

STATE OF HAWAII
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UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND
TECHNOLOGY

APPENDIX I

SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
FUNCTIONAL STATEMENTS

OFFICE OF THE DEAN

The Office of the Dean plans and directs the programs of the School of Ocean and Earth Science and Technology, provides the focus of leadership and direction for the marine sciences, and fosters an environment supportive of excellent research and education. It provides executive leadership in planning, policy formulation and implementation, program development and direction, and budget development and execution. In addition, it will coordinate, focus and facilitate the ongoing activities of the individual organizational units, including curricular, personnel and budget affairs of the School and the ancillary support components such as staff supervision and community relations, and represents the School nationally and internationally.

The Dean serves under the Office of the Chancellor of UH Manoa and will be the primary spokesperson for all activities of the School, and functions with authority as delegated by the President.

The principal functions of the Dean's office including the following:

Provides liaison between the School and the Office of the Chancellor of UH Manoa, the University Administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and represents the School at the State, National and International levels.

Approves all appointments, proposals, tenure and promotion actions, salaries, etc. for all components of the School.

Establishes, directs and maintains the SOEST annual expenditure plan and budget requirements for ensuing years in conjunction with the Office of the Chancellor of UH Manoa and the UH Manoa Budget Office.

Chairs the SOEST Research Council and Executive Committee.

Provides direction to the school research effort, the graduate, undergraduate and research components of the School and serves in an ex-officio capacity on SOEST special committees as appropriate.

Provides policy guidance and reviews and evaluates SOEST programs.

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ASSISTANT TO THE DEAN

This office provides assistance to the Dean and Associate Dean in all aspects of SOEST operations. The principal functions of this office include the following:

Assures coordination of the Dean's administrative affairs.

Provides liaison and coordination for legislative matters.

Assists in SOEST Public Information and Relations affairs.

Provides recording and logistical support of Executive Committee, and Research Council, and other meetings as assigned.

Prepares reports and other correspondence as required.

Conducts special projects as assigned.

SECRETARY TO THE DEAN

This position functions as an executive Secretary to the Dean, providing secretarial services through maintenance of the Dean's calendar, managing and booking his/her travel, and provides administrative and office management services which include the following:

Distribution of mail and correspondence to all school units.

Supervision of secretarial and clerical help within the Dean's office.

Provides office management and telephone services to the Dean and his staff.

Assures maintenance of the Dean's files.

Coordinates the Dean's correspondence.

Facilitates communications between the Offices of the Dean, Associate Dean and the Director of Administration.

OFFICE OF THE ASSOCIATE DEAN

Under the policies and guidelines approved by the Dean, this office is primarily responsible for providing the central focus and accommodating the needs of the instructional components of the School.

Among the instructional programs under the Associate Dean are four academic departments: Geology and Geophysics; Meteorology; Oceanography; and Ocean and Resources Engineering; as well as the Hawaii Undersea Research Program, the Joint Institute for Marine and Atmospheric Research, and the Graduate Ocean Policy Certificate Program. In providing an overview for these functions, the Associate Dean is responsible for:

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Faculty Development

Oversees SOEST faculty in the instructional and supervisory roles; academic recruiting; development of programs to attract excellent graduate and undergraduate students to SOEST Departments.

Curriculum Development

Maintains an overview of all SOEST instructional program needs, including curriculum development, establishing innovative educational programs, evaluation of course proposals, course schedules, and student advisement.

Academic Program Review

The Associate Dean is responsible for identifying new educational directions, and methodologies, development of new educational programs, advising the Dean on academic matters relating to SOEST research programs, and Federal and State relations.

Program Administration, Planning, Representation and Consultation with Dean

Continuing interaction is maintained to ensure that the Dean and the Associate Dean each remain aware of problems and opportunities concerning the School's academic program and operations. The Associate Dean is also responsible for administration of the SOEST Library.

The Associate Dean represents SOEST on educational matters at the state, national and international levels, as appropriate and represents the Dean on educational matters to the offices of the Chancellor, the Vice Chancellor, the Dean of Natural Sciences, the Dean of Engineering, and other appropriate units within the University.

Other responsibilities as required by the Dean shall be fulfilled by the Associate Dean. These may include such matters as public relations, fund raising, budgeting, planning, and inter-national cooperative programs of the School.

Library

The principal function of this unit is to provide specialized scientific and technical library services to SOEST faculty members and students. In conjunction with instructional and research staff, periodicals and books necessary for teaching and research are acquired and maintained. The Library contains over 1600 linear feet of library material. The SOEST Librarian reports directly to the Associate Dean.

Graduate Ocean Policy Certificate Program

The wise use and careful stewardship of the ocean require people with multidisciplinary and interdisciplinary advanced education in the natural and social sciences. This graduate certificate program is designed for classified graduate students and community professional practitioners who wish to complement their existing degree of curriculum. An advisory committee assists each student in custom-designing an 18-credit program that draws on

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marine-related courses in law geography, political science, economics, oceanography, or ocean engineering. In addition, an interdisciplinary seminar and two practice (one in a natural science and one in a social science) are required.

