

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES

OFFICE OF THE DEAN AND DIRECTOR
FUNCTIONAL STATEMENT

Plan and direct the programs of the College of Tropical Agriculture and Human Resources (CTAHR) as the Dean of the CTAHR and Director of Research and Cooperative Extension. The Dean's office must provide leadership and policy guidance necessary to the effective accomplishment of CTAHR's mission and goals.

Provide executive leadership in the areas of planning, program development, policy formulation, budgetary priorities and program direction.

Represent the University and the College in its external relationships, particularly with regional and federal agencies, the Governor's Office, the State Department of Agriculture, appropriate committees of the State Legislature and Congress, groups representing industry and the College's varied clientele, and other American and foreign universities and officials.

Approve internal policies applicable to the College and its constituent units or recommends policies for higher administrative approval as appropriate.

Provide administrative direction and coordination for implementation of the instruction, research and development, and extension functions of the College as integrated programs serving State, regional, national and international needs in agriculture, natural and human resources.

Approve or recommend appointments to positions in the College.

Provide for evaluation of programs and services to maximize their effectiveness and to meet accountability requirements in accordance with federal, State and University regulations.

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**OFFICE OF PUBLICATIONS AND INFORMATION
FUNCTIONAL STATEMENT**

Under the policies and guidelines approved by the Dean, this office assumes responsibility for the publication and information program of the College.

Edit, publish and distribute extension publications and other appropriate materials.

Plan, develop and direct the mass media educational and informational programs (printed media, radio, television and electronic data) and produces a semi-annual newsletter and alumnae bulletin and an annual CTAHR Impacts Report.

Depending on the availability of space, maintain a depository and stock of publications, including, when possible, publications issued by federal agencies and other sources of interest to the College.

Coordinate College public relations campaigns and activities.

Coordinate College testimony and response to Legislative initiatives.

Perform other related duties as required.

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OFFICE OF ADMINISTRATIVE SERVICES
FUNCTIONAL STATEMENT

Under the general direction of the Dean and Director, CTAHR, this office performs personnel, fiscal, organization, and other related administrative management functions for the College.

Personnel Management Services

Develops, implements, directs and evaluates the personnel management system of the College in accordance with federal, State, University and College requirements and procedures.

Assists the Dean in the preparation of the College staffing plan.

Coordinates recruitment procedures to fill staff needs in accordance with approved staffing plans and program priorities.

Administers the appointment, classification and compensation, training, promotion, tenure, leave and benefits system for the College based on established rules and policies and contractual provisions of collective bargaining agreements.

Develops, directs and manages a central personnel records system.

Fiscal Services

Participates in the negotiation and administration of contracts and grants.

Reviews, evaluates and approves purchases, payments, transfers of funds, and other fiscal transactions of the College.

Manages the accounting and fiscal records of the College.

Develops new fiscal information systems and maintains existing financial systems.

Assumes responsibility for establishment, maintenance and accountability of equipment inventory.

Prepares financial statements required by federal, state, and private agencies and organizations.

Organization and Management

Recommends organizational changes and/or innovative management practices in order to improve the effectiveness of program operations.

Supplements administrative systems needed to improve the business operations of the College.

Performs other management services as assigned.

Budgeting

Administers the annual and quarterly expenditure plans of the College, based on approved allocations.

Administers required inputs for university and state biennial and supplemental budgets.

Executes budgets approved by the Dean and Vice Presidents.

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OFFICE OF PLANNING AND MANAGEMENT SYSTEMS
FUNCTIONAL STATEMENT

Under the general direction of the Dean and Director, CTAHR, this office provides staff support to the College in developing and maintaining an integrated instruction, extension and research management system for program planning, project budgeting, project management, evaluating and reporting. An integrated instruction, research and extension management information system will be developed and maintained to provide data required to plan and manage CTAHR programs.

Planning and Project Budgeting

Coordinates the program/project planning activities of the College.

Conducts analyses or proposals in accordance with approved program plans and priorities.

Coordinates the program/project budget review and allocation process and recommends funding levels for programs and projects based on decisions made by college administrators.

Participates in the effort to maintain, develop and improve the agricultural industry analysis and action plan system.

Project Management

Coordinates the preparation of project proposals in accordance with program objectives and priorities.

Submits proposals, progress reports and evaluations to the USDA as required by federal laws and regulations.

Monitors the implementation of program/projects approved by CTAHR administrators.

Participates in discussions with agricultural industry leaders to determine program priorities and directions for agriculture in Hawaii.

Management Systems

Provides for development, implementation and maintenance of a fully integrated research, extension and resident instruction management information system in support of administrative operations and decisionmaking.

Maintains standards for procurement and maintenance of computer hardware and software systems.

Provides for staff training in computer utilization.

