory status participates in policy making, long rage planning, and program development.

EXTERNAL ADVISORY COUNCIL

The External Advisory Council comprised of business, government and academic luminaries to organize and develop the interaction between the School and the Legislature as well as the private sector, and to advise the Dean on national and international trends in funding in response to advances in science and technology

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FUNCTIONAL STATEMENT
DEPARTMENT OF GEOLOGY & GEOPHYSICS

Chair

The Department of Geology & Geophysics is organized on the basis of a Departmental Chairman, Standing Committees, and Ad Hoc Committees, as agreed by the faculty of the Department during the reestablishment of the Department in 1971 and revised in 1985 and 1990.

The purpose of the Department of Geology & Geophysics is to provide, through its faculty for instruction, research, and service as follows: (a) Provide a properly-taught undergraduate curriculum in geology and geophysics, including introduction, core, and advanced courses and laboratories. (b) Conduct research and provide graduate-student instruction in scientific areas in which Hawaii has certain natural advantages by virtue of its geography and existing faculty interests, namely Hydrology, and Engineering Geology, Marine Geology and Geophysics, Seismology and Solid-Earth Geophysics, and Volcanology-Geochemistry-Petrology; and (c) provide public service in the earth and marine sciences at the local, national and Pacific-wide, and world-wide levels.

The Departmental Chairman presides at Departmental meetings. Departmental policy is decided at Departmental meetings. The agenda for these meetings is established by the Chairman in consultation with the chairman of the standing committees.

The Departmental Chairman is responsible to the Dean of the School of Ocean and Earth Science and Technology for the functions listed in the Faculty Handbook, and to the faculty of the department for the functions listed in its Departmental Organization. The more important functions are listed below:

- Direct the activities, curricula, and personnel of the Department of Geology & Geophysics.

- Represent the Department when asked for comment or contribution ex-officio by the University Administration, or other bodies outside the Department.

- With the assistance of ad hoc and standing committees, recruit, evaluate, accept, confer with, and assign advisors of new graduate students; assign study space; evaluate yearly the progress of existing students; coordinate appointments to research assistantships and fellowships for qualified and deserving graduate students; coordinate with Hawaii Institute of Geophysics, Water Resources Research Center, other university institutes, other departments, stat and federal agencies, and private companies regarding joint projects, possible employment, and equipment used by graduate students; award departmental computer funds to graduate students; organize the weekly departmental seminar.

- Provide service to the Department by acting on its standing and ad hoc committees; to the University through committee work and special assignments; to the State of Hawaii in the manner of the Geological Surveys of the other states or as otherwise requested; to the United States as requested; to local, national, and international professional organizations as requested; provide professional services on an overload fee basis as allowed by current regulations.

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Graduate Teaching Assistants have these functions:

- Under supervision, assist in laboratory sections of undergraduate courses; assist instructors in preparation of teaching materials, audiovisual aids, and related tasks; assist in grading examinations and counseling students in classes.

Operational and Administrative Support

Operational support for research in marine and earth sciences is provided through operation and maintenance of research laboratories, instruments, and data reduction, analysis, and synthesis. Assist in appropriate educational specialist tasks.

Secretarial support is provided as follows: Organize and supervise operations of the Departmental Office; type, mail, and file departmental correspondence; maintain security of files, reproduce examinations; assure availability of office supplies; prepare requisitions and maintain expenditure records; maintain student and faculty records; take and forward messages; dispose of routine requests and reports; assist chairman or committee chairmen in assembling information to respond to unusual requests; supervise student help, type manuscripts, grant applications, and reports of departmental faculty; other duties as requested by departmental faculty.

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FUNCTIONAL STATEMENT
DEPARTMENT OF METEOROLOGY

Chair

Directs and coordinated instructional and research activities curricula and personnel in the Department of Meteorology. The Department offers B.S., M.S. and Ph.D. degrees emphasizing tropical meteorology.

Serves as graduate chairman of the Meteorology area of study.

Prepares unit's budget requests and administers budgets allocated to the unit.

Reviews and makes recommendations in regard to all personnel actions involving members of the Department.

Acts as administrative liaison with the School of Ocean and Earth Science and Technology.

Conducts individual research and provides leadership in pursuing new research initiatives both within the State and nationally.

Acts as liaison with federal and international meteorological agencies. Represents the University at the University Corporation for Atmospheric Research annual meetings.

Departmental Functions

Provides instruction; conducts sponsored and unsponsored research into tropical meteorology, emphasizing synoptic and dynamic meteorology, satellite meteorology, monsoon systems and meteorology of the Hawaiian Islands as related to rainfall, hazardous weather and alternate energy resources; undertakes community and consultant service pertaining to the weather and climate of Hawaii and the Pacific Basin.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of the research laboratories, instrumentation, and data reduction analysis, and synthesis.

Secretarial support for research conducted in the department is provided through operation and maintenance of student and faculty records and assistance in preparation of instructional and research materials for faculty.

Secretarial services to the department includes: consultation with the department chairperson concerning administrative matters, typing personnel forms, supervising and coordinating the work of several student helpers, answering the telephone and answering enquiries from students and visitors to the office.

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FUNCTIONAL STATEMENT
DEPARTMENT OF OCEANOGRAPHY

Chair

Directs and Coordinates teaching and research activities, curricula, and personnel in the Department of Oceanography. The Department is a graduate department providing instruction and performing research in biological, physical, chemical and geological oceanography leading to the M.S. and Ph.d. degrees. Six undergraduate service courses are offered, and have a total enrollment of approximately 2,000 each year. In addition to formal instructional activities, department faculty are actively involved in research supported by extramural grants.

These research functions are essential to graduate and undergraduate education, and provide the facilities and opportunities for thesis and dissertation research. Research is also important to the economic development of the State of Hawaii in terms of resource evaluation and environmental protection.

The Chair coordinates departmental, instructional and research activities; prepares departmental budget requests; reviews and makes recommendations in regard to all personnel actions involving members of the department; and serves as contact point for the department to other marine programs at the University.

Departmental Functions

Provide instruction, conduct research, and undertake community service pertaining to all branches of oceanography (physical, chemical, biological, and geological). These include formal instruction, symposia, advising, and thesis and dissertation research direction.

The Department of Oceanography presently has 25 graduate faculty who advise students, serve on students' committees, and serve on appropriate college and university committees.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of research laboratories, instrumentation, and data reduction analysis, and synthesis.

Secretarial services are provided to the department chairperson in addition to servicing the graduate faculty and the department's graduate students and preparing instructional materials for the large undergraduate courses. Other services include: Overall operation of the department office, maintenance of student and faculty records and assist with preparation of instructional and research materials for faculty, consultation with the chairperson concerning administrative matters, typing personnel forms, supervising and coordinating the work of several student helpers, answering the telephone and answering the many queries posed by students and visitors to the office.

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FUNCTIONAL STATEMENT
DEPARTMENT OF OCEAN ENGINEERING

Chair

Administers a balanced program of instruction and research in ocean engineering. The academic program is a graduate program and leads to the degrees of M.S. and Ph.D., but the department has responsibility for the instruction of both graduate and undergraduate courses in the field. The instructional program also involves curriculum planning and advising of students in their research. The research program consists of carrying out research in accordance with the purpose for which the proposals were funded. The research effort blends with the instructional effort in that it provides students with support through research assistantships, and it provides students with research subjects for their thesis. As part of their function, faculty members serve in committees at the College and University level and participate in other service activities.

Research Support

J.K.K. Look Laboratory of Oceanographic Engineering is a research and instructional laboratory that provides research, including extramural, intramural, and/or in-house studies relating to ocean engineering. Assistance is provided to state and federal agencies in solving many ocean-related problems; in educating the graduate students in all aspects of physical and mathematical modeling techniques as applied to waterways, harbors, coastal engineering, and shop hydrodynamics through an ocean hydrodynamics laboratory course and on-the-job training; in educating the pubic on the awareness of marine science and ocean engineering by making the Look Laboratory facilities and researchers available to study-tour groups or individuals. Advisory services to a variety of organizations and/or general public in the field of ocean engineering are also provided.

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FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF GEOPHYSICS AND PLANETOLOGY

Director

The Director establishes research objectives, unit policy, and directs research, administrative and support activities of the Hawaii Institute of Geophysics and Planetology (HIGP). The Institute serves primarily as the technological and applied research arm of the University in the earth and marine sciences.

Primary objectives of the Institute are to provide research and public service through individual and focused research activities at the local, national, and international levels.

The principal functions of the Director's Office are follows:

- Reports to the Dean of SOEST on HIGP research activities, budgets and expenditures and personnel matters. Liaison is also maintained with the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and outside bodies with whom an official contact with HIGP is desirable.

- Recommends appointments, salaries, tenure, promotion etc., and approves travel involving HIGP personnel.

- Establishes each year an expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected multi-year program.

- Handles all matters as specifically delegated to others on the HIGP administrative staff or to special committees, and serves in an ex officio capacity on all internal HIGP committees, and appointments of Institute Safety and EEO Officers..

Secretarial Support

Secretarial support is provided in maintenance of the Director's calendar, managing and booking his travel, and provides administrative and office management services which include the following:

- Assures coordination of the Director's administrative affairs.

- Provides liaison and coordination for the Director in all University, outside agency, and legislative matters.

- Provides recording and logistical support for meetings as assigned.

- Prepares reports and other correspondence as required.

- Distribution of mail and correspondence to all HIGP units.

- Supervision of secretarial and clerical help within the Director's Office.

- Provides office management and telephone services to the Director and his staff.
- Assures maintenance of the Director's files.
- Coordinates the Director's correspondence.

Administrative Support

Administrative support office provides overall administrative, financial, operational and personnel management to the Director and the Institute. While handling all normal day-to-day management problems of the Institute, principal functions of the administrative support office are as follows:

- Provides administrative and fiscal oversight as follows:
  HIGP General and Extramural Funds
  Assists faculty in preparation of proposal budgets
  Procurement
  Assists the Director in the preparation of the HIGP budget
  Records Maintenance
- Provides fiscal and personnel management as well as liaison on all contracts and grants handled through RCUH.

Current Areas of Emphasis within the Hawaii Institute of Geophysics and Planetology

Sea floor mapping and imaging, and managing geophysical service programs for the State of Hawaii.

Development of new technologies and instrumentation for ocean, earth, atmosphere and space observation and monitoring.

Planetary sciences in the broadest sense, including study of Earth from space.

Administration of the Hawaii Space Grant College and the NASA Pacific Regional Data Center.

Research and technological development in high pressure and temperature studies in mineral physics.

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FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF MARINE BIOLOGY

Director

Directs research activities, curricula support and maintenance operations, and personnel at the Hawaii Institute of Marine Biology (HIMB), which has facilities located on Coconut Island, Kaneohe, and the Mariculture Research and Training Center (MRTC), Hakipuu. HIMB has an international reputation in the areas of coastal processes, coral ecology, fisheries investigations, aquaculture, marine endocrinology/biotechnology, and behavioral studies. The director coordinates the research, teaching and service activities of the staff and performs a myriad of tasks that relate to the University and State, National and International research programs.

