

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 at 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.
- 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.

**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.