Facilities

Assists the Dean and Associate Deans and Associate Directors in matters pertaining to CTAHR's Capital Improvement Projects and Repair and Maintenance Projects.

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OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AND STUDENT AFFAIRS
FUNCTIONAL STATEMENT

The Associate Dean for Academic and Student Affairs of the College of Tropical Agriculture and Human Resources (CTAHR) serves as a member of the CTAHR administrative team and is accountable to the Dean of CTAHR.

Provide administrative and educational leadership and oversight in planning, developing, implementing and evaluating CTAHR's academic program. This includes distance learning activities and on going curricular revisions.

Develop policies and budgets for instructional programs with Dean's concurrence.

Secure and implement intra and extramural grant funds to enhance the College's academic programs.

Develop and implement in collaboration with University resources a faculty development program focusing on instructional faculty enhancement.

Exercise leadership for interdisciplinary academic program planning, development and implementation through collaboration with instructional activities and other relevant units within the University.

Recommend instructional faculty appointments to the Dean including personnel actions such as promotion hires, tenures and leaves.

Administer student services and counseling programs for CTAHR and ensure that departmental administrator advising programs are in accordance with established policies.

Provide leadership for alumni related programs including Alumni Association newsletters and projects.

Conduct faculty and student development and recognition activities to improve teaching and student learning.

Promote the College's academic program and serve as liaison to high school, community colleges, employers and others. A major thrust of this effort is to enhance the recruitment of undergraduate students.

Coordinate student intern programs and job placement.

Administer international activities which involve instructional program components.

Engage in fundraising to obtain financial support for student scholarships and educational enhancement activities.

Serve on designated College and University committees.

Assume leadership for programs and activities as designated by the Dean.

Serve as the Acting Dean as needed.

Perform other duties as necessary.

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OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR
FOR RESEARCH
FUNCTIONAL STATEMENT

The Associate Dean and Associate Director for Research serves as a member of the College of Tropical Agriculture and Human Resources (CTAHR) administrative team and is accountable to the Dean of CTAHR.

Provide leadership and supervision of the research programs of the agricultural research system. This includes working with department chairs to initiate specific projects, coordinate interdepartmental projects; approve and monitor projects in progress for accomplishments, impacts and publications.

Maintain liaison with Cooperative State Research, Education and Extension Service (CSREES) partnership office, coordinate participation by CTAHR faculty in regional research projects and represent CTAHR regionally and nationally, including attendance at regular meetings of the Western Association of Agricultural Experiment Station Directors.

Establish goals for the research system with administration, faculty and clientele assistance for an effective research program.

In collaboration with the CTAHR Office of Planning and Management Systems coordinate the budgetary allocations of the research system including preparation of budget requests, departmental allocation of funds and federal research station funds, and maintain the research data systems required by USDA and other state/federal agencies.

Identify new positions and position reassignments in the research system in keeping with evolving research priorities.

Intergrade research policies, priorities and programs with those of Academic Affairs and Cooperative Extension.

Coordinate grants and prepare workshops, including identification of potential funding sources.

In cooperation with the Associate Dean and Associate Director of Cooperative Extension, manage internal grants programs. Coordinate the off-campus research/extension experiment stations and offices with the Associate Dean and Associate Director of Cooperative Extension. This includes selection and supervision of the managers, land assignments for projects and monitoring operations for efficiency and effectiveness of service.

Administer international activities which involve research program components.

Engage in fundraising to support developing research programs.

Assist in maintaining close communications with agriculture natural resources, community/family organizations and state/federal agencies.

Participate in promotion and tenure evaluation of CTAHR faculty.

Serve on designated College and University committees.

Serve on Advisory committees of other agencies/groups as requested and as considered beneficial for CTAHR.

Serve as acting dean as needed.

Perform other duties as necessary.

Assistant Director for Research

Administers research and development programs designed to resolve specific problems of an industry, commodity resource or clientele group in order to facilitate food production, promote community development and improve the standard of living throughout the tropical areas of the world. Special emphasis will be placed on research and development projects of immediate interest as well as potential applicability to the state of Hawaii. An important responsibility is to ensure the maximum degree of coordination and mutual benefit will be attained between State, federal and international programs.

Perform other duties as necessary.

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OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR
FOR COOPERATIVE EXTENSION
FUNCTIONAL STATEMENT

The Associate Dean and Associate Director for Cooperative Extension serves as a member of the College of Tropical Agriculture and Human Resources (CTAHR) administrative team and is accountable to the Dean of CTAHR.

Provide leadership and supervision of state-wide Cooperative Extension programs. This includes working with County Administrators and department chairs to initiate specific projects/programs by encouraging "cross county programs" and projects through collaborative planning implementation and evaluation through the sharing of resources and expertise.