Coordination of Instructional Activities

Although the Hawaii Institute of Marine Biology does not itself confer degrees, its overall goal is to support the educational process at the University. Ten faculty members and more than thirty graduate students from various Manoa departments use the HIMB as a research base without occupying assigned positions or being fiscally affiliated with the Institute.

The Institute carries on research in marine biological sciences, including applied areas such as aquaculture and fisheries resource management, and provides facilities for faculty members, graduate and undergraduate students, and visiting scientists. Furthermore, it affords instructional facilities for introductory and advanced courses throughout the University system on Oahu. From 1983, it has been the site of a graduate research and training summer program in selected topics. Though much of HIMB's activities are largely based on Coconut Island, and secondly at the MRTC, Hakipuu facility, it also has close interaction with facilities such as: Waikiki Aquarium, Pacific Biomedical Research Center, Look Laboratory, East-West Center, Bishop Museum, Oceanic Institute, Natural Energy Laboratory of Hawaii, and state and federal agencies with common interests.

Office Functions

Administrative/logistical support relative to the operation of the Hawaii Institute of Marine Biology, which currently has a composite operational budget of approximately $3.5 million annually and involves over 100 people and approximately $2.0 million in research grants and contracts.

Fiscal Administrative and Laboratory Support

Administrative/logistical and technical support for ongoing scientific activity within the Hawaii Institute of Marine Biology includes, but is not limited to: fiscal management of state, federal, and private funds, clerical support, procurement (purchasing/disbursing), and mail handling. It also includes general maintenance of facility and equipment and supplies, vehicles, boats, and coordination of scientific efforts. It is noted that HIMB is largely an independent off-campus facility on an off-shore island and is excluded from many of the services of the Facilities Management Department.

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FUNCTIONAL STATEMENT
HAWAII NATURAL ENERGY INSTITUTE

Director

The Hawaii Natural Energy Institute Director is responsible for providing visibility, focus, and encouragement in bringing renewable energy activities and ocean resources technology into viable systems that will:

(1) Diminish Hawaii's total dependence on imported fossil fuels.

(2) Meet the State's increasing energy demands with little or no environmental degradation.

(3) Help the State utilize its ocean resources, and

(4) Contribute to the technology base for finding solutions to the national and global energy shortage.

Program Function

HNEI interacts with and supports UH faculty and staff in renewable energy and ocean resources related activities. The objectives of HNEI are carried out through:

- Administering state, federal, and private funds allocated for renewable energy and ocean resources technology research.
- Maintaining cognizance over ocean resources and renewable energy related projects campus-wide and encouraging cooperative research among academic programs and research institutes.
- Maintaining liaison with government funding agencies, industry and private foundations with energy R&D interests.
- Providing representation on appropriate federal, state, and university committees.
- Interacting with state agencies to ensure compatibility of university efforts with state goals and objectives.
- Providing the university community and the public with pertinent information on ocean resources technology and renewable energy research matters.
- Encouraging the development of institutional courses and programs on renewable energy and ocean resources.
- Providing background data information on sources of material for educational program development.
- Sponsoring graduate programs to encourage top caliber students to participate in ocean resources and renewable energy research projects leading toward theses.
- Developing national and international cooperative agreements for collaborative research efforts.

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FUNCTIONAL STATEMENT
SEA GRANT COLLEGE PROGRAM

Sea Grant College Program

The Sea Grant Director's Office manages the activities and programs of the University of Hawaii Sea Grant College Program (UHSGCP) which include 1) directing the development and submission of a biennial institutional proposal encompassing programs of research, education, and advisory services; 2) administering the projects and programs funded by Sea Grant and other cooperating agencies; and 3) coordinating the publication and dissemination of resulting information.

The Sea Grant College Program is dedicated to the national goal of promoting the understanding, development, utilization and conservation of ocean and coastal resources through university-based research, education and advisory (extension) services. The program is conducted within geographical boundaries extending from Hawaii to Guam and currently collaborates with 44 governmental organizations, and 89 academic institutions. Fifty-three industrial organizations participate in the program. In addition, the Sea Grant Director represents the University Hawaii on a number of interagency research and advisory committees.

a. Marine Research

The Sea Grant College Program promotes and supports research of state and national priorities at the University of Hawaii. It provides research opportunities and funding to undergraduates and graduates pursuing degrees and experience in marine--related research. Major areas of research are marine resources development including aquaculture, fisheries, marine natural products and ocean minerals; tourism; public policy and law and marine technology.

The Sea Grant College Program provides for the development, coordination, and budget administration of thirty to sixty Sea Grant research projects at any one time. In addition, the program has recently taken over the fiscal responsibilities for other units which fall under the Director's authority. The Sea Grant College also provides funds for program and project planning at the discretion of the Director.

Many of the new initiative research efforts seek proof-of-concept to qualify for multi-year funding. The Director's Office provides review procedures which prioritize proposed research and evaluate projects to ascertain appropriateness for Sea Grant support and quality of research proposals. The Sea Grant Advisory Council which participates in this process is composed of marine leaders and scientists from private industry and program matching funds (required 2 federal; 1 non-federal) for these projects and monitors their use throughout the year.

b. Marine Advisory Program

Marine Advisory Program, through workshops, mass media, person-to-person communication, and other means, promotes the wise use of Hawaii's marine resources and meets the informational needs of Hawaii's people. The information transfer in aquaculture, fisheries and the use of marine and ocean resources by tourists and residents. A network of 16 professional staff, including extension specialists and agents, carry out these activities in Hawaii and throughout the region.

The Marine Advisory Coordinator's Office is responsible for 1) budget and program planning and reporting and 2) communicating with the Sea Grant Director and with the National Sea Grant Office on extension program directions.

c. Marine Education

The Sea Grant College Program assists in the development of a broad spectrum of marine education programs and projects including undergraduate and graduate marine curricula. The program has supported the Marine Option Program and the Blue-Water Marine Laboratory, a marine technician training program at Leeward Community College, a graduate research and training program in tropical marine studies at the Hawaii Institute of Marine Biology, and applied marine research preparatory courses. The present program focuses primarily on undergraduate and graduate education within the University of Hawaii system. However, the program continues to give assistance to the UH College of Education in upgrading high school marine curriculum materials, developed with UHSGCP assistance in previous years, and with teacher training in American areas of influence in Micronesia.

d. Publications

Responsibilities of this office include the management and coordination of publications produced by the Sea Grant College Program. The office 1) edits project proposals and produces the institutional proposal, 2) conducts planning conferences with authors on proposed research and education reports and publication following preliminary manuscript review, 3) institutes procedures for editorial review and publishing, 4) produces camera-ready copy and arranges for publications, 5) edits and distributes the Sea Grant Quarterly, a scientific newsletter with a circulation of 1,700, an extension newsletter with a monthly circulation of 2,500, and other advisory brochures and publications, and 6) institute sales programs and reviews expenditures and income form sales. The office also prepares news releases for local and national dissemination.

PROPOSED

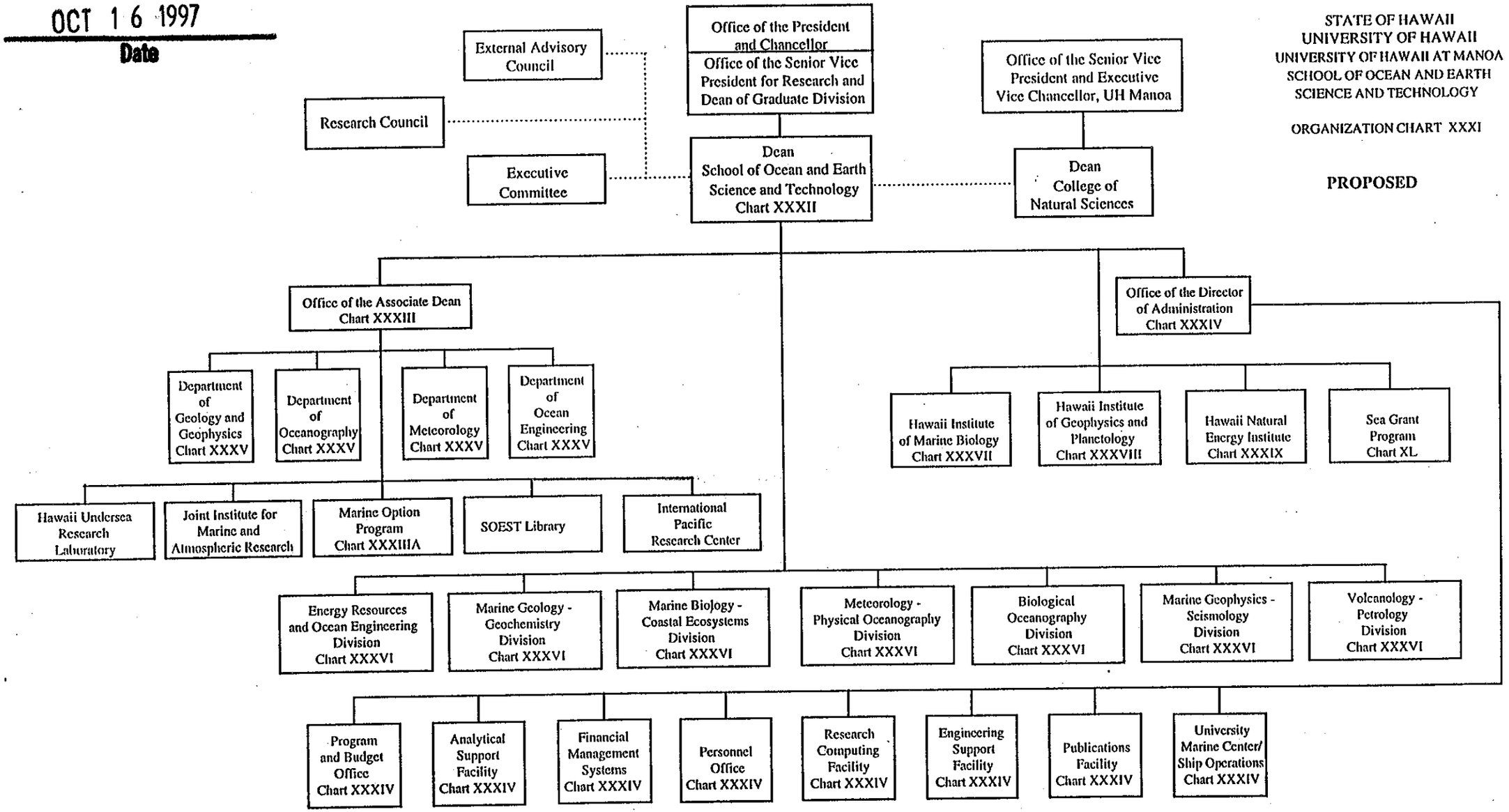
ORGANIZATIONAL CHART(S)
AND
FUNCTIONAL STATEMENT(S)

