



UNIV. OF HAWAII
UH BUDGET OFFICE

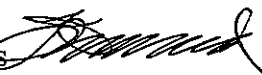
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UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Glenn Okimoto
Director, University Budget Office

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on September 20, 2010. The reorganization removed the Freshman Year Program from Academic Affairs and established a First Year Student Experience Program in Student Affairs with a focus on both freshman year students and students transferring to UH Hilo, regardless of standing.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions regarding this matter, please call me at (808) 974-7449.

Enclosures

cc: UH System Office of Human Resources w/o encs.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

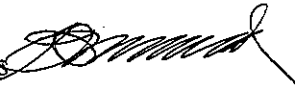


UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Ms. Brenna Hashimoto
UH System Director, Office of Human Resources

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

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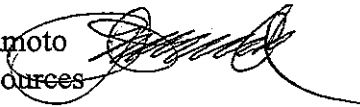


UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Georgina Kawamura
Director, State of Hawai'i
Department of Budget and Finance

FROM: Kerwin Iwamoto 
Human Resources

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

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UH System Office of Human Resources w/o encs.

Human Resources Management

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UNIVERSITY
OF HAWAII
HILO

September 22, 2010

Dr. J. N. Musto, Executive Director
University of Hawaii Professional Assembly
1017 Palm Drive
Honolulu, Hawaii 96814

Dear Dr. Musto:

**SUBJECT: Notification of Change in Organization, University of Hawaii at Hilo
Academic Affairs and Student Affairs**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on September 20, 2010. The reorganization removed the Freshman Year Program from Academic Affairs and established a First Year Student Experience Program in Student Affairs with a focus on both freshman year students and students transferring to UH Hilo, regardless of standing.

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If you have any questions concerning this matter, please call me at (808) 974-7449.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures

cc: UH-Hilo Human Resources Office w/o encls.
UH Office of Human Resources w/o encls.
✓UH Budget Office w/o encls.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
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UNIVERSITY
OF HAWAII
HILO

September 22, 2010

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai'i 96813

Dear Mr. Perreira:

**SUBJECT: Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

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If you have any questions concerning this matter, please call me at (808) 974-7449.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures.

- c: Ann Ebesuno, HGEA – Hawai'i Division w/o encls.
UH System Office of Human Resources w/o encls.
✓ UH Budget Office w/o encls.

Human Resources Management

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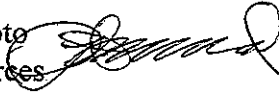


UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: The Honorable James R. Aiona, Jr.
Lt. Governor, State of Hawai'i

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization - University of Hawai'i at Hilo,
Academic Affairs and Student Affairs**

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✓UH Budget Office w/o enc.

Human Resources Management

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**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

STUDENT AFFAIRS

Plans, organizes, budgets, directs, evaluates, and coordinates student affairs programs for students and prospective students of the University of Hawaii at Hilo.

OFFICE OF THE VICE CHANCELLOR

Plans, organizes, and directs activities related to the following:

- Recruitment, advising, counseling, evaluation, and selection of students for admission;
- student financial aid program and financial counseling services;
- student government and student activities, residence life, student clubs and organizations, health services, and veteran's affairs;
- personal, vocational and academic counseling and testing services;
- career planning and placement services;
- construction, maintenance, and management of residence halls and other facilities as necessary to carry out the functions of Student Affairs;
- student registration, collection, and maintenance of student records, evaluation of records for graduation, and compilation, production, and presentation of analytical or related reports;
- budgets for the expenditure of funds of Student Affairs;
- diagnostic services and instructional support services.
- student physical and mental health, including counseling services, medical services, and health promotion and educational activities and programs.
- programs and initiatives designed to improve first year student's success, retention rate, and eventual graduation.

EDUCATIONAL ASSISTANCE CENTER

Provides:

- diagnostic services and academic guidance to entering students who appear to be unprepared;
- educational counseling to students experiencing academic difficulty;
- activities.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 2**

ADMISSIONS

- Handles correspondence from prospective students;
- gives information about the University and various programs;
- evaluates credentials;
- processes applications for admission;
- evaluates transfer credits;
- compiles admission statistics;
- works with the Coordinated Admissions Program system-wide.

Evaluates students' academic progress to insure proper adherence to area requirements; credits earned; degree requirements met for all degree and certificate programs at the University of Hawai'i at Hilo.