Work with CTAHR administrators, department chairs, faculty, and clientele to establish goals for Hawaii Cooperative Extension.

Maintain liaison with Cooperative State Research, Education, and Extension Service (CSREES) partnership office on issues relating to Cooperative Extension including all Smith Lever funds, annual plans of work, accomplishments and impacts/implementation reports.

Represent Hawaii Cooperative Extension regionally and nationally including attendance at the regular meetings at the Western Directors' for Cooperative Extension.

Oversee the budget allocations and extension data systems required by USDA and other state/federal agencies of the Hawaii Cooperative Extension in collaboration with the CTAHR Office of Planning and Management Systems.

Identify new positions or reassignments in Hawaii Cooperative Extension in keeping with evolving program priorities.

Actively seek, encourage and provide opportunities for strengthening and encouraging state-wide partnerships among agents, specialist, researchers and other stakeholders..

Assist in the administration of off-campus research/extension experiment stations and offices with the Associate Dean and Associate Director of Research.

Administer International Activities which involve extension program components.

Engage in fundraising for new outreach programs.

Assist in maintaining close communication with agriculture, natural resources, community and family organizations by serving on advisory committees.

In cooperation with the Associate Dean and Associate Director of Research manage an internal grants program.

Integrate outreach policies, priorities and programs with those of Academic and Student Affairs and Research.

Serve on designated College and University committees.

Participate in promotion/tenure evaluation of CTAHR faculty.

Serve on Advisory committees of other agencies/groups as requested and as beneficial for CTAHR.

Serve as acting dean as needed.

Perform other duties as necessary.

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**DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
FUNCTIONAL STATEMENT**

Instruction

Develop, implement, and evaluate appropriate and relevant curricula for Bachelor of Science degrees in Apparel Product Design and Merchandising (APDM) and Family Resources (FAMR) including a common core of courses in leadership, research methods, and internship.

Provide service courses for majors in Early Childhood Education, Secondary Education, Family and Consumer Sciences Education, and Marketing.

Provide General Education Core courses that fulfill social sciences requirements for UHM (APDM 200 and FAMR 230).

Provide academic advising and career counseling for undergraduate students.

Research

Develop and implement research projects and programs designed to advance knowledge in family and consumer sciences, specifically in the two areas of program emphasis: apparel product design and merchandising and family resources. Disseminate the knowledge through refereed professional journals and presentations.

Plan, develop, and implement community-based and collaborative research activities designed to provide solutions to state problems. Integrate this knowledge into campus and off-campus educational activities and publications.

Disseminate research-based knowledge to consumers, communities, business and industry, non-profit organizations, and government agencies through appropriate means including electronic communication systems.

Guide undergraduate students in understanding and developing research skills appropriate to their career tracks and/or post-graduate education.

Supervise the work of students conducting directed research projects, theses, and dissertations.

Develop liaisons with researchers in other fields to promote interdisciplinary and international research and to keep abreast of changing techniques and emerging paradigms.

Extension

Develop, implement, and evaluate outreach programs and educational materials designed to provide information and assistance to clientele at the consumer, agency, and business levels on topics related to family and consumer sciences.

Develop cooperative programs involving faculty in instruction, research, and extension so as to provide current and creative programs addressing the needs of the State.

Other

Develop criteria for and participate in the peer review process for the evaluation of faculty for promotion and tenure.

Participate in activities that support the Department, the College, and the University.

Provide expert information to consumers, communities, business and industry, non-profit organizations, and government agencies.

Provide service to the profession at the local, national, and international levels.

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**DEPARTMENT OF HUMAN NUTRITION, FOOD AND ANIMAL SCIENCES
FUNCTIONAL STATEMENT**

The Department of Human Nutrition, Food and Animal Sciences (HNFAS) will offer instructional programs at both the undergraduate and graduate levels and through the College of Tropical Agriculture and Human Resources (CTAHR), carry out both departmental and interdisciplinary programs encompassing both research and extension functions.

Instruction

Plan, develop and implement courses and curricula leading to baccalaureate degrees in Animal Sciences and Food Science and Human Nutrition.

Provide the means for undergraduate students to acquire a broad educational base in Animal Science to include animal nutrition, genetics, disease, meat science, muscle and growth biology, reproduction, physiology and production management. Additionally, the department will include a pre-veterinary program that prepares students for application to colleges of veterinary medicine.

Provide undergraduate students with a strong science base that is applied to food science and human nutrition. The Department will offer an accredited program in Dietetics, approved by the American Dietetic Association. Other options will include food science and human nutrition which provides students with opportunities toward the areas of nutrition education, sports and wellness, pre-professional programs such as pre-medicine, pre-dentistry, pre-pharmacy as well as preparing students for graduate education.

Offer a strong science based curriculum with emphases on active learning, critical thinking skills, problem solving and the basic scientific principles of animal sciences, food science and human nutrition.

