



UNIVERSITY  
of HAWAII  
MĀNOA

UNIV. OF HAWAII  
UH BUDGET OFFICE

College of Engineering  
Dean's Office

'08 JAN -4 A9:02

January 3, 2008

**MEMORANDUM**

TO: The Honorable James R. Aiona, Jr.  
Lieutenant Governor

FROM: Peter E. Crouch *P. Crouch*  
Dean

SUBJECT: Notification of Approved Reorganization, University of Hawai'i at  
Mānoa, Office of the Dean, College of Engineering

Enclosed for your files is a copy of the reorganization, which was approved by the University of Hawai'i at Mānoa for the Office of the Dean, College of Engineering. The purpose of the reorganization is explained in the accompanying executive summary.

If there are any questions regarding this matter, please call me at 956-7727.

Enclosure

c: The Honorable Georgina K. Kawamura  
Director, Department of Budget and Finance

The Honorable Marie C. Laderta  
Director, Department of Human Resources Development

University of Hawai'i Human Resources Office

University of Hawai'i Budget Office

University of Hawai'i at Mānoa Chancellor's Office

2540 Dole Street, Holmes Hall 240  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-7727  
Fax: (808) 956-2291

An Equal Opportunity/Affirmative Action Institution

UNIVERSITY  
of HAWAII  
MĀNOA

RECEIVED

'07 DEC 21 P4:19

MANOA CHANCELLOR'S  
OFFICE

December 13, 2007

**MEMORANDUM**

TO: Virginia S. Hinshaw  
Chancellor

VIA: Linda K. Johnsrud *Cinderella Johnsrud*  
Interim Vice Chancellor for Academic Affairs

FROM: Peter E. Crouch *P. Crouch*  
Dean

SUBJECT: COLLEGE OF ENGINEERING REORGANIZATION PROPOSAL

**SPECIFIC ACTION REQUESTED:**

Approval of the proposal to reorganize the Office of the Dean, College of Engineering, University of Hawai'i at Mānoa.

**RECOMMENDED EFFECTIVE DATE:**

Upon your approval.

**ADDITIONAL COST:**

The estimated cost of \$150,000 is for the Associate Dean for Research. The position count and funding will be secured via established budgetary processes and procedures.

**PURPOSE:**

The proposed reorganization will enable the College of Engineering to provide the necessary support and services to its students, faculty, and staff in an effective and efficient manner by establishing the heads of four major units and clearly defining their duties and responsibilities and aligning functions under the appropriate unit head; firmly establish itself as a critical instructional, research, and service component of UH-Mānoa; and achieve the goal of becoming a world-class engineering college.

**BACKGROUND:**

In accordance with University of Hawai'i Administrative Procedure No. A3.101, University of Hawai'i Organizational and Functional Changes, authority to approve organizational changes, which are not subject to Board of Regents' approval is delegated by the President to each Vice President and Chancellor.

This proposal, upon approval, will establish four units: Office of the Associate Dean for Academic Affairs, Office of the Associate Dean for Research, Office of Operational Support, and Office of Public Affairs. It will provide for the efficient functionality of the College and enable the Dean to effectively and competently execute and realize the College's mission and goals by: (1) addressing the lack of advocates for research, corporate relations, enrollment management, administrative services, and public affairs by establishing and identifying necessary and appropriate functions and positions in these areas; (2) designating necessary positions to serve as managers of four critical units; (3) realigning personnel reporting lines; and (4) converting classifications for existing personnel to an appropriate category. Furthermore, it will enable the College to build new initiatives that will expand its functionality and ability to generate external revenues in building the technology workforce pipeline, research, technology transfer and economic development, and distance and professional education; build faculty strength in the College to a critical mass; and become a world-class leader in new specializations in engineering.

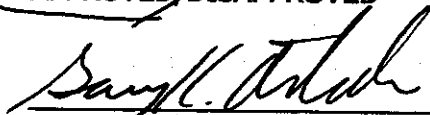
We have responded to and/or addressed all questions and concerns from the UH-Mānoa Office of the Vice Chancellor for Academic Affairs, Mānoa Human Resources Office, UH System Budget Office, and UH System Office of Human Resources. In addition, we have consulted with the unions (University of Hawai'i Professional Assembly and Hawai'i Government Employees Association).

**ACTION RECOMMENDED:**

I recommend approval of the proposal to reorganize the Office of the Dean, College of Engineering, University of Hawai'i at Mānoa, effective upon your approval.

Attachments

APPROVED / DISAPPROVED



Virginia S. Hinshaw  
Chancellor, University of Hawai'i at Mānoa



Date

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

PROPOSAL TO REORGANIZE THE OFFICE OF THE DEAN  
COLLEGE OF ENGINEERING

EXECUTIVE SUMMARY

This proposal to reorganize the Office of the Dean of the College of Engineering, upon approval, will establish four units: Office of the Associate Dean for Academic Affairs, Office of the Associate Dean for Research, Office of Operational Support, and Office of Public Affairs. It will provide for the efficient functionality of the College and enable the Dean to effectively and competently execute and realize the College's mission and goals by: (1) addressing the lack of advocates for research, corporate relations, enrollment management, administrative services, and public affairs by establishing and identifying necessary and appropriate functions and positions in these areas; (2) designating necessary positions to serve as managers of four critical units; (3) realigning personnel reporting lines; and (4) converting classifications for existing personnel to an appropriate category. Furthermore, it will enable the College to build new initiatives that will expand its functionality and ability to generate external revenues in building the technology workforce pipeline, research, technology transfer and economic development, and distance and professional education; build faculty strength in the College to a critical mass; and become a world-class leader in new specializations in engineering.

The estimated cost of the reorganization is \$150,000 for the Associate Dean for Research. A position number, position count, and funding will be requested from the Mānoa Chancellor's Office; and, other options within the budget process will be pursued, if necessary. In order for the College to escalate its operations and to enable the Dean to effect a pronounced and visible impact on state and national funding agencies, it is essential to establish the position of Associate Dean for Research (ADR). The ADR will report directly to the Dean. This managerial position will serve as the advocate for research and address and provide the required oversight for the research programs of the College, including expanding and supporting the scholarly work of faculty and students through external grants and contracts by utilizing available resources in an efficient and effective manner. The current Office of the Associate Dean will be retitled to Office of the Associate Dean for Academic Affairs. Position #89085 is an existing position and will be redescribed from Associate Dean to Associate Dean for Academic Affairs. All other costs will be effected through the College's existing budget.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

PROPOSAL TO REORGANIZE THE OFFICE OF THE DEAN  
COLLEGE OF ENGINEERING

A. Present Organization

The Office of the Dean is currently comprised of five organizational segments: Support Staff, Office of the Associate Dean, Office of the Assistant Dean, Computer Facility Staff, and Fiscal and Personnel Staff. The Dean oversees all College programs of instruction, research, and public service and has the responsibility for acquiring new resources, the allocation of existing resources, long-range planning of programs and oversight of facilities and personnel. The Support Staff provides administrative support of a broad scope and complexity in assisting the Dean in the management of the College and is responsible for the internal operations of the College, organizing and managing special projects, developing and coordinating various College events, establishing and maintaining files and serving as liaison with the Engineering Alumni Association. The Associate Dean assists in the administration of the College, oversight of the research and academic programs, and in supervising functions such as space assignment and fiscal affairs. The Assistant Dean assists in the administration of all aspects of student services (academic admissions, advising, scholarship records for undergraduates, and K-12 outreach). The Computer Facility Staff provides computer hardware and software support for the College's students, faculty, and staff and the functions they perform such as business administration, programming instruction, data acquisition and analysis, experimental teaching and research laboratory support. The Fiscal and Personnel Staff assists the Dean, Associate Dean, and senior staff in meeting the College's financial and personnel management responsibilities.