JOINT PROGRAMS

Joint Institute for Marine and Atmospheric Research (JIMAR) – jointly sponsored by the University of Hawaii and the National Oceanic and Atmospheric Administration, JIMAR pursues research involving both theoretical and observational studies on climate, equatorial oceanography, and tsunamis.

Hawaii Undersea Research Laboratory (HURL) – established by a cooperative agreement between the National Oceanic and Atmospheric Administration (NOAA) and the University of Hawaii, HURL primarily supports research projects that require data acquisition at depths greater than scuba limits and concentrates its research efforts using submersibles in these areas; fisheries; pollution; sea floor properties and processes; and ocean technology and services.

International Pacific Research Center (IPRC)
Sponsored by the University of Hawai'i, the National Oceanic and Atmospheric Administration, the National Aeronautics and Space Administration, the National Science Foundation, the U.S. Department of Energy, the Japan Marine Science and Technology Center, and the (Japan) National Space Development Agency, IPRC pursues research on the nature and predictability of climate variability and regional aspects of global environmental change in the Asia-Pacific region.

DEPARTMENTS

OFFICE OF THE DIRECTOR OF ADMINISTRATION

The Office of the Director of Administration is responsible for providing the Planning and management functions required to effectively support the Administration and facilities operations of the School under policies and guidelines approved by the Dean. Administrative and facilities management Responsibilities include management of SOEST fiscal, personnel, contracts and grants management, the University Marine Center and research vessel operations, Scientific Computer Facility, Engineering Support Facility and Analytical Support Facilities. The position, with both line and staff responsibilities, reports directly to the Dean of the School. Major functions include the following:

Provides administrative and fiscal management oversight to division heads who report directly to the Director of Administration in the following offices:

Program and Budget Office
Personnel Office
Financial Management Systems Office

Which provide the following services:

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Program and Budget Office

The SOEST Program and Budget Office provides financial planning, for the SOEST annual appropriated funds budget of \$ 18 million, fiscal services to all units, and, together with the Director of Administration, monitors financial aspects of SOEST as well as SOEST State General, Tuition, Special and Facilitating Services Funds and position count allocations to all School components.

The principal functions of this Office include the following:

Responsibility for the financial planning, management, and control of all SOEST appropriated (State) funds.

Maintains an overview of the financial conditions of the School.

Advises and assists the Dean and Director of Administration in financial planning and preparation of the SOEST budget and is the focal point for all SOEST budgetary planning and execution.

Maintains an overview of purchases, payments, transfers of funds and other fiscal transactions of the School.

Serves on the SOEST Budget Committee.

Acts as budgetary liaison contact between the SOEST Administration and the University Business Office, the Manoa Budget Office and SOEST Administrative Officers in management of SOEST fiscal matters.

Supervises expenditures of appropriated (State) funds allocated to SOEST Departments, Institutes and Programs.

Maintains, in coordination with the SOEST Personnel Officer, the SOEST personnel inventory for all personnel classifications.

Personnel Office

The principal duties of the SOEST Personnel Office include central coordination of personnel programs of the school and maintains liaison with the UH Office of Human Resources and provides the following service functions:

Maintains recruitment, appointment, classification and compensation, training, promotion, tenure, leave and benefits systems for the School based on established rules and policies and contractual provisions of collective bargaining agreements.

Provides personnel services to all SOEST units in matters of UH and RCUH personnel administration.

Maintains a central personnel records system.

Conducts and/or oversees recruitment, placement, and enrollment activities; processes and/or reviews the processing of position actions; and advises staff in these matters.

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Performs other classification related functions including study and review of new specifications, RCUH and contractual hiring, etc.

Establishes and supervises the maintenance of a centralized system of recording and reporting personnel transactions.

Provides guidance, consultation and staff assistance to management in the orientation, training, and planned development of employees to satisfy immediate and/or long-range needs of the School.

Provides labor-management staff and advisory services to all organizational components of the school, and ensures that the terms of the negotiated collective bargaining contract are properly implemented.

Financial Management Systems Office

The principal duties of the Financial Management Systems Office for Sponsored Projects and Financial Management Systems are 1) to assure the efficient management of research and training contracts and grants within SOEST (currently 275 in number valued at \$42 million) and the pursuit of such funds; 2) to provide financial planning, reporting, and accounting functions to monitor the viability of the enterprise revolving funds required to finance the operations of the specialized support facilities including the Research Computer Facility, the Engineering Support Facility, the national oceanographic facilities of Ship Operations and the Hawaii Mapping Research Group, and the internal service facilities including the Publications Program, the SOEST Library, the Geo-Analytical Facilities, and the Physical Plant Support Facility; and 3) to provide management reports on the status of SOEST resources including all funds and personnel; exercise direct management responsibility for SOEST CIP and R&M projects.

