

UNIVERSITY OF HAWAII

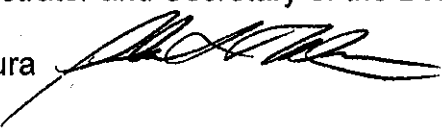
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UNIVERSITY BUDGET OFFICE

April 1, 2005

MEMORANDUM

TO: David Iha  
Executive Administrator and Secretary of the Board of Regents

FROM: Glenn K. Nakamura   
Interim Director

SUBJECT: NOTIFICATION OF APPROVED REORGANIZATION FOR THE  
SCHOOL OF ARCHITECTURE, UNIVERSITY OF HAWAII AT MĀNOA

Enclosed for the information of the Board of Regents, is a copy of a reorganization approved on February 16, 2005 for the School of Architecture, University of Hawai'i at Manoa. The purpose of this reorganization is explained in the accompanying executive summary and proposal narrative.

If there are any questions regarding this matter, please contact Dean Raymond Yeh at 956-3469.

Attachment

c: Vice Chancellor Neal Smatresk (w/o attachment)  
Dean Raymond Yeh (w/o attachment)

EXECUTIVE SUMMARY

UNIVERSITY OF HAWAII AT MANOA  
SCHOOL OF ARCHITECTURE

Enclosed for your information is the approved reorganization of the University of Hawaii at Manoa, School of Architecture. The reorganization reflects the redesignation of the IT Specialist, Position No. 81108 and Clerk-Typist III, Position No. 111652 to report to the Administrative Officer, Position No. 81526 rather than directly to the Dean and to add supervisory responsibilities for the Administrative Officer.

In 2001, the National Architectural Accrediting Board accreditation report cited a low level of staff support for the School's activities. In an effort to address this deficiency, the school reclassified the Administrative Officer position in 2004 to include broader responsibilities with supervisory control to streamline and maximize the administrative support to the school. The new structure will delegate responsibility to the Administrative Officer in coordinating activities of the IT Specialist and Clerk Typist. The IT Specialist will work closely with the Administrative Officer in areas such as formulating policy and budget decisions for computer equipment, facilities and services. The Clerk Typist will work with the Administrative Officer to provide clerical support for the school in areas such as the new Arch. D. program as well as ongoing student, administrative and development activities.

The change in organizational structure will create a more cohesive team of administrative, technical and clerical support for the school where decisions that impact the faculty and students can be thoroughly researched and formulated prior to the Dean's intervention. The Dean will continue to maintain overall responsibility for all personnel.

The restructuring will not impact the classification of any positions and there will be a nominal cost savings by not hiring additional student assistants.

## School of Architecture Proposed Re-organization

The School of Architecture is presently organized with all faculty and administrative positions reporting directly to the Dean with the exception of the Secretary II (#35307) who reports to the Associate Dean. The proposed changes will affect the Administrative Officer (#81526), IT Specialist (#81108) and Clerk-Typist III (#111652). We propose that the IT Specialist and Clerk Typist report directly to the Administrative Officer rather than the Dean. The Dean will continue to maintain overall responsibility for all personnel, however, the Administrative Officer will be delegated supervisory responsibility for the IT Specialist and Clerk Typist.

