



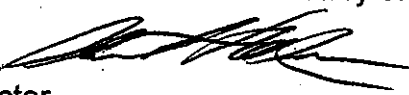
UNIVERSITY
of HAWAII[®]
SYSTEM

Glenn K. Nakamura
Interim Budget Director

October 11, 2007

MEMORANDUM

TO: Presley Pang
Interim Executive Administrator and Secretary of the Board of Regents

FROM: Glenn K. Nakamura 
Interim Budget Director

SUBJECT: COPY OF APPROVED REORGANIZATION TO REASSIGN
IMMIGRATION SERVICES FUNCTIONS AND POSITIONS FROM THE
SYSTEM OFFICE OF INTERNATIONAL EDUCATION (OIE) TO THE
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
(OVCAA), UH MĀNOA

Enclosed for the information of the Board of Regents is a copy of a reorganization approved on October 7, 2007 to reassign immigration services functions and positions from the OIE to the OVCAA, UH Mānoa. 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 Vice President Linda Johnsrud at 956-7075.

Attachment

c: Vice President Johnsrud (w/o attachment)

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE UNIVERSITY OF HAWAI'I AT MANOA OFFICE OF IMMIGRATION
SERVICES FOR INTERNATIONAL EMPLOYEES AND SCHOLARS AND
THE UNIVERSITY OF HAWAI'I AT HILO, THE UNIVERSITY OF HAWAI'I AT
WEST O'AHU, THE UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES, AND
THE UNIVERSITY OF HAWAI'I SYSTEM OFFICES
PERTAINING TO THE PROVISION OF IMMIGRATION SERVICES TO THE
UNIVERSITY OF HAWAI'I**

David McClain, President of the University of Hawai'i System (hereafter President), Denise Konan, Interim Chancellor, University of Hawai'i at Mānoa (hereafter Interim Chancellor), Neal Smatresk, Vice Chancellor for Academic Affairs, University of Hawai'i at Mānoa (hereafter Vice Chancellor), John Morton, Interim Vice President for Community Colleges, Rose Tseng, Chancellor of the University of Hawai'i at Hilo, and Gene Awakuni, Chancellor of the University of Hawai'i at West O'ahu, have agreed to the following with respect to providing immigration services for international employees and scholars to the ten campuses and the System offices of the University of Hawai'i (hereafter University).

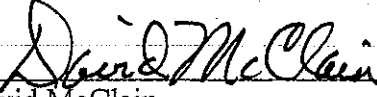
1. The reorganization of the University of Hawai'i at Mānoa Chancellor's Office includes the establishment of a new Office of Immigration Services for International Employees and Scholars (OIS) under the University of Hawai'i at Mānoa Vice Chancellor for Academic Affairs with the following functional statement: "The Office of Immigration Services for International Employees and Scholars is responsible for facilitating the appointment of international employees and the sponsorship of international exchange visitors to foster the University's full involvement in the growing globalization of higher education."
2. OIS is committed to ensuring that immigration services are provided equitably to each campus and System office. Due to federal government filing deadlines and processing times, OIS staff shall use their professional discretion to prioritize immigration tasks to be completed by OIS for any University campus or System office.
3. Designated OIS staff members are authorized to prepare and file immigration petitions and applications on behalf of the University for international employees. Only authorized OIS staff shall sign employer-filed petitions and applications on behalf of the University.
4. OIS will serve as liaison between the University and federal agencies including, but not limited to, the U.S. Department of State, the U.S. Department of Labor, and the U.S. Department of Homeland Security on immigration matters pertaining to the University.

5. A single Exchange Visitor Program designation for the entire University System furthers the objective of ensuring compliance with U.S. Department of State (22 CFR Part 62) and U.S. Department of Homeland Security (8 CFR) regulations. The Responsible Officer (RO) of the J-1 Exchange Visitor Program for the University shall be in the OIS and the RO shall be responsible for the J-1 Program's overall administration. OIS will administer the University's J-1 Scholar program and the J-1 Student programs but not the J-1 Student program at Mānoa. The University President, by the authority of the University Board of Regents, and the RO, under federal regulations (22 CFR Part 62), have sole authority to sign Applications for Redesignation and/or Amendment of the J-1 Program. As part of the administration of the J-1 Program, OIS will facilitate monthly J-1 Scholar orientation sessions and conduct other J-1 orientations as required by federal regulation (22 CFR Part 62) (if travel expenses for orientation are incurred, such costs shall be paid by the requesting campus or System office). OIS staff will prepare the annual Exchange Visitor Program reports with the assistance of the Mānoa Office of International Student Services.
6. OIS will provide advising and training regarding appropriate immigration matters to the international employees and scholars, administrative and personnel officers, faculty sponsors, and department and administrative staff within the ten campuses and the System offices of the University via media including but not limited to written materials, the OIS website (currently available at <http://www.hawaii.edu/oie/immigration.php>), and direct communications. If travel expenses for training sessions are incurred, such costs shall be paid by the requesting campus or System office.
7. In addition to the aforementioned, OIS will provide the following services for the University:
 - Maintain a central immigration database of international employees and scholars in the University;
 - Generate internal and external statistical and narrative reports from the data;
 - Establish and update University immigration policies and procedures;
 - Prepare nonimmigrant and immigrant petitions and labor certification applications for international employees;
 - Conduct SEVIS implementation and compliance including reporting and monitoring requirements;
 - Arrange non-resident aliens tax workshops for international scholars;
 - Represent scholar interests by serving on the system-wide committee to select the official University Health insurance provider
 - Disseminate health insurance information to international scholars;
 - Maintain the foreign scholar Listserv.
8. The OIS staff is not authorized to engage in the practice of law. Advice, assistance, and services regarding or relating to immigration matters provided by OIS to any individual(s) at any University campus or System office are administrative and

procedural in nature and if legal questions arise, OIS will consult with the University Office of General Counsel, as appropriate.

