

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA

OFFICE OF THE CHANCELLOR

FUNCTIONAL STATEMENT

I. INTRODUCTION

- A. Overview of the Office: The Chancellor ensures that academic, instructional, research, and extension service excellence is achieved; ensures that policies and goals of the President and the Board of Regents are implemented effectively; develops and executes strategic plans and missions of the University of Hawai'i at Mānoa campus; promotes effective and efficient use of resources including attracting and retaining faculty of the highest caliber, fostering and encouraging superior instruction and research as the State's sole research institution; champions higher education for the people of Hawai'i; advances research efforts and applications including preeminent internationally recognized programs; and directs campus programs through Vice Chancellors, Deans, and Directors; provides oversight over intercollegiate athletics; and directs the academic and non-academic programs of the University of Hawai'i at Mānoa.
- B. Authority: The Chancellor serves as the Chief Executive Officer of the University of Hawai'i at Mānoa and has authority to plan, organize, direct, and control the development of instructional, research, extension, public service, intercollegiate athletic, financial management, and support programs and services of the University of Hawai'i at Mānoa. This is achieved through the authority to allocate or reallocate budgets, execute documents on behalf of the University of Hawai'i at Mānoa, develop and promulgate policies, expend funds for the development and maintenance of the campus, and take appropriate action to improve and better direct the University of Hawai'i at Mānoa. Management authority over personnel decisions for all campus Executive and Managerial employees rests with the Chancellor.
- C. Relationships to the Chancellor: The Chancellor provides leadership and direction to Mānoa deans and directors, faculty, staff, and students to ensure achievement of excellence in academic, research, and campus services. Furthermore, the office works with the President and system offices to assure that the campus is in compliance with applicable policies and procedures.

II. MAJOR FUNCTIONS OF THE OFFICE OF THE CHANCELLOR

In pursuit of the goals and strategic plans set forth by this office, the Chancellor, as the chief executive officer of the University of Hawai'i at Mānoa, leads a team of executives who bring together the purpose and common goal of administering quality higher education for the State of Hawai'i and the University of Hawai'i at Mānoa. The Chancellor's Office provides leadership and direction to major academic units and research programs of the Mānoa campus as well as to Mānoa's faculty, staff, students, and constituencies.

The Chancellor's Office provides the following services:

- Serves as the Office of the Chief Executive of the University of Hawai'i at Mānoa.
- Provides executive leadership in developing, planning, and administering the operations of the University of Hawai'i at Mānoa.
- Provides guidance to vice chancellors, deans, directors, faculty, and staff on various academic and non-academic programs for the University of Hawai'i at Mānoa.

- Plans, directs, and coordinates the development of long-range plans and programs designed to improve the quality of education, research activities, and services provided.
- Oversees the implementation of approved plans, policies, guidelines, and procedures as set forth by the Board of Regents and the President in ensuring the continuing excellence of the University of Hawai'i at Mānoa programs.
- Ensures effective and efficient administrative operations and programs/curriculum development for the University of Hawai'i at Mānoa with a strong commitment to equal opportunity and affirmative action.
- Makes policy recommendations to the President on a wide variety of issues designed to advance the mission of UHM.
- Oversees the University of Hawai'i at Mānoa's faculty affairs as it relates to academic staffing plans, programs, resource allocations, workload plans and standards, and other faculty affairs.
- Oversees the development and implementation of campus-wide instructional and research policies and procedures through vice chancellors, deans, and directors.
- Provides executive leadership in the University's research, training, and graduate education programs.
- Determines direction and priorities in response to new research and training goals.
- Provides executive leadership and direction to administrators, faculty, and staff by establishing goals and objectives, and ensuring that day-to-day operations and activities are executed in conformity with governing policies, procedures, and guidelines.
- Allocates and reallocates resources.
- Confers with senior University executives, administrators, faculty, students, interest groups, state and federal agencies, legislators, and the community relative to planning, developing, and implementing the University of Hawai'i at Mānoa's programs.
- Prepares and presents both oral and written testimony on University of Hawai'i at Mānoa matters to the Board of Regents, Legislature, federal and state agencies, and community groups.
- Oversees the Athletic Department to ensure that intercollegiate athletics nurtures the personal growth and academic achievement of the participating students, meets high standards of fairness and equity, and broadens positive interest in and public support for the University of Hawaii at Mānoa.
- Plans, directs, and coordinates internal and external fund-raising activities.
- Develops and maintains effective relations with the community, Legislature, other University of Hawai'i campuses, internal and external organizations.
- Serves on regional and national boards and commissions relating to post-secondary education as the University of Hawai'i at Mānoa's representative.

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OFFICE OF THE CHANCELLOR
OFFICE OF COMMUNICATIONS**

FUNCTIONAL STATEMENT

The Office of Communications is responsible for the management and coordination of the University of Hawai'i at Mānoa's interaction with the news media.