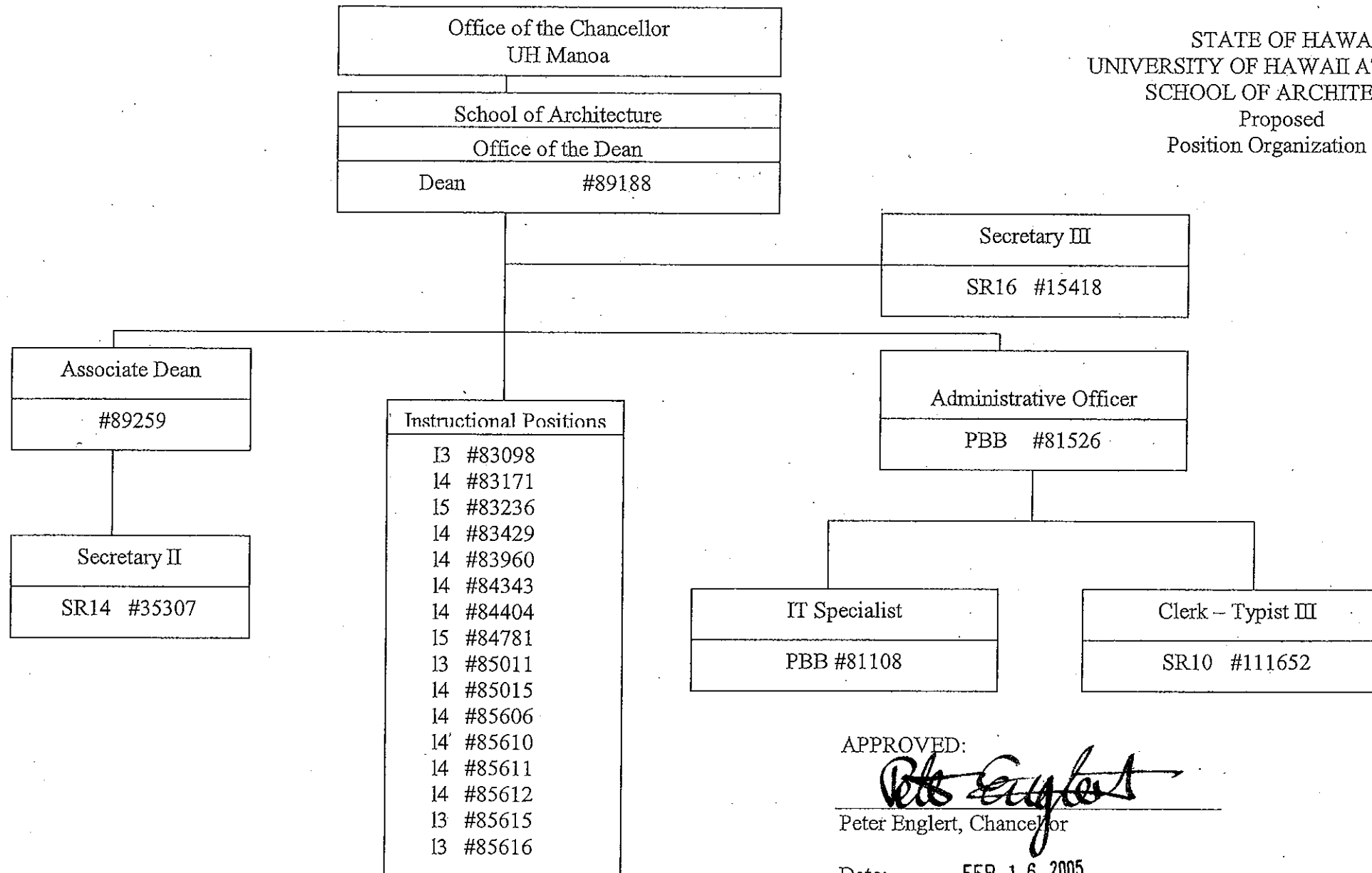
In 2001, the National Architectural Accrediting Board accreditation report cited a low level of staff support for the School's activities. The report cited "There is not enough administrative support and faculty are pressed into substantial efforts to carry out administrative tasks." In an effort to address this deficiency, the school reclassified the administrative officer in 2004 to include broader responsibilities with supervisory control to streamline and maximize the administrative support to the school. The next step is to officially reorganize so that the IT Specialist and Clerk Typist report directly to the Administrative Officer.

As the Chief Administrative Officer for the School, the Administrative Officer maintains functional control and technical review over all administrative, fiscal, budgetary, human resources management and facilities maintenance affairs. All of these aspects impact faculty, students and external agencies. The new structure will delegate responsibility to the Administrative Officer in coordinating activities of the IT Specialist and Clerk Typist in support of the school. The IT Specialist will work closely with the Administrative Officer in areas such as formulating policy and budget decisions for computer equipment, facilities and services. The Clerk Typist will work with the Administrative Officer to provide clerical support for the new Arch. D. program as well as ongoing student and development activities.