The President, Interim Chancellor and Vice Chancellor recognize that the implementation of the Mānoa Chancellor's Office reorganization as approved by the Board of Regents will impact on roles, responsibilities, and relationships relating to immigration services and support. OIS continues to be committed to ensuring that immigration support and services are provided to Mānoa and the rest of the University System.

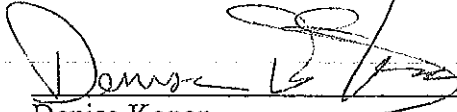
This agreement will take effect on the latest date noted below and continue until modified by mutual agreement of the parties herein.



David McClain
President
University of Hawai'i System

5/10/2006

Date



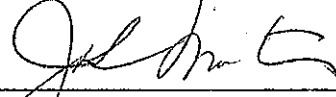
Denise Konan
Interim Chancellor
University of Hawai'i at Manoa

5/10/2006

Date

Signature not needed once UHM
chancellor signed.
Neal Smatresk
Vice Chancellor for Academic Affairs
University of Hawai'i at Mānoa


Date



John Morton
Interim Vice President for Community
Colleges

5/10/06

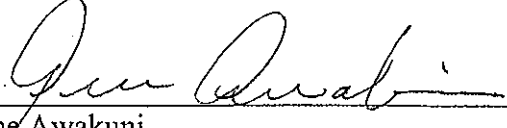
Date



Rose Tseng
Chancellor
University of Hawai'i at Hilo

5/10/2006

Date



Gene Awakuni
Chancellor
University of Hawai'i at West O'ahu

5/10/06

Date

UNIVERSITY OF HAWAII

Office of International Education

August 31, 2007

MEMORANDUM

TO: David McClain
President

VIA: Linda Johnsrud *Linda Johnsrud*
Vice President for Academic Planning and Policy

FROM: *Jenny Samaan*
Jenny Samaan
Director, Office of International Education

SUBJECT: Approval of Minor Reorganization

UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

'07 AUG 31 P3:59

RECEIVED

SPECIFIC ACTION REQUESTED: I am requesting approval for moving the International faculty and scholar immigration services employees from the System Office of International Education to the UH Mānoa campus.

ASSOCIATED COST: The salaries for Linda Hamada and Diane Yoshida will be transferred to UH Mānoa.

RECOMMENDED EFFECTIVE DATE: Upon the President's approval.

PURPOSE: To move the immigration services to the campus that hosts and/or hires 90% of the visiting scholars and international faculty. Immigration services for other campuses in the System will be handled through the Mānoa office.

BACKGROUND: An extensive consultative process has been undertaken, resulting in no objections from the following entities: chancellors (signed MOU attached); UH System and UH Mānoa HR offices; UH System Budget Office; Chief Academic Officers; All Campus Council of Faculty Senate Chairs; Student Caucus; and all three Unions.

APPROVED/~~DISAPPROVED~~

David McClain

David McClain
President

10/7/07

Date

Enclosures

REORGANIZATION PROPOSAL REQUEST
UNIVERSITY OF HAWAI'I
IMMIGRATION SERVICES

Executive Summary

The immigration services for international faculty, scholars, and staff, currently a component within the System Office of International Education, will be relocated to the University of Hawai'i at Mānoa reporting to the Office of the Vice Chancellor for Academic Affairs. Immigration services currently offered to all ten campuses will continue with the changed reporting structure. The functions of the four positions to be relocated (one permanent and three temporary) will not change. In addition to the fact that the immigration services are transactional in nature, the vast majority of international faculty, scholars, and staff have their academic home at the Mānoa campus, which make the relocation of these services most appropriate. Continuation of services to all other campuses is ensured through an MOU signed by the chancellors in which the office that was identified as the Office of Immigration Services for International Employees and Scholars has been subsequently renamed Faculty and Scholar Immigration Services (FSIS).

REORGANIZATION PROPOSAL REQUEST
IMMIGRATION SERVICES

I. Present Organization

Immigration services for international faculty, scholars, and staff is currently a component within the System Office of International Education, consisting of three temporary positions and one permanent position. The Office of International Education reports to the System Vice President for Academic Planning and Policy (OVPAPP) as indicated on the University of Hawai'i System Wide Administration Organizational Chart approved on March 15, 2007.

II. Proposed Organization

The proposed reorganization transfers the responsibility of immigration services for international faculty, scholars, and staff from the OVPAPP and the associated positions to the International and Exchange Programs Office under the Vice Chancellor for Academic Affairs at UH Mānoa. (See attached approved Office of the Vice Chancellor for Academic Affairs Organization Chart). These positions will report to an Assistant Vice Chancellor for International Education and Programs.

This reorganization from System to the Research extensive campus reflects an organizational structure commonly found in post-secondary educational institutions, while simultaneously acknowledges the needs of the other campuses within the University of Hawai'i System.

III. Background/Reason for Proposal

Originally, all UH Mānoa international education scholar and faculty immigration functions were duties assigned to an employee in the System HR office. As the number of visiting scholars grew and more services were needed by this growing population, in 1996 these functions were transferred to the System Office of International Programs and Services (renamed Office of International Affairs and then Office of International Education). Throughout the years, more than 90% of the recipients of these services were UH Mānoa international visiting scholars or international faculty hires.