The Dean of the College of Engineering reports directly to the Vice Chancellor for Academic Affairs. The following currently report directly to the Dean:

- Specialist, S5, #83226
- Assistant Specialist, S3, #85915
- Secretary III, SR-16, #10016
- Faculty, #84008\*
- Associate Dean, #89085
- Assistant Dean, #89011
- Chairman, Department of Civil and Environmental Engineering\*\*
- Chairman, Department of Electrical Engineering\*\*
- Chairman, Department of Mechanical Engineering\*\*
- Director, Hawai'i Center for Advanced Communications, Professor I5, #83412
- Electronics Engineer, PBB, #80003
- IT Specialist, PBB, #81998
- Administrative Officer, PBB, #80027

\*Position No. 84008 was reallocated from the Shidler College of Business per February 23, 2007 memorandum to Dean Peter Crouch from Mānoa Budget Director Bob Nagao, is currently vacant, and will be redescribed from its present job code of Faculty to Public Affairs Director.

\*\*The Chairman of each of the Departments of Civil and Environmental Engineering, Electrical Engineering, and Mechanical Engineering are appointed from instructional (faculty) positions.

## B. Proposed Organization

The proposed reorganization will: (1) abolish four of five current organizational segments (Office of the Associate Dean, Office of the Assistant Dean, Computer Facility Staff, and Fiscal and Personnel Staff) and (2) create four new organizational segments (Office of the Associate Dean for Academic Affairs, Office of the Associate Dean for Research, Office of Operational Support, and Office of Public Affairs). The four heads of the new organizational segments (Position Nos. 89085, 80027, 84008, and Associate Dean for Research) will report directly to the Dean (Position No. 89087).

The Office of the Associate Dean will be abolished, and an Office of the Associate Dean for Academic Affairs will be created. The proposed Office of the Associate Dean for Academic Affairs will provide leadership for academic planning and instructional matters (undergraduate, graduate, distance learning); oversee the accreditation compliance process; develop and implement a student recruitment, retention, and enrollment management program; provide guidance and support to the Native Hawaiian Science and Engineering Mentorship Program; and planning and directing academic functions. Three members of the current Office of the Assistant Dean (Position Nos. 83723, 77604, and 12849) will be reassigned to the proposed Office of the Associate Dean for Academic Affairs and supervised by Position No. 89085.

The Office of the Assistant Dean will be abolished. The position of Assistant Dean (Position #89011) will be reassigned to the proposed Office of the Associate Dean for Research and redescribed to reflect new and expanded duties and responsibilities, with major focus on establishing and maintaining relations with local, national, and international educational institutions, governmental agencies, and businesses; establishing academic exchange programs with foreign universities; linking students to future employees; developing internship programs for students; and developing opportunities to link faculty with research funding available to public and private sectors. As additional resources become available, appropriate positions will be created to assist the Assistant Dean in the execution of his duties and responsibilities and which will be supervised by the Assistant Dean.

The Office of the Associate Dean for Research will be created to serve as the chief policy advisor to the Dean in the planning, direction, initiation, development, and coordination of research and technology programs, activities, and initiatives of the College. A major component of this office will be the Assistant Dean (Position No. 89011), who will act as Associate Dean for Research in the absence of the Associate Dean for Research Position No. 22415 (currently vacant) will be reassigned from the current Office of the Associate Dean to the proposed Office of the Associate Dean for Research and supervised by the proposed Associate Dean for Research.

The Office of Operational Support will be created to allow for functions necessary to manage, plan, and grow the operations of the College and result in improved operational efficiency and responsiveness by realigning reporting lines of the Computer Facility Staff (Position Nos. 80003 and 81997), Engineering Shop (Position No. 80707), and Fiscal and Personnel Staff (Position Nos. 81541, 77835, 22366, and 37463). The Computer Facility Staff and Fiscal and Personnel Staff currently report directly to the Dean (Position No. 89087). The Engineering Shop currently reports to the Associate Dean (Position No. 89085). These three units are clearly operational in nature and should more appropriately report to the Administrative Officer (Position No. 80027, currently vacant), which will head the Office of Operational Support.

The Office of Public Affairs will be created for the effective identity and promotion of the College and will be responsible for directing and managing the College's media relations, public affairs, and marketing program; serving as the College's liaison with the alumni; managing the College's web pages; planning and executing the College's events and functions. This office will be headed by Position No. 84008 (currently assigned to the Dean's Office) and will be redescribed from its present job code of Faculty to Director of Public Affairs. Position #900095 will be reassigned from the current Office of the Assistant Dean to the proposed Office of Public Affairs, redescribed, and supervised by Position No. 84008.

The current Support Staff organizational segment will be retained, and the three Support Staff members who currently report directly to the Dean (Position Nos. 83226, 85915, and 10016) will continue in their current capacity after the reorganization.

### C. Background/Nature of the Proposed Reorganization

The mission of the College is to enhance the University of Hawai'i's position as the state's only accredited institution in engineering. When appointed as the Dean of the College in July 2006, Dr. Peter E. Crouch was specifically tasked with transforming the College into an internationally recognized academy for interdisciplinary research and excellence in engineering. Inherent in this mandate are the following: leading and coordinating the activities, curricula, personnel and budget of the College; promoting the University's commitment to diversity, equity, and cultural values; fostering an entrepreneurial spirit within the College; building positive faculty, staff, student, and alumni morale; developing economic development strategies that strengthen the state's economic engine; growing the amount of funds from government, corporate, and private funding sources; and providing leadership in research endeavors. In order to comply with this mandate and achieve the objectives therein, it is essential to establish four major offices: (1) Associate Dean for Academic Affairs, (2) Associate Dean for Research, (3) Operational Support, and (4) Public Affairs.

#### Impact on Staffing and Resources

The current Staff Support members reporting directly to the Dean (Position Nos. 83226, 85915, and 10016) will continue in the current relationship after the reorganization of providing administrative support of a broad scope and complexity in assisting the Dean in the management and internal operations of the College.

