

State of Hawaii  
University of Hawaii at Manoa  
William S. Richardson School of Law

FUNCTIONAL STATEMENT

The overall mission of the William S. Richardson School of Law is to provide professional legal education, to encourage and support scholarly legal research, and to promote justice in our society and professional responsibility and public service (within the legal profession.) The School of Law shares the goals of the State of Hawai'i and the University to provide educational opportunities for the people of this State, and to be leaders in Pacific and Asian legal studies.

I. Office of the Dean of the School of Law

Responsible for the overall planning, supervision, and direction of all functions, outreach, and activities necessary for the effective implementation of the School's instructional, research, and public service programs.

Coordinates the instructional, research, law library, student services, administrative services, alumni affairs, and community relations activities of the School of Law.

Maintains liaison with the University's administration, other University programs, the Hawaii State Bar, Legislature and Judiciary, accrediting organizations, other law schools, and public and private legal agencies throughout the state as well as the national and international legal community.

Manages the development program, including fund-raising activities, special events, distinguished visitor logistics and protocol, alumni activities, and overall public relations.

II. Office of the Associate Dean of Instruction

Reports directly to the Dean in administering the academic program: class scheduling, instructor assignments, faculty support, development and advising, program and curriculum evaluation and development, and coordination of faculty committees.

Coordinates curriculum planning, faculty recruitment, promotion and tenure, and other related faculty activities.

Provides student academic counseling services.

Coordinates the Law Review, Moot Court and Student Externship programs.

Maintains academic regulations of the School of Law.

Serves as advisor for special courses, joint and dual degree programs.

Serves as immediate supervisor for academic administrators and faculty support specialists.

III. Office of the Associate Dean of Student Services

Reports directly to the Dean in administering the student service activities of the School of Law:

Directs the admissions and registration functions.

Provides student advising, including financial-aid and other non-academic counseling.

Provides student academic counseling services in coordination with the Associate Dean of Academic Affairs.

Maintains student applications and academic records, ensuring compliance with confidentiality requirements.

Directs the placement program for students and graduates, and serves as liaison with the judiciary and members of the public and private legal profession.

Coordinates public information activities, including development of publications, catalogs, and handbooks.

Maintains liaison with appropriate University-related offices and national counterparts in admissions and placement organizations.

#### IV. Administrative Services

Reports directly to the Dean and provides administrative functions requisite to the effective and efficient operation of the School of Law's instructional, academic support, research and training, student services, grants, and special programs.

Oversees the implementation of necessary operations of the Law School in the following areas:

Budget planning, development and execution.

Funds disbursement and records management.

Personnel Management.

Procurement of goods and services.

Facilities and property management.

Financial accounting, analysis and reporting.

Contracts and grants management.

Maintains liaison with related university, state, federal and private agencies.

#### V. Law School Library

Reports directly to the Dean in planning, development, and operation of the Law School Library, serving as the major legal and resource center for the School and the community, including access to legal research materials and basic reference services.

Provides bibliographic and other legal media support for the programs of the School of Law and for the programs of other universities and schools.

Coordinates with the State Supreme Court Library the provision of legal materials as required by the bench, bar and general public.

Oversees the implementation of general policies of the Law School faculty library committee as related to library acquisitions and continuations.

Responsible for ordering, receiving, processing, cataloging and integrating new library materials into the existing collection.

Supervises circulation control and physical housekeeping, including managing book circulation and retrieval and inter-library loans.

Manages various types of support equipment for patrons.

Oversees the technical services and public services functions of the Law School Library, as well as provides supplemental services including access to an automated legal research system, on-line database services of the State of Hawaii's Legislative Reference Bureau, and access to an inter-library loan system from the graduate library and law libraries across the nation.

Provides library staff development and supervision in recruiting, hiring, and processing of appointments, including student assistants, and provides overall supervision of the library personnel staff's performance, essential to an efficient and more than adequate law library.