Major functions of this office include the following:

Recommends organizational and management systems changes and innovative management practices to improve the effectiveness of program operations, and staffing plans in accordance with program plans, needs and priorities.

Develops management reports on the financial condition of the organization.

Advises and assists the Director of Administration and Program and Budget Office as appropriate and oversees the control of SOEST matching fund commitments in research proposals.

Serves on the SOEST Budget Committee:

Manage, in coordination with the Facilities Management Office, all CIP and Repair and Maintenance projects for SOEST, and directs the operational and fiscal activities of the SOEST Physical Plant Maintenance Facility.

Functions in support of funds seeking:

Serves as the focal point for the administrative and fiscal control and

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coordination aspects for all SOEST research and training proposals preparatory to the Dean's approval. Supervises SOEST Administrative Officers in preparing research proposal budgets.

Participates in the negotiation of contracts and grants with federal auditors, and federal contracting officers.

Responsible for the development of and oversight of the maintenance of a data bank on pending proposals for extramural funds, and for preparation of management reports on the status of said proposals and SOEST matching fund commitments.

Management of extramural funds:

Responsible for the financial management of all SOEST sponsored research activities, and supervision of SOEST Administrative Officers and Fiscal Accounting Specialists in the management and administration of extramural awards.

Functions as liaison between SOEST and the UH Office of Research Services, on matters pertaining to contract negotiations, and to the administration of extramural funds and revolving funds, and on submission and receipt of extramural projects.

Management of revolving funds:

Oversight responsibility for the management and administration of SOEST revolving funds which currently number 33.

Generates reports of long range fiscal plans and manpower projects for specialized service facilities and for major contracts and grants.

Maintains cognizance of SOEST financial position with regards to the enterprise and internal service funds, and prepares regular reports to management on the status of these funds.

Provides administrative, fiscal, and management oversight assistance to the
Following Division Heads who report to the Director of Administration:

University Marine Center/Ship Operations
Engineering Support Facility
Publications Facility
Research Computing Facility
Analytical Support Facility

For the following functions:

University Marine Center/Ship Operations

The University Marine Center (UMC) which husbands three ships and shore support facilities provides ship operational support to all SOEST and other University research programs as required. The UMC is administrated by a Marine Superintendent.

The principal functions of this center are as follows:

Provides ship operational, logistical, and maintenance services to maintain ship's schedules developed by the SOEST Scientific Coordinator

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for Marine Operations.

Provide shipboard marine technician (electronic and deck) services in support of SOEST marine geophysics and oceanography research programs.

In conjunction with the SOEST Scientific Coordinator's Office, maintains liaison with U.S. and foreign port authorities, the U.S. Navy Hawaiian Sea Frontier and the U.S. Coast Guard.

Engineering Support Facility

The principal function of this unit are as follows:

To provide machine shop design and production services in support of SOEST research contracts and grants in the fabrication and repair of Precision scientific instruments.

To provide electronics design, production, and maintenance service in Support of SOEST research contracts and grants.

To provide electromechanical design and development services for SOEST scientists having unique scientific instrumentation development requirements.

Publications Facility

The principal functions of this unit are as follows:

To provide editorial review of all technical manuscripts submitted by researchers and edit for clarity, continuity, coherence and grammatical construction.

To provide national and international distribution of and exchange of SOEST publications with other research institutions.

To proofread galley and pages of materials from publishers of HIGP papers.

To collect and organize material for the SOEST annual report, which describes SOEST research programs and accomplishments for each year.

To provide photographic services to researchers, staff and students for scientific publication, instruction, presentation, or display.

Research Computing Facility

The purpose of this facility is to provide specialized computing capability for SOEST researchers and other campus-wide researchers in need of these specialized facilities. Current computers in this facility are a SUN Network and an Alliant FX8. They are connected to terminals in various offices and laboratory areas.

Analytical Support Facility

This facility provides central management of various chemical analytical activities that take place school-wide. The equipment managed by this

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facility includes an induction coupled plasma spectrophotometer, atomic absorption spectrophotometer, scanning and transmission microscopes, an electron microprobe, an autoanalyzer and various other equipment as assigned.

All SOEST facilities have an Oversight Committee comprised of users which advise the Director of Administration as to the operational efficiency and future direction of each facility.

SOEST RESEARCH DIVISIONS

SOEST Research Divisions are structured to respond to programmatic research the school may identify that are multi-disciplinary in nature involving several or all SOEST organizational components.

The research interest and disciplinary functions are as follows:

Marine Geology, Geochemistry – studies the geology and chemistry of the earth as determined from the marine environment, including the studies of chemical processes in modern marine systems and how they are involved in the formation of sedimentary rocks and the chemistry of submarine magmatic cycles and submarine mineral formation.