APPROVED BY THE UNIVERSITY
BOARD OF REGENTS
OCT 16 1997
Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

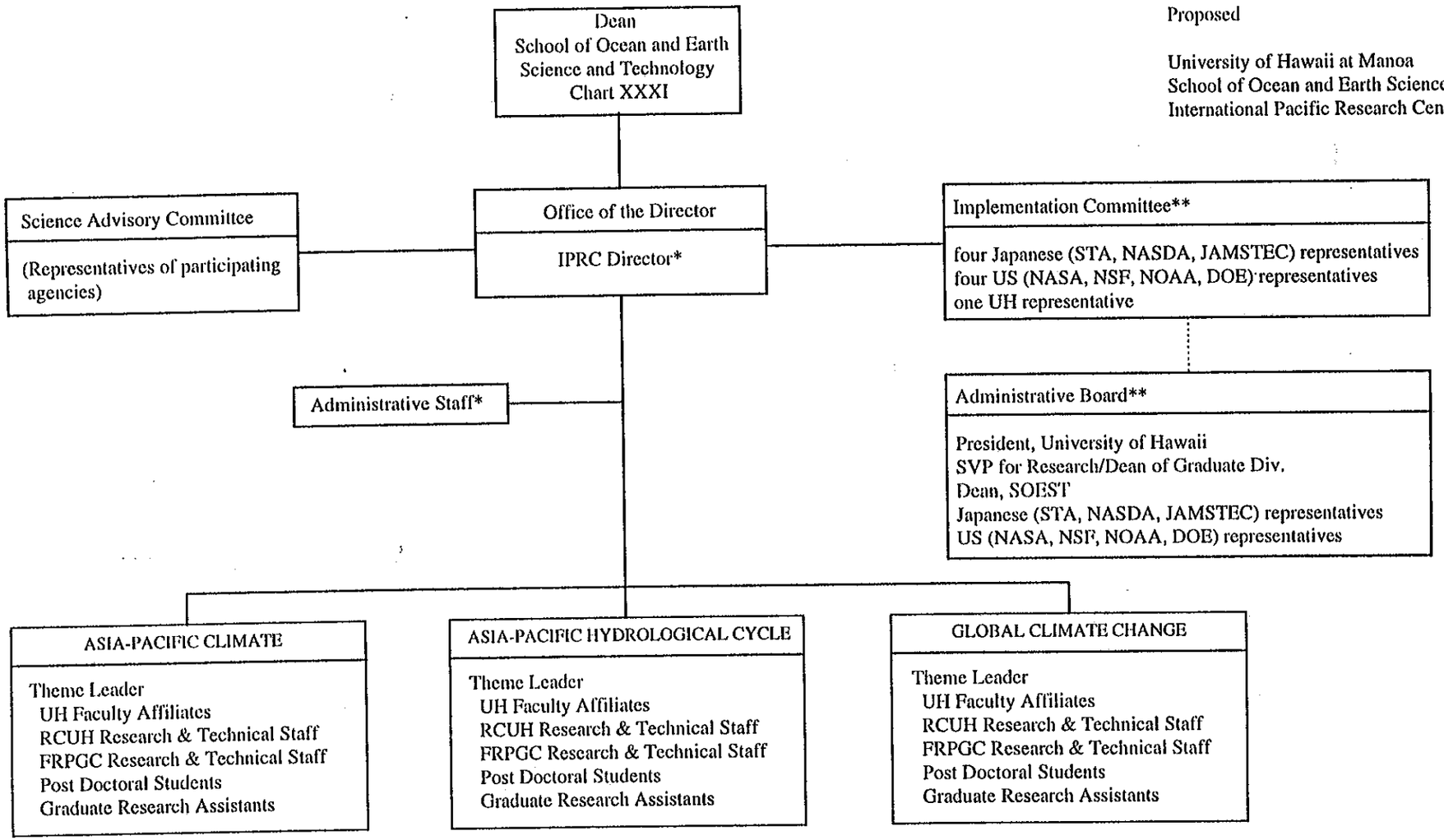
ORGANIZATION CHART XXXI

PROPOSED



Proposed

University of Hawaii at Manoa
School of Ocean and Earth Science and Technology
International Pacific Research Center (IPRC)



*See Implementation Plan.
**Administrative Board functions overlap with those of the Implementation Committee; Administrative Board may replace Implementation Committee when initial start-up phase is completed.

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SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

APPENDIX I

SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENTS

OFFICE OF THE DEAN

The Office of the Dean plans and directs the programs of the School of Ocean and Earth Science and Technology, provides the focus of leadership and direction for the marine sciences, and fosters an environment supportive of excellent research and education. It provides executive leadership in planning, policy formulation and implementation, program development and direction, and budget development and execution. In addition, it will coordinate, focus and facilitate the ongoing activities of the individual organizational units, including curricular, personnel and budget affairs of the School and the ancillary support components such as staff supervision and community relations, and represents the School nationally and internationally.

The Dean serves under the Senior Vice President for Research and Dean of the Graduate Division and will be the primary spokesperson for all activities of the School, and functions with authority as delegated by the President.

The principal functions of the Dean's office include the following:

Provides liaison between the School and the Senior Vice President for Research and Dean of the Graduate Division, the University Administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and represents the School at the State, National and International levels.

Approves all appointments, proposals, tenure and promotion actions, salaries, etc. for all components of the School.

Establishes, directs and maintains the SOEST annual expenditure plan and budget requirements for ensuing years in conjunction with the Senior Vice President for Research and Dean of the Graduate Division and the UH Budget Office.

Chairs the SOEST Research Council and Executive Committee.

Provides direction to the school research effort, the graduate, undergraduate and research components of the School and serves in an ex-officio capacity on SOEST special committees as appropriate.

Provides policy guidance and reviews and evaluates SOEST programs.

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ASSISTANT TO THE DEAN

This office provides assistance to the Dean and Associate Dean in all aspects of SOEST operations. The principal functions of this office include the following:

Assures coordination of the Dean's administrative affairs.

Provides liaison and coordination for legislative matters.

Assists in SOEST Public Information and Relations affairs.

Provides recording and logistical support of Executive Committee, and Research Council, and other meetings as assigned.

Prepares reports and other correspondence as required.

Conducts special projects as assigned.

SECRETARY TO THE DEAN

This position functions as an executive Secretary to the Dean, providing secretarial services through maintenance of the Dean's calendar, managing and booking his/her travel, and provides administrative and office management services which include the following:

Distribution of mail and correspondence to all school units.

Supervision of secretarial and clerical help within the Dean's office.

Provides office management and telephone services to the Dean and his staff.

Assures maintenance of the Dean's files.

Coordinates the Dean's correspondence.

Facilitates communications between the Offices of the Dean, Associate Dean and the Director of Administration.

OFFICE OF THE ASSOCIATE DEAN

Under the policies and guidelines approved by the Dean, this office is primarily responsible for providing the central focus and accommodating the needs of the instructional components of the School.

Among the instructional programs under the Associate Dean are four academic departments: Geology and Geophysics; Meteorology; Oceanography; and Ocean Engineering; as well as the Marine Option Program, a certificate program for undergraduates with marine interests, the Hawaii Undersea Research Program, the Joint Institute for Marine and Atmospheric Research, and the Graduate Ocean Policy Certificate Program. In providing an overview for these functions, the Associate Dean is responsible for:

Faculty Development

Oversees SOEST faculty in the instructional and supervisory roles; academic recruiting; development of programs to attract excellent graduate and undergraduate students to SOEST Departments.

Curriculum Development

Maintains an overview of all SOEST instructional program needs, including curriculum development, establishing innovative educational programs, evaluation of course proposals, course schedules, and student advisement.

Academic Program Review

The Associate Dean is responsible for identifying new educational directions, and methodologies, development of new educational programs, advising the Dean on academic matters relating to SOEST research programs, and Federal and State relations.

Program Administration, Planning, Representation and Consultation with Dean

Continuing interaction is maintained to ensure that the Dean and the Associate Dean each remain aware of problems and opportunities concerning the School's academic program and operations. The Associate Dean is also responsible for administration of the SOEST Marine Option Program and the SOEST Library.

The Associate Dean represents SOEST on educational matters at the state, national and international levels, as appropriate and represents the Dean on educational matters to the offices of the Senior Vice President(s), the Vice President(s), the Dean of Natural Sciences, the Dean of Engineering, and other appropriate units within the University.

Other responsibilities as required by the Dean shall be fulfilled by the Associate Dean. These may include such matters as public relations, fund raising, budgeting, planning, and inter-national cooperative programs of the School.

Library

The principal function of this unit is to provide specialized scientific and technical library services to SOEST faculty members and students. In conjunction with instructional and research staff, periodicals and books necessary for teaching and research are acquired and maintained. The Library contains over 1600 linear feet of library material. The SOEST Librarian reports directly to the Associate Dean.

Marine Option Program

The Marine Option Program, headed by its Director, who reports to the Associate Dean, SOEST, offers undergraduates of all majors throughout the University system the opportunity to discover and develop their marine and marine-related interests and talents. The office is responsible for the development and management of one certificate-granting program offered at all UH campuses, including the community colleges, for those students who

elect to complete selected academic requirements and a practical project. Administrative and advising support is provided for the Graduate Ocean Policy Certificate Program, as described below. In addition, the office sponsors newsletters, seminars, symposia, field trips, workshops, baseline surveys and other hands-on experiences designed to promote marine education and training. Academic and career guidance is provided to current and prospective students.

Graduate Ocean Policy Certificate Program

The wise use and careful stewardship of the ocean require people with multidisciplinary and interdisciplinary advanced education in the natural and social sciences. This graduate certificate program is designed for classified graduate students and community professional practitioners who wish to complement their existing degree or curriculum. An advisory committee assists each student in custom-designing an 18-credit program that draws on marine-related courses in law, geography, political science, economics, oceanography, or ocean engineering. In addition, an interdisciplinary seminar and two practica (one in a natural science and one in a social science) are required.

JOINT PROGRAMS

Joint Institute for Marine and Atmospheric Research (JIMAR) --
jointly sponsored by the University of Hawaii and the National Oceanic and Atmospheric Administration, JIMAR pursues research involving both theoretical and observational studies on climate, equatorial oceanography, and tsunamis.

Hawaii Undersea Research Laboratory (HURL) --
established by a cooperative agreement between the National Oceanic and Atmospheric Administration (NOAA) and the University of Hawaii, HURL primarily supports research projects that require data acquisition at depths greater than scuba limits and concentrates its research efforts using submersibles in these areas: fisheries; pollution; sea floor properties and processes; and ocean technology and services.

International Pacific Research Center (IPRC) --
Sponsored by the University of Hawai'i, the National Oceanic and Atmospheric Administration, the National Aeronautics and Space Administration, the National Science Foundation, the U.S. Department of Energy, the Japan Marine Science and Technology Center, and the (Japan) National Space Development Agency, IPRC pursues research on the nature and predictability of climate variability and regional aspects of global environmental change in the Asia-Pacific region.