Counsels students regarding admission and academic problems:

- assists in academic advising;
- determines residency requirements;
- maintains a school and college relations program.

FOREIGN STUDENT ADVISING

- Advises and assists in various areas, including academic, immigration, financial and health concerns,
- coordinates home and group hospitality;
- evaluates and determines admission of foreign students;
- maintains liaison with the U.S. Immigration Service;
- works with foreign student organizations;
- counsels foreign students with academic, personal and special problems.

STUDENT ACTIVITIES, STUDENT GOVERNMENT AND CAMPUS CENTER

- Supervises programming, facilities management and services at the Campus Center;
- acts in advisory and supportive roles to the student governments at the University of Hawai'i at Hilo;
- responsible for budgeting and fiscal planning and serves as primary University of Hawai'i at Hilo liaison with the Board of Publications;

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 3**

- fulfills responsibilities in carrying out policies, rules and procedures of the Campus Center Board;
- coordinates the orientation activities of new and transfer students;
- organizes the University of Hawai'i at Hilo Volunteerism and Service Learning Program, including coordinating campus activities associated with the institution's membership in Campus Compact - The Project for Public and Community Service.

RECORDS AND REGISTRATION

- Oversees the registration for the University of Hawai'i at Hilo, including reservation of physical facilities, schedules for advising, obtaining course cards;
- maintains liaison with the Management Systems Office and faculty in matters relating to registration, and repository for all reports emanating from the Management Systems Office, as well as other computer reports generated locally;
- prepares schedule for final examinations;
- supervises development of a computerized system of record-keeping and registration, as well as computerization of other areas such as financial aids and housing;
- issues transcripts, maintains academic records of all students at the University of Hawai'i at Hilo;
- sends grade reports;
- certifies grade point average for good driver claimants, attendance for Social Security Administration, as well as other organizations;

Works with veterans:

- advises veterans on credits, courses and program adjustments as they relate to the various veterans' programs;
- certifies veterans for G.I. benefits and allowances;
- certifies students' attendance for orphans and dependents of veterans;
- maintains cooperative relationships with the Veterans Administration and its local representative;
- provides such other assistance as indicated.

FINANCIAL AIDS/EMPLOYMENT (ON-CAMPUS)

- Handles matters involving all financial aids, including federal programs; National Direct Student Loan; Basic Economic College
- Opportunity Grant; Work-Study Program; Federally Insured Loan; state scholarships; State Higher Education Loan Program; tuition waivers; general fund employment and short-term emergency loans.

COUNSELING AND TESTING

- Counsels students with educational, vocational, and/or personal problems, including counseling of senior citizens and women returning to school;
- makes referrals to proper university of community resources as necessary;
- administers a variety of psychological tests and inventories;
- administers the National Testing Program.

HOUSING

- Coordinates the operation of the residence halls (Hale Kanilehua, Hale Kauanoë, Hale Aloha, Hale Kehau and Hale 'Ikena), including application and admission, setting and enforcement of policies, maintenance, budget, and supervision of the residents;
- acts as liaison to off-campus housing units, including Adult Student Housing.

PLACEMENT AND CAREER DEVELOPMENT

- Assists in identification of career objectives;
- provides employment information for use of students, faculty, and alumni;
- initiates program of placement services for students;
- assists in completing confidential vitae for use by students,
- sets up files and resumes for distribution,
- acts in liaison capacity to promote establishment of contacts between University of Hawaii'i at Hilo and business and governmental sectors of the community;
- promotes employment of University of Hawaii'i at Hilo graduates;
- supervises placement of students in part-time, off-campus employment;

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
FUNCTIONAL STATEMENT
STUDENT AFFAIRS
Page 5**

- assists former students
- promotes alumni activities.

