

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII - WEST O'AHU

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

Oversees and is responsible for the entire operation of the University.

- Provides leadership to senior staff in the development of instruction, academic support, student services, public services and administrative programs.
- Provides oversight in the development of the long-range master plan and its implementation through planning, design and construction.
- Selects and recommends appointment of senior staff to the President; consults with senior staff on the recruitment and selection for positions reporting to them.
- Represents the University at the senior level in systemwide matters and particularly those affecting the campus.
- Represents the University with the legislature and individual legislators both during and between legislative sessions.
- Conduct research studies and analysis of various academic and administrative program and services.
- Plans and coordinates commencement activities.
- Plans and coordinates Professional Development Day activities.
- Conducts general campus-wide meetings.

STUDENT SERVICES

Plans, develops and administers and coordinates all student services and student support activities and programs.

Dean's Office

Plans, develops, organizes, directs, coordinates, and evaluates the following student services programs:

- Devises course scheduling and room assignments.

- Recruitment, academic advising, and admission.
- Registration and records.
- Career counseling and development, and job placement.
- Financial aid and student employment.
- Personal counseling and guidance.
- Student government and alumni organization.
- Veterans affairs.
- Outreach.

#### Recruitment, Advising, Admission, and Records

- Produces institutional publications such as catalog and brochures.
- Provides information to prospective students.
- Reviews applications for admission.
- Determines residence status.
- Evaluates transcripts for transfer credits.
- Determines admissibility.
- Provides academic advising.
- Conducts student registration.
- Conducts orientation and coordinates testing with appropriate faculty.
- Maintains academic records, determine eligibility for graduation.
- Issues grade reports, transcripts, and diplomas.

#### Financial Aid, Student Employment, Veterans Affairs

- Determines eligibility for and administers all federal, state, and institutional financial aid programs.
- Places students in college work-study and general funded positions on-campus.
- Advises veterans of program requirements for purposes of qualifying for benefits.
- Maintains records and provides information to Veterans' Administration regarding students receiving benefits.

#### Career Counseling, Development, and Job Placement

- Provides career information and vocational testing.
- Advises students on job searching, resume writing and interviewing techniques.
- Maintains credential files.
- Establishes contact with prospective employers.
- Informs students of available positions in public and private sectors.

#### Student Government and Alumni Organization

- Provides advice and support to student organizations.
- Oversees all student activities.

#### Outreach

- Publicizes availability of outreach program via various media (direct mail, site visits, newspaper, radio, TV ads).
- Provides information to potential students.
- Provides all required services to students in outreach programs through personal visits, via mail, or via phone, including academic advising, admission, financial aid, veterans benefits, career and personal counseling.
- Plans and coordinates commencement activities for neighbor island students graduating in the Distance Learning Program.

#### VICE CHANCELLOR FOR ACADEMIC AFFAIRS

##### Instruction

Develops, and monitors the instructional staff and the curriculum for improvement.

- Provides leadership in developing academic programs and plans for the University of Hawai'i - West O'ahu.
- Monitors probation status, promotion and tenure procedures.
- Represents the campus in systemwide committees and meetings concerning academic matters.
- Assists Chancellor in planning and coordinating Professional Development Day.

- Serves as ex-officio member of faculty senate.
- Coordinates the purchase of textbooks for all courses.
- Assigns instructors ensuring balancing of teaching loads and courses.
- Coordinates educational development planning for the University.
- Coordinates procedures for publicizing, interviewing, and advising on the selection of instructional personnel.
- Coordinates and develops, when and where appropriate, the teaching process, including inter-disciplinary courses, practicums, and other aspects of the University curriculum.
- Develops and implements all aspects of the instructional budget.
- Coordinates faculty professional development activities including travel and conference attendance.
- Provides academic advising to students with declared majors.
- Works with division chairs in developing class schedules.
- Works with Dean of Students in developing academic publications.

#### Academic Support Services (Library and Academic Computing)

- Works closely with instructors to acquire educational materials needed to implement the educational objectives of the University.
- Plans, develops and controls all aspects of the University library and the learning resources center.
- Plans, develops and supports academic computing and supervise academic computer specialists.
- Plans, develops and supports student computer labs.
- Monitors the purchase of computers and software and equipment needed by faculty.
- Provides support for distance education.

#### ADMINISTRATIVE SERVICES

Provides leadership and direction in the administrative management of the University and exercises direction, control and coordination over all aspects of non-

academic administrative and support functions, including budgeting, fiscal, personnel, facilities, auxiliary services, and information management.

- Develops and coordinates the preparation and execution of the University's budget.
- Manages the fiscal operations of the University in areas of accounting, disbursing, treasury, purchasing, contracts and grants, and inventory functions.
- Responsible for the entire section of personnel services, including but not limited to benefits, classification, recruitment, workers compensation, and contract compliance.
- Develops and administers all support services for the University relating to administrative matters.
- Assists in long-range planning relating to growth and development of the campus.
- Responsible for operations and maintenance of facilities including janitorial, grounds, and security services.
- Responsible for auxiliary services of the University which includes mail services, transportation services, information systems and telecommunications.

#### CENTER FOR LABOR EDUCATION AND RESEARCH

Under the general direction of the Chancellor, the Center specializes in labor education, research, and programs.

- Coordinates, arranges for, and conducts evaluation of existing center programs of instruction for refinement, develops new courses of instruction, and plans their implementation on a continuing basis.
- Coordinates, arranges for, and conducts classes, courses, workshops, seminars, and research studies or projects.
- Coordinates, arranges for, and provides technical assistance to trade unions to improve or implement labor education programs within their

organization.

- Prepares and disseminates educational information and publications on various subjects of concern and interest to workers and their organizations.
- Develops or acquires and promotes the dissemination of labor-related information and programs through the various public media (radio, TV, newspapers, public and private organizations, clubs, etc.).
- Coordinates, arranges for, and conducts teacher preparation classes to enable relevant and reliable department of education instruction in labor-related educational courses, programs, and activities.
- Provides labor studies courses, and labor-related research and educational services to workers and their organizations and to the public.
- The Labor Education Advisory Council serves as an advisory council to the Chancellor on activities and programs of the Center for Labor Education and Research, and assists the Chancellor in the assessment and evaluation of program needs.

#### LABOR EDUCATION ADVISORY COUNCIL

Serves as an advisory council to the Chancellor, UH-West O`ahu, on activities and programs of the Center for Labor Education and Research, and assists the Chancellor in the assessment and evaluation of program needs for implementation.

As mandated by Hawai`i Revised Statutes, the Council members are appointed by the President of the University of Hawai`i.