Under the leadership of President McClain, University System offices have carefully reviewed functions that currently reside at the System with the goal of transferring those which are operational in nature from the System to a campus. Such examination and relocation of services was supported by recent System accreditation reviews. Additionally, the relocation of immigration services from the System to UH Mānoa is recommended in the *Review of International Programs and Services at the University of Hawai'i at Mānoa* consultants' report (March, 2006).

The function of immigration services for international faculty, staff, and scholars would be most appropriately organized within UH Mānoa which generates over 90% of the immigration services workload. As a Research Extensive university, it is anticipated that this percentage will remain as it has for the past ten years. Primary responsibility for oversight and funding of these services should therefore reside at UH Mānoa, the campus that benefits the most from these services.

REORGANIZATION PROPOSAL REQUEST
IMMIGRATION SERVICES

IV. Consultation:

The recommended reorganization has been discussed and agreed to by the following groups:

- System OIE employees to be affected by this move and all are in agreement.
- UH Mānoa Office of the Chancellor
- UH Mānoa Office of the Vice Chancellor for Academic Affairs
- UH Mānoa Office of International Student Services
- System International Education Steering Committee
- UH Mānoa International Education Committee
- External international education consultants
- System Council of Chancellors
- All Campus Council of Faculty Senate Chairs
- System Student Caucus
- UH Mānoa Office of Human Resources
- UH System Budget Office

V. Impact on Staffing, Resources, and Services

The immigration services staffing will remain intact. All four positions are currently filled. Two positions (Academic Support, 0081015 and Instructional and Student Support, 0081632T) are currently being funded by General funds. These funds will be transferred from the System budget to UHM. Two temporary positions (Academic Support, 0077796T and Instructional and Student Support, 0077664T) are funded by System RTRF funds. The IEPO will seek to make these positions permanent once the reorganization to Mānoa is complete. These System RTRF funds will continue until FY 2008 at which time UHM will assume responsibility for these personnel costs. A graduate assistant position is already funded by UHM, which will continue after the reorganization occurs.

The office furniture, equipment, and supplies currently used by the immigration staff will be transferred to UHM in this reorganization. The operating budget will be funded by UHM. Allocation of appropriate office space is being considered by the UHM Chancellor's Office.

Immigration services and expertise will continue to be extended equitably to System offices or UH campuses requiring them. Immigration staff will use their professional judgment to process cases in a timely manner based on immigration requirements, rather than on campus or office of origin. Therefore, this reorganization will not have any adverse impact on services, students or other groups in the System or at campus units. It will, however, positively affect the level of support and funding the IEPO receives.

REORGANIZATION PROPOSAL REQUEST
IMMIGRATION SERVICES

VI. Alternatives Considered

The administration has reviewed different organizational models for other similar university systems in the development of this proposed reorganization and ultimately finds the current proposal to be most appropriate for our ten campus system.

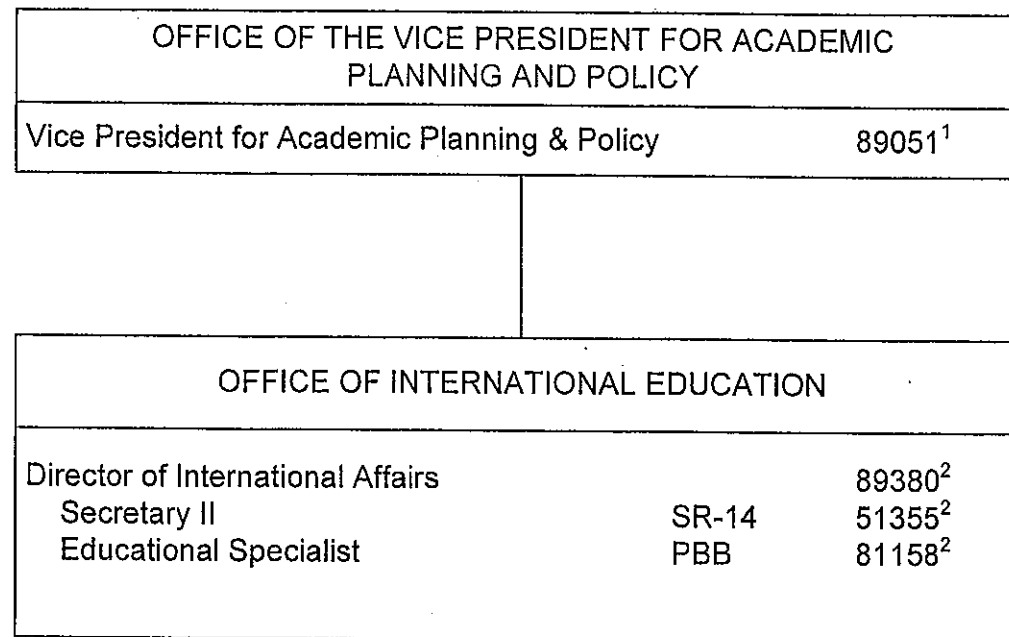
Relocating some of the positions to different campuses was considered but it was concluded that this would not be functionally efficient or cost-effective due to the complex, technical nature of their work. Concentration of immigration staffing and resources in one unit provides the University with broad and comprehensive immigration services by experienced professional staff. Since the immigration services unit currently lacks clerical and IT support, the Office of the Vice Chancellor for Academic Affairs is considering the sharing of such support between this unit and the UHM Office of International Student Services. Moving the unit from the System to UHM supports it with stable leadership, sufficient staffing, and adequate funding.