Marine Geophysics, Seismology – investigates the geology and tectonics of the earth beneath the sea and the geologic process that has shaped our earth in the past; provides evaluation of resources in marine environments; studies coastal and deep-sea environments and ancient analogues of the modern marine environment in marine and non-marine systems whether buried or exposed.

Volcanology, Petrology -- focuses on volcanic and petrological processes and employs new investigative technologies to characterize the physical and structural properties of various earth materials (minerals, rocks, sediments, silicate glasses and melts, metals, and alloys).

Biological Oceanography – includes the study of biological processes as they relate to oceanography involving the study of oceanic productivity and the influence of biology on marine geochemistry, particularly with regard to the role of macro and microorganisms in the cycling of carbon, essential nutrient and energy in the sea.

Meteorology, Physical Oceanography – focuses on meteorological research and the study of the circulation of ocean both observationally and theoretically including the interaction with the atmosphere and the sea floor.

Marine Biology/Coastal Ecosystems – conducts basic research in marine biology and applied research in aquaculture and fisheries resource management, studies coral reef biology, mariculture, and research in tropical near shore ecosystems.

Energy Resources and Ocean Engineering – investigates methods to diminish the State dependence on fossil fuels, develop alternative and renewable energy resources, and utilization and development of the State's ocean resources and attack problems or exploit opportunities in Ocean Engineering.

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RESEARCH COUNCIL

Divisions within SOEST are headed by chairs who are chosen by the Dean in Consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources and on programmatic priorities and be expected to keep abreast

of federal activities in their field and to routinely inform division members and the Executive Committee of development in the field.

EXECUTIVE COMMITTEE

Department Chairs and SOEST Directors, constitute the Executive Committee of the School, which provides advice to the Dean in administrative and operational matters, and in an advisory status participates in policy making, long range planning, and program development.

EXTERNAL ADVISORY COUNCIL

The External Advisory Council is comprised of business, government and academic luminaries to organize and develop the interaction between the School and the Legislature as well as the private sector, and to advise the Dean on national and international trends in funding in response to advances in science and technology

FUNCTIONAL STATEMENT
DEPARTMENT OF GEOLOGY & GEOPHYSICS

Chair

The Department of Geology & Geophysics is organized on the basis of a Departmental Chair, Standing Committees, and Ad Hoc Committees, as agreed by the faculty of the Department during the re-establishment of the Department in 1971 and revised in 1985 and 1990.

The purpose of the Department of Geology & Geophysics is to provide, through its faculty for instruction, research, and services as follows: (a) provide a properly-taught undergraduate curriculum in geology and geophysics, including introduction, core, and advanced courses and laboratories; (b) conduct research and provide graduate-student instruction in scientific areas in which Hawaii has certain natural advantages by virtue of its geography and existing faculty interests, namely Hydrology, and Engineering Geology, Marine Geology and Geophysics, Seismology and Solid-Earth Geophysics, and Volcanology-Geochemistry-Petrology; and (c) provide public service in the earth and marine sciences at the local, national, Pacific-wide, and world-wide levels.

The Departmental Chair presides at Departmental meetings. Departmental policy is decided at Departmental meetings. The agenda for these meetings is established by the Chair in consultation with the chair of the standing committees.

The Departmental Chair is responsible to the Dean of the School of Ocean and Earth Science and Technology for the functions listed in the Faculty Handbook, and to the faculty of the department for the functions listed in its Departmental Organization. The more important functions are listed below:

- Direct the activities, curricula, and personnel of the Department of Geology & Geophysics
- Represent the Department when asked for comment or contribution ex-officio by the University Administration, or other bodies outside the Department.
- With the assistance of ad hoc and standing committees, recruit, evaluate, accept, confer with, and assign advisors of new graduate students; assign study space; evaluate yearly the progress of existing students; coordinate appointments to research assistantships and fellowships for qualified and deserving graduate students; coordinate with Hawaii Institute of Geophysics and Planetology, Water Resources Research Center, other university institutes, other departments, state and federal agencies, and private companies regarding joint projects, possible employment, and equipment, and equipment used by graduate students; award departmental computer funds to graduate students; organize the weekly departmental seminar.
- Provide service to the Department by acting on its standing and ad hoc committees; to the University through committee work and special assignments; to the State of Hawaii in the manner of the Geological Surveys of the other states or as otherwise requested; to the United States as requested; to local, national, and international professional organizations as requested; provide professional services on an overload fee basis as allowed by current regulations.

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Department of Geology & Geophysics

Graduate Teaching Assistants have these functions:

- Under supervision, assist in laboratory sections of undergraduate courses; assist instructors in preparation of teaching materials, audiovisual aids, and related tasks; assist in grading examinations and counseling students in classes.

Operational and Administrative Support

Operational support for research in marine and earth sciences is provided through operation and maintenance of research laboratories, instruments, and data reduction, analysis, and synthesis. Assist in appropriate educational specialist tasks.