Provide academic advising and counseling needed for careers to students. Provide service courses for student from other departments and colleges in the University.

Offer courses through the Outreach College.

At the graduate level, HNFAS will provide instruction, direction and opportunities to learn through research to learn at a highly specialized level. These skills at the graduate level will provide the graduate student with the ability to become prospective researchers, teachers or extension leaders in the fields of animal science or food science and human nutrition. Master's of Science degrees will be offered in Animal Sciences; Nutritional Sciences and Food Science. An interdisciplinary Ph.D. program, Food and Environmental Sciences is currently pending.

Departmental Disciplinary Research

Through the Director of Research for the College of Tropical Agriculture and Human Resources, plan develop and conduct research projects designed to advance the knowledge of in food science, human nutrition and animal sciences.

Supervise the work of graduate students conducting thesis and directed research projects.

Prepare reports and manuscripts or otherwise communicate the research findings. Some of the research areas include food biochemistry and chemistry, food microbiology, food safety, sensory and objective quality, nutrient requirements, interrelationships and bioavailability of nutrients for both humans and animals; toxicology, human and animal nutrition education, food and cultural interrelationships, food product development and dietetics, nutritional and environmental stress on animals, reproductive physiology and endocrinology, growth and development of animals, muscle development and meat science, disease control and animal breeding.

Keep up with research findings elsewhere in order to make use of appropriate new knowledge in departmental programs and to keep abreast of new developments in these disciplines.

Interdisciplinary Research and Extension Education

Through the Director of Extension of the College of Tropical Agriculture and Human Resources, plan, develop and conduct interdisciplinary research and extension education projects in support of the food processing, food service and livestock industries in the State, focusing on improving production efficiency, management and marketing. Programs to promote sound nutritional practices in the community. Both statewide and county-wide programs will be conducted through coordination of extension specialists, researchers and extension agents.

Preparation of reports, plans of work, publication of research findings and provide available research and development findings produced in Hawai'i as well as information generated elsewhere to Hawai'i's clientele through a variety of communication channels. Priorities should be established in accordance to various industry analyses and clientele needs through a direct working relationship with clientele groups.

Other

Provide expert information to other State agencies, the legislature, and community service organizations when called upon to do so.

Participate in the governance and other academic or educational activities of the Department, the college and the University of Hawai'i at Manoa.

Develop criteria for and participate in peer review process for professional development.

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**MOLECULAR BIOSCIENCES AND BIOSYSTEMS ENGINEERING
FUNCTIONAL STATEMENT**

The mission of the Department of Molecular Biosciences and Biosystems Engineering (MBBE), is twofold: 1) to integrate the biological with the physical sciences to develop new knowledge in molecular biosciences and biosystems engineering; and 2) to apply the latest scientific discoveries to strengthen the biologically-based industries of biotechnology, agriculture, food technology and aquaculture. The applications of science and technology will be done in a manner that protects human health and the environment while meeting the needs of society.

The Department will operate along three traditional assignment categories, instruction, research, and extension, and will participate in various interdisciplinary and other activities.

Instruction

1. Plan, develop, and present curricula leading to B.S. degrees in Biosystems Engineering and Molecular Biosciences (the latter will have options in General Molecular Biosciences and Biotechnology, Plant Biotechnology, and Environmental Biochemistry). Plan, develop, and present curricula leading to M.S. degrees (Plan A or Plan B) in Plant Molecular Physiology and Biosystems Engineering, and Ph.D. degrees in Plant Molecular Physiology. Approval for a proposed Ph.D. program in Biosystems Engineering sits at the highest level in the University's review process. Faculty members in two departments are also restructuring the department-based Food Science M.S. Degree Program into an interdisciplinary program. This department is being proposed as an administrative base for that interdisciplinary program.
2. Provide service courses to other academic programs.
3. Provide academic advising and career counseling to undergraduate students.
4. Advise and supervise graduate students performing thesis, dissertation, and directed research.
5. Offer specially targeted courses through the Outreach College.

Research

1. Plan, develop, and conduct research aimed at advancing the knowledge in biochemistry, biotechnology, and biosystems engineering. Areas of research emphasis include biotechnology; plant molecular biology and biochemistry; photosynthesis, gene regulation, and signal transduction; plant-microbe interaction, plant and insect cell culture; natural products chemistry and biochemistry; environmental chemistry and toxicology; biological and thermochemical conversion; water distribution systems; control theory and automation; systems engineering and engineering of agricultural biosystems; food science and technology; nutritional biochemistry; economics.
2. Disseminate research findings via refereed professional journals, oral presentations to peers and clients, research reports to funding agencies, and other appropriate communication mechanisms.