The proposed reorganization will:

- establish the position of Associate Dean for Research. The College's request for this position and the necessary funding for FB 2007-09 were not appropriated by the 2007 legislature. Therefore, a position number and count and funding will be requested from the Mānoa Chancellor's Office; and, other options within the budget process will be pursued, should this not be possible.
- reassign Position No. 89011 from the Office of the Assistant Dean to the proposed Office of the Associate Dean for Research, with a recommended no change in classification, and redescribed to reflect assigned new and expanded duties and responsibilities. As additional resources become available, appropriate positions will be created to assist the Assistant Dean in the execution of his duties and responsibilities and which will be supervised by the Assistant Dean.
- reassign Position #77604 (Educational Specialist, PBB) from the Office of the Assistant Dean to the Office of the Associate Dean for Academic Affairs, with a recommended no change in classification.
- reassign Position #12849 (Secretary II, SR-14) from the Office of the Assistant Dean to the Office of the Associate Dean for Academic Affairs, with a recommended no change in classification but redescribed to reflect updated duties and responsibilities. The incumbent is thoroughly familiar with the academic affairs/student services functions of the College. Thus, it is logical that the incumbent serve as the secretary in the proposed Office of the Associate Dean for Academic Affairs.
- reassign and redescribe Position #900095 (Clerk Typist II, SR-08) from the Office of the Assistant Dean to the Office of Public Affairs. The Office of Public Affairs will require an individual to assist the Public Affairs Director in the effective promotion of the College and the management and execution of the College's events and functions.
- reassign the Computer Facility Staff, comprised of Position #80003 (Electronic Engineer, PBB) and Position #81998 (IT Specialist, PBB) from the Office of the Dean to the Office of Operational Support, with a recommended no change in classification.
- reassign the Engineering Shop Section, comprised of Position #80707 (Scientific Instrument Tech, PBB) from the Office of the Associate Dean to the Office of Operational Support, with a recommended no change in classification.
- reassign the Fiscal and Personnel Staff, comprised of Position #80027 (Administrative Officer PBB, to be redescribed), Position #81541 (Administrative Officer, PBB, with a recommended no change in classification), Position #77835 (Administrative Officer, PPB, with a recommended no change in classification), Position #22366 (Account Clerk IV SR-13, to be redescribed), Position #37463 (Personnel Clerk IV, SR-11, with a recommended no change in classification), from the Office of the Dean to the Office of Operational Support. Position #80027



will continue to supervise four personnel in the Fiscal and Personnel Staff, in addition to two personnel in the Computer Facility and one personnel in the Engineering Shop for a total of seven subordinates. This staff will require secretarial/clerical support, which will be effected as additional resources become available to the College.

- establish the authorized Position #84008 for the Public Affairs Director, which is currently job coded as Faculty.
- reassign Position #22415, Secretary II, SR-14 (currently vacant) from the Office of the Associate Dean to the proposed Office of the Associate Dean for Research, with a recommended no change in classification. This position is currently vacant, and reassigning it to the new executive position is appropriate. The recruitment for and filling of this position are contingent upon the establishment of the Office of the Associate Dean for Research and the filling of the Associate Dean's position.

Students, faculty, and staff will not be adversely affected by this reorganization. Office space is available within the College's physical complex, and allocations for new functions will be determined through established procedures.

#### D. Reasons for Proposing the Reorganization

This proposed reorganization addresses the College's major foci: (1) recognition within the Pacific Rim for its unique and distinctive characteristics in the Hawaiian, Asian, and Pacific communities; (2) delivering a significant proportion of the engineering workforce to the state and playing an important role in attracting and retaining high technology personnel and companies to the state; (3) a national reputation for its programs that attract an increasing number of the state's K-12 students to the College's programs; and (4) supporting an internationally competitive extramural research agenda through improved rankings in existing engineering fields and the development of new world-class engineering research initiatives.

In addition, it addresses the continued need to resolve findings and shortcomings articulated by the Accreditation Board for Engineering and Technology (ABET) relative to the College's academic programs (undergraduate and graduate curriculum, training of teaching assistants, student data/enrollment management, laboratories, assessment instruments). Results from the 2003 ABET visit detailed a deficiency in housekeeping and sensitivity to safety in the machine shop and labs and a shortcoming relative to hands-on experience for students. Although these issues have been corrected, the appointment of an Associate Dean for Academic Affairs will insure for the appropriate and necessary oversight of the accreditation compliance process. The Associate Dean for Academic Affairs will be charged with serving as the point of contact for accreditation within the College and with ABET and with convening the College's ABET Committee (Associate Dean for Research, Assistant Dean, Department Chairs, and appropriate faculty) on a regular basis to insure that the College's curriculum, physical facilities, and research endeavors are in conformance with established accreditation standards and guidelines.

The shortage of engineers in the state is critically apparent. With the urging of industry and due to the competition for limited engineers, the College hosts two career fairs each year, with 70 local and national firms recruiting the 100 graduates in 2006-07. With a well-developed

enrollment management program, the College will have the capacity to identify, attract, and retain students with aptitude and interest in pursuing engineering as a career. The Native Hawaiian Science and Engineering Mentorship Program funded by the National Science Foundation has demonstrated an extraordinary retention rate. This program will be used as a model for the creation of a pilot Women and Minority Engineering Mentorship program in fall 2007, with the goal of increasing the retention of under represented minorities and female students. A major thrust of the College is to improve its ability to deliver graduates and to support workforce development via distance education and direct links between faculty and industry and business to better identify students who suit their requirements.

Further, the opportunity and challenge profile for the search for the College of Engineering Dean, dated 9/05, called for the Dean "...to unite faculty, staff, and students and transform the College to achieve new levels of excellence by garnering and allocating financial resources to grow and enhance the College's research program while providing a top-tier academic experience for students; ...promote the work of the College externally and integrate its work to benefit UH and the greater community; ...to be a skilled fundraiser and a visionary leader capable of bringing together a wide range of constituents to achieve ambitious goals." In order to realize these intents, it is evident that the Dean must dedicate an inordinate amount of time integrating himself in the national and international arenas of higher education, engineering boards and associations, and engineering industry, in addition to engaging the local community and firmly establishing relations with schools, the military, government, legislature, alumni and friends, donors and prospective donors. Hence, the need to establish the positions of Associate Dean for Academic Affairs and Associate Dean for Research, thereby alleviating the Dean of the day-to-day operational functions of the College. The creation of the Office of Operational Support will allow for functions necessary to manage, plan, and grow the operations of the College and result in improved operational efficiency and responsiveness by realigning reporting lines of the Computer Facility, Engineering Shop, and Fiscal and Personnel Staff. The creation of the Office of Public Affairs is critical to the effective identity and promotion of the college in order to achieve its mission of enhancing its position as the state's only accredited institution in engineering.

The desired outcome of this reorganization is to provide the College with the capacity necessary to accomplish the above and manage its affairs, clearly define duties and responsibilities of the heads of the four major units, align functions under the appropriate unit head, and assure better coordination of services for the College's faculty, staff, and students.

#### E. Other Alternatives Considered

The Dean analyzed the current organizational structure of the College and reviewed models of peer institutions in the development of this reorganization proposal. Maintaining the status quo would not be responsive to the operational needs of the College, the demands from the engineering industry, and the mandate to the Dean to transform the College. Consideration was given to having one associate dean, as is the current situation. However, in order for the College to intensify its operations and to enable the Dean to effect a distinct and visible impact with state and federal governmental agencies, it is essential for the Dean to have two senior deputies whose portfolios are directed at academic affairs and research, respectively. Consideration was also given to having the Computer Facility report to the Associate Dean for Research. Since this unit performs an operational function, it was determined that it should more appropriately be a component of the Office of Operational Support. Likewise, the

Engineering Shop is an operational function, currently reporting to the Office of the Associate Dean, which should more appropriately be a component of the Office of Operational Support.