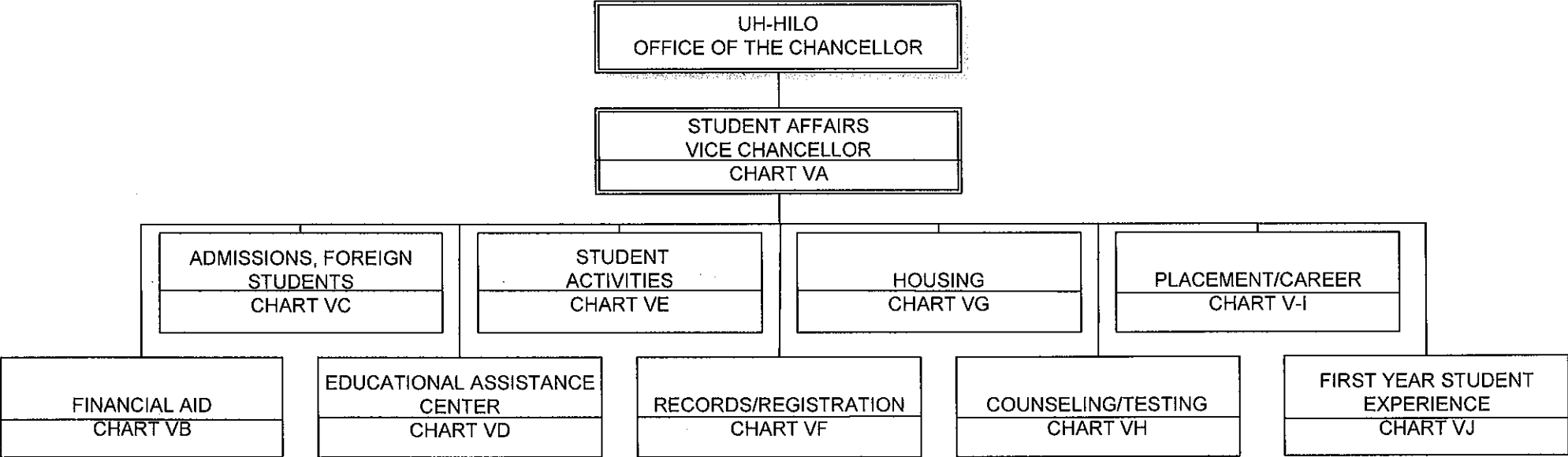
FIRST YEAR STUDENT EXPERIENCE

- Develops, delivers, and evaluates programs to support the success of first year students;
- provides training and development for faculty and staff in methods to positively impact first year students and contribute to their success;
- develops and disseminates appropriate and culturally relevant multi-media educational materials;
- provides linkages between academic and student affairs to maximize effectiveness of curricular and co-curricular programs

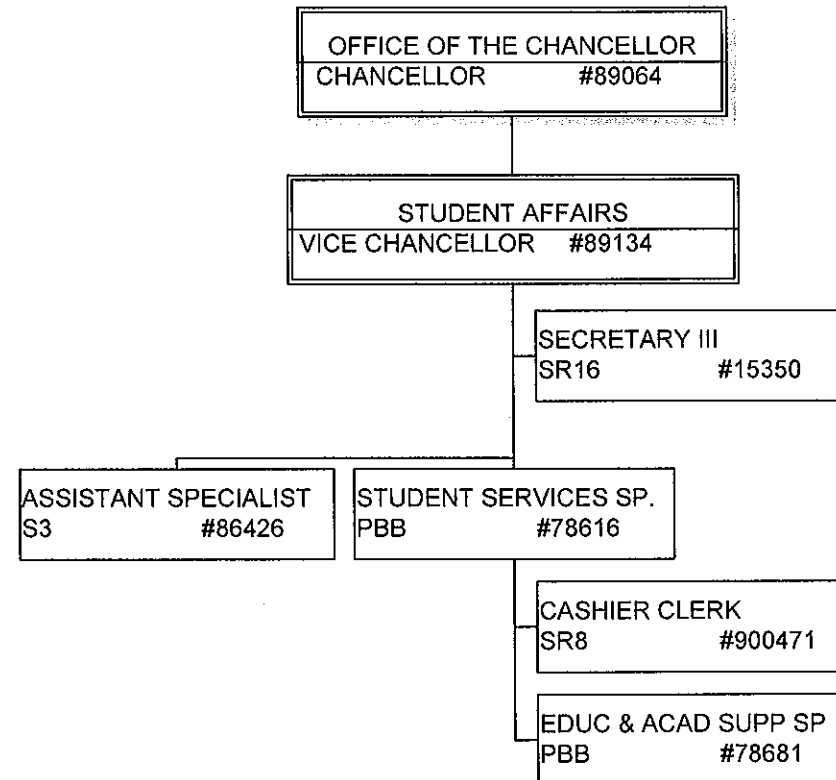
NATIONAL STUDENT EXCHANGE

- Facilitates the exchange of students among institutions for a short-term educational experience at reduced tuition costs.
- disseminates program information;
- screens potential applicants;
- processes in-coming and out-going applications;
- facilitates transition of exchange participants;
- Communicates with NSE Consortium and member institutions.