3. Interact with extension faculty to disseminate information to clientele and to keep abreast of problems in the field that require research for their solution. Provide information to governmental agencies for establishing public policy, and for regulatory development and enforcement.
4. Cooperate with researchers in other disciplines in multidisciplinary research projects.
5. Interact with researchers and professionals outside of Hawai'i to keep abreast of new developments and new knowledge worldwide.

Extension

1. Plan, develop, and implement outreach aimed at disseminating information and transferring technology to clientele concerned with areas of emphasis of the Department.
2. Maintain strong linkages with public and private stakeholders to identify critical needs of clientele.
3. Maintain close liaison with research peers to facilitate the flow of information to and from clientele.
4. Provide educational materials, conduct workshops, establish electronic means of information delivery or any other effective means of providing help and information for clientele.

Interdisciplinary Programs

1. Plan and conduct interdisciplinary research and outreach to develop and apply new biotechnological and engineering approaches to support agricultural and other bio-based industries, formulate environmentally compatible methods of controlling pests and diseases in tropical crops and other biological cultures, and protect human health.
2. Provide and "expert technological base" for molecular biology, biochemistry, biotechnology, and biosystems engineering in CTAHR.
3. Participate, as appropriate, in interdisciplinary projects and networking of activities throughout the State in areas pertinent to the Department.
4. Collaborate with government agencies, governmental laboratories, and clientele in areas pertinent to this Department.
5. Participate with other departments and institutions in international research and technology transfer.

Other

1. Develop criteria for and participate in peer review processes in the evaluation of faculty for promotion and tenure. Develop criteria and mechanisms to reward faculty and staff for meritorious performance.
2. Participate in governance of the Department, the College, and the University.
3. Participate in academic and educational activities in the College and the University, as appropriate.
4. Provide service to governmental agencies, secondary school units, and the general public, as appropriate.

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**NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT
FUNCTIONAL STATEMENT**

The Department of Natural Resources and Environmental Management is the major unit dealing with land and natural resource planning, policy and utilization within CTAHR. Our new *mission* will be to “Discover and help CTAHR's clients learn how to better use, manage, and conserve natural and renewable resources for optimum benefits and enhanced environmental quality.” The natural resources of focus include land, soil, water, air, forestry, range and, as appropriate, aquacultural systems. The department will endeavor to develop selected areas of expertise into centers of excellence in conservation-effective and sustainable agricultural technologies and management policies that are capable of leveraging extramural funding from national and international sources.

The NREM mission, purpose, and articulated specific objectives are implemented through the primary Land-Grant functions of undergraduate and graduate instruction, disciplinary and problem-solving (multi/inter-disciplinary) research, and extension. Undergraduate instruction is carried out through CTAHR/Academic Affairs; graduate instruction is carried out through CTAHR and the UHM Graduate Division; research and extension functions are carried out through CTAHR Research/Extension.

Instruction

- Through the CTAHR Associate Dean for Academic Affairs, plan, develop and implement curricula and courses leading to a baccalaureate degree with options/tracks in Natural Resource Management and Conservation and Community Development and Policy.
- Through the UHM Graduate Division, plan, develop and implement curricula and courses leading to and to graduate (both masters and doctors) degrees with options in physical, biological, and socio-economic streams.
- Provide service courses for students from other departments and colleges in the University.
- Provide academic advising and related career counseling to undergraduate, graduate, and unclassified students.
- Offer specially targeted courses through the Outreach College and the State Department of Education.

Disciplinary Research

- Through the Associate Dean and Associate Director for Research and the Department Chairperson (acting in his/her capacity as the coordinator for departmental disciplinary research), plan, develop and conduct research projects designed to advance knowledge in the physical, biological, economic and social sciences directly linked to NREM's mission and purpose.
- Interact and collaborate with researchers and professionals outside of Hawai'i to stay up-to-date on new developments and new knowledge and conduct joint research in areas of mutual benefit.
- Supervise the work of graduate students conducting M.S. thesis, Ph.D. dissertation, and Directed Study projects.
- Prepare reports, manuscripts and other informative delivery products to make available the research findings to peers and clients.

- Retrieve and disseminate available research information to facilitate the use of relevant new knowledge in departmental programs and to keep abreast of new developments in the disciplines and various sub-disciplines of NREM.