Secretarial support is provided as follows: Organize and supervise operations of the Departmental Office; type, mail, and file departmental correspondence; maintain security of files, reproduce examinations; assure availability of office supplies; prepare requisitions and maintain expenditure records; maintain student and faculty records; take and forward messages; dispose of routine requests and reports; assist chair or committee chair in assembling information to respond to unusual requests; supervise student help, type manuscripts, grant applications, and reports of departmental faculty; other duties as requested by departmental faculty.

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FUNCTIONAL STATEMENT
DEPARTMENT OF METEOROLOGY

Chair

Directs and coordinates instructional and research activities curricula and personnel in the Department of Meteorology. The Department offers B.S., M.S. and Ph. D. degrees emphasizing tropical meteorology.

Serves as graduate chair of the Meteorology area of study.

Prepares unit's budget requests and administers budgets allocated to the unit.

Reviews and makes recommendations in regard to all personnel actions involving members of the Department.

Acts as administrative liaison with the School of Ocean and Earth Science and Technology.

Conducts individual research and provides leadership in pursuing new research initiatives both within the State and nationally.

Acts as liaison with federal and international meteorological agencies. Represents the University at the University Corporation for Atmospheric Research annual meetings.

Departmental Functions

Provides instruction; conducts sponsored and unsponsored research into tropical meteorology, emphasizing synoptic and dynamic meteorology, satellite meteorology, monsoon systems and meteorology of the Hawaiian Islands as related to rainfall, hazardous weather and alternate energy resources; undertakes community and consultant service pertaining to the weather and climate of Hawaii and the Pacific Basin.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of the research laboratories, instrumentation, data reduction analysis, and synthesis.

Secretarial support for research conducted in the department is provided through operation and maintenance of student and faculty records and assistance in preparation of instructional and research materials for faculty.

Secretarial services to the department include: consultation with the department chair concerning administrative matters, typing personnel forms, supervising and coordinating the work of several student helpers, answering the telephone and answering inquiries from students and visitors to the office.

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FUNCTIONAL STATEMENT
DEPARTMENT OF OCEANOGRAPHY

Chair

Directs and coordinates teaching and research activities, curricula, and personnel in the Department of Oceanography. The Department is a graduate department providing instruction and performing research in biological, physical, chemical and geological oceanography leading to the M.S. and Ph.D. degrees. Six undergraduate service courses are offered, and have a total enrollment of approximately 2,000 each year. In addition to formal instructional activities, department faculty are actively involved in research supported by extramural grants.

These research functions are essential to graduate and undergraduate education, and provide the facilities and opportunities for thesis and dissertation research. Research is also important to the economic development of the State of Hawaii in terms of resource evaluation and environmental protection.

The Chair coordinates departmental, instructional and research activities; prepares departmental budget requests; reviews and makes recommendations in regard to all personnel actions involving members of the department; and serves as contact point for the department to other marine programs at the University.

Departmental Functions

Provide instruction, conduct research, and undertake community service pertaining to all branches of oceanography (physical, chemical, biological, and geological). These include formal instruction, symposia, advising, and thesis and dissertation research direction.

The Department of Oceanography presently has 25 graduate faculty who advise students, serve on students' committees, and serve on appropriate college and university committees.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of research laboratories, instrumentation, data reduction analysis, and synthesis.

Secretarial services are provided to the department chair in addition to servicing the graduate faculty and the department's graduate students and preparing instructional materials for the large undergraduate courses. Other services include: overall operation of the department office, maintenance of student and faculty records and assist with preparation of instructional and research materials for faculty, consultation with the chair concerning administrative matters, typing personnel forms, supervising and coordinating the work of several student helpers, answering the telephone and answering the many queries posed by students and visitors to the office.

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FUNTIONAL STATEMENT
DEPARTMENT OF OCEAN AND RESOURCES ENGINEERING

Chair

Administers a balanced program of instruction and research in ocean engineering. The academic program is a graduate program and leads to the degrees of M.S. and Ph.D., but the department has responsibility for the instruction of both graduate and undergraduate courses in the field. The instructional program also involves curriculum planning and advising of students in their research. The research program consists of carrying out research in accordance with the purpose for which the proposals were funded. The research effort blends with the instructional effort in that it provides students with support through research assistantships, and provides students with research subjects for their thesis. As part of their function, faculty members serve in committees at the College and University level and participate in other service activities.

Research Support

J.K.K. Look Laboratory of Oceanographic Engineering is a research and instructional laboratory that provides research facilities and services to faculty, students, and staff involved in academic research, including extramural, intramural, and/or in-house studies relating to ocean engineering. Assistance is provided to state and federal agencies in solving many ocean-related problems; in educating the graduate students in all aspects of physical and mathematical modeling techniques as applied to waterways, harbors, coastal engineering, and ship hydrodynamics through an ocean hydrodynamics laboratory course and on-the-job training; in educating the public on the awareness of marine science and ocean engineering by making the Look Laboratory facilities and researchers available to study-tour groups or individuals. Advisory services to a variety of organizations and/or general public in the field of ocean engineering are also provided.