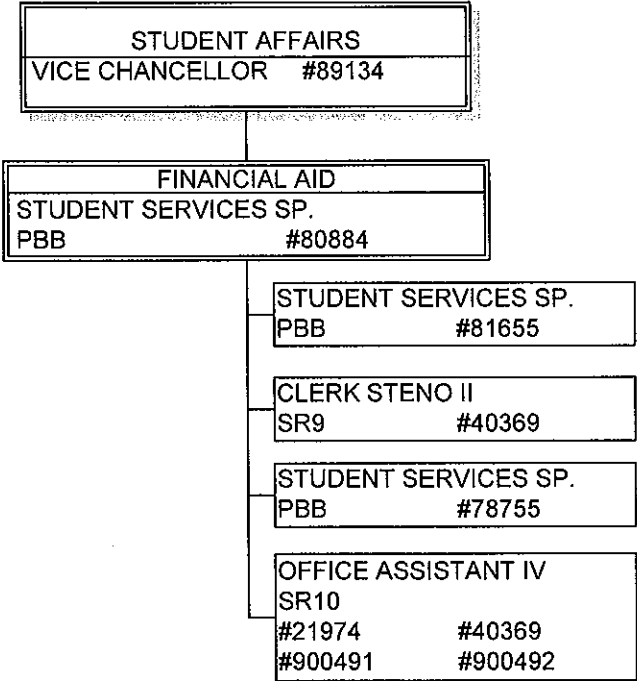
STATE OF HAWAI'I
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UNIVERSITY OF HAWAI'I AT HILO
STUDENT AFFAIRS
POSITION ORGANIZATION CHART
CHART V



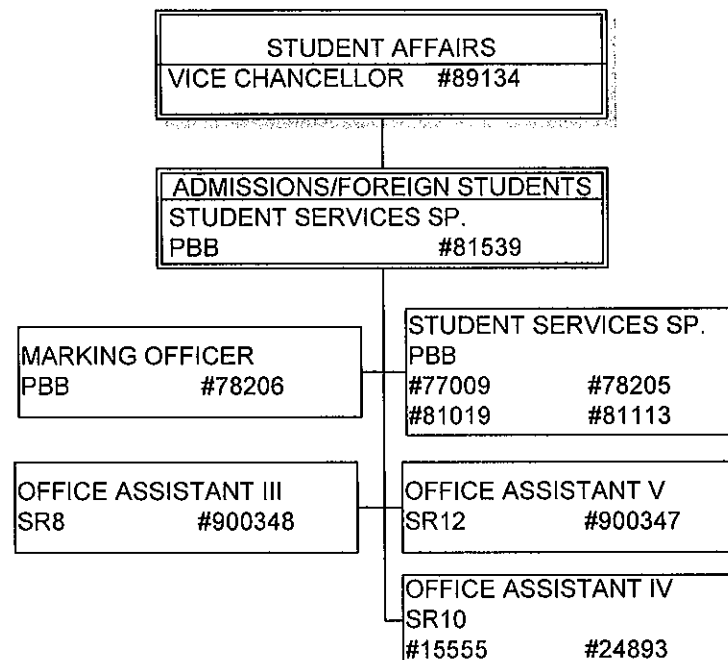
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART VA