Problem Solving Research, Extension Education, and Outreach

- Through the Associate Dean and Associate Director for Extension of CTAHR, plan, and conduct inter- or multi-disciplinary research and outreach/ extension education projects to develop and apply improved natural resource management systems for the major land and climate combinations in the state, and quantify the long term impacts of these systems on the stability of land and the quality of environment.
- Predict and enhance the potential productivity and sustainability of agroecosystems whether under rain fed or irrigated conditions,
- Participate as needed in other inter- or multi-disciplinary projects and networking activities throughout the state in order to take advantage of the islands' environmental, geologic, soil, topographic, and ecological diversity for systematic research and technology transfer.
- Participate in partnerships with sister Federal agencies, State agencies and clientele for addressing natural resource and land use issues and formulating cooperative interagency action plans.
- Participate with other departments and institutions in international research and technology transfer to assist with the development of sustainable agriculture in other tropical nations, especially in the Asia Pacific and to learn from these experiences.
- Work with county research and extension personnel to develop county subprograms and annual plans of work that assert the role of sound natural resource management and environmentally safe land use systems
- Prepare reports, manuscripts, educational materials; hold periodic conferences and workshops; and use other information dissemination and delivery vehicles to make research and development findings readily available to peers and clients.

Other

- Develop criteria for and participate in peer review processes for professional development and the rewarding of excellent faculty performance in teaching, research and extension.
- Participate in the governance of the department, the College, the University of Hawai'i at Manoa Campus, and the University System at large.
- Participate in other appropriate academic and educational activities of the College, the University of Hawai'i at Manoa Campus and the University System at large.
- Provide expert information in response to the needs of other State agencies, community service organizations, the Legislature and others when called upon to do so.

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PLANT AND ENVIRONMENTAL PROTECTION SCIENCES
FUNCTIONAL STATEMENT**

The Department of Plant and Environmental Protection Sciences (PEPS) conducts Instruction, Research, and Extension programs.

Instruction

Provide a relevant curriculum for B.S., M.S. (Plan A, Plan B, and Plan C options), and Ph.D. degrees focussing on a broad education, but with specialization in several plant protection and environmental protection areas.

Service courses will be provided for plant science majors in other departments.

Mentoring of graduate students and supervision of directed studies and research.

Advising undergraduate students and career counseling.

Research

Plan, develop, and implement research programs and projects designed to advance knowledge in plant and environmental protection and to develop and disseminate information pertaining to the management of plant problems.

Develop projects and publish the results in appropriate refereed professional journals, make oral presentations to growers, gardeners, turf, and yard managers, and professional peers, and other relevant outlets to make research findings available to the public.

Interact with researchers and professionals outside of Hawai'i to stay up-to-date of new developments and new knowledge.

Extension

Plan, develop, and implement outreach programs designed to provide information and technology to clientele concerned with plant problems and associated environmental problems.

Maintain a close liaison with research peers to facilitate information and technology delivery.

Work cooperatively and collaboratively with other specialists and county agents to provide the most efficient and effective means to transferring knowledge and technology.

Provide educational materials, conduct workshops, establish electronic means of information delivery or any other effective means of providing help and information for clientele.

Interdisciplinary Programs

The PEPS unit is designed to be interdisciplinary to assure advancement of knowledge about plant and environmental protection.

Cooperative and collaborative programs with other plant science units are essential for crop improvement in the tropics and for improving crop and environmental protection programs.

Other

Develop criteria for and participate in peer review process for the evaluation of faculty for promotion and tenure and contract renewal based on job responsibility.

Participate in academic and educational activities of the college and the university.

Provide community services where appropriate.

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**DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE
FUNCTIONAL STATEMENT**

The Department of Tropical Plant and Soil Science conducts programs in three major categories, research, extension and instruction. The program is administered by the Department Chair. Our goal is to secure, develop and disseminate scientific information and management technologies on plants and soils for Hawai'i and selected areas in the tropics, to enhance the competitiveness and economic sustainability. This goal and related specific objectives are carried out through undergraduate and graduate instruction, research, and extension. Instruction is carried out through CTAHR/Academic Affairs; research and extension functions are carried out through CTAHR/Research and CTAHR/Extension.

Instruction

Plan, develop and implement courses and curricula leading to a baccalaureate degree in Tropical Plant and Soil Science with options in i) production/ management, ii) soil science, and, iii) plant sciences and genetics, and to a Master's degree (Plan A, Plan B, and Plan C) and Ph.D. degree in Horticulture, and Agronomy and Soil Science.

To provide service courses to other departments.

Offer specially targeted courses through the Outreach College and the State Department of Education.

Provide academic advising and related career counseling to undergraduate students.

Supervise the work of graduate students conducting thesis, dissertation, and directed research projects.

Research

Plan, develop and conduct research projects designed to advance knowledge in tropical plant and soil sciences. Disciplinary emphasis in plant science will be on developing viable cropping systems for Hawai'i and the tropics through crop selection, improvement and management. Research projects are conducted in the areas of genetics, cytogenetic, genetic engineering and plant breeding; crop physiology, soil management, plant nutrition, culture and management; asexual propagation including tissue culture, chemical growth regulation; postharvest physiology and handling and crop quality evaluation.