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FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF GEOPHYSICS AND PLANETOLOGY

Director

The Director establishes research objectives, unit policy, and direct research, administrative and support activities of the Hawaii Institute of Geophysics and Planetology (HIGP). The Institute serves primarily as the technological and applied research arm of the University in the earth and marine sciences.

Primary objectives of the Institute are to provide research and public service through individual and focused research activities at the local, national, and international levels.

The principal functions of the Director's Office are as follows:

- Reports to the dean of SOEST on HIGP research activities, budgets and expenditures and personnel matters. Liaison is also maintained with the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and outside bodies with whom an official contact with HIGP is desirable.
- Recommends appointments, salaries, tenure, promotion, etc., and approves travel involving HIGP personnel.
- Establishes each year an expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected multi-year program.
- Handles all matters as specifically delegated to others on the HIGP administrative staff or to special committees, and serves in an ex-officio capacity on all internal HIGP committees, and appointments of Institute Safety and EEO Officers.

Secretarial Support

Secretarial support is provided in maintenance of the Director's calendar, managing and booking his travel, and provides administrative and office management services which include the following:

- Assures coordination of the Director's administrative affairs.
- Provides liaison and coordination for the Director in all University, outside agency, and legislative matters.
- Provides recording and logistical support for meetings as assigned.
- Prepares reports and other correspondence as required.
- Distribution of mail and correspondence to all HIGP units.
- Supervision of secretarial and clerical help within the Director's Office.

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Hawaii Institute of Geophysics and Planetology

- Provides office management and telephone services to the Director and his staff.
- Assures maintenance of the Director's files.
- Coordinates the Director's correspondence.

Administrative Support

Administrative support office provides overall administrative, financial, operational and personnel management to the Director and the Institute. While handling all normal day-to-day management problems of the Institute, principal functions of the administrative support office are as follows:

- Provides administrative and fiscal oversight as follows:
 - HIGP General and Extramural Funds
 - Assists faculty in preparation of proposal budgets
 - Procurement
 - Assists the Director in the preparation of the HIGP budget
 - Records Maintenance
- Provides fiscal and personnel management as well as liaison on all contracts and grants handled through RCUH.

Current Areas of Emphasis within the Hawaii Institute of Geophysics and Planetology

Sea floor mapping and imaging, and managing geophysical service programs for the State of Hawaii.

Development of new technologies and instrumentation for ocean, earth, atmosphere and space observation and monitoring.

Planetary sciences in the broadest sense, including study of Earth from space.

Administration of the Hawaii Space Grant College and the NASA Pacific Regional Data Center

Research and technological development in high pressure and temperature studies in mineral physics.

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**FUNCTIONAL STATEMENT
HAWAII INSTITUTE OF MARINE BIOLOGY**

Office of the Director

The Director administers the research, educational and service activities of the faculty, and performs a myriad of tasks that relate to the University and State, national and international research programs of the Hawaii Institute of Marine Biology (HIMB). The Director provides focus and leadership and encourages and maintains an environment supportive of excellence in research. The Director provides liaison between HIMB and the offices of the Dean of SOEST and the Office of the Chancellor of UH Manoa, as well as representing HIMB with local and state community groups and within the national and international research community.

The Director approves all appointments, proposals, tenure and promotion actions for the unit; establishes, directs and maintains the HIMB annual expenditure plan and budget projections for ensuing years; and provides policy guidance and reviews and evaluates HIMB programs. The Director also directs support and maintenance operations, and support personnel at the Institute's facilities at Moku o Loe (Coconut Island).

Administrative and Facility Support

HIMB is largely an independent off-campus facility located off-shore on Coconut Island. The Assistant Director serves as chief administrative advisor to the Director; serves as Acting Director in the absence of the Director. The Assistant Director provides administrative/logistical and technical support for ongoing scientific activity within HIMB, is responsible for financial planning, management, and control of HIMB general fund and other accounts; assures the efficient management of research and training contracts and grants and other extramural funds at HIMB; provides personnel services and supervises the maintenance of records; and directs the maintenance and operation of the physical plant, which includes the responsibility for the shop and security staff and the vehicles, research vessels and equipment which are integral to the marine biology laboratory. The Assistant Director plans and supervises the work of professional and clerical staff; trains staff in policies and procedures; interacts directly with various local, state and federal agencies on contract and grant administration.; and writes proposals to federal, state and private granting agencies for funds to support improvements in infrastructure and expansion of the overall educational and research activities of the Institute.

Coordination of Research and Instructional Activities- A central activity of HIMB is to support research and educational activities at the University. The Hawaii Institute of Marine Biology has twelve faculty members associated with various graduate faculties. They are major advisors for approximately fifty-five graduate students whose research activities are focused mainly at Moku o Loe, Kaneohe Bay and coastal waters of the Hawaiian Islands. More than twenty undergraduate students are also typically involved in the research and educational activities of the Institute. The Hawaii Institute of Marine Biology has an international reputation in the areas of coral reef biology, marine chemistry, the behavior of marine animals, pelagic fisheries, environmental physiology, and endocrinology, the ecology of tropical near-shore ecosystems, and tropical aquaculture.

