

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 operation 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 administration, 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 Hawai'i 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 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 Chancellors 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 program 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 programs, 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.