

STATE OF HAWAII
UNIVERSITY OF HAWAII

MAJOR FUNCTIONS

The University of Hawaii provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribes.

The University administers and operates a system of community colleges; coordinates academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs with the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college-level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.

Participates in intercollegiate athletics programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawaii for administrative purposes:

- State Postsecondary Education Commission - may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or postsecondary education requires such.

Is also responsible for inspecting and approving schools and training programs for which eligible recipients (veterans and dependents, in-service persons and reservists) can receive federal educational assistance.

- Western Interstate Commission for Higher Education - administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.
- Research Corporation of the University of Hawaii - the purposes of the Research Corporation include, but are not limited to the promotion of all educational, scientific, and literary pursuits by encouraging, initiating, aiding, developing, and conducting training, research, and study in the physical, biological, and social sciences, and humanities, and all other branches of learning. Encourages and aids in the education and training of persons for the conduct of such training, investigation, research, and study, by furnishing means, methods, and agencies by which the training, investigation, research, and study may be conducted.

STATE OF HAWAII
UNIVERSITY OF HAWAII
BOARD OF REGENTS

MAJOR FUNCTIONS

The Board of Regents serves as the governing board for the Statewide public higher education system and the State Board for Career and Technical Education. The Board of Regents' members also serve as members of the Hawai'i State Post-Secondary Education Commission. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and exercises control over the Statewide operations through the President of the University of Hawai'i.

Executive Administrator and Secretary of the Board of Regents

Provides the necessary planning, coordination, and administrative support services to the Board.

- ◆ Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- ◆ Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- ◆ Researches and analyzes policy proposals submitted to the Board.
- ◆ Secures requisite information from the University administration on policy proposals.
- ◆ Analyzes and answers correspondence directed to the Board.
- ◆ Reviews rules and regulations affecting the University of Hawai'i in accordance with the Hawai'i Administrative Procedure Act and prepares legal notices to comply with the Act.
- ◆ Serves as a liaison between the University administration and the Board of Regents.
- ◆ Serves as Certifying Officer for the Western Interstate Commission for Higher Education -- Hawaii.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
BOARD OF REGENTS
OFFICE OF INTERNAL AUDIT**

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of Internal Audit provides advice and assistance to the Board of Regents, the President, administrators and staff on auditing, internal control, and other related matters.

MAJOR FUNCTIONS

- Advises the Board on internal audits and serves as liaison between the Board and University administration
- Plans, supervises and coordinates the University's audit function.
- Plans, supervises and coordinates teams of internal auditors in performing cyclical audits of selected University examinees.
- Develops and administers comprehensive System wide internal auditing to report on the quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities, adequacy of safeguards of assets, detection of variations or deficiencies for early corrective action, and extent of compliance with internal and external audit recommendations accepted by the University.
- Provides advice and assistance to various University offices in evaluating and reporting on the economy and efficiency in the use of resources, accomplishment of established objectives and goals for operations and programs, detection of unmet needs, as well as extent of compliance with policies, procedures, statutes, rules and regulations.
- Develops and administers comprehensive System wide procurement and coordination of external auditing and consulting services to report on the reliability of financial statements of examinees, quality of examinee's system of internal control and quality of performance in carrying out assigned responsibilities, and extent of reliability of the University's administrative system, organization, accounting and reporting system
- Serves as the University's representative to external auditors and audit agencies.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I ADMINISTRATION
OFFICE OF THE PRESIDENT, UNIVERSITY OF HAWAI'I

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of the President, University of Hawai'i, is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents' policies.

MAJOR FUNCTIONS

President, University of Hawai'i. As President of the University of Hawai'i, this position serves as chief executive officer with responsibility for:

- Directing the development of plans and programs and recommending policies designed to advance the instructional, research, and service goals of the University of Hawai'i campuses.
- Maintaining effective working relationships between the University and the Governor, legislators, other government officials, and the general public; and among students, faculty, and administrators of the various campuses.
- Recommending plans and policies for the statewide career and technical education programs in public institutions and for postsecondary education programs, and overseeing the implementation of approved plans and policies to ensure continuing excellence in the performance of related activities.
- Administering and coordinating University wide functions through appropriate senior executives and managers.