

**STATE OF HAWAII
UNIVERSITY OF HAWAII
COLLEGE OF BUSINESS ADMINISTRATION**

FUNCTIONAL STATEMENTS

1. Dean's Office

The College of Business Administration prepares students for business/man-agerial leadership in Hawaii and the Pacific area. The Dean's Office is concerned with the faculty and with curricula and academic programs of the College. Responsibilities include recruitment, retention, and improvement of faculty; budgets; course schedules; teaching assignments and departmental research; students enrolled in the College; and the administration of University rules as they apply to the College. The Dean is also responsible for public relationships with other academic institutions, community organizations, College alumni, state and federal agencies, and the state, national, and international business communities.

The Dean of the College of Business Administration plans, organizes, directs, and coordinates the College's programs and activities with the assistance of his administrative staff and various faculty committees.

2. Academic Affairs (Associate Dean)

Functions include the development of the academic content of new courses and programs, the maintenance of the academic quality of all degree programs and courses, and the overall academic development of the College. Activities to ensure the retention of the American Assembly of Collegiate Schools of Business (AACSB) accreditation is of prime importance; support and supervision of editorial/typing services for faculty research/publishing; participation in the allocation of research awards; facilitation of the overall development of faculty research potential; and administrative review of parking, building, and office space assignments.

3. Administrative/Fiscal Services

Functional responsibilities are budgeting and expenditure controls; purchasing and property management; personnel management and transactions; and various auxiliary services. Further research and development functions include the administration of extramural research grants.

4. Student Services

Functions include the recruitment, review, and processing of applications for enrollment in the College at the undergraduate and graduate levels; the pre registration and registration of students in courses; and the maintenance of records and provision of advising services. There is to be a continually increasing emphasis placed on improving services to current students and marketing these services to current and potential students as well as alumni.

5. School of Accountancy

The School of Accountancy prepares students for leadership positions in the accounting profession. The School functions within the College of Business Administration, and the Director of the School is concerned with the planning, organizing, directing, and controlling of the accounting faculty and activities in teaching, research, and community service. Responsibilities include recruitment, retention, development of the accounting curriculum.

6. Instructional Departments

All of the instructional departments described below have integrated international and technological components into their core curriculum in order to support the strategic thrust of the CBA and UHM.

a. Department of Financial Economics and Institutions (including Real Estate, Business Law, Business Economics and Quantitative Methods, and Insurance)

This department is made up of people providing course offerings in the areas of finance, real estate, business law, business economics and quantitative methods, and insurance. The department is responsible for teaching, research, and public service in these fields.

b. Department of Information Technology Management

This department is composed of faculty members specializing in issues related to the application of information technology in organizations. The department provides a wide range of teaching, research, and public service in this field.

c. Department of Management and Industrial Relations

This department is composed of faculty members concerned with the areas of management and personnel and industrial relations. The department is responsible for teaching, research, and public service activities in these fields.

d. Department of Marketing

This department is composed of faculty members concerned with the area of marketing. The department is responsible for teaching, research, and public service activities in this field.

7. Pacific Asian Management Institute (PAMI)

The basic objectives of PAMI are:

To identify problems facing Pacific-Asian business and to develop knowledge for solutions.

To aid the development of institutions devoted to international management education in the region.

To facilitate exchange of ideas between scholars, executives, and policy makers.

To promote competency in international management.

The Director will work with the Dean for the development of extramural resources to support internationalization of the College of Business Administration. Additionally, the PAMI Office will review and advise the Dean's Office regarding linkages and relationships with Asian universities. This program will also encourage and facilitate the faculty in development and execution of scholarly research with an international focus.

8. Asia-Pacific Center for Executive Development (APCED)—Research Corporation of the University of Hawaii (RCUH) Funding

The major function is the provision of non-credit management programs to provide the managerial community with the latest knowledge, techniques, development, and trends in managing organizations. Short courses, workshops, conferences, seminars, institutes, and colloquia are all appropriate to the delivery systems. The development, staffing, promotion, and administration of the programs all fall within the purview of the administration of these management development programs. The Advanced Management program is one of the major programs offered under this function.

9. Pacific Research Institute for Information Systems and Management (PRIISM)

PRIISM's primary function is to serve as an umbrella organization to support the CBA's technological thrust. It has already received and will continue to develop extramural funding from outside of the State. Many of PRIISM's activities are international in scope and involve the technology of management and the management of technology.

PRIISM pursues its objective through four primary programs:

- a. International Affiliates Program: A partnership with industrial corporations in the U.S. and Pacific Basin countries.
- b. Hawaii Affiliates: A cooperative venture with a group of Hawaii business organizations interested in the development and management of information systems technology.
- c. Research Consortium: A select group of information systems research institutes from the U.S. and the Pacific Basin.
- d. Hawaii International Conference on System Sciences (HICSS): Annually brings together over 400 internationally-recognized users and researchers in many facets of information systems.

10. Office of Computer Resources and Telecommunications

This unit provides the students, faculty, and staff the information systems and telecommunications services required to efficiently and effectively accomplish the College's goals. Implicit in this objective is the coordination with agencies outside of the College to ensure the integration of other efforts.