**NEW SYSTEM (OIE) ORGANIZATIONAL CHART
AND FUNCTIONAL STATEMENTS**

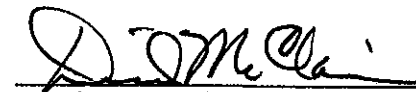
STATE OF HAWAII
 UNIVERSITY OF HAWAII
 SYSTEMWIDE ADMINISTRATION
 VICE PRESIDENT FOR ACADEMIC
 PLANNING AND POLICY
 OFFICE OF INTERNATIONAL EDUCATION

POSITION ORGANIZATION CHART

Proposed



APPROVED



David McClain, President
 University of Hawaii System

DATE: 10/7/07

Perm
 General Funds 3.00

¹ Excluded from position count
² To be redescribed

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY**

FUNCTIONAL STATEMENT

PROPOSED

INTRODUCTION

This office provides executive leadership in collaboratively setting forth the system wide academic vision and goals for the University of Hawai'i.

MAJOR FUNCTIONS

- Advises the President and University executives on academic matters.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Oversees a council of campus chief academic officers.
- Develops and implements system wide tuition policies and procedures.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai'i.
- Translates plans into phased implementation strategies and timelines.
- Develops effective and innovative academic strategies, e.g. articulation, to meet the identified needs of the University and its students.
- Promotes, encourages, and develops new instructional and major research efforts.
- Evaluates University academic programs for appropriateness, consistency, and effectiveness.
- Serves as academic liaison with State and federal academic educational boards and system wide University offices.
- In consultation with campus academic and student affairs offices, initiates and develops policies and procedures that require coordination among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships, and tuition differentials.
- Coordinates system wide student assessment, research and surveys with Institutional Research Office.

PLANNING AND POLICY

- Manages University-wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment.
- Provides institutional research services and manages selected student assessment and service programs and information systems.
- Oversees system wide distance learning education planning, policies, procedures, and coordination.

INTERNATIONAL EDUCATION

- Oversees system wide international education planning, policies, procedures and coordinates international education programs and exchanges, International partnerships and entrepreneurship endeavors.

P-20 PARTNERSHIP INITIATIVE

- Develops Systemwide policies, programs, and initiatives designed to promote attainment of the P-20 mission to assure that more of Hawaii's people persist through this pipeline, and especially to close the achievement gap between those who historically have been well-served by educational institutions and those who have not, so that the people of our state can be globally competitive in the twenty-first century.
- Serves as liaison to local, State and federal educational entities, stakeholder groups and system-wide University offices.
- Support and promote the P-20 Council's efforts to develop a seamless system of educational delivery which will prepare Hawaii's learners for success in a society.

ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION

The Office of the UH System Vice President for Academic Planning and Policy and the Office the UH System Vice President for Student Affairs will work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY

OFFICE OF INTERNATIONAL EDUCATION
FUNCTIONAL STATEMENT

PROPOSED

The Office of International Education is responsible for providing leadership for facilitating, and coordinating international education systemwide in order to accomplish Goal 3 of the University of Hawai'i strategic plan. The goal aims to "transform the international profile of the University of Hawai'i system as a distinguished resource in Hawaiian, Asian-Pacific affairs, positioning it as one of the world's foremost multicultural centers for global and indigenous studies."

Integral to meeting this goal are:

Establishing and implementing systemwide policies and procedures to ensure effective coordination of international student recruitment, marketing, admissions, immigration, study abroad, exchanges, academic and co-curricular support, visiting international delegations and scholar services.

Integrating teaching, learning, curricular development, research and service to enable the University to become a model multicultural center and international education resource.

Maintaining and developing contact with key international agencies, alumni, funding agencies and partner institutions in order to extend the University of Hawai'i's profile globally.

The major areas of responsibilities of this office include the following :

International Education Programs and Exchange

Provides students on a systemwide basis with a wide range of education abroad opportunities to engage in study, research, service or internships by identifying appropriate international partners.

Facilitates global networking and intercultural exchanges involving students, faculty, visiting scholars, administrative staff through institutional linkages, partnerships and consortia arrangements.

Enables faculty and students to engage in multi-disciplinary international projects and programs.

Provides faculty with opportunities to be international and comparative in their teaching and research.

Maintain relations with funding agencies and foundations that enable UH faculty expertise to be utilized in technical assistance or international training projects.

International Partnerships and Entrepreneurship

Facilitates business development opportunities for research and training partnerships, including international capacity building contracts, enhancing the University's external revenues.

Facilitates private-public partnerships with businesses and local, state, federal agencies and international governments in order to advance the University's role in international training and economic development.

Coordinates special projects in conjunction with individual campus initiatives, focusing on the University's international business and resource development efforts.