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OFFICE OF THE DIRECTOR OF ADMINISTRATION

The Office of the Director of Administration is responsible for providing the planning and management functions required to effectively support the administration and facilities operations of the School under policies and guidelines approved by the Dean. Administrative and facilities management responsibilities include management of SOEST fiscal, personnel, contracts and grants management, the University Marine Center and research vessel operations, Scientific Computer Facility, Engineering Support Facility and Analytical Support Facilities. The position, with both line and staff responsibilities, reports directly to the Dean of the School. Major functions include the following:

Provides administrative and fiscal management oversight to division heads who report directly to the Director of Administration in the following offices:

Program and Budget Office
Personnel Office
Financial Management Systems Office

Which provide the following services:

Program and Budget Office

The SOEST Program and Budget Office provides financial planning, for the SOEST annual General Fund Budget of $14 million, fiscal services to all units, and, together with the Director of Administration, monitors financial aspects of SOEST as well as SOEST State General Fund and position count allocations to all School components.

The principal functions of this Office include the following:

Responsibility for the financial planning, management, and control of all SOEST General (State) funds.

Maintains an overview of the financial conditions of the School.

Advises and assists the Dean and Director of Administration in financial planning and preparation of the SOEST budget and is the focal point for all SOEST budgetary planning and execution.

Maintains an overview of purchases, payments, transfers of funds and other fiscal transactions of the School.

Serves on the SOEST Budget Committee.

Acts as budgetary liaison contact between the SOEST Administration and the University Business Office, the Budget Office and SOEST Administrative Officers in management of SOEST fiscal matters.

Supervises expenditures of general (State) funds allocated to SOEST Departments, Institutes and Programs.

Maintains, in coordination with the SOEST Personnel Officer, the SOEST personnel inventory for all personnel classifications.

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Personnel Office

The principal duties of the SOEST Personnel Office include central coordination of personnel programs of the school and maintains liaison with the UH Personnel Management Office and provides the following service functions:

Maintains a recruitment, appointment, classification and compensation, training, promotion, tenure, leave and benefits systems for the School based on established rules and policies and contractual provisions of collective bargaining agreements.

Provides personnel services to all SOEST units in matters of UH and RCUH personnel administration.

Maintains a central personnel records system.

Conducts and/or oversees recruitment, placement, and enrollment activities; processes and/or reviews the processing of position actions; and advises staff in these matters.

Performs other classification related functions including study and review of new specifications, RCUH and contractual hiring, etc.

Establishes and supervises the maintenance of a centralized system of recording and reporting personnel transactions.

Provides guidance, consultation and staff assistance to management in the orientation, training, and planned development of employees to satisfy immediate and/or long-range needs of the School.

Provides labor-management staff and advisory services to all organizational components of the school, and ensures that the terms of the negotiated collective bargaining contract are properly implemented.

Financial Management Systems Office

The principal duties of the Financial Management Systems Office for Sponsored Projects and Financial Management Systems are 1) to assure the efficient management of research and training contracts and grants within SOEST (currently 275 in number valued at $24 million) and the pursuit of such funds; 2) to provide financial planning, reporting, and accounting functions to monitor the viability of the enterprise revolving funds required to finance the operations of the specialized support facilities including the Research Computer Facility, the Engineering Support Facility, the national oceanographic facilities of Ship Operations and the Hawaii Mapping Research Group, and the internal service facilities including the Publications Program, the SOEST Library, the Geo-Analytical Facilities, and the Physical Plant Support Facility; and 3) to provide management reports on the status of SOEST resources including all funds and personnel; exercise direct management responsibility for SOEST CIP and R&M projects.

Major functions of this office include the following:

Recommends organizational and management systems changes and innovative management practices to improve the effectiveness of program operations, and staffing plans in accordance with program plans, needs and priorities.

Develops management reports on the financial condition of the organization.

Advises and assists the Director of Administration and Program and Budget Office as appropriate in the preparation of the SOEST budget including control of SOEST matching fund commitments in research proposals.

Serves on the SOEST Budget Committee:

Manages, in coordination with the Facilities Management Office, all CIP and Repair and Maintenance projects for SOEST, and directs the operational and fiscal activities of the SOEST Physical Plant Maintenance Facility.

Functions in support of funds seeking:

Serves as the focal point for the administrative and fiscal control and coordination aspects for all SOEST research and training proposals preparatory to the Dean's approval. Supervises SOEST Administrative Officers in preparing research proposal budgets.

Participates in the negotiation of contracts and grants with federal auditors, and federal contracting officers.

Responsible for the development of and oversight of the maintenance of a data bank on pending proposals for extramural funds, and for preparation of management reports on the status of said proposals and SOEST matching fund commitments.

Management of extramural funds:

Responsible for the financial management of all SOEST sponsored research activities, and supervision of SOEST Administrative Officers and Fiscal Accounting Specialists in the management and administration of extramural awards.

Functions as liaison between SOEST and the UH Contracts and Grants Management Office, on matters pertaining to contract negotiations, and to the administration of extramural funds and revolving funds; and with the Budget Officer of the Office of Research Administration on submission and receipt of extramural projects.

Management of revolving funds:

Oversight responsibility for the management and administration of SOEST revolving funds which currently number 33.

Generates reports of long range fiscal plans and manpower projects

for specialized service facilities and for major contracts and grants.

Maintains cognizance of SOEST financial position with regards to the enterprise and internal service funds, and prepares regular reports to management on the status of these funds.

Provides administrative, fiscal, and management oversight assistance to the following Division Heads who report to the Director of Administration:

University Marine Center/Ship Operations
Engineering Support Facility
Publications Facility
Research Computing Facility
Analytical Support Facility

For the following functions:

University Marine Center/Ship Operations

The University Marine Center (UMC) which husbands three ships and shore support facilities provides ship operational support to all SOEST and other University research programs as required. The UMC is administered by a Marine Superintendent.

The principal functions of this center are as follows:

Provides ship operational, logistical, and maintenance services to maintain ship's schedules developed by the SOEST Scientific Coordinator for Marine Operations.

Provide shipboard marine technician (electronic and deck) services in support of SOEST marine geophysics and oceanography research programs.

In conjunction with the SOEST Scientific Coordinator's Office, maintains liaison with U.S. and foreign port authorities, the U.S. Navy Hawaiian Sea Frontier and the U.S. Coast Guard.

Engineering Support Facility

The principal functions of this unit are as follows:

To provide machine shop design and production services in support of SOEST research contracts and grants in the fabrication and repair of precision scientific instruments.

To provide electronics design, production, and maintenance service in support of SOEST research contracts and grants.

To provide electromechanical design and development services for SOEST scientists having unique scientific instrumentation development requirements.

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Publications Facility

The principal functions of this unit are as follows:

To provide editorial review of all technical manuscripts submitted by researchers and edit for clarity, continuity, coherence and grammatical construction.

To provide national and international distribution of and exchange of SOEST publications with other research institutions.

To proofread galley and pages of materials from publishers of HIGP papers.

To collect and organize material for the SOEST annual report, which describes SOEST research programs and accomplishments for each year.

To provide the following graphic design and production services to SOEST scientists in the publication of research papers and reports; cartographic charts and graphics, single and multi-color; scientific illustrations; slide materials (visuals); calligraphy and layout.

To provide photographic services to researchers, staff and students for scientific publication, instruction, presentation, or display.

Research Computing Facility

The purpose of this facility is to provide specialized computing capability for SOEST researchers and other campus-wide researchers in need of these specialized facilities. Current computers in this facility are a SUN Network and an Alliant FX8. They are connected to terminals in various offices and laboratory areas.

Analytical Support Facility

This facility provides central management of various chemical analytical activities that take place school-wide. The equipment managed by this facility includes an induction coupled plasma spectrophotometer, atomic absorption spectrophotometer, scanning and transmission microscopes, an electron microprobe, an autoanalyzer and various other equipment as assigned.

All SOEST facilities have an Oversight Committee comprised of users which advise the Director of Administration as to the operational efficiency and future direction of each facility.

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SOEST RESEARCH DIVISIONS

SOEST Research Divisions are structured to respond to programmatic research the school may identify that are multi-disciplinary in nature involving several or all SOEST organizational components.

The research interest and disciplinary functions are as follows:

Marine Geology, Geochemistry -- studies the geology and chemistry of the earth as determined from the marine environment, including the studies of chemical processes in modern marine systems and how they are involved in the formation of sedimentary rocks and the chemistry of submarine magmatic cycles and submarine mineral formation.

Marine Geophysics, Seismology -- investigates the geology and tectonics of the earth beneath the sea and the geologic process that have shaped our earth in the past; provides evaluation of resources in marine environments; studies coastal and deep-sea environments and ancient analogues of the modern marine environment in marine and non-marine systems whether buried or exposed.

Volcanology, Petrology -- focuses on volcanic and petrological processes and employs new investigative technologies to characterize the physical and structural properties of various earth materials (minerals, rocks, sediments, silicate glasses and melts, metals, and alloys).

Biological Oceanography -- includes the study of biological processes as they relate to oceanography involving the study of oceanic productivity and the influence of biology on marine geochemistry, particularly with regard to the role of macro and microorganisms in the cycling of carbon, essential nutrient and energy in the sea.

Meteorology, Physical Oceanography -- focuses on meteorological research and the study of the circulation of ocean both observationally and theoretically including the interaction with the atmosphere and the sea floor.

Marine Biology/Coastal Ecosystems -- conducts basic research in marine biology and applied research in aquaculture and fisheries resource management, studies coral reef biology, mariculture, and research in tropical near shore ecosystems.

Energy Resources and Ocean Engineering -- investigates methods to diminish the State dependence on fossil fuels, develop alternative and renewable energy resources, and utilization and development of the State's ocean resources and attack problems or exploit opportunities in Ocean Engineering.

RESEARCH COUNCIL

Divisions within SOEST are headed by Chairs who are chosen by the Dean in consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources and on programmatic priorities and be expected to keep abreast

of federal activities in their field and to routinely inform division members and the Executive Committee of development in the field.

EXECUTIVE COMMITTEE

Department Chairmen and SOEST Directors, constitute the Executive Committee of the School, which provides advice to the Dean in administrative and operational matters, and in an advisory status participates in policy making, long range planning, and program development.

EXTERNAL ADVISORY COUNCIL

The External Advisory Council comprised of business, government and academic luminaries to organize and develop the interaction between the School and the Legislature as well as the private sector, and to advise the Dean on national and international trends in funding in response to advances in science and technology.

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FUNCTIONAL STATEMENT
DEPARTMENT OF GEOLOGY & GEOPHYSICS

Chair

The Department of Geology & Geophysics is organized on the basis of a Departmental Chairman, Standing Committees, and Ad Hoc Committees, as agreed by the faculty of the Department during the re-establishment of the Department in 1971 and revised in 1985 and 1990.

The purpose of the Department of Geology & Geophysics is to provide, through its faculty for instruction, research, and service as follows: (a) provide a properly-taught undergraduate curriculum in geology and geophysics, including introduction, core, and advanced courses and laboratories; (b) conduct research and provide graduate-student instruction in scientific areas in which Hawaii has certain natural advantages by virtue of its geography and existing faculty interests, namely Hydrology, and Engineering Geology, Marine Geology and Geophysics, Seismology and Solid-Earth Geophysics, and Volcanology-Geochemistry-Petrology; and (c) provide public service in the earth and marine sciences at the local, national and Pacific-wide, and world-wide levels.