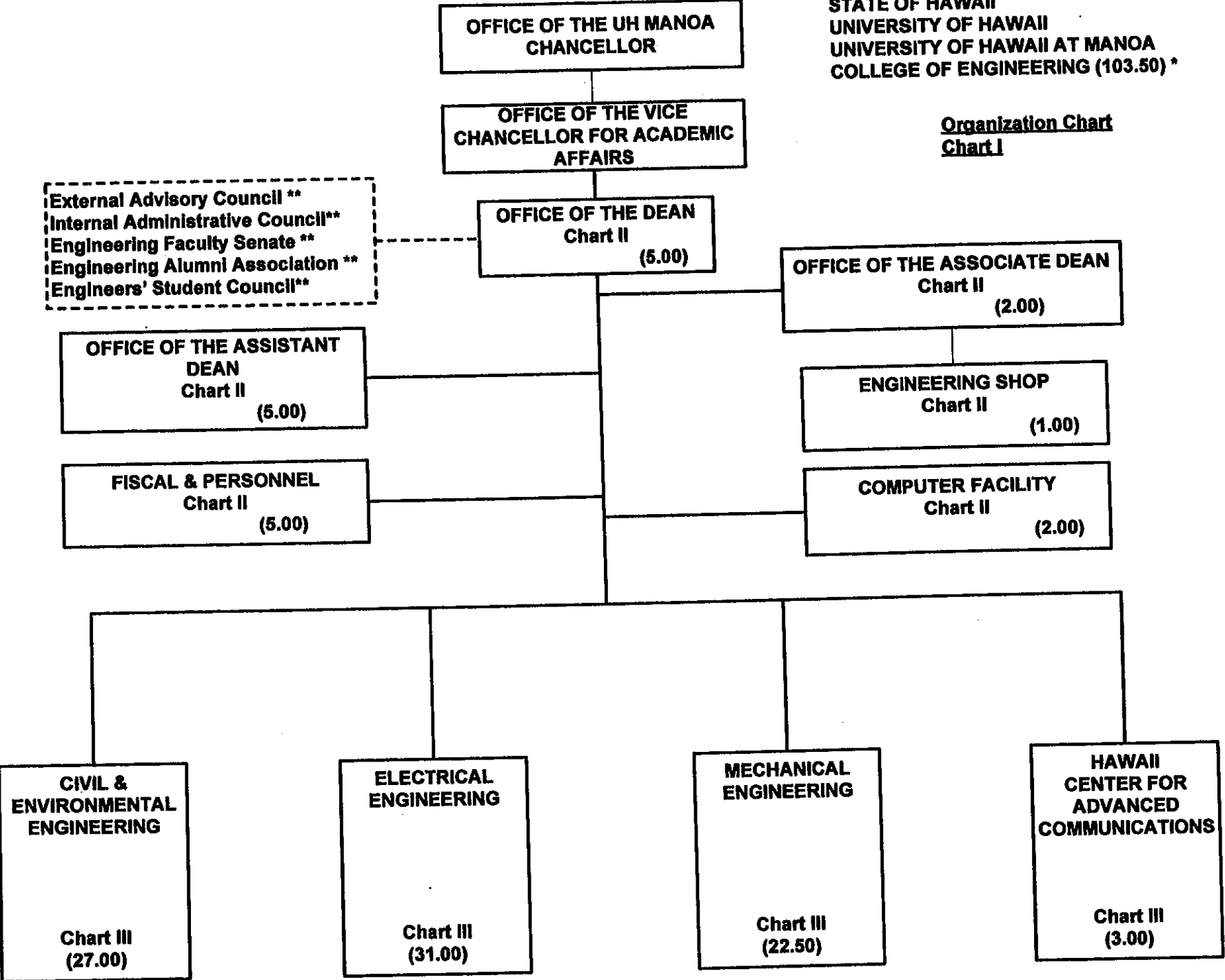
This proposal will allow the College of Engineering to provide the necessary support and services to its students, faculty, and staff in an effective and efficient manner; firmly establish itself as a critical instructional, research, and service component of UH-Mānoa; and achieve the goal of becoming a world-class engineering college.

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ENGINEERING (103.50) \*

Organization Chart  
Chart I

Approved: 

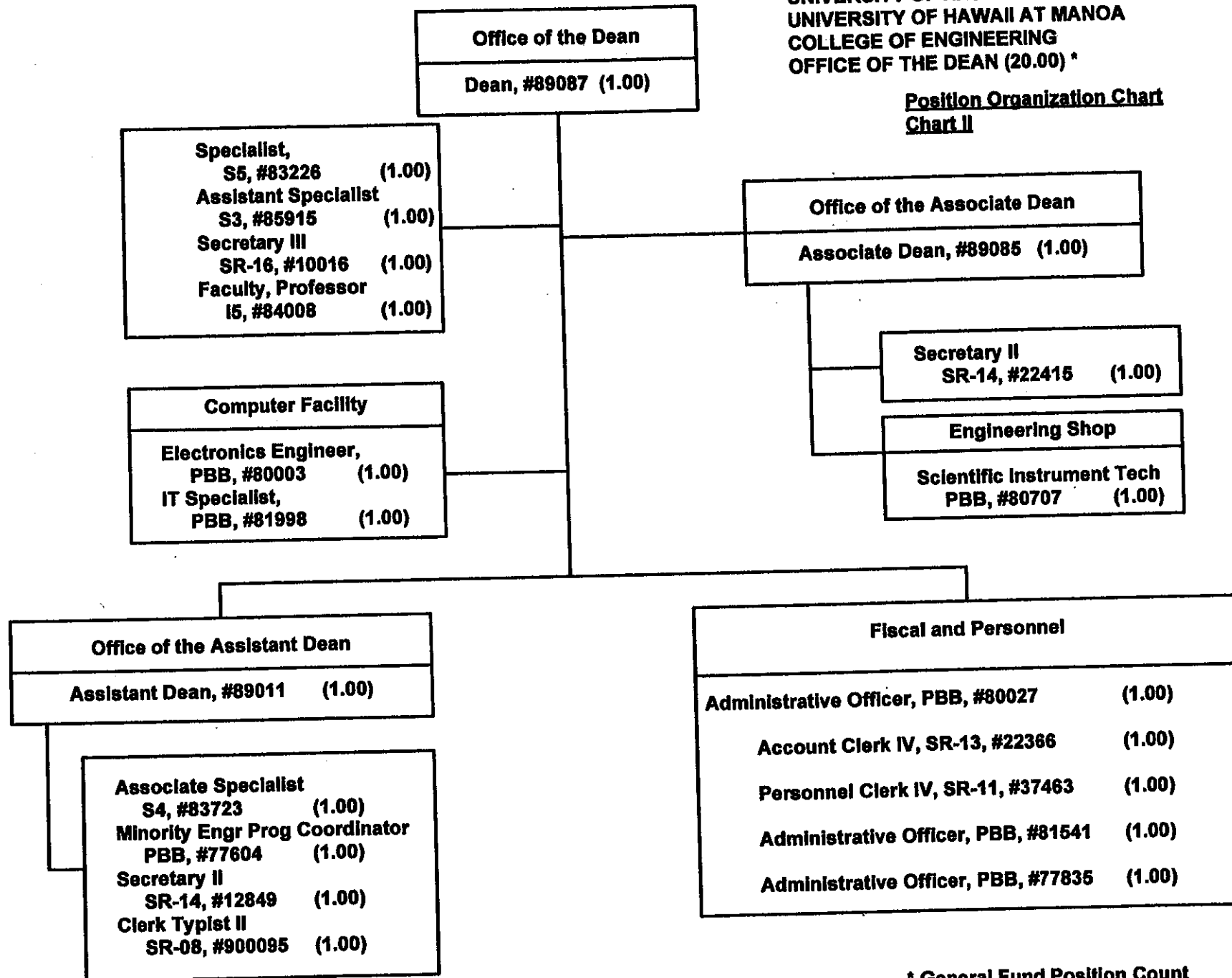
Title: Dean  
Date: July 17, 2007



\* Total General Fund Position Cou  
\*\* Advisory Committees

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ENGINEERING  
OFFICE OF THE DEAN (20.00) \*