- Directs the campus' media relations efforts.
- Effects a media relations strategy that supports the campus' mission and goals.
- Manages relationships with key media individuals and outlets to assure appropriate coverage of University news; enhances the local, national and international visibility, name recognition, and image of the University of Hawai'i at Mānoa.
- Responds to media inquiries in a timely and effective manner.
- Develops, markets, and assesses news and feature material in a way that ensures that its full media potential is realized through print and electronic media and that it reaches as many University constituencies as possible through news articles, commentaries, and other communication materials.
- Serves as the lead University communication office with the media and the public during emergencies and physical crisis and provide consistent, accurate, and timely information to generate balanced media coverage.
- Serves as the University's spokesperson.
- Develops and direct a proactive communication strategy to build greater visibility, recognition, understanding, and support for the campus and its work.
- Develops, directs, and coordinates internal communication channels that keep faculty and staff informed of the status of events, activities, and administrative actions that have impact on the campus community.
- Develops communication opportunities and train University personnel to serve as outreach ambassadors for the campus at media events, speaking engagements, Website involvement, and other such public venues.
- Ensures that promotional, recruitment, marketing, and other informational materials, in print and electronic form, for the Manoa campus are consistent with the image/brand and in compliance with University standards.
- Ensures that the production of radio, television, and other broadcast programming featuring the campus and its units are consistent with the image/brand and in compliance with University standards.
- Serves as a resource on editorial and design services to the Mānoa community.
- Manages the Office of the Chancellor Web pages.
- Develops an effective issues management program for the campus.
- Plans, coordinates and executes events in support of the campus' strategic objectives.

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OFFICE OF THE CHANCELLOR
OFFICE OF THE OMBUDSPERSON

FUNCTIONAL STATEMENT

The Office of the Ombudsperson reports to the Chancellor and provides informal assistance to constituents of the campus community, including students, staff, faculty and/or administrators. It provides guidance, counseling, and advocacy for those seeking redress through the sexual harassment, non-discrimination or academic grievance policies, or needing assistance with the navigation of administrative procedures at the University of Hawai'i at Mānoa.

Advocacy and Mediation Services

- Conducts operations such that the neutrality of the Chancellor as the final campus arbiter is preserved.
- Provides assistance to inquirers by clarifying issues and generating options for resolution.
- Obtains the inquirer's agreement with possible problem mitigation or resolution procedures before proceeding, if direct action by the advocate is the appropriate option.
- Conducts appropriate informal fact-finding in order to better understand an issue from all perspectives.
- Consults with managers and faculty to develop cooperative strategies for complaint resolution.
- Consults with all parties to clarify and analyze problems, focus discussions, and develop a mutually satisfactory process for resolution.
- Provides referrals to other resources, such as the UH Alternative Dispute Resolution Project, whenever possible and appropriate.
- Reviews periodically the patterns of grievances and complaints. Makes appropriate recommendations for policies or practices that would reduce or eliminate recurring discrimination.
- Functions as a sensor within the campus community to identify problems or trends that affect the entire campus or significant parts of the community; if appropriate, recommend creative ways to address these concerns.
- Educates and communicates the office's role to all potential inquirers as well as to university/college leadership.
- Acts to refer students, staff, administrators, and faculty to the proper resources and offices.
- Assists in methods of informal resolution, and where that is not possible, is able to assist individuals with the proper method for filing formal complaints.
- Maintains lines of communication with relevant unions.
- Ensures that the provision of harassment counseling is appropriate.

Rights and Equity

Rights and Equity maintains an adequate separation from the ombudsperson office to maintain their status and ability to function as the mandated reporters for issues of harassment/discrimination, and to provide active assistance to individuals seeking resolution, where as the ombudsperson office maintains neutrality. Rights and Equity:

- Provides advocacy services for students experiencing discrimination, and advocates for the needs, rights, and interests of these students.
- Works in conjunction with judicial affairs in the administration of cases on campus.
- Counsels students, faculty, and staff on their rights and responsibilities under university, state, and federal policies and procedures regarding sexual harassment and discrimination.
- Counsels students, faculty, and staff on the informal and formal options available in filing complaints.
- Advises students, faculty, and staff in preparation of necessary documents for formal complaints.
- Coordinates information resolution of sexual harassment and discrimination complaints.
- Assists complainants as a counselor/advocate through formal complaint process and appeals.

- Develops and implements rights and responsibilities training in coordination with judicial affairs.
- Develops training and instructional programming to assist the university community on discrimination and prevention.

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OFFICE OF THE CHANCELLOR
FACULTY SENATE

FUNCTIONAL STATEMENT

Faculty Congress. The University of Hawai'i at Mānoa Faculty Congress, composed of all Mānoa faculty members and its Senate, represents the faculty with respect to academic decision-making and policy development at the University of Hawai'i at Mānoa.

Faculty Senate. The Faculty Senate represents the faculty with respect to academic decision-making and policy development at the University of Hawai'i at Mānoa, and the UHM Faculty Senate is the policy-recommending agent of the UHM Congress, composed of all Mānoa faculty members, with respect to the academic goals, policies and programs of Mānoa consistent with Board of Regents' policy on "Academic Decision-Making and Academic Policy Development," including the establishment and maintenance of standards for scholarship, instruction, research, and public service.