The Departmental Chairman presides at Departmental meetings. Departmental policy is decided at Departmental meetings. The agenda for these meetings is established by the Chairman in consultation with the chairman of the standing committees.

The Departmental Chairman is responsible to the Dean of the School of Ocean and Earth Science and Technology for the functions listed in the Faculty Handbook, and to the faculty of the department for the functions listed in its Departmental Organization. The more important functions are listed below:

- Direct the activities, curricula, and personnel of the Department of Geology & Geophysics.

- Represent the Department when asked for comment or contribution ex-officio by the University Administration, or other bodies outside the Department.

- With the assistance of ad hoc and standing committees, recruit, evaluate, accept, confer with, and assign advisors of new graduate students; assign study space; evaluate yearly the progress of existing students; coordinate appointments to research assistantships and fellowships for qualified and deserving graduate students; coordinate with Hawaii Institute of Geophysics, Water Resources Research Center, other university institutes, other departments, state and federal agencies, and private companies regarding joint projects, possible employment, and equipment used by graduate students; award departmental computer funds to graduate students; organize the weekly departmental seminar.

- Provide service to the Department by acting on its standing and ad hoc committees; to the University through committee work and special assignments; to the State of Hawaii in the manner of the Geological Surveys of the other states or as otherwise requested; to the United States as requested; to local, national, and international professional organizations as requested; provide professional services on an overload fee basis as allowed by current regulations.

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Department of Geology & Geophysics

Graduate Teaching Assistants have these functions:

- Under supervision, assist in laboratory sections of undergraduate courses; assist instructors in preparation of teaching materials, audiovisual aids, and related tasks; assist in grading examinations and counseling students in classes.

Operational and Administrative Support

Operational support for research in marine and earth sciences is provided through operation and maintenance of research laboratories, instruments, and data reduction, analysis, and synthesis. Assist in appropriate educational specialist tasks.

Secretarial support is provided as follows: Organize and supervise operations of the Departmental Office; type, mail, and file departmental correspondence; maintain security of files, reproduce examinations; assure availability of office supplies; prepare requisitions and maintain expenditure records; maintain student and faculty records; take and forward messages; dispose of routine requests and reports; assist chairman or committee chairmen in assembling information to respond to unusual requests; supervise student help, type manuscripts, grant applications, and reports of departmental faculty; other duties as requested by departmental faculty.

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FUNCTIONAL STATEMENT
DEPARTMENT OF METEOROLOGY

Chair

Directs and coordinates instructional and research activities curricula and personnel in the Department of Meteorology. The Department offers B.S., M.S. and Ph.D. degrees emphasizing tropical meteorology.

Serves as graduate chairman of the Meteorology area of study.

Prepares unit's budget requests and administers budgets allocated to the unit.

Reviews and makes recommendations in regard to all personnel actions involving members of the Department.

Acts as administrative liaison with the School of Ocean and Earth Science and Technology.

Conducts individual research and provides leadership in pursuing new research initiatives both within the State and nationally.

Acts as liaison with federal and international meteorological agencies. Represents the University at the University Corporation for Atmospheric Research annual meetings.

Departmental Functions

Provides instruction; conducts sponsored and unsponsored research into tropical meteorology, emphasizing synoptic and dynamic meteorology, satellite meteorology, monsoon systems and meteorology of the Hawaiian Islands as related to rainfall, hazardous weather and alternate energy resources; undertakes community and consultant service pertaining to the weather and climate of Hawaii and the Pacific Basin.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of the research laboratories, instrumentation, and data reduction analysis, and synthesis.

Secretarial support for research conducted in the department is provided through operation and maintenance of student and faculty records and assistance in preparation of instructional and research materials for faculty.

Secretarial services to the department includes: consultation with the department chairperson concerning administrative matters, typing personnel forms, supervising and coordinating the work of several student helpers, answering the telephone and answering inquiries from students and visitors to the office.

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FUNCTIONAL STATEMENT
DEPARTMENT OF OCEANOGRAPHY

Chair

Directs and coordinates teaching and research activities, curricula, and personnel in the Department of Oceanography. The Department is a graduate department providing instruction and performing research in biological, physical, chemical and geological oceanography leading to the M.S. and Ph.D. degrees. Six undergraduate service courses are offered, and have a total enrollment of approximately 2,000 each year. In addition to formal instructional activities, department faculty are actively involved in research supported by extramural grants.

These research functions are essential to graduate and undergraduate education, and provide the facilities and opportunities for thesis and dissertation research. Research is also important to the economic development of the State of Hawaii in terms of resource evaluation and environmental protection.

The Chair coordinates departmental, instructional and research activities; prepares departmental budget requests; reviews and makes recommendations in regard to all personnel actions involving members of the department; and serves as contact point for the department to other marine programs at the University.

Departmental Functions

Provide instruction, conduct research, and undertake community service pertaining to all branches of oceanography (physical, chemical, biological, and geological). These include formal instruction, symposia, advising, and thesis and dissertation research direction.

The Department of Oceanography presently has 25 graduate faculty who advise students, serve on students' committees, and serve on appropriate college and university committees.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of research laboratories, instrumentation, and data reduction analysis, and synthesis.

Secretarial services are provided to the department chairperson in addition to servicing the graduate faculty and the department's graduate students and preparing instructional materials for the large undergraduate courses. Other services include: overall operation of the department office, maintenance of student and faculty records and assist with preparation of instructional and research materials for faculty, consultation with the chairperson concerning administrative matters, typing personnel forms, supervising and coordinating the work of several student helpers, answering the telephone and answering the many queries posed by students and visitors to the office.

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FUNCTIONAL STATEMENT
DEPARTMENT OF OCEAN ENGINEERING

Chair

Administers a balanced program of instruction and research in ocean engineering. The academic program is a graduate program and leads to the degrees of M.S. and Ph.D., but the department has responsibility for the instruction of both graduate and undergraduate courses in the field. The instructional program also involves curriculum planning and advising of students in their research. The research program consists of carrying out research in accordance with the purpose for which the proposals were funded. The research effort blends with the instructional effort in that it provides students with support through research assistantships, and it provides students with research subjects for their thesis. As part of their function, faculty members serve in committees at the College and University level and participate in other service activities.

Research Support

J.K.K. Look Laboratory of Oceanographic Engineering is a research and instructional laboratory that provides research facilities and services to faculty, students, and staff involved in academic research, including extramural, intramural, and/or in-house studies relating to ocean engineering. Assistance is provided to state and federal agencies in solving many ocean-related problems; in educating the graduate students in all aspects of physical and mathematical modeling techniques as applied to waterways, harbors, coastal engineering, and shop hydrodynamics through an ocean hydrodynamics laboratory course and on-the-job training; in educating the public on the awareness of marine science and ocean engineering by making the Look Laboratory facilities and researchers available to study-tour groups or individuals. Advisory services to a variety of organizations and/or general public in the field of ocean engineering are also provided.

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FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF GEOPHYSICS AND PLANETOLOGY

Director

The Director establishes research objectives, unit policy, and directs research, administrative and support activities of the Hawaii Institute of Geophysics and Planetology (HIGP). The Institute serves primarily as the technological and applied research arm of the University in the earth and marine sciences.

Primary objectives of the Institute are to provide research and public service through individual and focused research activities at the local, national, and international levels.

The principal functions of the Director's Office are as follows:

- Reports to the Dean of SOEST on HIGP research activities, budgets and expenditures and personnel matters. Liaison is also maintained with the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and outside bodies with whom an official contact with HIGP is desirable.

- Recommends appointments, salaries, tenure, promotion, etc., and approves travel involving HIGP personnel.

- Establishes each year an expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected multi-year program.

- Handles all matters as specifically delegated to others on the HIGP administrative staff or to special committees, and serves in an ex-officio capacity on all internal HIGP committees, and appointments of Institute Safety and EEO Officers.

Secretarial Support

Secretarial support is provided in maintenance of the Director's calendar, managing and booking his travel, and provides administrative and office management services which include the following:

- Assures coordination of the Director's administrative affairs.

- Provides liaison and coordination for the Director in all University, outside agency, and legislative matters.

- Provides recording and logistical support for meetings as assigned.

- Prepares reports and other correspondence as required.

- Distribution of mail and correspondence to all HIGP units.

- Supervision of secretarial and clerical help within the Director's Office.

- Provides office management and telephone services to the Director and his staff.
- Assures maintenance of the Director's files.
- Coordinates the Director's correspondence.

Administrative Support

Administrative support office provides overall administrative, financial, operational and personnel management to the Director and the Institute. While handling all normal day-to-day management problems of the Institute, principal functions of the administrative support office are as follows:

- Provides administrative and fiscal oversight as follows:
  HIGP General and Extramural Funds
  Assists faculty in preparation of proposal budgets
  Procurement
  Assists the Director in the preparation of the HIGP budget
  Records Maintenance
- Provides fiscal and personnel management as well as liaison on all contracts and grants handled through RCUH.

Current Areas of Emphasis within the Hawaii Institute of Geophysics and Planetology

Sea floor mapping and imaging, and managing geophysical service programs for the State of Hawaii.

Development of new technologies and instrumentation for ocean, earth, atmosphere and space observation and monitoring.

Planetary sciences in the broadest sense, including study of Earth from space.

Administration of the Hawaii Space Grant College and the NASA Pacific Regional Data Center.

Research and technological development in high pressure and temperature studies in mineral physics.

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FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF MARINE BIOLOGY

Director

Directs research activities, curricula support and maintenance operations, and personnel at the Hawaii Institute of Marine Biology (HIMB), which has facilities located on Coconut Island, Kaneohe, and the Mariculture Research and Training Center (MRTC), Hakipuu. HIMB has an international reputation in the areas of coastal processes, coral ecology, fisheries investigations, aquaculture, marine endocrinology/biotechnology, and behavioral studies. The director coordinates the research, teaching and service activities of the staff and performs a myriad of tasks that relate to the University and State, National and International research programs.

Coordination of Instructional Activities

Although the Hawaii Institute of Marine Biology does not itself confer degrees, its overall goal is to support the educational process at the University. Ten faculty members and more than thirty graduate students from various Manoa departments use the HIMB as a research base without occupying assigned positions or being fiscally affiliated with the Institute.

The Institute carries on research in marine biological sciences, including applied areas such as aquaculture and fisheries resource management, and provides facilities for faculty members, graduate and undergraduate students, and visiting scientists. Furthermore, it affords instructional facilities for introductory and advanced courses throughout the University system on Oahu. From 1983, it has been the site of a graduate research and training summer program in selected topics. Though much of HIMB's activities are largely based on Coconut Island, and secondly at the MRTC, Hakipuu facility, it also has close interaction with facilities such as: Waikiki Aquarium, Pacific Biomedical Research Center, Look Laboratory, East-West Center, Bishop Museum, Oceanic Institute, Natural Energy Laboratory of Hawaii, and state and federal agencies with common interests.