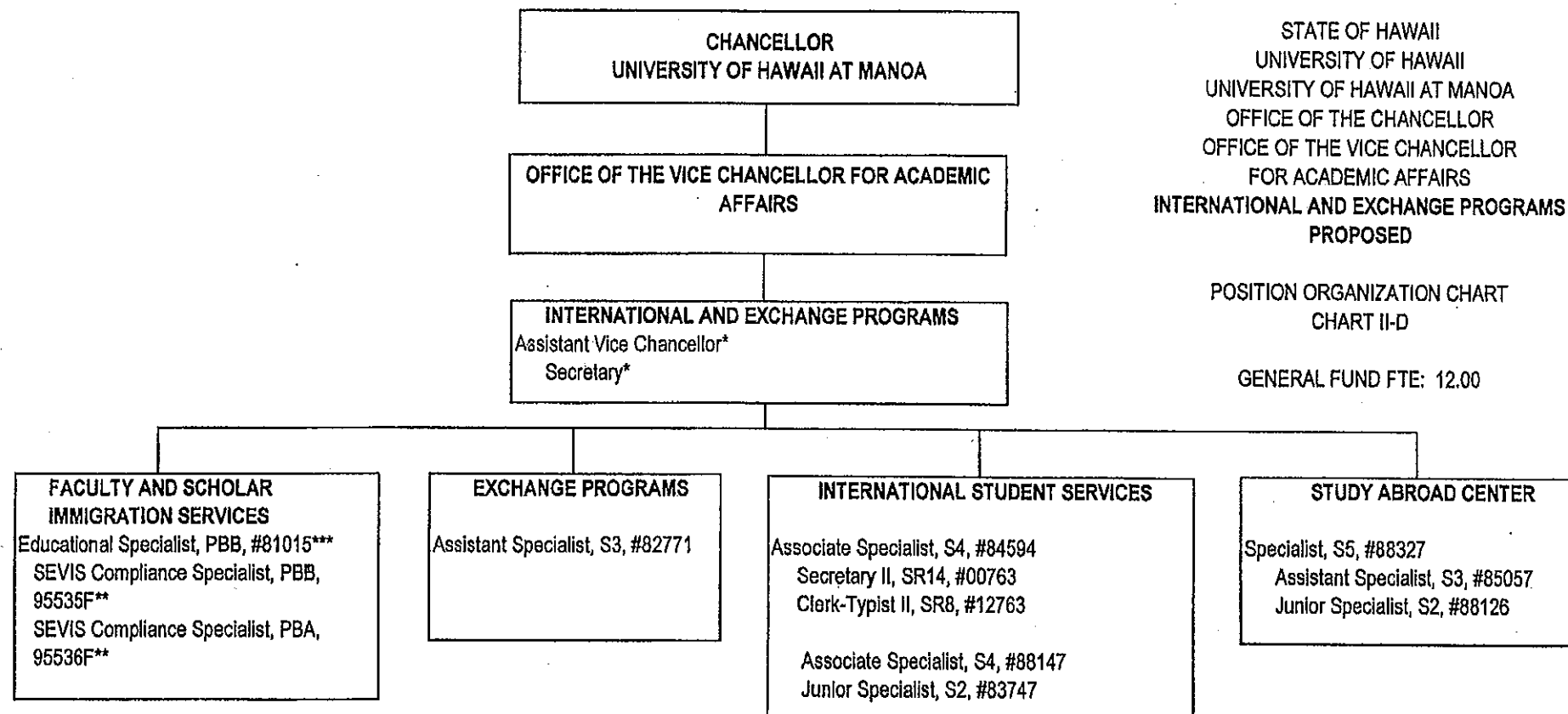
International Protocol and External Relations

Identifies and develops, in cooperation with the University of Hawai'i Foundation, international donor prospects and international alumni.

Works with the Office of External Affairs and University Relations, to facilitate communications and marketing for international education and special projects in support of individual campus mission.

Serves as the University's primary point of contact with the Consular Corps of Hawai'i and chief international protocol office for the Office of the President and senior UH leadership.

**NEW UHM ORGANIZATIONAL CHART
AND FUNCTIONAL STATEMENT**



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
INTERNATIONAL AND EXCHANGE PROGRAMS
PROPOSED

POSITION ORGANIZATION CHART
CHART II-D

GENERAL FUND FTE: 12.00

*new position approved in 2/17/05 reorg, position number to be determined
 **proposed classification
 ***also supervises the following temporary positions:
 Educational Specialist, PBB, #77796T; Educational and Academic Support Specialist, PBA, #77664T;
 Educational and Academic Support Specialist, PBA #81632T and Graduate Assistant, GA11

APPROVED David McClain
 David McClain, President
 University of Hawaii System

DATE: 10/2/07

STATE OF HAWAI'I
 UNIVERSITY OF HAWAI'I
 UNIVERSITY OF HAWAI'I AT MĀNOA
 OFFICE OF THE CHANCELLOR
 OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
 OFFICE OF THE ASSISTANT VICE CHANCELLOR FOR
 INTERNATIONAL PROGRAMS

FUNCTIONAL STATEMENT

Under the leadership of the Vice Chancellor for Academic Affairs, International and Exchange Programs work closely with the Associate Vice Chancellor for Undergraduate Education and the Dean of the Graduate Division, and in consultation with the Mnoa International Education Committee, to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai'i at Mnoa, including generating and maintaining a database covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

Exchange Programs

- Provides support services to incoming and outgoing exchange students and faculty coordinators.
- Coordinates recruitment, application and selection processes for UHM students wishing to participate in formal exchange programs.
- Serves as the UHM primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.
 - Coordinates application, accommodation, arrival and orientation activities for incoming international exchange students and pre-departure orientations for outgoing UHM students.
 - Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
 - Provides support services to UHM students abroad.
 - Provides support services to international students from exchange partner institutions.
- National Student Exchange Program
 - Promotes, arranges, and supports semester or academic year exchanges for qualified undergraduate students at one of 177 participating consortium universities.
 - Receives, supports, and serves as advocate for incoming consortium participant students for semester or academic year exchanges at UHM.