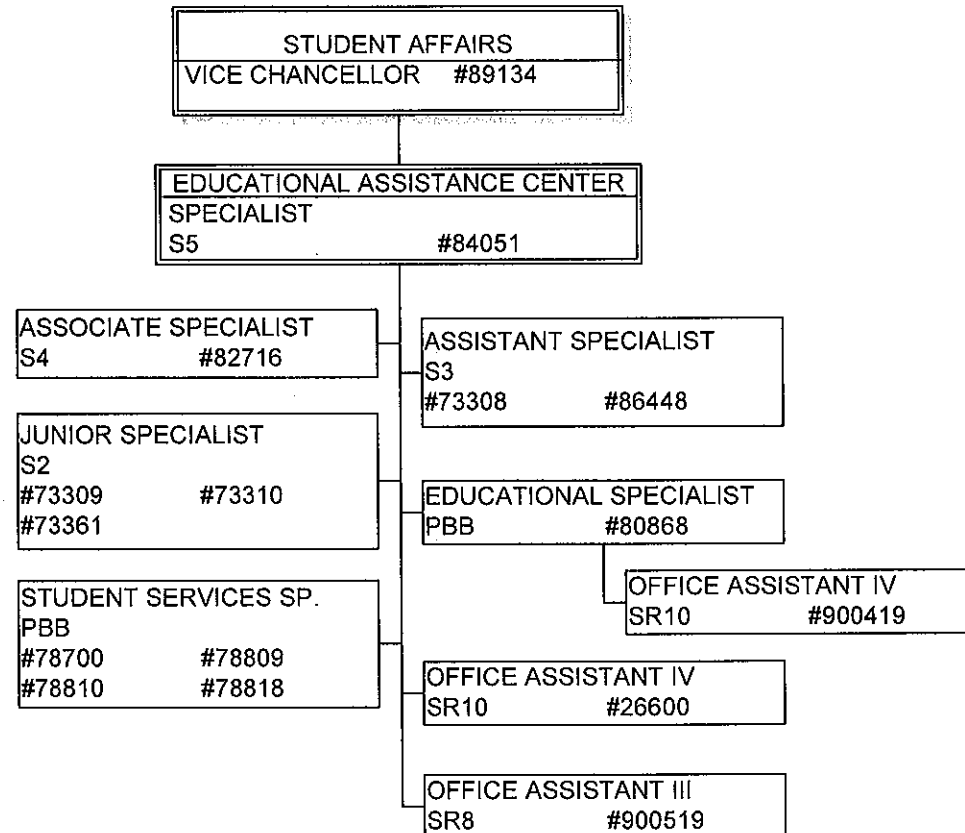
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
STUDENT AFFAIRS
FINANCIAL AID
POSITION ORGANIZATION CHART
CHART VB



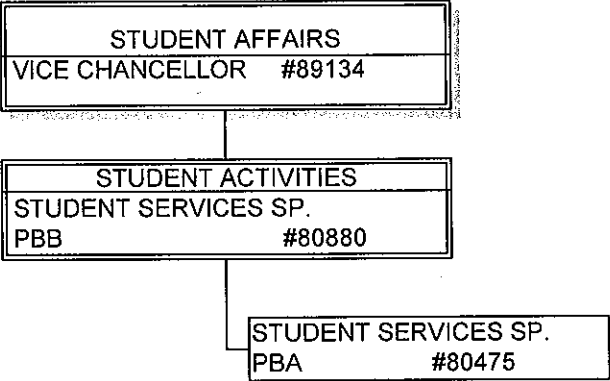
STATE OF HAWAI'I
 UNIVERSITY OF HAWAI'I
 UNIVERSITY OF HAWAI'I AT HILO
 STUDENT AFFAIRS
 ADMISSIONS/FOREIGN STUDENTS
 POSITION ORGANIZATION CHART
 CHART VC



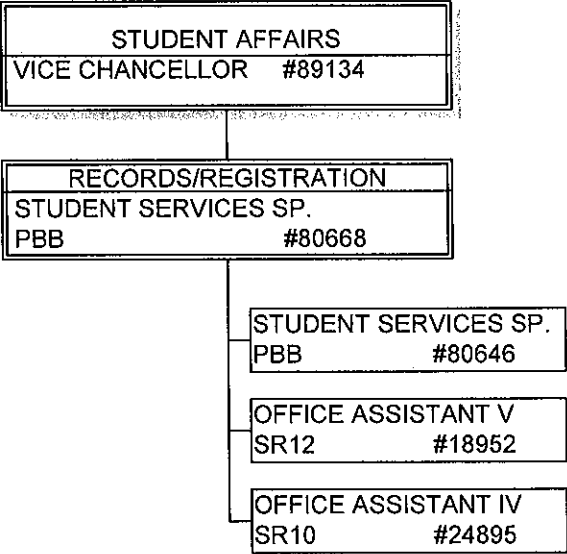
STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 STUDENT AFFAIRS
 EDUCATIONAL ASSISTANCE CENTER
 POSITION ORGANIZATION CHART
 CHART VD