This change in organizational grouping is intended to create a more cohesive team of administrative, technical and clerical support for the school. Decisions that impact the faculty and students will be thoroughly researched and formulated as a team prior to the Dean's interaction. Daily administrative activities will be streamlined and supervised by the Administrative Officer to ensure the maximum utilization of limited resources. Faculty and students will be assisted with administrative and technical tasks such as the printing and mailing of invitations and programs, parking and facility accommodations, updating computer software and equipment and the distribution of informational material for events such as the School Open House, Pumpkin Esquisse, Kamehameha Schools Rainbow Night, American Institute of Architecture/Construction Specifications Institute Expo, tenure and promotion dossiers, computer lab, various exhibits, donor meetings etc.

The restructuring will not impact the classification of any positions. Individual position responsibilities will not change except for the change in supervisor for the IT Specialist and Clerk Typist. The school's functional statement remains unaffected and there will be a nominal cost savings by not hiring additional student help.

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
SCHOOL OF ARCHITECTURE  
Proposed  
Position Organization Chart

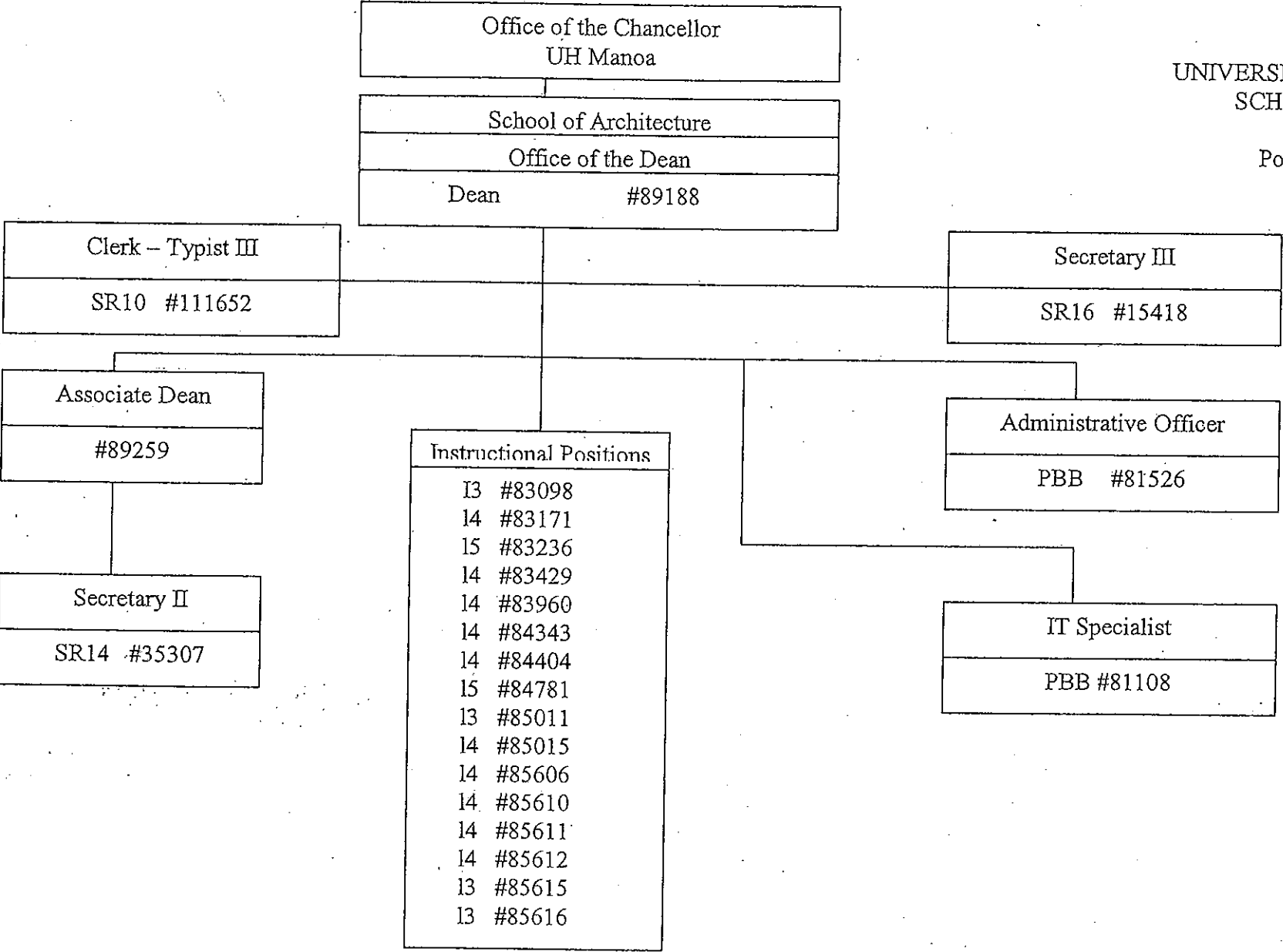


APPROVED:

*Peter Englert*  
Peter Englert, Chancellor

Date: FEB 16 2005

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
SCHOOL OF ARCHITECTURE  
Current  
Position Organization Chart



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
SCHOOL OF ARCHITECTURE

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN

The School of Architecture prepares students for careers in architecture particularly in Hawaii and the Pacific Region. The Dean's Office directs all curricular, academic, and administrative matters for the School. This includes the following:

- a. Establishes program direction of the School and develops implementation strategies.
- b. Develops basic operating policies and procedures.
- c. Administers personnel matters including hiring, development, evaluation, promotion and tenure, and dismissal matters.
- d. Prepares and administers budgetary and fiscal reports.
- e. Develops and reviews curriculum in collaboration with the faculty.
- f. Plans, organizes, and administers teaching, research, and service functions.
- g. Represents the School to the University, City and County, State and Federal units.
