

**STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO**

**MAJOR FUNCTIONS**

The University of Hawai'i at Hilo is comprised of four (4) major educational delivery units: the College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; and the College of Continuing Education and Community Service. Also, there are courses and programs in West Hawai'i offered through the University of Hawai'i Center, West Hawai'i managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs, Library Services, Student Services, and Technology and Distance Learning. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs for the citizens of the State of Hawai'i.

**OFFICE OF THE SENIOR VICE PRESIDENT AND CHANCELLOR**

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Senior Vice-President and Chancellor:

- Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents;
- Provides executive leadership in the administration of the instructional, research, and public service programs;
- Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, UH-West O'ahu, and the Community Colleges;
- Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i; and also assumes delegated responsibility for the coordination of the activities of the Institute of Astronomy-Mauna Kea Observatory, the Beaumont Agricultural Research Center, and the Cooperative Extension Service;
- Provides, through an assistant, timely responses to information and data requests from the system, state, and federal governments and the administration of programs to enhance the functions of the University;
- Oversees Institute for Agricultural Marketing and Education; and
- Provides general direction to the Office of Mauna Kea Management.

**NOV 21 2000**

## **EQUAL OPPORTUNITY/AFFIRMATIVE ACTION**

Assures adherence to all federal, state and University of Hawai'i statutes and regulations affecting recruitment, employment and continued appointment of University Personnel;

Serves as grievance officer for all matters and all personnel concerning charges of discrimination and/or harassment.

## **WOMEN'S CENTER**

Addresses concerns of women students, staff and faculty through counseling, workshops and conferences.

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**SUPERSEDED**  
**Date NOV 21 2000**