Disciplinary emphases in soil science are to inventory and stratify the biological and physicochemical characteristics, extent and productive potential of Hawai'i's soil resources and environments and to develop efficient management strategies for enhancing the productivity of these resources and to prevent their degradation by natural and anthropogenic processes, such as nutrient depletion, acidification, and salinization.

Prepare reports, manuscripts and other informative delivery products to make available the research findings to peers and clients at local, national and international level.

Retrieve and disseminate available research information.

Facilitate the use of relevant new knowledge in departmental programs and to keep abreast of new developments in the discipline and various sub-disciplines.

Cooperate with extension faculty to provide information required by clientele. Provide

information required by government agencies for regulatory development and enforcement. Interact with extension faculty to keep abreast of problems in the field that may require research input.

Cooperate with researchers in other disciplines in multidisciplinary research projects.

Extension

Plan, develop, and implement outreach programs designed to provide information and technology to clientele concerned with plant and soil problems.

Maintain strong linkages with external groups both public and private as this partnership plays a crucial role in identifying critical issues of our clientele. Clientele involvement through extension assures that local needs and concerns are met as integrated programs are developed and delivered to people in communities where they live and work.

Maintain a close liaison with research peers to facilitate technology generation by adaptive research, information dissemination and technology adoption.

Work cooperatively and collaboratively with other specialists and county agents to provide the most efficient and effective means to transferring knowledge and technology.

Provide educational materials, conduct workshops and coordinate conferences, establish electronic means of information delivery or any other effective means of providing help and information for industry, students, and the general public.

Interdisciplinary Programs

Plan, and conduct interdisciplinary research and extension education projects to develop and apply improved plant, soil and pest management systems for each of the major soil and climate combinations in the state to determine, predict and enhance the potential productivity and sustainability of these systems under rain fed or irrigated conditions, and to quantify the long-term impacts of these plant and soil systems on the stability and productive capacity of the soil and the quality of environment.

Participate as needed in other interdisciplinary projects and networking of activities throughout the state in order to take advantage of the islands' environmental, geologic and soil diversity for systematic research and technology transfer.

Participate in partnership with Federal agencies, State agencies and clientele in addressing plant and soil issues and formulating interagency action plans.

Participate with other departments and institutions in international research and technology transfer to assist with the relief of suffering and development of sustainable agriculture in tropical nations now unable to feed their people.

Work with county-based personnel to develop county programs.

Other

Develop criteria and mechanisms to reward faculty and staff for meritorious instruction, research and extension activities, giving clear recognition for team and interdisciplinary activities

Develop criteria for and participate in peer review process for the evaluation of faculty for promotion and tenure based on job description and performance.

Develop criteria for and participate in peer review processes for professional development and

the rewarding of excellence in teaching, research and extension.

Participate in the governance of the department, the College, the University of Hawai'i at Manoa Campus, and the University System at large.

Participate in other appropriate academic and educational activities of the College, the University of Hawai'i at Manoa Campus and the University System at large as appropriate.

Provide expert information when called upon to do so, in response to the needs of the other State agencies, community service organizations; the Legislature and others.

Provide community services where appropriate.

Review manuscripts and research proposals.

Participate in training programs of foreign visitors.

Participate in training programs for high school students.

STATE OF HAWAII
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COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES

INSTRUCTION PROGRAM
CENTER ON THE FAMILY
FUNCTIONAL STATEMENT

The Center on the Family will encourage and facilitate the generation, accumulation, and dissemination of information in order to support and strengthen families, with a focus on Hawaii's families. The Center on the Family will enhance a variety of family related educational programs, research and service activities currently being offered by UHM and will utilize faculty and resources from across the campus to build the knowledge base which could be used to strengthen Hawaii's families. The Center on the Family will be administratively located within the College of Tropical Agriculture and Human Resources (CTAHR) with a Director.

Goals

- a. Provide a clearinghouse (i.e., central location for the collection and dissemination of information) within the University of Hawaii where faculty, students, policy makers, and other citizens services may find information about research, curriculum, and services which has relevance to strengthen and supporting families.
- b. Facilitate networking and collaboration of persons who are interested in family focused research, curriculum development, and service at/by the University of Hawaii.
- c. Encourage and support basic and applied research on families, particularly research with ethno-cultural or Asian/Pacific focus and research having potential for strengthening families.
- d. Encourage and support development and delivery of curriculum with a family focus component, including multidisciplinary and inter departmental collaboration.
- e. Encourage and support services directed toward strengthening Hawaii's families.
- f. Provide an academic base of knowledge for Hawaii's policy makers, community agencies and families, aimed towards prevention as well as intervention in family problems and toward resolution of the wide range of issues which confront families.