The Institute also provides facilities at Moku o Loe for faculty members, graduate and undergraduate students of other units within the University, and for visiting scientists and students. Furthermore, it affords instructional facilities for introductory and advanced courses throughout the University system on Oahu. Since 1983, it has been the site of a graduate research and training summer program in selected topics. Though HIMB's activities are largely based on Moku o Loe, it also has close interaction with the Departments of Animal Science, Botany, Oceanography and Zoology and with other organizations such as: the Hawaii Sea Grant College Program, the Department of Land and Natural Resources, Waikiki Aquarium, Bishop Museum, Oceanic Institute and the Universities of California and Tokyo.

Support Function- Administrative support relative to the operation of the Hawaii Institute of Marine Biology, which currently has a composite operational budget of approximately ~5.5 million dollars annually and involves over 100 people and approximately \$4.1 million in research grants and contracts. Administrative/logistical and technical support for ongoing scientific activity within the Hawaii Institute of Marine Biology includes, but is not limited to, fiscal management of state, federal, and private funds, clerical support, i.e.; typing, maintaining records and proposals, preparation of budgets and fiscal reports, reception, duplicating, procurement (purchasing/disbursing), and mail handling.

Facilities and Operations Management- The campus of the Institute comprises the 25-acre island, Moku o Loe and the 64-acre patch reef that surrounds the island. Administrative responsibility extends to general maintenance of the buildings, and scientific and support equipment. These include laboratories, classrooms, conference rooms, vehicles, and the boat fleet. This is a considerable responsibility in as much as HIMB is an independent off-campus facility on an off-shore island and is excluded from many of the services provided on-campus by Facilities Management.

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HAWAII NATURAL ENERGY INSTITUTE

FUNCTIONAL STATEMENT

Director

The Hawaii Natural Energy Institute Director is responsible for coordinating research to provide visibility, focus, and encouragement in the development of renewable energy and ocean resources technology that will:

1. Reduce Hawaii's near-total dependence on imported fossil fuels;
2. Help meet the State's increasing energy demands with minimal environmental degradation;
3. Help the State utilize its ocean resources; and
4. Contribute to the technology base for finding solutions to national and global energy and environmental challenges.

The Director reports to the Dean of the School of Ocean and Earth Science and Technology and the Office of the Chancellor or UH Manoa, providing guidance and direction to the research faculty and staff of the Institute.

Energy R&D and Other Related Programs

HNEI conducts applied research and development activities primarily in the areas of renewable energy, ocean resources, and related high technology areas such as materials and fuel cells. HNEI also coordinates interdisciplinary research activities in these areas with other State, national, and international research institutes. The objectives of HNEI are carried out by:

- Conducting and sponsored research and development activities in the areas of energy and ocean resources;
- Administering State, federal, and private funds allocated for renewable energy and ocean resources technology research;
- Maintaining liaison with government funding agencies, industry and private foundations with similar R&D interests
- Interacting with State agencies to ensure coordination of university efforts with State goals and objectives;
- Providing representation on appropriate federal, State, and university committees;
- Maintaining cognizance over ocean resources and renewable energy related projects campus-wide and encouraging cooperative research among academic programs and research institutes;
- Pursuing and developing national and international collaborative research efforts in the furtherance of the mandate and goals of HNEI;
- Disseminating pertinent information on ocean resources technology and renewable energy to the university community and the public;
- Encouraging the development of institutional courses and programs on renewable energy and ocean resources;
- Sponsoring engineering and science graduate students and post-doctoral fellows to provide training in ocean resources and renewable energy.

HNEI has established state-of-the-art research facilities in the that have been vital to the development and testing of energy and ocean technologies. These include:

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- Thin Films Laboratory, center for the development and testing of novel semiconductor films and devices for photovoltaics, photoelectrochemical hydrogen production, digital imaging, and commercial-industrial applications;
- Renewable Resources Research Laboratory, center for the production of fuels, chemicals, high-value carbons, and other products from biomass;
- Engineering Processes and Computations Laboratory, test-bed for the design and testing of systems that convert biomass and other feedstocks into more useful forms of energy using thermochemical or biological means and a center of expertise on the remediation of environmental problems using biological processes;
- Electrochemical Power Systems Laboratory, a lab dedicated to the development and characterization of electrochemical power sources and technologies for electric vehicle and other applications; and
- Deep Ocean Simulator, which provides deep ocean simulations for studies of carbon dioxide sequestration, marine pollution, and methane hydrates.

HNEI researchers also have access to labs at the College of Tropical Agriculture and Human Resources, College of Engineering, and within other departments in SOEST, where inter-disciplinary research is conducted.

