

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

MAJOR FUNCTIONS

The University of Hawaii 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 Hawaii offered through the University of Hawaii Center, West Hawaii managed by Hawaii 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 Affairs, 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 Hawaii.

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 Hawaii, the chief executive officer of the University of Hawaii 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 Hawaii at Hilo;
- Interprets the objectives and development of the University of Hawaii to the citizens of the County of Hawaii, 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 Hawaii, the University of Hawaii at Manoa, 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 Hawaii; and also assumes delegated responsibility for the coordination of the activities of the Institute for 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.

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.