

## **OFFICE OF ACADEMIC AFFAIRS**

As part of the Senior Vice-President and Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i-Hilo

## **OFFICE OF THE VICE CHANCELLOR**

Serves as the principle assistant to the Senior Vice-President and Chancellor in all academic matters.

- Plans, organizes, directs coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government;
- Directly supervises the personnel responsible for the: the College of Agriculture, Forestry and Natural Resource Management; the College of Arts and Sciences, Ka Haka 'Ula O Ke'elikōlani; the Library; and the College of Continuing Education and Community Services;
- Bears senior responsibility for the effectiveness of programs such as the Freshman Year Program and the Hawai'i Small Business Development Program; and
- Serves as Acting Senior Vice-President and Chancellor in the absence of the Senior Vice-President and Chancellor with all the authority and responsibility pertaining thereto.

## **COLLEGE OF AGRICULTURE, FORESTRY AND NATURAL RESOURCE MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

### **OFFICE OF THE DEAN**

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

### **INSTRUCTION**

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

## **COLLEGE OF ARTS AND SCIENCES**

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

### **OFFICE OF THE DEAN**

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors, Vice Chancellors and the Senior Vice-President and Chancellor.
- Responsible for overall curriculum development and long-range planning.

### **DIVISIONS**

**(Humanities, Social Sciences, and Natural Sciences)**

Develop coherent programs among the disciplines within the respective divisions.

- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- Consult and cooperate with other divisions on curricular matters.
- Review and process personnel transactions, administer student help and the operating and equipment budgets.

### **SCHOOL OF BUSINESS**

Administer the Bachelor of Business Administration degree program.

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

## KA HAKA 'ULA O KE'ELIKŌLANI

Provides for baccalaureate and master's degree programs leading to the Bachelor of Arts and Master's of Arts in Hawaiian Language.

### OFFICE OF THE DIRECTOR

Directs activities, curricula, and personnel in Ka Haka 'Ula O Ke'elikōlani.

- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Coordinates instructional activities.
- Maintains communications with governmental agencies, client groups, and the general public.

### HAWAIIAN STUDIES DIVISION (Instruction and Support)

- Prepares students with broad and full understanding of the basic factors involved in the study for undergraduate and graduate degrees in the Hawaiian language.
- Provides courses and training for students.
- Ensures that students complete a core of basic courses and substantial courses in general education.
- Provides for teacher training.

### HALE KUAMO'O CENTER (Language Support and Outreach)

- Maintain a Hawaiian language support center (Hale Kuamo'o) and other outreach programs.
- Provides research, curriculum development, language development, archival work, and educational technology.

## LIBRARY SERVICES

### ADMINISTRATION

Directs all library and media activities, services and personnel for the University of Hawai'i at Hilo.

- Directs the development of library and media services, resources, and facilities.
- Responsible for fiscal planning and management to insure the efficient operation and development of the Library and Media Center.
- Provides for staff development and training to insure an adequate level of services.
- Directs the selection, acquisition, and processing of library and media resources.
- Provides for special collections and services in response to instructional and research needs of the University community.

### LIBRARY

#### Public Services

##### Reference, Instruction, & Special Services

- Provides informational and reference services to students, faculty, and the community.
- Responsible for the development and maintenance of Reference, Hawaiian, and other special collections.
- Provides access to bibliographic information through online data bases, CD ROM, and other products.
- Supervises the operation of Special Collections, including the management of archival materials.
- Provides access to Hawai'i island newspapers and other materials through the Hawai'i Island Newspaper Indexing Project and other indexing endeavors.
- Provides a bibliographic instruction program to assist students in making effective use of the library's collections and services. Special programs to instruct faculty with the new technologies are also available.
- Develops bibliographies, guides, handbooks, and other finding tools to assist students in using the library's resources.

##### Circulation

- Responsible for the circulation of all library materials.

- Handles shelving and stack maintenance.
- Responsible for the automated circulation system, including documentation, training, and maintenance.
- Provides interlibrary loan services to the University Community, including films and videotapes.
- Manages special collection housed in Circulation: closed shelves, reserves, all audiovisual materials, computer software, etc.
- Process all periodical and serial binding.
- Handles general book mending and preservation.
- Coordinates room reservations for the multilevel facility.
- Responsible for the maintenance of a variety of equipment in the public areas.
- Manages all public and staff photocopying.

#### Cataloging

- Responsible for the cataloging and processing of all materials added to the collection.
- Responsible for the development and maintenance of the online data base.

#### Acquisitions, Receiving, and Serials

- Responsible for the ordering of library materials.
- Responsible for the receipt, processing, and payment of materials purchased.
- Maintains control over the materials and equipment budgets.
- Process all gift materials presented to the library.
- Responsible for the acquisition and receipt of serial materials.

#### Government Documents and Periodicals

- Responsible for the selection, acquisition, processing, development, and maintenance of the U.S. Government documents collection.
- Provides reference services for government documents.
- Responsible for the check-in, claiming, and maintenance of the periodical and newspaper collections.

### MEDIA SERVICES

#### Audiovisual Services

- Makes available a variety of audiovisual equipment and services to support instructional activities.

NOV 21 2000

- Responsible for the acquisition, inventory, repair, and maintenance of audiovisual equipment.

#### Graphics Services

- Provides duplication services for the campus.
- Provides graphics production for institutional and curricula support.

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**COLLEGE FOR CONTINUING EDUCATION AND  
COMMUNITY SERVICE**

**OFFICE OF THE DEAN**

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff and special projects personnel.

**CREDIT PROGRAM**

Acts as liaison with the UHH College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; and Ka Haka 'Ula O Ke'elikōlani in planning, developing, implementing and evaluating University credit courses offered through CCECS. Acts as liaison with appropriate units of UH-Hilo and UH-Mānoa in offering extended graduate programs.

**SENIOR PROGRAM**

In cooperation with senior citizens and local, state and national organizations, plans, develops, implements and evaluates programs to meet the educational needs of senior citizens.

**PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM**

Plans, develops, implements and evaluates "in-service programs" for Hawai'i and Maui County teachers in the State of Hawai'i Department of Education system. Plans, develops, implements and evaluates non-credit personal and professional development programs for all citizens, except senior citizens.

**INTERNATIONAL PROGRAM**

Plans, develops, implements and evaluates international short-term Travel/Study to Hawai'i Programs and the year-round Hilo Intensive Language Opportunities (H.I.L.O.) Program. Plans, develops, implements and evaluates English-as-a-Second-Language (ESL) courses.

**CONFERENCE PROGRAM**

Plans, develops, implements and evaluates UHH and non-UHH conferences, workshops, professional and academic meetings and programs. Full support services and all aspects of program coordination are included as part of program responsibilities.



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

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- Provides video and other services for both institutional and curricular support, including telecommunications support for HITS, etc.

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