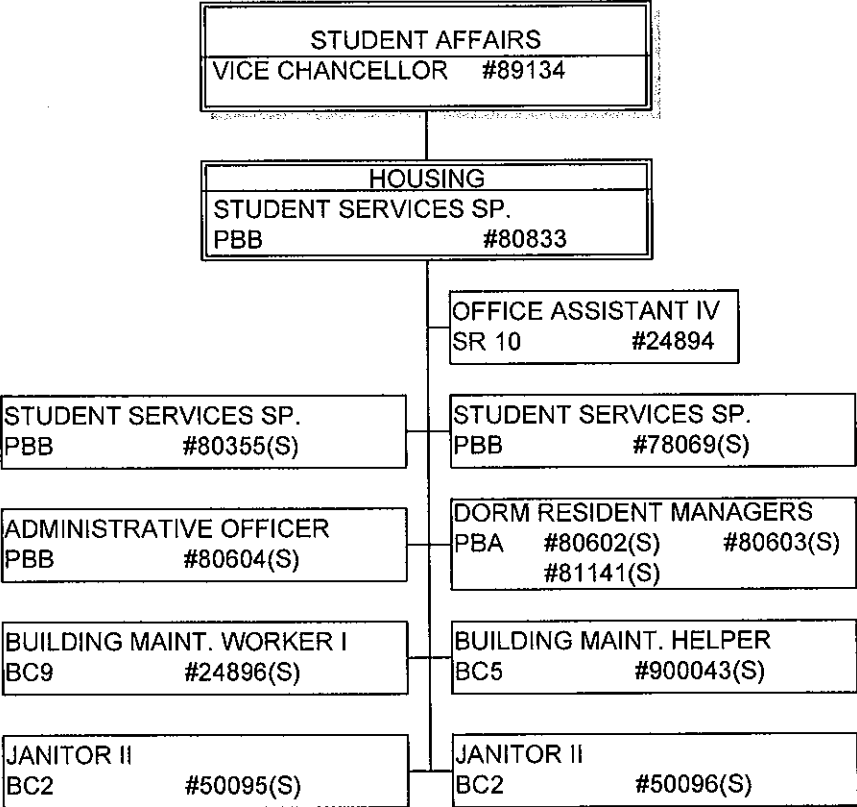
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UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
STUDENT AFFAIRS
STUDENT ACTIVITIES
POSITION ORGANIZATION CHART
CHART VE



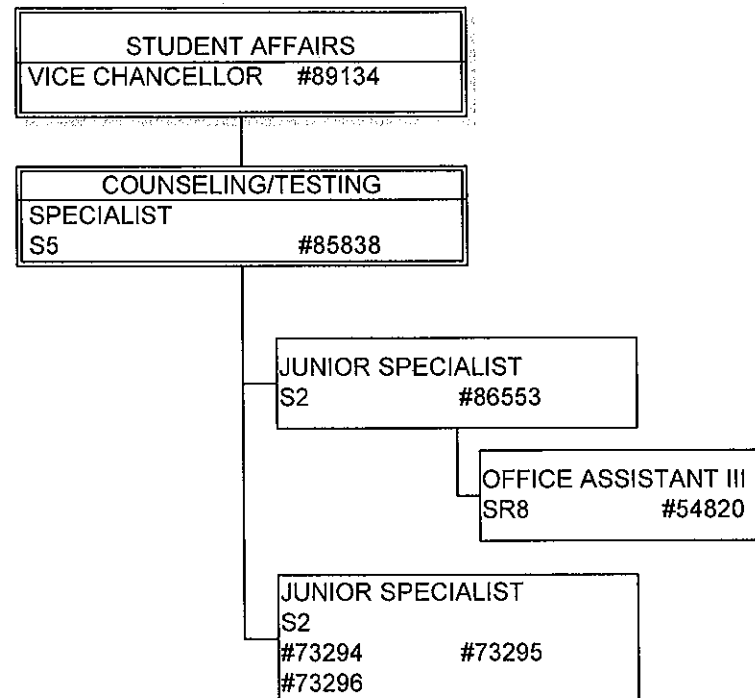
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
RECORDS/REGISTRATION
POSITION ORGANIZATION CHART
CHART VF