International Student Services

- Provides support services for international students, and assist in processing visa documents and certifications to acquire and maintain appropriate visa status for UHM F-1 and J-1 students
 - Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
 - Provides pre-arrival information, orientation programs and informational briefings.
 - Interprets regulations affecting non-immigrant student status in the U.S.
 - Provides support services designed to assist students with transition, adjustment and culture sharing.
 - Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
 - Monitors compliance with federal and UH health insurance policies.
 - Develops and recommends policies and procedures for non-immigrant student employment and international student status.
 - Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.

- Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
- Administers selected scholarships and tuition waivers designated for international students.
- Provides data on non-immigrant students to internal and external organizations.
- Serves as an advocate for international students.

Study Abroad Center

- The UHM Study Abroad Center, in cooperation with its Council, offers study abroad programs for a summer, a semester, and an academic year that enable UHM students to fulfill general education, focus, diversification, major, certificate, and graduation requirements in various locations around the world. Its primary responsibility is to serve the intellectual needs of students consistent with university policy and to provide venues for faculty participation from across the Mnoa campus as resident directors for teaching, faculty development and enrichment opportunities.
- The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is mandated as a permanent standing committee of the Manoa Faculty Senate and appointed by the Faculty Senate Executive Committee. It works cooperatively with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, and—most critically—the selection of faculty members to direct individual study abroad programs. The Council is not a sub-committee of a larger committee of international programs; rather it will provide representatives to other committees to facilitate information.
- The UHM Study Abroad Center specializes in overseas academic program development, implementation, delivery, student health, safety, security, risk assessment, and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards.
- The Center provides training for faculty resident directors in health, safety, risk and liability as well as provides pre-departure cross-cultural training for students as part of the Center's standard of care.
- The Center operates as a self-sustaining unit and utilizes the funds it generates to support its programs.

Faculty and Scholar Immigration Services

- Provides University of Hawai'i (UH) systemwide immigration and support services for international employees.
 - Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees
- Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
 - Processes visa documents and certifications for J-1/J-2 exchange visitors.
 - Provides pre-arrival information, orientation programs, and informational briefings.
 - Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
- Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
- Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
- Establishes and updates University immigration policies and procedures, and interprets U.S. immigration regulations.
- Serves as liaison between the university and federal agencies on immigration matters pertaining to its international employees.

**PREVIOUS SYSTEM (OIE) ORGANIZATIONAL
CHART AND FUNCTIONAL STATEMENTS**

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 SYSTEMWIDE ADMINISTRATION
 VICE PRESIDENT FOR ACADEMIC
 PLANNING AND POLICY
 OFFICE OF INTERNATIONAL EDUCATION

POSITION ORGANIZATION CHART

CURRENT

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY		
Vice President for Academic Planning & Policy		89051 ¹
OFFICE OF INTERNATIONAL EDUCATION		
Director of International Affairs		89380 ²
Secretary II	SR-14	51355 ²
Educational Specialist	PBB	81158 ²
Educational Specialist	PBB	81015 ²

¹ Excluded from position count
² To be redescribed

2006orgchrtupdate vpapp

Perm
 General Funds 4.00

CHART UPDATED
 JUL - 1 2006
 DATE _____

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY
FUNCTIONAL STATEMENT**

INTRODUCTION

This office provides executive leadership in collaboratively setting forth the system wide academic vision and goals for the University of Hawaii.

MAJOR FUNCTIONS

- Advises the President and University executives on academic matters.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Oversees a council of campus chief academic officers.
- Develops and implements system wide tuition policies and procedures.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawaii.
- Translates plans into phased implementation strategies and timelines.
- Develops effective and innovative academic strategies, e.g. articulation, to meet the identified needs of the University and its students.
- Promotes, encourages, and develops new instructional and major research efforts.
- Evaluates University academic programs for appropriateness, consistency, and effectiveness.
- Serves as academic liaison with State and federal academic educational boards and system wide University offices.
- In consultation with campus academic and student affairs offices, initiates and develops policies and procedures that require coordination among UH campuses, including but not limited to residency, admissions, enrollment management, recruitment, records and registration, financial aid, tuition waivers, scholarships, and tuition differentials.
- Coordinates system wide student assessment, research and surveys with Institutional Research Office.

PLANNING AND POLICY

- Manages University-wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment.
- Provides institutional research services and manages selected student assessment and service programs and information systems.
- Oversees system wide distance learning education planning, policies, procedures, and coordination.

INTERNATIONAL EDUCATION

- Oversees system wide international education planning, policies, procedures and coordination (International Education Programs and Exchange, Visiting Scholars and International Faculty Services, and International Partnerships and Entrepreneurship).

P-20 PARTNERSHIP INITIATIVE

- Develops Systemwide policies, programs, and initiatives designed to promote attainment of the P-20 mission to assure that more of Hawaii's people persist through this pipeline, and especially to close the achievement gap between those who historically have been well-served by educational institutions and those who have not, so that the people of our state can be globally competitive in the twenty-first century.
- Serves as liaison to local, State and federal educational entities, stakeholder groups and system-wide University offices.
- Support and promote the P-20 Council's efforts to develop a seamless system of educational delivery which will prepare Hawaii's learners for success in a society.

ACADEMIC PLANNING AND POLICY AND STUDENT AFFAIRS COLLABORATION

The Office of the UH System Vice President for Academic Planning and Policy and the Office the UH System Vice President for Student Affairs will work closely and collaboratively in matters related to enrollment management, admissions, recruitment, records and registration, financial aid, tuition waivers, scholarships and tuition differentials. In general, the Vice President for Academic Planning and Policy will have jurisdiction and leadership for the initiation and development of policies related to these areas, while the Vice President for Student Affairs will have jurisdiction and leadership for coordinating among campuses the implementation of system wide student affairs policies.