Position Organization Chart  
Chart II



Approved: *F. Crowl*

Title: Dean

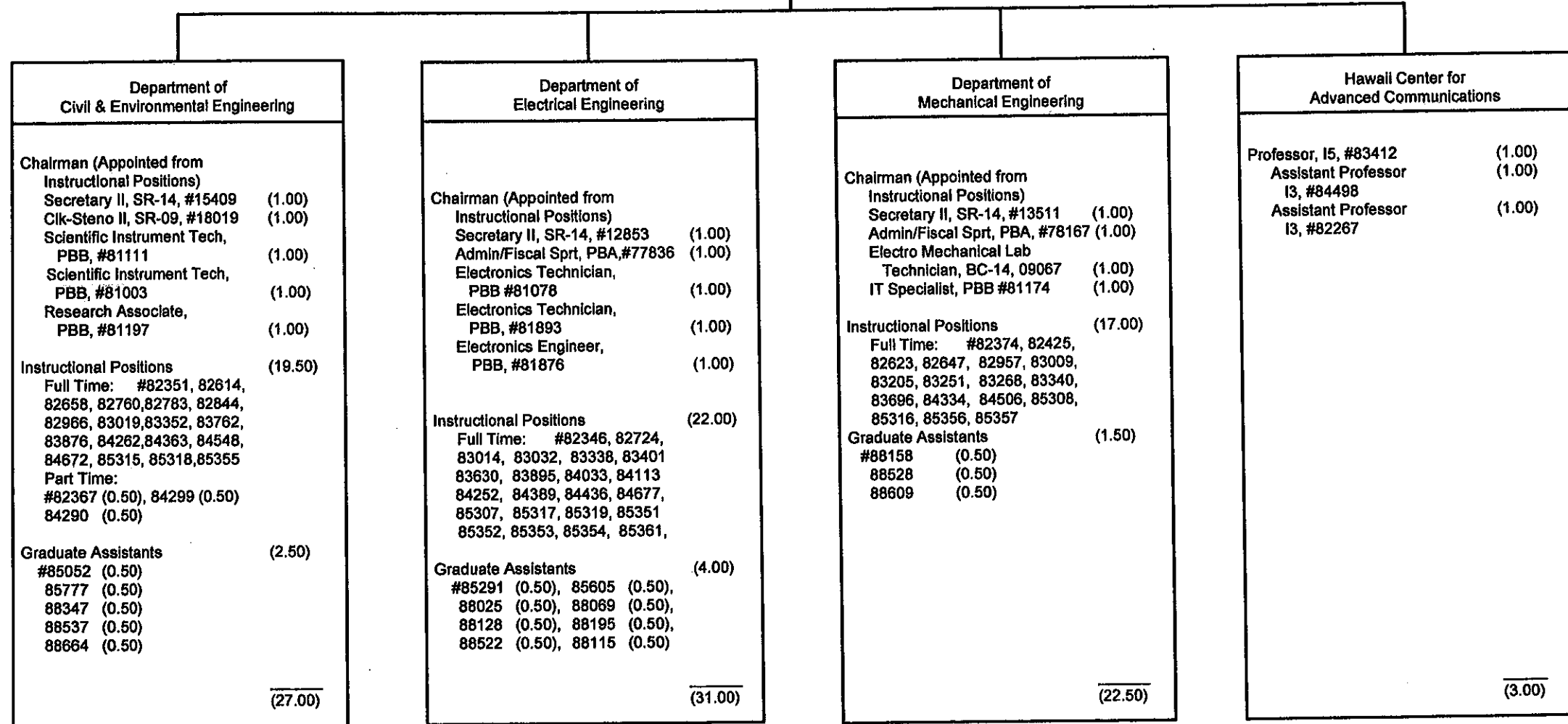
Date: July 17, 2007

\* General Fund Position Count

Office of the Dean

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ENGINEERING  
OFFICE OF THE DEAN (83.50) \*

Position Organization Chart  
Chart III



Approved: 

Title: Dean

Date: July 17, 2007

Revised July 17, 2007

\* General Fund Position Count

STATE OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ENGINEERING  
July 17, 2007

FUNCTIONAL STATEMENTS

**I. ACADEMIC SUPPORT**

**1. Office of the Dean:**

The Office of the Dean consists of the Dean, Associate Dean, Assistant Dean and their support staff. The Dean oversees all College programs of instruction, research, and public service. The Dean has the responsibility for acquiring new resources, the allocation of existing resources, long-range planning of programs and oversight of facilities and personnel. The Associate Dean assists the Dean in administration of the College, assists in the oversight of the research and academic programs, and assists in the supervising functions such as space assignment and fiscal affairs. The Assistant Dean assists the Dean in administration of all aspects of student services. Input and advice to the Dean is provided by: a) External Advisory Council, b) Internal Administrative Council, composed of Deans, Chairpersons, President of the Engineering Faculty Senate, and key staff; c) Engineering Faculty Senate; d) Engineering Alumni Association; and e) College of Engineering Student Council.

**2. Student Services:**

Student Services deals with academic admissions, advising, scholarships records for undergraduates and K-12 outreach. The office provides an interface with the public and industry and business and responds to requests for data and information regarding College admission requirements and careers in engineering.

**3. Engineering Shop:**

Provides assistance to the College faculty and staff in the construction and repair of equipment and apparatus for both instructional and research activity.

**4. Fiscal and Personnel Affairs:**

Assists the Dean, Associate Dean and senior staff in meeting the College's financial and personnel management responsibilities.

**5. Computer Facility:**

Provides computer hardware and software support for College of Engineering faculty, students, and staff and the functions they perform such as business administration, programming instruction, data acquisition and analysis, experimental teaching and research laboratory support.

**II. INSTRUCTIONAL PROGRAMS**

Include the following departments and degree programs:

	<u>B.S.*</u>	<u>M.S.</u>	<u>Ph.D.</u>
Department of Civil & Environmental Engineering	X	X	X
Department of Electrical Engineering	X	X	X
Department of Mechanical Engineering	X	X	X

---

\*The three basic undergraduate curricula in civil, electrical, and mechanical engineering are accredited by the national accreditation agency, the Accreditation Board of Engineering and Technology, Inc.

**A. Civil and Environmental Engineering:**

The instructional programs in Civil and Environmental Engineering are designed to meet the educational demands of business, industry and government. The curriculum develops depth in various areas including environmental engineering, structures, construction management, water resources, hydraulics, geotechnical engineering, transportation and urban engineering. The undergraduate student gains the broad educational background essential to modern civil and environmental engineering practice including an understanding of societal and environmental problems.

**B. Electrical Engineering:**

The Electrical Engineering program provides instruction in a variety of sub-disciplines including bioelectronics; biomedical engineering; communications; computers; computer-aided design; control theory; integrated circuits; lasers and optics; microwave systems; networking; signal and image processing; and solid-state devices. The undergraduate electrical engineering curriculum has a foundation of fundamental courses, and specialized advanced courses. Students experience hands-on design throughout the program.