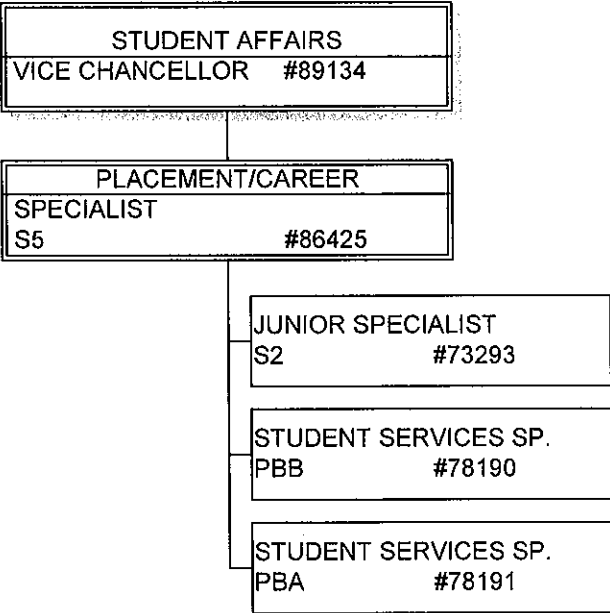
STATE OF HAWAI'I
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STUDENT AFFAIRS
HOUSING
POSITION ORGANIZATION CHART
CHART VG



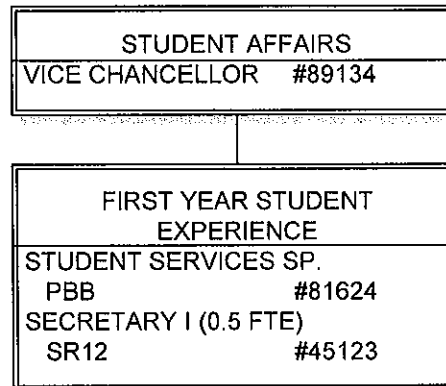
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
COUNSELING/TESTING
POSITION ORGANIZATION CHART
CHART VH



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
PLACEMENT/CAREER
POSITION ORGANIZATION CHART
CHART V-I



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
STUDENT AFFAIRS
FIRST YEAR STUDENT EXPERIENCE
POSITION ORGANIZATION CHART
CHART VJ



**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

OFFICE OF ACADEMIC AFFAIRS

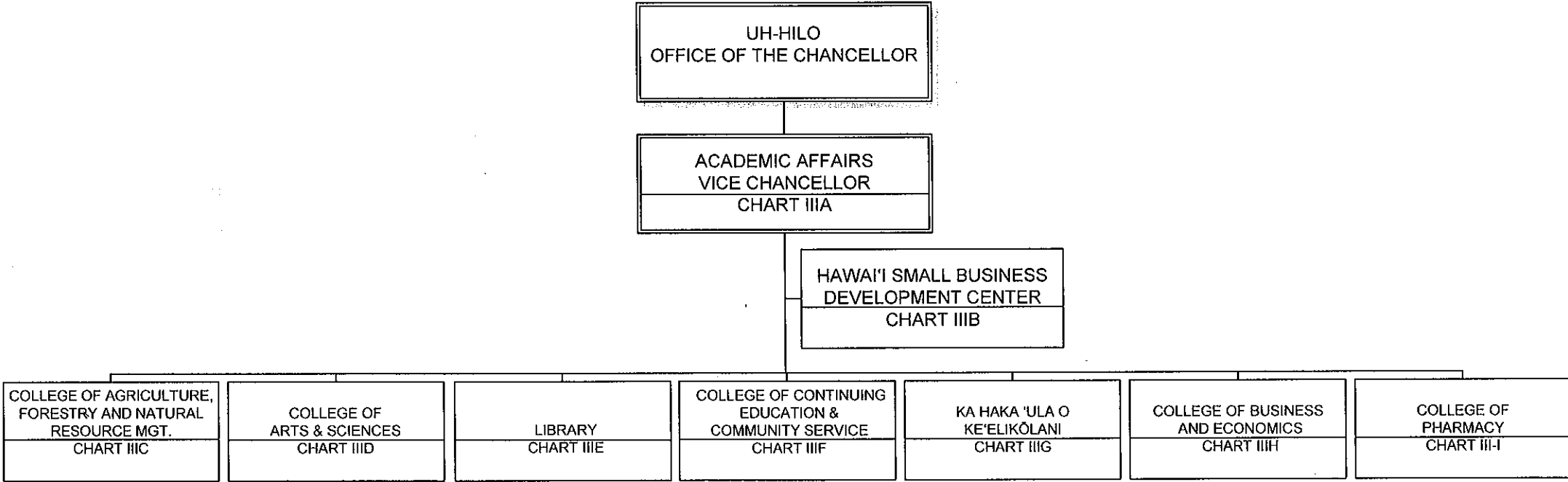
As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawaii at Hilo.

