

**STATE OF HAWAII
UNIVERSITY OF HAWAII**

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

**FUNCTIONAL STATEMENT
FOR ORGANIZATION CHART I**

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

This office has leadership responsibility for the planning, direction, development, coordination, and management of research and graduate academic programs of the University of Hawai'i, and the Senior Vice President serves as the chief policy advisor to the President in these areas. The office of the Dean of Graduate Division is responsible for the supervision, development, and improvement of graduate education.

Senior Vice President for Research

The office directs the University's research and graduate education programs through the development of governing policies, the conduct of program planning and assessment, the determination of directions, and setting of priorities in response to new research opportunities, the formulation of University goals and objectives, the allocation and reallocation of resources, and the management of existing programs and organized research units.

The office is actively involved in encouraging and developing new research initiatives, in providing an environment conducive to research, in establishing approved new research and graduate programs, and in restructuring existing programs within policy. The office facilitates and encourages technology transfer and economic development activities by the University of Hawai'i on a systemwide basis through the Office of Technology Transfer and Economic Development.

The office:

- Initiates and develops long-range planning studies for research and graduate education at the University of Hawai'i;
- Administers a policy of continuing qualitative evaluation of each of the major efforts relative to the development and maintenance of an international standard of excellence;
- Coordinates the activities of the organized research units through the respective directors, and supports other research and graduate programs through the respective academic deans;
- Directs the University's research programs as implemented by the University's organized research units, serves as liaison between them and the President, and assists in the integration of research and teaching activities throughout the University;
- Directs research and training support through the Office of Research Services/Research Corporation of the University of Hawai'i. Directs the University's graduate programs through the Graduate Division, directs the School of Ocean and Earth Science and Technology through the Office of the Dean, directs the College of Tropical Agriculture and Human Resources through the Office of the Dean, directs the Office of Technology Transfer and Economic Development through the Director, and directs the John A. Burns School of Medicine through the Office of the Dean.

- Selects/appoints University of Hawai'i representatives to various external and internal boards and committees associated with University programs;
- Serves as the President's representative for research with a variety of groups and agencies, both inside and outside the University, such as Federal and State agencies, other research institutes and universities, legislators, and the general public, which have the potential to take appropriate actions to enhance the University's research and graduate programs and capabilities; and
- Serves as the University's expert on the subject of research and graduate programs and activities.
- The Assistant Vice President for Research has been assigned oversight of the Institutional Animal Care and Use Committee, which reviews and approves protocol of any research involving the use of animals as mandated by U.S. laws and regulations; and for the Laboratory Animal Service, which is responsible for the animal facilities at UH Manoa.
- Serves as the Designated Institutional Official (DIO) for the Committee on Human Studies.

Dean of the Graduate Division

The Dean of the Graduate Division is responsible for all aspects of graduate education including the appointment of graduate faculty, the admission of graduate students, and the establishment and maintenance of standards in graduate programs. Also is responsible for the dissemination of information about faculty fellowships and awards, and administers fellowships and scholarship programs such as Fulbright, NDEA, NSF, NASA, and others.

In order to fulfill the above responsibilities, the Dean of the Graduate Division:

- Appoints faculty to serve as chairperson of each of the graduate fields of study.
- Approves the appointment of new faculty who may be eligible for nomination to the Graduate Faculty (I3 or equivalent and up).
- Approves initial appointments of all Graduate Assistants, and any reappointments.
- Appoints members of the University faculty to the Graduate faculty.
- Appoints personnel to the Affiliate Graduate Faculty.
- Chairs the Graduate Council, composed of 20 members of the Graduate Faculty, who are advisory to the Dean in all matters pertaining to students and programs.
- Chairs the Senate of the Graduate Division (70 members) who are advisory to the Dean in policy matters which pertain to all fields of study.
- Approves any new graduate programs and new graduate courses.
- Approves all changes of graduate programs or graduate courses.
- Is responsible for maintaining quality of graduate programs through regular formal reviews thereof, both at the doctoral and master's level.
- Is responsible for administration of special short-term graduate-level educational institute.

- Administers fellowship and scholarship programs such as Fulbright, NDEA, NSF, NASA, and others.
- Hears graduate student grievances.
- Awards tuition waivers to graduate students (currently 370 Dean's tuition waivers and 150 Pacific-Asian Scholarships).
- Establishes and maintains standards of admission of graduate students, and requirements for continued registration thereof.
- Administers actions resulting in probation or dismissal of graduate students and all regulations related thereto.
- Performs any other necessary duties pertaining to graduate faculty, programs and students. Meets with a variety of University personnel and others daily for consultation, discussion, and examination of views, policies, and procedures.

In addition, Graduate Division is charged with additional functions performed through the office of the Dean. These include:

1. University Research Council

Graduate Division serves as the administrative arm of the University Research Council. The intramural support for faculty projects and faculty travel to conferences is administered by Graduate Division for the URC. Proposals are solicited, evaluations obtained, and URC decisions on funding are implemented. Fiscal support services and administrative assistance to faculty are provided by the Office of Research Services and Graduate Division, respectively. The Dean or the Dean's designee chairs the URC. The Office of Research Services is responsible for the administration of these funds, and prepares the annual reports as mandated by law.

2. University Patent and Copyright Committee

The University Patent and Copyright Committee is co-chaired by the Dean or the Dean's designee. The PCC is charged with all decisions and actions on inventions and material that might be subject to copyright or patent. Policy recommendations and procedure changes are also the responsibility of the PCC.