All recommendations on behalf of the faculty on academic goals, policies, programs for the University of Hawai'i at Mānoa or that affect the University of Hawai'i at Mānoa and require action by the President or the Board of Regents shall be made by the Senate as provided in the Charter of the Faculty Congress and Senate of the University of Hawai'i at Mānoa.

The Senate may initiate recommendations to the President for action or for consideration and referral to the Board of Regents. The faculty has a professional concern for and primary responsibility for the curriculum, methods, and standards of scholarship, instruction, research, and public service performed by the faculty, as well as those aspects of student life which relate directly to the educational process.

The Senate includes faculty members elected by and from the Congress and has under its jurisdiction various committees which function on behalf of the Congress through the organization of the Senate.

Senate Executive Committee. The Executive Committee serves as an agent of the Congress and of the Senate. Principal officers of the Executive Committee are automatically officers of the Senate and Congress. The Executive Committee prepares the agenda, including those agenda items that are requested by the President and approved for inclusion on the agenda by the Executive Committee, and announces the agenda in an issue or issues of the University Bulletin preceding each meeting of the Senate. The Executive Committee meets at least once a week. The Executive Committee, acting on behalf of the Senate and Congress, identifies and arranges for consideration and study all goals, policies, and programs relating to the physical and academic development of the University of Hawai'i at Mānoa, including allocation of financial resources, student enrollment, distribution of enrollment among programs and between upper-division and lower-division programs, direction of emphasis in existing programs, the academic effect of administrative organization, quality of scholarship, quality of teaching, quality of research, quality of service, and the relationships between University of Hawai'i at Mānoa and other units of the University system. In addition, the Executive Committee's duties include:

1. Make recommendations to the President;
2. Provide that the Congress is informed of its substantive activities;
3. Certify the results of elections;
4. Coordinate the work of its Committees;
5. Prepare the agenda of the Senate and of the Congress;
6. Submit to the Congress resolutions referred by the Senate;
7. Transmit germane Senate resolutions, with a record of the vote, to the President and to the Board of Regents;

8. Prepare and disseminate reports on the work of the Senate and of the Congress;
9. Receive communications from the University administration and the Board of Regents to the Senate and the Congress; and
10. Perform such other duties as are specified in the provisions of the Congress and Senate Bylaws.

The Executive Committee designates one of its members to serve as liaison to each of the standing committees and to ad hoc committees and task forces as considered appropriate. The Executive Committee may adopt rules and regulations, consistent with University and Regent policy, as it deems necessary.

STANDING COMMITTEES

Committee on Academic Policy and Planning. The Committee consists of 24 senators. The Committee, acting upon recommendations and findings made by its subcommittees, examines academic goals, policies, and programs with respect to standards of professional ethics; establishment and ways of supporting and encouraging improvements in faculty performance; and planning for changes in academic goals and in academic programs. In addition, the Committee can provide advice, as requested by or through the President, on matters of concern to the Committee.

Committee on Administration and Budget. The Committee consists of 15 senators. Its duties include: examine physical conditions and facilities on campus; student affairs, including but not limited to, registration, advising, dismissal, withdrawal from courses, student government, and student publications; make up of the Congress and Senate; and ongoing need for changes in the Charter of the Faculty Congress and Senate, Regent Policy on "Academic Decision-Making and Academic Policy Development," and like University policy. In addition, the Committee may provide advice, as requested by or through the President, on matters of concern to the Committee.

Committee on Faculty Service. The Committee consists of 15 senators and is responsible for implementing the provisions in the Bylaws of the Congress and Senate for approving the conduct of all nominating elections, conducting all final elections for members of the Senate, conducting elections for elected members of standing committees, selecting members for subcommittees, ad hoc committees, and task forces, conducting the balloting on resolutions submitted to the Congress, seeking out candidates for committee seats to which faculty are appointed and nominating persons for those seats, and seeking out candidates for faculty positions on committees appointed by or responsible to the President.

Ad Hoc Committees and Task Forces. The ad hoc committees and task forces are established by the Senate Executive Committee to explore issues and to make written recommendations to the Executive Committee.

Secretary II, SR-14, Position #13599. The primary duties are to assist the Chairperson and members of the Senate Executive Committee in rendering administrative and secretarial services; attend all meetings of the Senate Executive Committee (seven members - weekly), the Faculty Senate (66 - monthly) and the Faculty Congress (1800+ - once each semester) as a resource person and recorder as necessary; and assist the standing committees, ad hoc committees, subcommittees and task forces in their clerical needs. In addition, the Secretary performs her regular duties in the Senate office, i.e., using the computer/word processor to get out minutes, agenda, memoranda, flyers, reports, letters, resolutions; file, prepare purchase orders, requisitions, travel forms, student time sheets, quarterly budgets; sort mail; independently respond to routine correspondence and requests, referring other materials to the Senate Executive Committee chairperson.