

UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN

Plans, organizes, directs and coordinates the activities, curricular, personnel and budget affairs of the College and its ancillary support components including budget management, program management, staff supervision, community relations, grievance and litigation, and travel. Has oversight responsibility for the activities, research functions and program management of the Social Science Research Institute.

Articulates and conveys to faculty, staff, students and others the College's basic values, directions and goals, and develops and issues policies governing the activities of the College.

Guides and oversees the College's governance system, to ensure effective operation and equal access by all members of the College community.

Manages day-to-day College operations and activities, and represents the College within the University and to the Hawaii community at large.

Participates with the Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, and the College of Natural Sciences in the Council of Arts and Sciences Deans, a body which is responsible for the planning and coordination of the Colleges of Arts and Sciences programs.

Reports to the Office of the Vice Chancellor for Academic Affairs, University of Hawaii at Manoa and functions with the authority delegated by the Chancellor.

Administers academic departments, programs, school and institutes in the College of Social Sciences.

1. Anthropology (department)
2. Communications (school)
3. Economics (department)
4. Ethnic Studies (department)
5. Geography (department)
6. Political Science (department)
7. Psychology (department)
8. Public Administration (program)
9. Social Science Research Institute
10. Sociology (department)
11. Social Sciences Public Policy Center
12. Urban and Regional Planning (department)
13. Women's Studies (program)

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SCHOOL OF COMMUNICATIONS

Under the College of Social Sciences, the School of Communications shares the missions of excellence of scholarship in teaching, research, application, and service. The school develops and teaches curriculum leading to undergraduate degrees in Journalism and Communication, and graduate degrees in Communication.

Major Functions of the School:

Offers instruction leading to the Bachelor of Arts degree in Journalism.

Offers instruction leading to the Bachelor of Arts degree in Communication.

Offers instruction leading to the Master of Arts degree in Communication.

Offers instruction leading to the Doctor of Philosophy degree in Communication and Information Science, an interdisciplinary program in collaboration with Information and Computer Sciences, Decision Sciences, and Library and Information Sciences.

Conducts international fellowship program in Journalism Education for journalists from the People's Republic of China.

Conducts the annual Carol Burnett Fund for Responsible Journalism Ethics Program.

Conducts annual outreach programs in Journalism Education for High School students.

Houses the Media Lab, a college resource in media production.

Major Functions of the Faculty and School:

Develop new and innovational curriculum and pedagogy that reflects the latest advancements in knowledge in the field.

Conduct or participate in research initiatives that advance the fundamental knowledge in Communication and Journalism.

Maintain contact with other researchers worldwide, keep abreast with current literature and incorporate state-of-the-art developments into research agendas.

Provide academic advising and career counseling to all Communication and Journalism majors, and research guidance to graduate students in the School and other University units.

Consult, and often collaborate with, faculty in other University units in instruction and research in Communication and Journalism.

Consult, and often collaborate with, Communication and Journalism professionals in developing training programs and undertaking projects.

Develop criteria for and participate in peer review process for professional development.

Participate in other academic or educational activities of the College and the University as appropriate.

Participate in the governance of the School, the College and the University.

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SOCIAL SCIENCE RESEARCH INSTITUTE

The Social Science Research Institute is the sponsored research management unit within the College of Social Sciences. SSRI's primary responsibility is the management of sponsored research, technical assistance and training projects for the College. SSRI works with the instructional units with CSS and other instructional and research units at the University of Hawaii to increase overall research productivity, sponsored and unsponsored, in the Social Sciences.

The overall research mission of SSRI includes sponsored research currently conducted within the CSS and new areas of research through access to the research skills of the instructional faculty, staff, and students of the CSS. Faculty and students within the CSS have access to sponsored research opportunities through SSRI and SSRI serves as a clearing house, and fiscal and administrative management unit for research within the College. SSRI facilitates a key objective of CSS, the creation of 'Communities of Scholars'. These 'Communities of Scholars' which are dynamic, interdisciplinary problem-focused intellectual consortia that address critical societal issues, link teaching, research and application and engage students at both the graduate and undergraduate level.

SSRI builds on established relationships with county, state, federal, and international agencies and in the Asia-Pacific region to identify and secure research, training, and technical assistance opportunities for UH faculty and students. SSRI monitors the publication of requests for proposals and bids through local, national, and international sources, and disseminates information about funding opportunities to faculty and staff. SSRI assists faculty and staff in the development of funding proposals and provides fiscal and management services to support research, training, and technical assistance.

SSRI facilitates the integration of research, service, and education through technical assistance and training. SSRI provides practical experience to graduate and undergraduate students in its program through employment as graduate and student assistants and research project staff. SSRI provides new opportunities for interdisciplinary research with faculty and students outside CSS through its established relationships with other instructional and research units within the UH system and in other research, non-profit, and regional organizations. SSRI also enhances the ability of the University to provide professional service to federal, state, and county governments, the private sector, and to the Asia-Pacific region.

The Director of SSRI reports to the Dean of the CSS and serves as the head of the sponsored research and applications institute of CSS. The Director is responsible for the overall management of sponsored research within CSS.

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SOCIAL SCIENCES PUBLIC POLICY CENTER

The Social Sciences Public Policy Center is an academic center within the College of Social Sciences focused on enhancing the quality of community life through instruction, non-partisan research, and civic engagement programs encouraging community dialogue. It fulfills the University's strategic goal to engage diverse elements of the UH system in developing a learning, research, and service network to enable Hawaii to flourish. More specifically, it builds on our existing research strengths, collaborates across disciplines, and provides the administrative leadership, support, and infrastructure to facilitate teaching, research, and service for the betterment of society. Its efforts will also support Hawaii's economy by building strong partnerships within the University and with public and private institutions.

FUNCTIONS

- To provide educations and training in policy studies for both undergraduate and graduate students, promoting and developing effective and reflective practitioners and leaders in public policy and public affairs
- To conduct research and publish and disseminate studies and reports useful to policymakers in making sound policy decisions
- To become a responsible repository and clearinghouse for data bases, information systems, and other references critical to public policy analyses
- To promote civic engagements through conducting programs and outreach to the community on issues of significance and value to the public, and which contribute toward developing communities that are well-informed and meaningfully engaged in policy deliberations
- To oversee the programs of the Spark Matsunaga Institute for Peace, including the Program on Conflict Resolution and the Disaster Management and Humanitarian Assistance Program, which shall:
 - (1) Sponsor and support peace education and research projects,
 - (2) Provide peace studies and conflict resolution education and training for undergraduate and graduate students,
 - (3) Support research in nonviolent means of resolving disputes and conflict resolution,
 - (4) Promote interaction and outreach with the local, national, and international peace communities,
 - (5) Cooperate with individuals and organizations in continuing dialogue on the global quest for justice and peace,
 - (6) Publish scholarly and creative work in all media relating to peace and conflict resolution, and
 - (7) Address contemporary problems in Hawaii, the Asia Pacific Region, the United States, and the world through bringing people together and providing a safe sanctuary for civil and respectful exchange of perspectives and ideas.

The Center will conduct research, education, and service in policy development, conflict resolution, and peace, including such topics as the nature and conditions of a just and sustainable social order, the relationship between justice, human needs, and violence; and theories and methods for conflict resolution.