**C. Mechanical Engineering:**

Mechanical engineers conceive, plan, design, and direct the manufacture, distribution, and operation of a wide variety of devices, machines, and systems used for energy conversion, environmental control, materials processing, transportation, design and manufacture of consumer products, materials handling, process control, and measurement. The Mechanical Engineering program provides its students with a foundation in the traditional areas of mechanical engineering (engineering mechanics, thermal sciences, and materials) as well as in the emerging fields of biomedical engineering to improve and extend life, nanotechnology, which has applications that are just now coming into focus, and multi-scale modeling.

**D. Graduate Program**

The College plans, directs, develops, coordinates, and manages the graduate academic and professional education programs of the college. It assists in the management, review, development, and assessment of graduate programs, courses, and curricula including the appointment and review of graduate faculty and graduate chairs.

**III. RESEARCH PROGRAMS**

In support of and under the direction of the Dean, the College of Engineering manages its research programs through program planning and assessment, the determination of directions, the setting of priorities in response to new research opportunities, the formulation of goals and objectives, and the allocation of resources. The College is actively involved in encouraging and developing new research initiatives, in providing an environment conducive to research, in establishing approved new research programs, and in restructuring existing programs within policy. The College coordinates the activities of the research programs through the respective chairs and HCAC director. The College manages strategic initiatives, research program



development, research information systems, business operations of the fiscal office and interacts with the Office of Research Services; oversees research and technology transfer, research commercialization and industrial support. The College finds means by which the research environment can be improved and made more conducive to research and educating faculty concerning research funding opportunities and proposal preparation. It identifies opportunities for Federal funding of research and helping researchers obtain the Federal financial support they need. It manages of the Research and Training Revolving Funds, the internal resource allocations, and the interaction with the Research Corporation of the University of Hawai'i in fiscal matters.

**E. Hawai'i Center for Advanced Communication**

The Hawaii Center for Advanced Communications implements a multidisciplinary approach to interdisciplinary research with a theme of high-performance wireless networks. The major research areas include: Millimeter-wave devices, Millimeter-wave Circuits, Radio Frequency Integrated Circuits, Communications and Coding, Signal Processing and Multi-user Detection, Multimedia Image and Video Compression, and Efficient Network Control and Management.

The Director administers the total HCAC program. This includes developing and executing the Center's Strategic Plan, administering and managing the Center, raising private, federal, and State funding, developing industry and University research collaboration, developing opportunities for undergraduate and graduate students research participation, promoting the advancement of communications industry and communities in Hawaii.

**UNIVERSITY OF HAWAII**  
**Update of Organizational Charts and Functional Statements**  
**As of July 1, 2007**

**Program Title:** College of Engineering

Item No.	Chart No.(s)	Position No.(s)	Classification/Organizational/Functional Change		Basis for Change
			From	To	
1.	II	46180	Abolish position to establish 1.00 APT position 77835		per memo from OHR Director 01/07/03
2.	II	77835	Administrative Officer, PBB, Fiscal and Personnel		
3.	II	22366	Account Clerk III, SR-11	Account Clerk IV, SR-13	
4.	II	84008	Reallocated from Shidler College of Business, pending redescription		numbers transposed
5.	II	83266	Electrical Engineering	Dean's Office	
6.	III	83266	Electrical Engineering	Dean's Office	
7.	II	83266	Instructional	Specialist, S5	
8.	II	83723	Electrical Engineering	Dean's Office	
9.	III	83723	Electrical Engineering	Dean's Office	
10.	II	83723	Instructional	Associate Specialist, S4	
11.	III	85318	Establish permanent faculty position pseudo number 97529F		
12.	III	85318	Electrical Engineering	Civil & Environmental Engineering	
13.	III	88025	88025	88025	
14.	III	85316	Establish permanent faculty position pseudo number 97591F		
15.	III	22335	Abolish position to establish 1.00 APT position 78167		
16.	III	78167	Administrative and Fiscal Support Specialist, PBA, Mechanical Engineering		
17.	III	85308	Establish permanent faculty position pseudo number 96515F		
18.	III	85308	Electrical Engineering	Mechanical Engineering	
19.	III	85317	Establish permanent faculty position pseudo number 96516F		
20.	III	85318	Establish permanent faculty position pseudo number 97593F		
21.	III	85318	Mechanical Engineering	Electrical Engineering	
22.			Program reports no change to functional statement as of July 1, 2007		

☐ Program reports no change in organizational charts or functional statements as of July 1, 2007.

  
Administrator

07/17/07

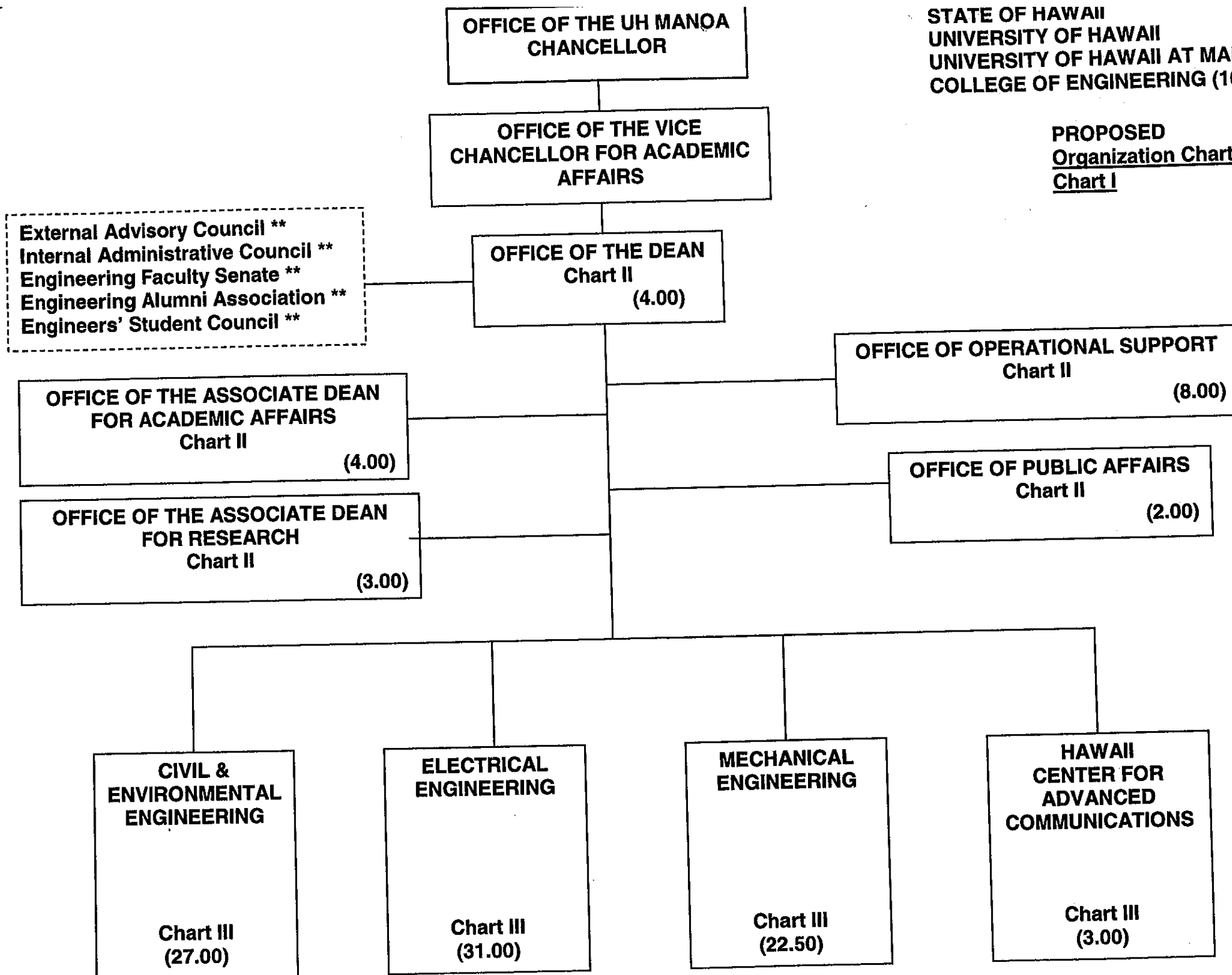
Date

956-2290

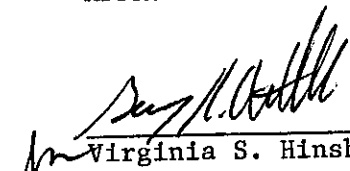
Telephone Number

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
COLLEGE OF ENGINEERING (104.50)\*