Support Services

HNEI's support services group provides operational support for research conducted at the Institute, including fiscal management and oversight, personnel functions, assistance with proposal and report preparations, coordination of meetings and symposia, and other routine administrative services.

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FUNCTIONAL STATEMENT

THE UNIVERSITY OF HAWAII SEA GRANT COLLEGE PROGRAM

Sea Grant College Program

The University of Hawaii Sea Grant College Program is housed within the School of Ocean and Earth Science and Technology on the campus of the University of Hawaii at Manoa. The program is part of a nationwide network of 29 institutional programs of the NOAA National Sea Grant College Program, U.S. Department of Commerce, that promote the understanding, development, sustainable use and conservation of marine and coastal resources through University-based research, education, community outreach and communication services.

The program collaborates with a variety of governmental organizations, private and academic institutions, and industrial organizations. Sea Grant research provides scientific data to resource managers, policy makers, legislators and the public at large in Hawaii and the western Pacific. The Sea Grant Director represents the University of Hawaii on a number of interagency research and advisory committees.

The Sea Grant Director's Office manages the activities and programs of the University of Hawai'i Sea Grant College Program which include: 1) directing the development and submission of a biennial institutional proposal encompassing programs of research, education, and extension services; 2) administering the projects and programs funded by Sea Grant and other cooperating agencies; and 3) coordinating the publication and dissemination of resulting information.

a. Marine Research

The Sea Grant College Program promotes and supports research at the University of Hawai'i that addresses State and National priorities. It provides research opportunities and funding for traineeships to undergraduate and graduate students and postdoctorals pursuing education and degrees in marine and coastal-related research. Major areas of research are sustainable coastal community development and resource use, aquaculture, biogeochemistry, coastal habitats, coastal and natural hazards, coral biology and coral reef ecology, ecosystem health, fisheries, marine biotechnology, marine natural products, marine technology, shoreline processes and erosion, tourism, water safety and public policy.

The Sea Grant College Program provides for the development, coordination, and budget administration of twenty to thirty Sea Grant research projects at any one time. The Sea Grant College Program also provides funds for program and project planning under the responsibility of the Director.

The Sea Grant Advisory Council, composed of leaders from academia, industry, government, education and the community, provides essential guidance in the prioritization of goals and objectives for research, education and outreach.

The Director's Office provides review procedures that prioritize proposed research and evaluate projects to ascertain appropriateness for Sea Grant support and quality of research proposals. Funding recommendations are made by a Science Review Panel, which evaluates proposals on the basis of scholarly excellence, educational value, investigator productivity, and appropriateness to the Sea Grant mission. Program development funds allow the recruitment of proof-of-concept proposals that are aimed at developing projects to qualify for multi-year funding.

b. The University of Hawai'i Sea Grant Extension Program

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Sea Grant Extension Service, under the leadership of its Director, supports the information and training needs of marine and coastal resource users and managers in the following areas: aquaculture industry development; coastal recreation and tourism; regional coastal resources; coastal hazards; coastal ecosystem health and public safety; and capacity building and training. In addition to Hawaii and its Extended Economic Zone, Sea Grant serves the U.S. flag territories and the U.S.-affiliated insular states of the Pacific. Extension staff conduct educational events, lectures, workshops, and media presentations on marine and environmental topics; promote environmental stewardship through hands-on community service projects; help formal and informal educators with environmental and sustainable development principles; and help produce high quality courses in high schools, colleges, and universities throughout the region. A network of professional staff, extension specialists and agents carry out these activities in Hawaii and throughout the Pacific region.

c. Marine Education and Human Resources

The Sea Grant College Program collaborates in the development of a broad spectrum of marine education that spans the K-12, undergraduate and graduate levels. Activities include participation in the Global Environmental Studies undergraduate degree program and collaboration with State Department of Education in programs such as the Ocean Learning Academy. Sea Grant supports graduate research and education in the School of Ocean and Earth Science and Technology, the College of Natural Sciences and the College of Tropical Agriculture and Human Resources.

Other education activities include the development of a well-trained workforce through internships such as UH-Hawaiian Internship Program (UH-HIP) and Micronesia and American Samoa Student Internship Program (MASSIP). Sea Grant Extension aids Pacific Island environmental professionals with training programs for their local resource management problems. The Pacific Program focuses on technology transfer and educational efforts in response to island needs in education and human resources, coastal ecosystem health and public safety, and diversified economic development.

d. Sea Grant Communications

The Communications Program provides multimedia access to scientific findings and supports the flow of information to a broad audience for public and private decisions affecting island marine and coastal environments. Sea Grant communications produces technical manuals, newsletter and other educational materials. It maintains a library that houses and distributes scientific and technical publications. It increases public awareness through multimedia coverage. Our new Student Writers Project provides mentoring opportunities to young writers interested in science journalism. Sea Grant Communications also develops and maintains Hawaii Sea Grant's website.