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC PLANNING AND POLICY

OFFICE OF INTERNATIONAL EDUCATION
FUNCTIONAL STATEMENT**

The Office of International Education is responsible for providing leadership for facilitating, and coordinating international education systemwide in order to accomplish Goal 3 of the newly adopted University of Hawai'i strategic plan. The goal aims to "transform the international profile of the University of Hawai'i system as a distinguished resource in Hawaiian, Asian-Pacific affairs, positioning it as one of the world's foremost multicultural centers for global and indigenous studies."

Integral to meeting this goal are:

Establishing and implementing systemwide policies and procedures to ensure effective coordination of international student recruitment, marketing, admissions, immigration, study abroad, exchanges, academic and co-curricular support, visiting international delegations and scholar services.

Integrating teaching, learning, curricular development, research and service to enable the University to become a model multicultural center and international education resource.

Maintaining and developing contact with key international agencies, alumni, funding agencies and partner institutions in order to extend the University of Hawai'i's profile globally.

The following three major areas of international education initially to be included in this office include:

International Education Programs and Exchange

Provides students on a systemwide basis with a wide range of education abroad opportunities to engage in study, research, service or internships by identifying appropriate international partners.

Facilitates global networking and intercultural exchanges involving students, faculty, visiting scholars, administrative staff through institutional linkages, partnerships and consortia arrangements.

Enables faculty and students to engage in multi-disciplinary international projects and programs.

Provides faculty with opportunities to be international and comparative in their teaching and research.

Maintain relations with funding agencies and foundations that enable UH faculty expertise to be utilized in technical assistance or international training projects.

Visiting Scholars and International Faculty Services

Liaises with hosting academic unit to coordinate appointments of all UH-sponsored visiting scholars and international faculty.

Provides monthly orientation to incoming scholars as well as on-going scholar services including immigration and personal counseling.

Provides on-going staff training to UH units in order to meet all federal requirements for bringing visiting scholars and international faculty to UH campuses.

Coordinates scholar immigration matters and serves as the University's primary point of contact for the U.S. Department of State and Immigration and Naturalization Services in implementation of federally-mandated electronic tracking systems.

International Partnerships and Entrepreneurship

Facilitates business development opportunities for research and training partnerships, including international capacity building contracts, enhancing the University's external revenues.

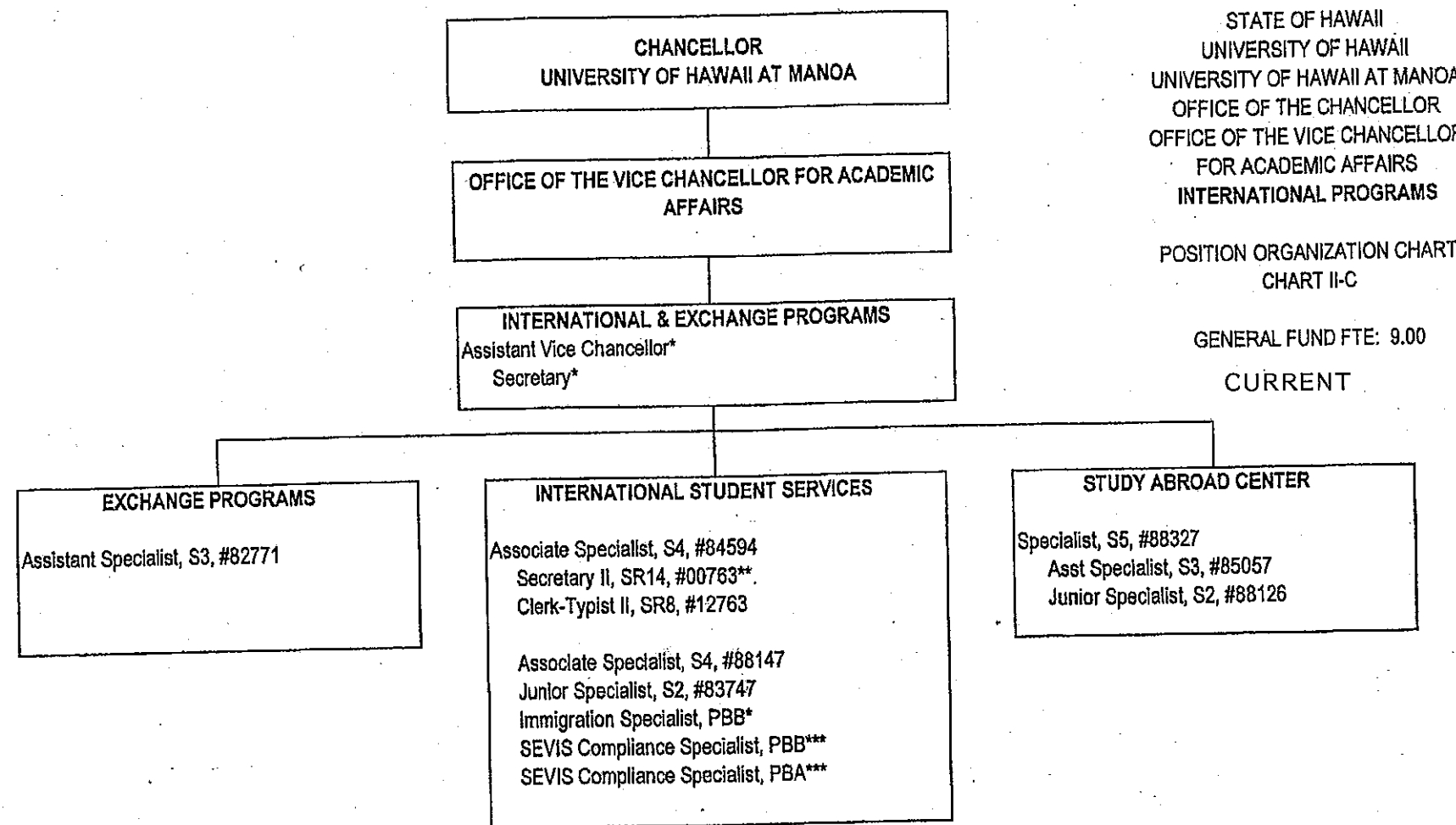
Facilitates private-public partnerships with businesses and local, state, federal agencies and international governments in order to advance the University's role in international training and economic development.