PROPOSED  
Organization Chart  
Chart I



APPROVED:

  
Virginia S. Hinshaw  
Chancellor

12/29/12  
Date

\* Total General Fund Position Count  
\*\* Advisory Committees

Office of the Dean
Dean, #89087 (1.00)

STATE OF HAWAII  
 UNIVERSITY OF HAWAII  
 UNIVERSITY OF HAWAII AT MANOA  
 COLLEGE OF ENGINEERING  
 OFFICE OF THE DEAN (21.00)\*

Specialist, S5 #83226	(1.00)
Assistant Specialist, S3, #85915	(1.00)
Secretary III, SR-16, #10016	(1.00)

PROPOSED  
 Position Organization Chart  
 Chart II

Office of the Associate Dean for Academic Affairs	
Associate Dean, #89085	(1.00)
Specialist Non-Tenure Track, #83723	(1.00)
Educational Specialist, PBB, #77604	(1.00)
Secretary II, SR-14, #12849	(1.00)

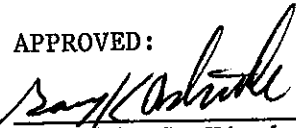
Office of the Associate Dean for Research	
Associate Dean for Research **	(1.00)
Assistant Dean, #89011 ***	(1.00)
Secretary II, SR-14, #22415	(1.00)

Office of Operational Support	
Administrative Officer, PBB, #80027 ***	(1.00)

Office of Public Affairs	
Faculty #84008 ****	(1.00)
Clerk Typist II, SR-8, #900095 ***	(1.00)

Computer Facility	
Electronics Engineer, PBB, #80003	(1.00)
IT Specialist, PBB, #8199X8	(1.00)
Engineering Shop	
Scientific Instrument Tech, PBB, #80707	(1.00)
Fiscal and Personnel	
Administrative Officer, PBB, #81541	(1.00)
Administrative Officer, PBB, #77835	(1.00)
Account Clerk IV, SR-13, #22366 ***	(1.00)
Personnel Clerk IV, SR-11, #37463	(1.00)

\*\* Position count and position number to be obtained or determined  
 \*\*\* To be redescribed  
 \*\*\*\* Authorized position to be established

APPROVED:   
 Virginia S. Hinshaw Date  
 Chancellor  
 \* General fund position count


Office of the Dean

PROPOSED  
Position Organization Chart  
Chart III

Department of Civil & Environmental Engineering	Department of Electrical Engineering	Department of Mechanical Engineering	Hawaii Center for Advanced Communications
<div>Chairman (Appointed from Instructional Positions)</div> <div>Secretary II, SR-14, #15409 (1.00)</div> <div>Clk-Steno II, SR-09, #18019 (1.00)</div> <div>Scientific Instrument Tech, PBB, #81111 (1.00)</div> <div>Scientific Instrument Tech, PBB, #81003 (1.00)</div> <div>Research Associate, PBB, #81197 (1.00)</div> <div>Instructional Positions (19.50)</div> <div>Full Time: #82351, 82614, 82658, 82760, 82783, 82844, 82966, 83019, 83352, 83762, 83876, 84262, 84363, 84548, 84672, 85315, 85318, 85355</div> <div>Part Time: #82367 (0.50), 84299 (0.50), 84290 (0.50)</div> <div>Graduate Assistants (2.50)</div> <div>#85052 (0.50)</div> <div>85777 (0.50)</div> <div>88347 (0.50)</div> <div>88537 (0.50)</div> <div>88664 (0.50)</div> <div>(27.00)</div>	<div>Chairman (Appointed from Instructional Positions)</div> <div>Secretary II, SR-14, #12853 (1.00)</div> <div>Admin/Fiscal Sprt, PBA, #77836 (1.00)</div> <div>Electronics Technician, PBB, #81078 (1.00)</div> <div>Electronics Engineer, PBB, #81893 (1.00)</div> <div>Electronics Technician, PBB, #81876 (1.00)</div> <div>Instructional Positions (22.00)</div> <div>Full Time: #82346, 82724, 83014, 83032, 83338, 83401, 83630, 83895, 84033, 84113, 84252, 84389, 84436, 84677, 85307, 85317, 85319, 85351, 85352, 85353, 85354, 85361</div> <div>Graduate Assistants (4.00)</div> <div>#85291 (0.50), 85605 (0.50), 88025 (0.50), 88069 (0.50), 88128 (0.50), 88195 (0.50), 88522 (0.50), 88115 (0.50)</div> <div>(31.00)</div>	<div>Chairman (Appointed From Instructional Positions)</div> <div>Secretary II, SR-14, #13511 (1.00)</div> <div>Admin/Fiscal Sprt, PBA, #78167 (1.00)</div> <div>Electro Mechanical Lab Technician, BC-14, #09067 (1.00)</div> <div>IT Specialist, PBB, #81174 (1.00)</div> <div>Instructional Positions (17.00)</div> <div>Full Time: #82374, 82425, 82623, 82647, 82957, 83009, 83205, 83251, 83268, 83340, 83696, 84334, 84506, 85308, 85316, 85356, 85357</div> <div>Graduate Assistants (1.50)</div> <div>#88158 (0.50)</div> <div>88528 (0.50)</div> <div>88609 (0.50)</div> <div>(22.50)</div>	<div>Professor, IS, #83412 (1.00)</div> <div>Assistant Professor IS, #84498 (1.00)</div> <div>Assistant Professor IS, #82267 (1.00)</div> <div>(3.00)</div>

APPROVED:

\*General Fund Position Count

  
Virginia S. Hinshaw      Date  
Chancellor

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA

COLLEGE OF ENGINEERING  
PROPOSED

FUNCTIONAL STATEMENTS

I. ACADEMIC SUPPORT

1. Office of the Dean

The Dean serves as the chief executive officer of the College and directs and is responsible for the activities, curricula, personnel, and budget of the College, including its academic departments, research institutes, and national and regional programs; serves as the principal advocate for the College's faculty, staff, and students and is a key member of the Vice Chancellor for Academic Affairs' management group charged with providing academic and administrative leadership to the College; ensures that the College's goals and missions are aligned with and supportive of the Mānoa campus and the UH system visions, missions, and development goals and clearly articulates this perspective and responsibility to the faculty, staff, and students; oversees the College's marketing and public relations efforts to maximize financial returns, ensure stability, and encourage manageable growth; provides professional leadership and represents the College and the University in the local, national, and international scientific community; and works closely with UH and UH-Mānoa administrators in a variety of matters related to engineering. The Dean provides leadership and direction to the associate deans, unit directors, department chairs, and other direct reports to insure the College's effective achievement of academic, research, operational, and public affairs initiatives and services. The Dean establishes policies, guidelines, and plans for the effective functionality of the College; allocates and reallocates resources; and ensures the University's commitment to diversity, equity, and cultural values. Input and advice to the Dean are provided by: (a) External Advisory Council; (b) Internal Administrative Council, composed of the Dean, Associate Deans, Assistant Dean, Department Chairs, Chair of the College's Faculty Senate, and key staff; (c) College's Faculty Senate; (d) College's Alumni Association; and (e) College's Student Council.