Activities

- a. Solicit, collect, up-date, and maintain information about family related research, education, and service activities, expertise and resources at UH.
- b. Disseminate information about family related research, education, service, expertise and resources at UH, on a regular basis and selectively in response to the needs of various constituencies.
- c. Seek research and educational/training funds, on a selective basis, for special initiatives related to family support which can be carried out by the collaboration of various existing constituencies.

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4-H OFFICE
FUNCTIONAL STATEMENT

The 4-H Office focuses on 4-H youth groups at the community level where volunteers serve as leaders to plan and carry out organized learning experiences with youth.

The function of the 4-H Office is to:

Organize parents, other adults and volunteers for the purpose of helping youth to cope with problems in areas of human relations, community involvement, health and safety, food, energy, values, decision making, careers, and other societal concerns. Emphasis is placed on helping parents, other adults, and volunteers to understand the importance of their role and how they can be involved more effectively in the development of youth through 4-H.

Develop the curriculum and curricular tools to help volunteer leaders in their educational efforts of working with youth. Parents, adults and others serving as volunteers need help on how to work more effectively with youth, and need the necessary materials to help them in the educational process. An emphasis will be placed on developing curricular materials concerned with the various areas of life skills and societal concerns.

Assist the Hawaii 4-H Foundation with activities which promote the 4-H program.

Maintain close working relationships with other youth-serving educational agencies within the state.

Work with county extension personnel to develop county programs and annual plans of work.

Participate in other academic or educational activities of the college, the University of Hawaii at Manoa and the University as appropriate.

Provide information on occasion to other state agencies, community service organizations, the legislature and others when called upon to do so.

STATE OF HAWAII
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COLLEGE OF TROPICAL AGRICULTURE AND RESOURCE MANAGEMENT

AGRICULTURAL DIAGNOSTIC SERVICE CENTER
FUNCTIONAL STATEMENT

The Agricultural Diagnostic Service Center (ADSC) provides analytical and diagnostic services to Hawaii's agricultural community which includes: researchers and graduate students, extension personnel, commercial producers, other government agencies, and the general public. Services are rendered in: soil testing, plant tissue analysis, feed and forage analysis, plant disease identification, and insect pest identification.

ANALYTICAL SERVICES

Supports research and extension projects in soil fertility and crop nutrition and management, and animal nutrition by performing routine chemical tests on material from experiments.

Collaborates with researchers in testing new diagnostic procedures.

Provides extension specialists and agents, commercial producers, and the general public with diagnostic tests as means of confirming or identifying nutritional disorders and problems with pests. Obtains remedial recommendations from commodity specialists in various departments.

Performs analytical tests for city, state, federal agencies conducting experiments, surveys, or confirmations.

Maintains files on clientele, submittals and results, analyzes for trends of impending problems, and prepares other summaries as required.

Participates in workshops and conferences to educate clientele on ADSC services and to report on significant findings.

PROGRAM MANAGEMENT

Performs administrative functions associated with the operation of the ADSC, such as budget preparation and allocations, purchasing, equipment maintenance and replacement, preparation of program, and fiscal reports.

Provide fruit and vegetable seeds of University-developed cultivars to farmers and the general public.

Prepare and administer policies of the ADSC and the Seed Distribution Program, including billing, collection, and processing of fees, shipment of samples to facility, processing of test samples, and reporting of results.

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COUNTIES

FUNCTIONAL STATEMENT

The CTAHR provides research and extension education services to the farmers, ranchers, industries, homeowners, homemakers and other residents for the counties of Oahu, Hawaii, Maui and Kauai primarily through a county organization. Each county is directed by a County Administrator who reports to the Associate Deans/Associate Directors for Cooperative Extension and Research. CTAHR conducts programs in counties based upon county priorities, industry and resource priorities, and discipline principles. Priorities are developed through a system analyses approach involving community, industry and resource groups, government agencies and University faculty and administrators. Major functions of each county are as follows:

Develop and implement long-range and annual plans of work to meet the needs of the county for research and extension education services provided by CTAHR.

Provide input in the development of State plans for the commodities and resources of the county to assure coordination between county and state plans.

Represent CTAHR in the county in dealings with the county government, other state agencies located in the county, various groups, and industry and community leaders, implement projects developed to meet priority areas of county programs.

Assume responsibility for custody allocation and maintenance of budget, space, equipment and facilities for all CTAHR activities in the county.

Organize advisory committees and staff assignments needed to serve organized clientele groups, field days, county fairs and similar activities important to the College.

Conduct disciplinary research related to discipline priorities. Contribute to the development of extension education as a discipline.

Conduct inter-disciplinary research and development relating to commodity and resource priorities.

Participate in developing specific statewide and county industry and program analyses and carrying out programs and projects that are designed to establish research development priorities for each industry, commodity or clientele group in the state and the respective counties.

Conduct extension education and services programs by defining and carrying out projects and services of county priority.