Identifies and develops, in cooperation with the University of Hawai'i Foundation, international donor prospects.

Works with the Office of External Affairs and University Relations, to facilitate communications and marketing for international education and special projects in support of individual campus missions.

Coordinates special projects in conjunction with individual campus initiatives, focusing on the University's international business and resource development efforts.

**PREVIOUS UHM ORGANIZATIONAL CHART
AND FUNCTIONAL STATEMENT**



STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MANOA
 OFFICE OF THE CHANCELLOR
 OFFICE OF THE VICE CHANCELLOR
 FOR ACADEMIC AFFAIRS
 INTERNATIONAL PROGRAMS

POSITION ORGANIZATION CHART
 CHART II-C

GENERAL FUND FTE: 9.00
 CURRENT

*new position approved in 2/17/05 reorg, position number to be determined
 **proposed classification, position to be redescribed
 ***new position, authorized by 2004 Legislature, position number to be determined

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
INTERNATIONAL & EXCHANGE PROGRAMS

FUNCTIONAL STATEMENT

Under the leadership of the Vice Chancellor for Academic Affairs, International & Exchange Programs work closely with the Associate Vice Chancellor for Undergraduate Education and the Dean of Graduate Education, and in consultation with the Mānoa International Education Committee, to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai'i at Mānoa, including generating and maintaining a database covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

Exchange Programs

- Provides support services to incoming and outgoing exchange students and faculty coordinators.
- Coordinates recruitment, application and selection processes for UH students wishing to participate in formal exchange programs.
- Serves as the UH primary point of contact and key resource on developing, implementing and maintaining international exchange agreements and partnerships with foreign institutions, with reporting functions related to such agreements.
 - Coordinates application, accommodation, arrival and orientation activities for incoming international exchange students and pre-departure orientations for outgoing UH students.
 - Oversees the administration and allocation of tuition waivers supporting international student exchange programs.
 - Provides support services to UH students abroad.
 - Provides support services to international students from exchange partner institutions.
- National Student Exchange Program
 - Promotes, arranges, and supports semester or academic year exchanges for qualified undergraduate students at one of 177 participating consortium universities.
 - Receives, supports, and serves as advocate for incoming consortium participant students for semester or academic year exchanges at UHM.

International Services

- Provides support services for international students, faculty, scholars, and employees, and assist in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students and UH System J-1 students.
 - Provides services to non-immigrants needing assistance in obtaining and maintaining legal status in the U.S.
 - Provides pre-arrival information, orientation programs and informational briefings.
 - Interprets regulations affecting non-immigrant student status in the U.S.
 - Provides support services designed to assist students with transition, adjustment and culture sharing.
 - Advises students through individual consultation and group workshops, and disseminate timely regulatory information.
 - Monitors compliance with federal and UH health insurance policies.
 - Develops and recommends policies and procedures for non-immigrant student employment and international student status.

- Serves as a resource to the campus and UH system community in matters relating to student non-immigrant status.
- Ensures compliance with all applicable federal laws, with a priority on SEVIS compliance.
- Administers selected scholarships and tuition waivers designated for international students.
- Provides data on non-immigrant students to internal and external organizations.
- Serves as an advocate for international students.

Study Abroad Center

- The UHM Study Abroad Center, in cooperation with its Council, offers study abroad programs for a summer, a semester, and an academic year that enable UHM students to fulfill general education, focus, diversification, major, certificate, and graduation requirements in various locations around the world. Its primary responsibility is to serve the intellectual needs of students consistent with university policy and to provide venues for faculty participation from across the Mānoa campus as resident directors for teaching, faculty development and enrichment opportunities.
- The Council on Study Abroad guides the Center in accordance with its By-laws and Charges. The Council is mandated as a permanent standing committee of the Mānoa Faculty Senate and appointed by the Faculty Senate Executive Committee. It works cooperatively with the Study Abroad Director and is integrally involved in the areas of policy, academic program development, program assessment, and—most critically—the selection of faculty members to direct individual study abroad programs. The Council is not a sub-committee of a larger committee of international programs; rather it will provide representatives to other committees to facilitate information.
- The UHM Study Abroad Center specializes in overseas academic program development, implementation, delivery, student health, safety, security, risk assessment, and management through a variety of means, including on-site inspection and program evaluations in accordance with WASC standards.
- The Center provides training for faculty resident directors in health, safety, risk and liability as well as provides pre-departure cross-cultural training for students as part of the Center's standard of care.
- The Center operates as a self-sustaining unit and utilizes the funds it generates to support its programs.