2. Office of the Associate Dean for Academic Affairs

Under the policies and guidelines approved by the Dean, the Office of the Associate Dean for Academic Affairs is responsible for all aspects (planning, direction, development, coordination, and management) of academic programs of the College; provides leadership for all instructional matters such as teaching assignments, scheduling of courses, faculty course loads; serves as the principal for the graduate program, including program analyses, review of curricula, evaluation of graduate degree requirements, and coordination of program changes; develops, plans, and coordinates distance education programs; provides leadership, direction, and support to the Native Hawaiian Science and Engineering Mentorship Program; provides direction to department chairs in the critical assessment, justification, and prioritization of the financial needs of approved academic programs and new initiatives; provides leadership, direction, and support in establishing and achieving short- and long-term development goals and initiatives in support of academic excellence; develops, implements, and manages a program of student recruitment, retention, and enrollment management; serves as accreditation liaison to the Accreditation Board for Engineering and Technology (ABET); and plans and directs academic events (e.g., commencement ceremonies).

3. Office of Operational Support  
The Office of Operational Support consists of the Computer Facility, Engineering Shop, and Fiscal and Personnel Section.

- a. Computer Facility Staff:  
Provides computer hardware and software support for the College's faculty, staff, and students and the functions they perform such as business administration, programming instruction, data acquisition and analysis, experimental teaching and research, and laboratory support.
- b. Engineering Shop Staff:  
Provides assistance to the College's faculty and staff in the construction and repair of equipment and apparatus for instructional and research projects and activities.
- c. Fiscal and Personnel Staff:  
Assists the Dean, Associate Deans, Assistant Dean, and senior staff in meeting the College's financial and personnel management responsibilities.

4. Office of Public Affairs

The Office of Public Affairs is responsible for planning, organizing, directing, coordinating, managing, and evaluating marketing, public relations, special events, and community affairs activities to support and promote the College's instructional, research, and administrative programs and functions of the faculty, staff, and students; develops and executes advertising and communications action plans; develops creative production and implementation of communications materials and appropriate media buys to meet targeted audience goals; develops communications policies, procedures, and effective practices for information dissemination; develops and implements comprehensive communications plans for internal and external audiences; develops contacts and maintains effective working relationships with UH system and campus administrators, governmental agencies, national and international institutions, non-profit and private entities; manages the College's external communications with responsibility for planning, organizing, directing, coordinating and evaluating communications with print, broadcast and other electronic media; and develops and/or directs the preparation of news releases, articles for publication, the Dean's newsletter, and other communications.

II. INSTRUCTIONAL PROGRAMS

Include the following departments and degree programs:

	<u>B.S.*</u>	<u>M.S.</u>	<u>Ph.D.</u>
Department of Civil & Environmental Engineering	X	X	X
Department of Electrical Engineering	X	X	X
Department of Mechanical Engineering	X	X	X

\*The three basic undergraduate curricula in civil, electrical, and mechanical engineering are accredited by the national accreditation agency, the Accreditation Board of Engineering and Technology, Inc.

- A. Civil and Environmental Engineering:  
The instructional programs in Civil and Environmental Engineering are designed to meet the educational demands of business, industry, and government. The curriculum develops depth in various areas including environmental engineering, structures, construction management, water resources, hydraulics, geotechnical engineering, transportation and urban engineering. The undergraduate student gains the broad educational background essential to modern civil and environmental engineering practice including an understanding of societal and environmental problems.

B. Electrical Engineering:

The Electrical Engineering program provides instruction in a variety of sub-disciplines including bioelectronics; biomedical engineering; communications; computers, computer-aided design; control theory; integrated circuits; lasers and optics; microwave systems; networking; signal and image processing; and solid-state devices. The undergraduate electrical engineering curriculum has a foundation of fundamental courses and specialized advanced courses. Students experience hands-on design throughout the program.

C. Mechanical Engineering:

Mechanical engineers conceive, plan, design, and direct the manufacture, distribution, and operation of a wide variety of devices, machines, and systems used for energy conversion, environmental control, materials processing, transportation, design and manufacture of consumer products, materials handling, process control, and measurement. The Mechanical Engineering program provides its students with a foundation in the traditional areas of mechanical engineering (engineering mechanics, thermal sciences, and materials) as well as in the emerging fields of biomedical engineering to improve and extend life, nanotechnology, which has applications that are just now coming into focus, and multi-scale modeling.

D. Graduate Program:

The College plans, directs, develops, coordinates, and manages the graduate academic and professional education programs of the College. It assists in the management, review, development, and assessment of graduate programs, courses, and curricula including the appointment and review of graduate faculty and graduate chairs.

III. RESEARCH PROGRAMS

Under the policies and guidelines approved by the Dean, the Office of the Associate Dean for Research is responsible for the planning, direction, initiation, development, and coordination of research and technology programs, activities, and initiatives of the College; allocates or reallocates Research and Training Revolving Fund budgets in support of the research enterprise; develops and promulgates policies for compliance of the research faculty and staff with federal and state regulations; initiates action to improved the research climate in the College; establishes goals for integrated programs in research and technology; develops the College's long-range research plan; monitors and evaluates the College's research projects; identifies funding sources and develops collaborative partnerships which support education research; develops support structures and cross-disciplines and cross-unit faculty/student teams to plan and prepare competitive research proposals; provides technical assistance and support to faculty and students in the preparation and submission of research grants and proposals; develops and implements a faculty research enhancement program; establishes and maintains relationships with relevant University of Hawai'i committees and administrators and state and national funding agencies to increase the resources for faculty to achieve scholarly work through grants and contracts; develops and sustains relationships with other institutions in the nation and with international institutions and research organizations; oversees and coordinates all externally funded projects of the College; develops and maintains a database of faculty research activities; assesses scholarly productivity of the faculty on an annual basis; develops and implements a corporate outreach program involving international, national, and local professional engineering organizations and entities to assist the College in strategically planning for future engineering programs, with collaboration in areas of mutual benefit (e.g., recruitment, student internships, research, and curriculum development); develops, implements, and maintains a program for workforce development; and develops, implements, and maintains a program for the placement of the College's graduates.



E. Hawai'i Center for Advanced Communications

The Hawai'i Center for Advanced Communications implements a multidisciplinary approach to interdisciplinary research with a theme of high-performance wireless networks. The major research areas include: millimeter-wave devices, millimeter-wave circuits, radio frequency integrated circuits, communications and coding, signal processing and multi-user detection, multimedia image and video compression, and efficient network control and management.

The Director administers the total HCAC program. This includes developing and executing the Center's strategic plan; administering and managing the Center; raising private, federal, and state funding; developing industry and University research collaboration; developing opportunities for undergraduate and graduate students research participation; and promoting the advancement of communications industry and communities in Hawai'i.