Office Functions

Administrative/logistical support relative to the operation of the Hawaii Institute of Marine Biology, which currently has a composite operational budget of approximately $3.5 million annually and involves over 100 people and approximately $2.0 million in research grants and contracts.

Fiscal Administrative and Laboratory Support

Administrative/logistical and technical support for ongoing scientific activity within the Hawaii Institute of Marine Biology includes, but is not limited to: fiscal management of state, federal, and private funds, clerical support, procurement (purchasing/ disbursing), and mail handling. It also includes general maintenance of facility and equipment and supplies, vehicles, boats, and coordination of scientific efforts. It is noted that HIMB is largely an independent off-campus facility on an off-shore island and is excluded from many of the services of the Facilities Management Department.

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT
HAWAII NATURAL ENERGY INSTITUTE

Director

The Hawaii Natural Energy Institute Director is responsible for providing visibility, focus, and encouragement in bringing renewable energy activities and ocean resources technology into viable systems that will:

(1) Diminish Hawaii's total dependence on imported fossil fuels.

(2) Meet the State's increasing energy demands with little or no environmental degradation.

(3) Help the State utilize its ocean resources, and

(4) Contribute to the technology base for finding solutions to the national and global energy shortage.

Program Function

HNEI interacts with and supports UH faculty and staff in renewable energy and ocean resources related activities. The objectives of HNEI are carried out through:

- Administering state, federal, and private funds allocated for renewable energy and ocean resources technology research.
- Maintaining cognizance over ocean resources and renewable energy related projects campus-wide and encouraging cooperative research among academic programs and research institutes.
- Maintaining liaison with government funding agencies, industry and private foundations with energy R&D interests.
- Providing representation on appropriate federal, state, and university committees.
- Interacting with state agencies to ensure compatibility of university efforts with state goals and objectives.
- Providing the university community and the public with pertinent information on ocean resources technology and renewable energy research matters.
- Encouraging the development of institutional courses and programs on renewable energy and ocean resources.
- Providing background data information on sources of material for educational program development.
- Sponsoring graduate programs to encourage top caliber students to participate in ocean resources and renewable energy research projects leading toward theses.
- Developing national and international cooperative agreements for collaborative research efforts.

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT
SEA GRANT COLLEGE PROGRAM

Sea Grant College Program

The Sea Grant Director's Office manages the activities and programs of the University of Hawaii Sea Grant College Program (UHSGCP) which include 1) directing the development and submission of a biennial institutional proposal encompassing programs of research, education, and advisory services; 2) administering the projects and programs funded by Sea Grant and other cooperating agencies; and 3) coordinating the publication and dissemination of resulting information.

The Sea Grant College Program is dedicated to the national goal of promoting the understanding, development, utilization and conservation of ocean and coastal resources through university-based research, education and advisory (extension) services. The program is conducted within geographical boundaries extending from Hawaii to Guam and currently collaborates with 44 governmental organizations, and 89 academic institutions. Fifty-three industrial organizations participate in the program. In addition, the Sea Grant Director represents the University of Hawaii on a number of interagency research and advisory committees.

a. Marine Research

The Sea Grant College Program promotes and supports research of state and national priorities at the University of Hawaii. It provides research opportunities and funding to undergraduates and graduates pursuing degrees and experience in marine--related research. Major areas of research are marine resources development including aquaculture, fisheries, marine natural products and ocean minerals; tourism; public policy and law and marine technology.

The Sea Grant College Program provides for the development, coordination, and budget administration of thirty to sixty Sea Grant research projects at any one time. In addition, the program has recently taken over the fiscal responsibilities for other units which fall under the Director's authority. The Sea Grant College Program also provides funds for program and project planning at the discretion of the Director.

Many of the new initiative research efforts seek proof-of-concept to qualify for multi-year funding. The Director's Office provides review procedures which prioritize proposed research and evaluate projects to ascertain appropriateness for Sea Grant support and quality of research proposals. The Sea Grant Advisory Council which participates in this process is composed of marine leaders and scientists from private industry and program matching funds (required 2 federal; 1 non-federal) for these projects and monitors their use throughout the year.

b. Marine Advisory Program

Marine Advisory Program, through workshops, mass media, person-to-person communication, and other means, promotes the wise use of Hawaii's marine resources and meets the informational needs of Hawaii's people. The information transfer in aquaculture, fisheries and the use of marine and ocean resources by tourists and residents. A network of 16 professional staff, including extension specialists and agents, carry out these activities in Hawaii and throughout the region.

The Marine Advisory Coordinator's Office is responsible for 1) budget and program planning and reporting and 2) communicating with the Sea Grant Director and with the National Sea Grant Office on extension program directions.

c. Marine Education

The Sea Grant College Program assists in the development of a broad spectrum of marine education programs and projects including undergraduate and graduate marine curricula. The program has supported the Marine Option Program and the Blue-Water Marine Laboratory, a marine technician training program at Leeward Community College, a graduate research and training program in tropical marine studies at the Hawaii Institute of Marine Biology, and applied marine research preparatory courses. The present program focuses primarily on undergraduate and graduate education within the University of Hawaii system. However, the program continues to give assistance to the UH College of Education in upgrading high school marine curriculum materials, developed with UHSGCP assistance in previous years, and with teacher training in American areas of influence in Micronesia.

d. Publications

Responsibilities of this office include the management and coordination of publications produced by the Sea Grant College Program. The office 1) edits project proposals and produces the institutional proposal, 2) conducts planning conferences with authors on proposed research and education reports and publication following preliminary manuscript review, 3) institute procedures for editorial review and publishing, 4) produces camera-ready copy and arranges for publications, 5) edits and distributes the Sea Grant Quarterly, a scientific newsletter with a circulation of 1,700, an extension newsletter with a monthly circulation of 2,500, and other advisory brochures and publications, and 6) institute sales programs and review expenditures and income from sales. The office also prepares news releases for local and national dissemination.

October 24, 1997

MEMORANDUM

TO: Board Secretary Daniel Ishii

FROM: Rodney Sakaguchi

SUBJECT: **NOTIFICATION OF APPROVED REORGANIZATION FOR THE HAWAI'I INSTITUTE OF MARINE BIOLOGY, SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY**

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on October 16, 1997 for the Hawai'i Institute of Marine Biology in the School of Ocean and Earth Science and Technology, University of Hawai'i at Mānoa. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Director Kathleen Cutshaw at 956-9110.

Attachment

c: Office of the Senior Vice President/Executive Vice Chancellor (w/attachment)
Dean C. Barry Raleigh (w/o attachment)

School of Ocean and Earth Science and Technology
1680 East-West Road, POST 802
Honolulu, HI 96822
TEL 808 956 6182 FAX 808 956 9152
E-MAIL raleigh@soest.hawaii.edu, soest@soest.hawaii.edu

soest

Office of the Dean

UNIV. OF HAWAII
UH BUDGET OFFICE

University of Hawai'i

October 15, 1997

'97 OCT 17 P3:26

TO: Ms. Mazie Hirono
Lieutenant Governor, State of Hawaii

FROM: C. Barry Raleigh
Dean

SUBJECT: **Notification of Approved Reorganization, University of Hawaii, Hawaii Institute of Marine Biology**

Enclosed for your files is a copy of the reorganization which was approved by the University for the Hawaii Institute of Marine Biology. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call Ms. Kathleen Cutshaw at 956-9110.

Enclosure

cc: Mr. Earl Anzai, Director, Department of Budget and Finance
Mr. James Takushi, Director, Department of Human Resource Development
✓University Budget Office
University Office of Human Resources
Dr. Dean Smith, Senior Vice President for Research and
Dean Graduate Division

EXECUTIVE SUMMARY
PROPOSED REORGANIZATION OF THE
HAWAII INSTITUTE OF MARINE BIOLOGY

The attached reorganization of the Hawaii Institute of Marine Biology (HIMB) reflects the reassignment of the Administrative Officer V position to that of Assistant Director and the deletion of the Associate Director position.

HIMB recently acquired the private portion of Coconut Island, additional land on Lilipuna Road and a gift of new laboratory buildings to be constructed on the Island. This major expansion of HIMB's management responsibilities augmented both the level and scope of administrative responsibility beyond the capacity of one individual.

The Assistant Director position will assume the responsibilities for facilities management, operations and support staff personnel management, assisting and representing the Director in other matters as requested as well as handling the current fiscal, personnel and administrative responsibilities of the existing Administrative Officer V position. This position will alleviate some administrative responsibilities from the Director allowing him to focus on furthering the development of academic excellence at the Institute.

This reorganization will neither require new office space nor additional resources. The only additional cost is the difference in salary between the UH Administrative Officer V (P11) and a higher Administrative Officer classification, and the difference between the Clerk Steno III position and a Secretary I (an estimated total of around $13,000). This additional cost will be borne by HIMB's existing budget.

HIMB Reorganization Narrative

5c. Background/Nature of the Proposed Reorganization

1) A discussion of the conditions or factors prompting the proposed reorganization, e.g., new program requirements.

This change is necessitated by two major expansions to our management responsibility that derive from the acquisition of the private part of Coconut Island and land on Lilipuna Road and from the construction of new laboratory buildings. With the acquisition of the private section of Coconut Island and the parking lot on Oahu, HIMB's purview, and the attendant administrative responsibility doubled. HIMB now has a 29-acre campus and stewardship of another 64 acres of coral reef in a marine conservation zone. The acquisition of the land was accompanied by the gift of new laboratory buildings, which are currently under construction. The new laboratory facilities will also: 1) approximately double the laboratory space; 2) increase our faculty; 3) increase our technical staff; and 4) augment our graduate student number from ~35 to ~45. The addition of 2 classrooms will greatly increase management responsibility for Manoa and Community College courses, and for other educational activities.

These circumstances have augmented both the level and scope of the administrative responsibilities to a point that is beyond the capacity of one individual. The Institute's Director can no longer address both academic issues, which are the primary responsibility of the position, and sustain the management of operations, facilities and nonacademic programs in a manner that is adequate to support education and research, or health and safety. In fact, the responsibility of the Director for facility and operational management of the Coconut Island (Moku o Loe) facility has absolutely precluded his undertaking any of the academic and research support activities that occupy the full-time of Directors and Deans on the Manoa Campus.

2) An explanation of the details or nature of the proposed reorganization including but not limited to:

a) the reassignment of existing positions and functions;

Currently, the Director holds all responsibility for managing facilities, operations and support staff personnel in addition to the academic and development responsibilities which comprise the total activity of deans and directors on the Manoa campus. With the growth of the Institute and its campus, the burden of managing facilities and operations occupies the full attention of the Director. The proposed Assistant Director position is required to allow the Director to focus appropriate attention on furthering the development of academic excellence at the Institute. For this reason, we request that the

proposed Assistant Director (position 81865) assume responsibility for managing facilities, operations and support staff personnel. The proposed Assistant Director will also assist and represent the Director in other matters as requested. These duties will be added to the already considerable fiscal, personnel and administrative responsibilities of the existing Administrative Officer V position. The scope of these responsibilities is elaborated below.

