

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII – WEST O'AHU

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

Oversees and is responsible for the entire operation of the University.

- Provides leadership to senior staff in the development of instruction, academic support, student services, public services and administrative programs.
- Provides oversight in the development of the long-range master plan and its implementation through planning, design and construction.
- Selects and recommends appointment of senior staff to the President; consults with senior staff on the recruitment and selection for positions reporting to them.
- Represents the University at the senior level in systemwide matters and particularly those affecting the campus.
- Represents the University with the legislature and individual legislators both during and between legislative sessions.
- Conduct research studies and analysis of various academic and administrative programs and services.
- Plans and coordinates university related activities.
- Plans and coordinates Professional Development Day activities.
- Conducts general campus-wide meetings.

STUDENT AFFAIRS

Provides leadership in the development, organization, direction and evaluation of all student services and student support activities and programs.

Recruitment & Outreach

- Produces institutional publications such as brochures and mailings.
- Provides information to prospective students, families, and the community.
- Publicizes availability of outreach program via various media (direct mail, site visits, newspaper, radio, and television ads).

Admissions & Records

- Reviews applications for admissions.
- Determines residency status.
- Evaluates transcripts for transferability of credits.

- Determines admissions eligibility.
- Conducts student registration.
- Maintains academic records, verifies eligibility for graduation.
- Processes and issues grades, enrollment and graduation verifications, UHWO transcripts, and diplomas.
- Creates and maintains the STAR degree audit system.
- In conjunction with the Vice Chancellor for Academic Affairs, coordinates articulation agreements with other schools.

Financial Aid & Student Employment

- Determines eligibility for and administers all federal, state, and institutional financial aid programs.
- Places students in college work-study and general funded positions on-campus.

Veterans Affairs

- Advises veterans of program requirements for purposes of qualifying for benefits.
- Maintains records and provides information to Veterans' Administration regarding students receiving benefits.

Advising

- Provides academic advising including pre-admissions advising, course transferability, course registration, understanding degree requirements, conducting graduation checks, approving petitions for graduation.
- Provides all required services to students in outreach programs through personal visits, mail, e-mail, or phone, including academic advising, admission, financial aid, veteran's benefits, career and personal counseling.
- Advocates for students regarding appeals or petitions.
- Assists students in resolving academic grievances.
- Coordinates accommodations for students under the Americans with Disabilities Act.
- Serves as liaisons to academic divisions, programs, and articulation agreements.
- Plans and coordinates activities and events including orientation, testing, and commencement for students including neighbor island students in the Distance Learning Program.

Career Counseling, Development, and Job Placement

- Provides career information and vocational testing.

- Advises students on career planning, deciding on a major and job search, resume, and interviewing techniques.
- Establishes contact with prospective employers.
- Informs campus of workforce development needs.
- Informs students of available positions in public and private sectors.

Student Government

- Provides advice and support to student organizations.
- Oversees all student activities.

Information Technology Support (ITS)

- Provides internet and network services and servers: Active Directory, DNS, E-mail, Web, Firewall, VPN, Backup and network storage.
- Oversees all administration and staff IT activities in support of implementation operation and maintenance of infrastructure and desktop hardware and software.
- Documents and keeps records for Annual Contracts, support and maintenance agreements for hardware and software.
- Researches implementation, operation and maintenance of new technologies such as wireless, video teleconferencing and mobile sync devices.
- Conducts programming and writes reports.

ACADEMIC AFFAIRS

Provides leadership in the development, organization, direction and evaluation of all instructional and academic support programs.

Instruction

Develops and monitors the instructional staff and the curriculum for improvement.

- Provides leadership in developing academic programs and plans for the university.
- Monitors probation status, promotion and tenure procedures.
- Represents the campus in systemwide committees and meetings concerning academic matters.
- Assists Chancellor in planning and coordinating Professional Development Day.
- Serves as ex-officio member of faculty senate
- Coordinates the purchases of textbooks for all courses.
- Assigns instructors ensuring balancing of teaching loads and courses.

- Coordinates educational development planning for the University.
- Coordinates procedures for publicizing, interviewing, and advising on the selection of instructional personnel.
- Coordinates and develops, when and where appropriate, the teaching process, including inter-disciplinary courses, practicums, and other aspects of the University curriculum.
- Develops and implements all aspects of the instructional budget.
- Coordinates faculty professional development activities including travel and conference attendance.
- Works with division chairs in developing class schedules.
- Works with the Vice Chancellor for Student Affairs in developing academic publications.

Academic Support Services (Library and Academic Computing)

- Works closely with instructors to acquire educational materials needed to implement the educational objectives of the University.
- Plans, develops and controls all aspects of the University library and the learning resource center.
- Plans, develops and supports academic computing and supervise academic computer specialists.
- Plans, develops and supports student computer labs.
- Monitors the purchase of computers and software and equipment needed by faculty.
- Provides support for distance education.

ADMINISTRATION

Provides leadership and direction in the administrative management of the University and exercises direction, control and coordination over all aspects of non-academic administrative support functions, including budgeting, fiscal, human resources, facilities, auxiliary services, and information management.

- Develops and coordinates the preparation and execution of the University's budget.
- Manages the fiscal operations of the University in areas of accounting, disbursing, treasury, purchasing, contracts and grants, contract compliance and inventory functions.
- Responsible for the entire human resources services, including but not limited to benefits administration, compensation, classification, recruitment, labor relations, and workers' compensation.

- Develops and administers all support services for the University relating to administrative matters.
- Assists in long-range planning relating to growth and development of the campus.
- Responsible for operations and maintenance of facilities including janitorial, grounds, and security services.
- Responsible for auxiliary services of the University which includes mail services, transportation services, information systems, and telecommunications.

CENTER FOR LABOR EDUCATION AND RESEARCH

Under the general direction of the Chancellor, the Center specializes in labor education, research and programs.

- Coordinates, arranges for, and conducts evaluation of existing center programs of instruction for refinement, develops new courses of instruction, and plans for their implementation on a continuing basis.
- Coordinates, arranges for, and conducts classes, courses, workshops and seminars, and research studies or projects.
- Coordinates, arranges for, and provides technical assistance to trade unions to improve or implement labor education programs within their organization.
- Prepares and disseminates educational information and publications on various subjects of concern and interest to works and their organization.
- Develops or acquires and promotes the dissemination of labor-related information and programs through the various public media (radio, TV, newspaper, public and private organizations, clubs, etc.).
- Coordinates, arranges, for, and conducts teacher preparation classes to enable relevant and reliable department of education instruction in labor-related educational courses, programs, and activities.
- Provides labor studies courses, and labor-related research and educational services to workers and their organizations and to the public.

Labor Education Advisory Council

- Serves as an advisory council to the Chancellor on activities and programs of the Center for Labor Education and Research, and assists the Chancellor in the assessment and evaluation of program needs for implementation.
- As mandated by the Hawai'i Revised Statutes, the Council members are appointed by the President of the University of Hawai'i.