- h. Develops space and facility proposals.
- i. Represents the School to, and coordinates activities with national and statewide professional organizations including national professional program accrediting agency.
- j. Plans and implements external fund-raising and development programs of the School.
- k. Assigns and coordinates faculty committees and taskforces.
- l. Provides computer and communications services.
- m. Oversees the proper maintenance of space, facilities, and equipment.

ASSOCIATE DEAN'S OFFICE

Assists the Dean in all teaching, research, and service programs administered by the School. Acts for the Dean in the latter's absence.

- a. Primarily responsible for the instructional programs.
- b. Conducts program analyses including review of curricula, evaluation of degree requirements, and review and coordination of program changes.
- c. Supervises the student services functions of the Dean's Office. Coordinates scholarships, admissions, advising, and registration.

SCHOOL OF ARCHITECTURE  
FUNCTIONAL STATEMENT  
PAGE 2 OF 2

- d. Schedules classes and classrooms.
- e. Maintains an accurate an up-to-date recording of class enrollments and enrollment projections.
- f. In consultation with the Dean's Office, makes faculty teaching assignments.
- g. Maintains courses syllabus and course outlines of current program offerings.
- h. Assists with student recruitments.

INSTRUCTIONAL FACUTLY

Provides instruction, conducts research and undertakes professional and community service pertaining to environmental design with particular references to Hawaiian and Pacific Region needs. Serves on School and University committees and task forces relating to specific objectives.

ADMINISTRATIVE SERVICES

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Provides fiscal services for the School including coordination of fiscal matters such as budget requests, purchasing, and record keeping.
- b. Helps to prepare and maintain personnel documents and personnel files.
- c. Maintains inventory records, physical inventory, completes report forms, and arranges for the disposal of obsolete and unused equipment.
- d. Help provide program support including manages office personnel.

CLERICAL SERVICES

Provides, coordinates, and facilitates a variety of administrative and support functions for the School. Included are the following:

- a. Maintains School files and student records.
- b. Prepares correspondence and coordinates School communications.
- c. Takes and prepares minutes of faculty meetings.
- d. Responds to requests for program information.
- e. Provides clerical services to the faculty.