The Associate Director Position will be discontinued as its responsibilities are either no longer required or are redundant to those to be assigned to the proposed Assistant Director.

The scope to the responsibilities of the proposed Assistant Director is as follows:

Duties and Responsibilities
Facilities Management: HIMB, as an off-campus facility is responsible for its own repair, maintenance, custodial and security service. A full-service mechanical, carpentry, electrical, and refrigeration maintenance shop is maintained at Coconut Island. There is also a team of security officers.

The Institute maintains and operates a fleet of 12 research vessels. The proposed Assistant Director, acting for the Director, will direct and set priorities regarding all these activities at HIMB. These responsibilities include supervising, directing and setting priorities for the Laboratory Supervisor and the shop; managing HIMB fleet operations, including all research and utility vessels; managing the security staff and the visitor accommodations. The proposed Assistant Director manages HIMB computer operations and all connections to the campus computer system; and acts as the interface between the faculty and the facilities support personnel on all nonacademic matters. Coordinates logistics and policy, as necessary, with external entities.

Administration: Serves as chief administrative advisor to the Director.
Develops and directs the administrative management processes and systems for HIMB. Serves as a member of the executive staff, develops broad plans and writes internal directives to accomplish the goals and objectives of the Institute. Plans and supervises the work of professional and clerical staff; trains staff in policies and procedures; interacts directly with various local, state and federal agencies on contract and grant administration. Serves on various committees, as Safety Officer and as Acting Director in the absence of the Director in all issues except for academic and personnel matters relating to the faculty. The latter will be assumed by the Dean of SOEST or his designate during the absence of the Director.

Infrastructure Enhancement: Writes proposals to federal, state and private granting agencies such as the National Science Foundation, National Institutes of Health, US Department of Agriculture and the Environmental Protection Agency and the State Department of Land and Natural Resources for funds to support improvements in

d) how operational, organizational, functional, and programmatic relationships will be affected, including the impact on service to the program's target group(s);

The quality of service to the target group, faculty and students of the University as well as the citizens of Hawaii, will be greatly enhanced. The responsibility of the Director for facility and operational management of the Coconut Island (Moku o Loe)facility has absolutely precluded his undertaking any of the academic and research support activities that occupy the full-time of Directors and Deans on the Manoa Campus.

All clerical (with the exception of the Secretary III position), fiscal and maintenance staff formerly reporting directly to the Director will report to the Director through the proposed Assistant Director who will assume operational responsibility for all support and maintenance activities.

e) impact of the reorganization on existing positions, e.g., reclassification or redescription;

This reorganization will require the reclassification of the UH Administrative Officer V (P 11) to a more responsible Administrative Officer level.

f) a discussion of the need and availability of office space or other requirements necessary for the implementation of the reorganization;

The reorganization will neither require new office space nor incur other additional requirements.

g) the estimated additional cost of the reorganization, including details on new positions required, reclassification, cost of equipment, furniture, utilities, and the availability of funding.

The only additional cost is the difference in salary between the UH Administrative Officer V (P 11) and a higher Administrative Officer classification and the difference between the Clerk Steno III position and a Secretary I (an estimated total of around $13,000). Additional costs will be absorbed by HIMB and SOEST. No additional funds are requested.

FORMER
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII INSTITUTE OF MARINE BIOLOGY
ORGANIZATION CHART

CHART XXXVII

CURRENT

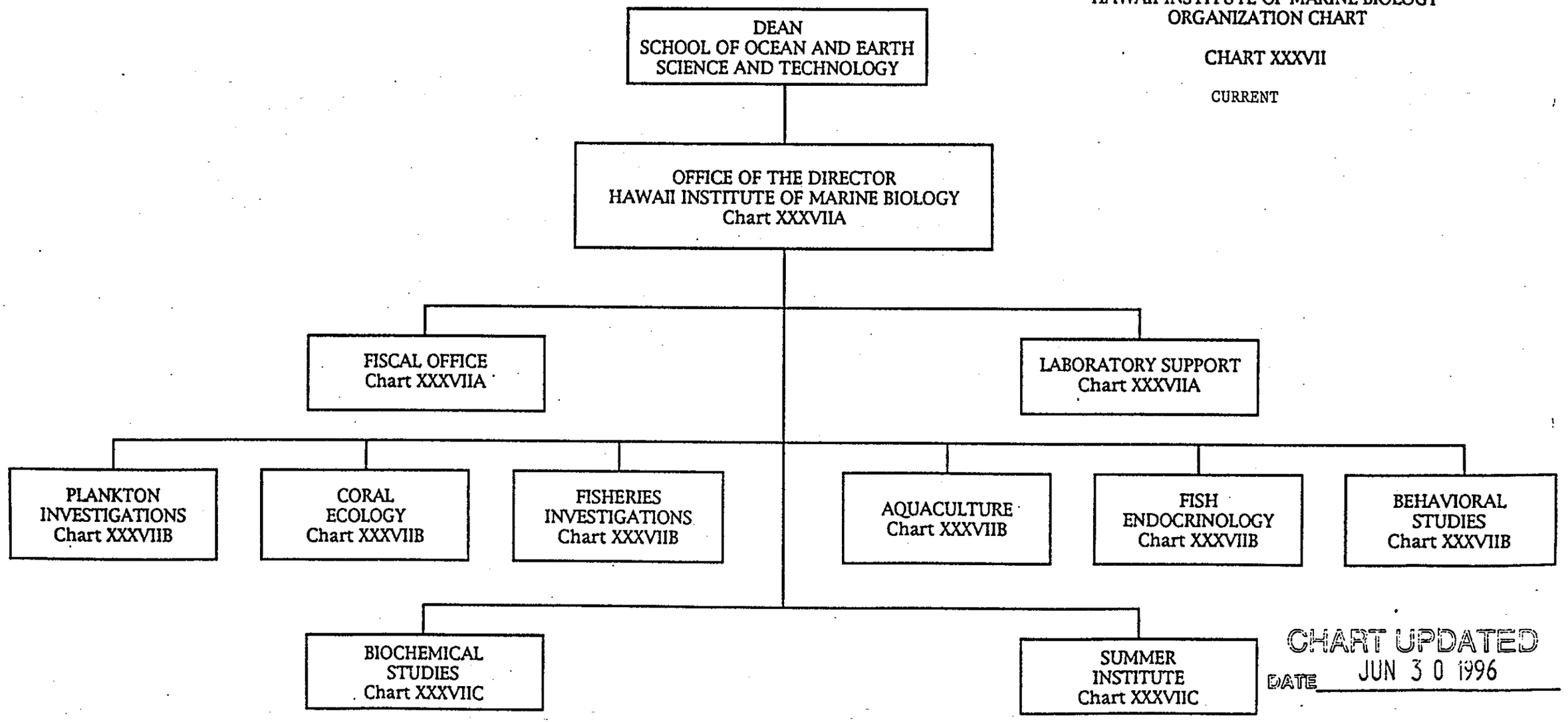

CHART UPDATED
DATE JUN 3 0 1996

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII INSTITUTE OF MARINE BIOLOGY
POSITION ORGANIZATION CHART

CHART XXXVIIA

CURRENT

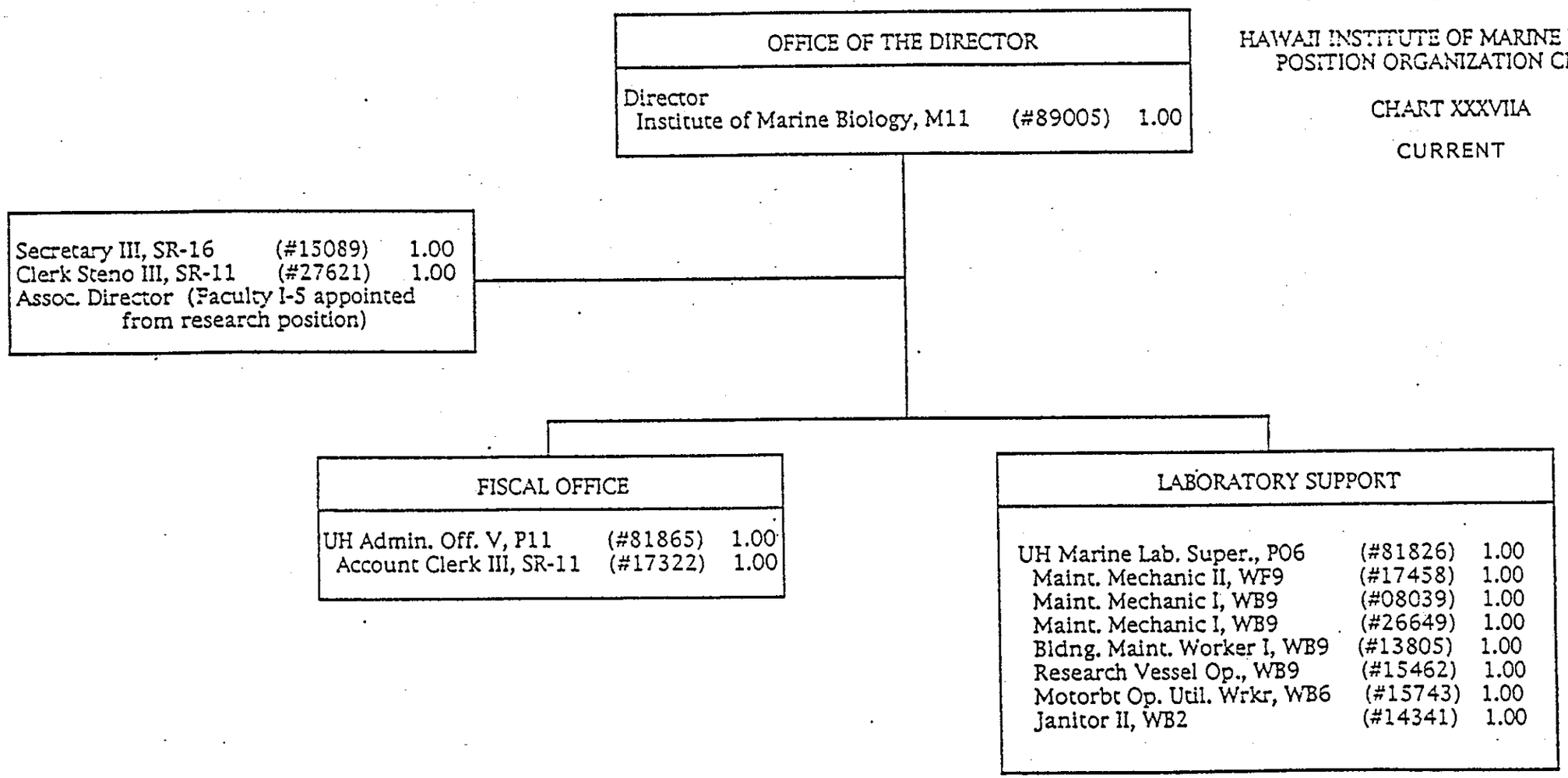

CHART UPDATED
DATE JUN 30 1996

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

CURRENT

FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF MARINE BIOLOGY

Director

Directs research activities, curricula support and maintenance operations, and personnel at the Hawaii Institute of Marine Biology (HIMB), which has facilities located on Coconut Island, Kaneohe, and the Mariculture Research and Training Center (MRTC), Hakipuu. HIMB has an international reputation in the areas of coastal processes, coral ecology, fisheries investigations, aquaculture, marine endocrinology/biotechnology, and behavioral studies. The director coordinates the research, teaching and service activities of the staff and performs a myriad of tasks that relate to the University and State, National and International research programs.

Coordination of Instructional Activities

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The Institute carries on research in marine biological sciences, including applied areas such as aquaculture and fisheries resource management, and provides facilities for faculty members, graduate and undergraduate students, and visiting scientists. Furthermore, it affords instructional facilities for introductory and advanced courses throughout the University system on Oahu. From 1983, it has been the site of a graduate research and training summer program in selected topics. Though much of HIMB's activities are largely based on Coconut Island, and secondly at the MRTC, Hakipuu facility, it also has close interaction with facilities such as: Waikiki Aquarium, Pacific Biomedical Research Center, Look Laboratory, East-West Center, Bishop Museum, Oceanic Institute, Natural Energy Laboratory of Hawaii, and state and federal agencies with common interests.

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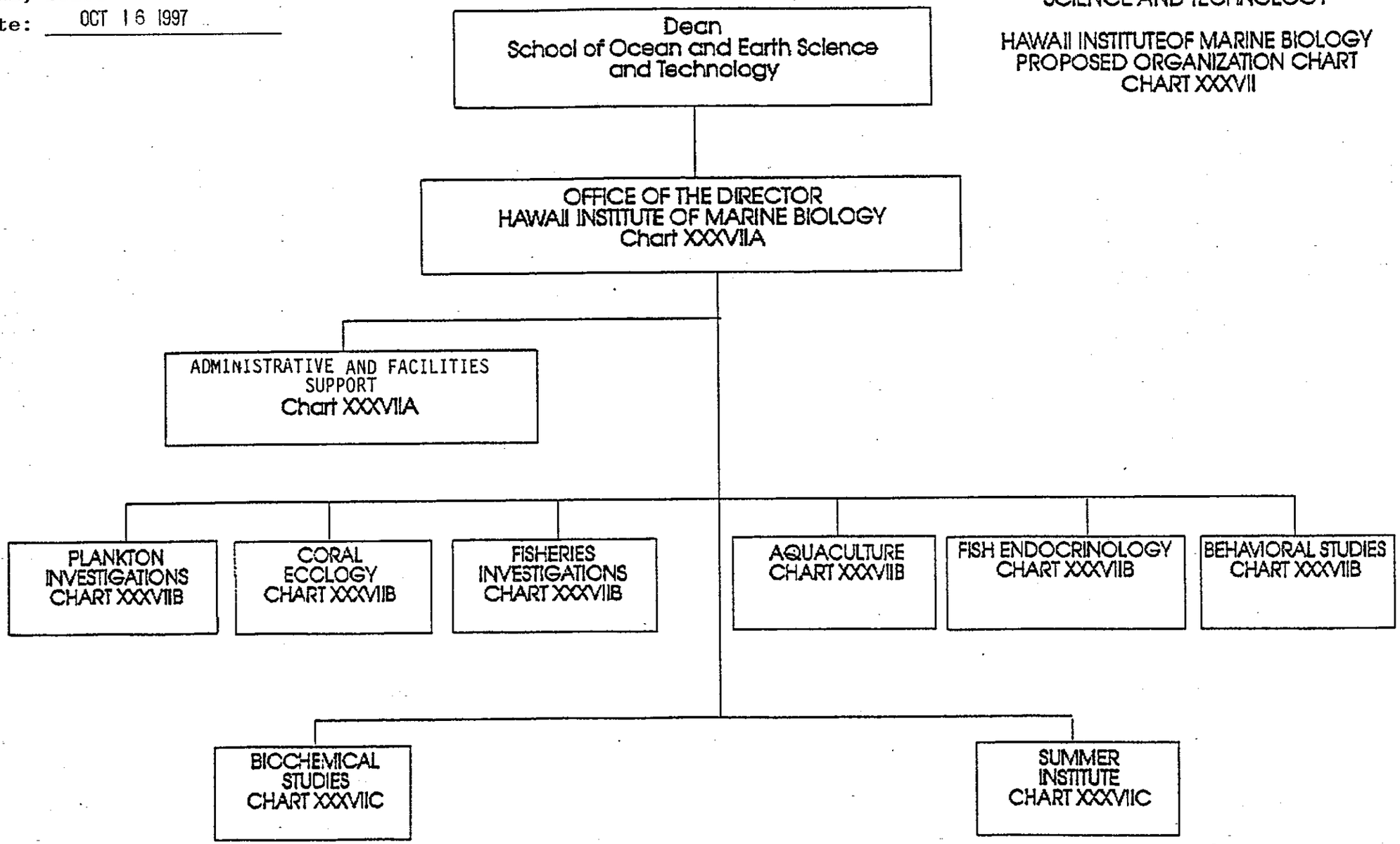
APPROVED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS

APPROVED:

C. Barry Raleigh
Dean, SOEST
Date: OCT 16 1997

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII INSTITUTEOF MARINE BIOLOGY
PROPOSED ORGANIZATION CHART
CHART XXXVII



APPROVED:

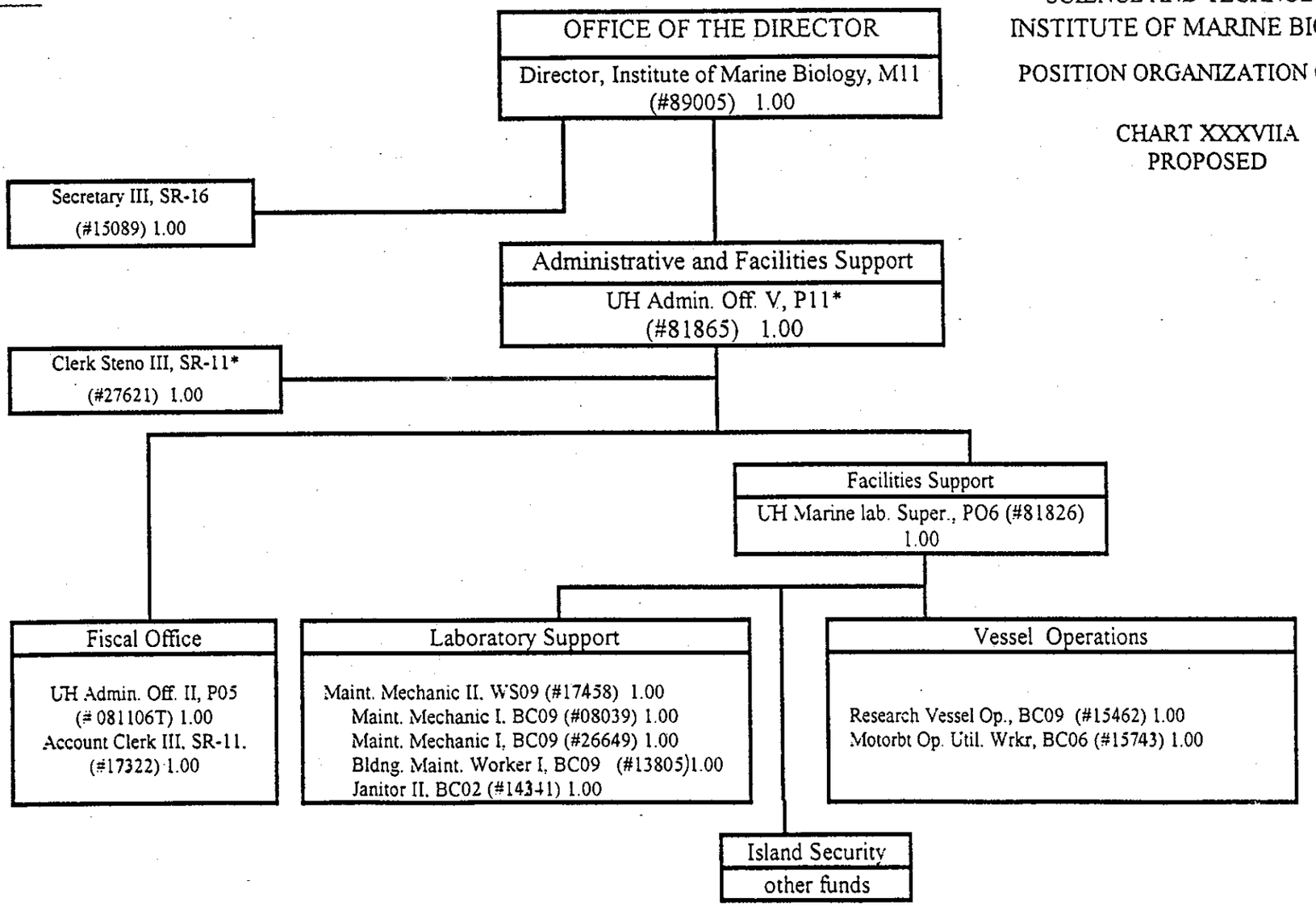
C. Barry Raleigh
Dean, SOEST

Date: OCT 16 1997

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY
INSTITUTE OF MARINE BIOLOGY

POSITION ORGANIZATION CHART

CHART XXXVIIA
PROPOSED



* To be reclassified

The Institute also provides facilities at Moku o Loe for faculty members, graduate and undergraduate students of other units within the University, and for visiting scientists and students. Furthermore, it affords instructional facilities for introductory and advanced courses throughout the University system on Oahu. Since 1983, it has been the site of a graduate research and training summer program in selected topics. Though HIMB's activities are largely based on Moku o Loe, it also has close interaction with the Departments of Animal Science, Botany, Oceanography and Zoology and with other organizations such as: the Hawaii Sea Grant College Program, the Department of Land and Natural Resources, Waikiki Aquarium, Bishop Museum, Oceanic Institute and the Universities of California and Tokyo.

Support Functions - Administrative support relative to the operation of the Hawaii Institute of Marine Biology which currently has a composite operational budget of approximately ~5.5 million dollars annually and involves over 100 people and approximately $4.1 million in research grants and contracts. Administrative/logistical and technical support for ongoing scientific activity within the Hawaii Institute of Marine Biology includes, but is not limited to: fiscal management of state, federal funds, and private funds, clerical support, i.e., typing maintaining records and proposals, preparation of budgets and fiscal reports, reception, switchboard, duplicating, procurement (purchasing/disbursing), and mail handling.

Facilities and Operations Management - The campus of the Institute comprises the 25-acre island, Moku o Loe and the 64-acre patch reef that surrounds the island. Administrative responsibility extends to general maintenance of the buildings, and scientific and support equipment. These include laboratories, classrooms, conference rooms, vehicles, and the boat fleet. This is a considerable responsibility inasmuch as HIMB is an independent off-campus facility on an off-shore island and is excluded from many of the services provided on-campus by Facilities Management.