OFFICE OF THE VICE CHANCELLOR

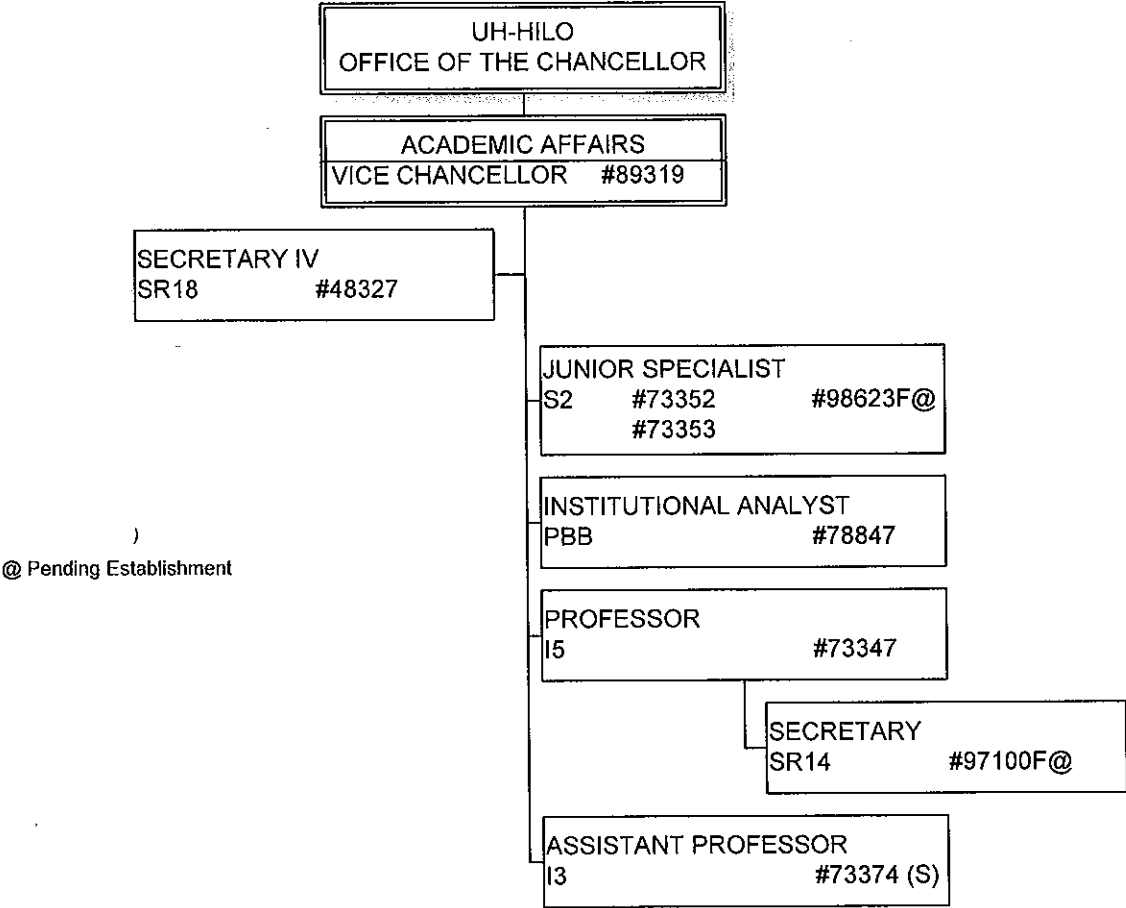
Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies, requirements of the campus, the system-wide offices and the Federal government;
- Directly supervises the personnel responsible for: the College of Arts and Sciences, the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; and the Library
- Bears senior responsibility for the effectiveness of programs such as the Hawaii Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

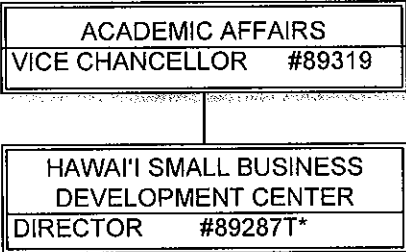
STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
POSITION ORGANIZATION CHART
CHART III



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART IIIA

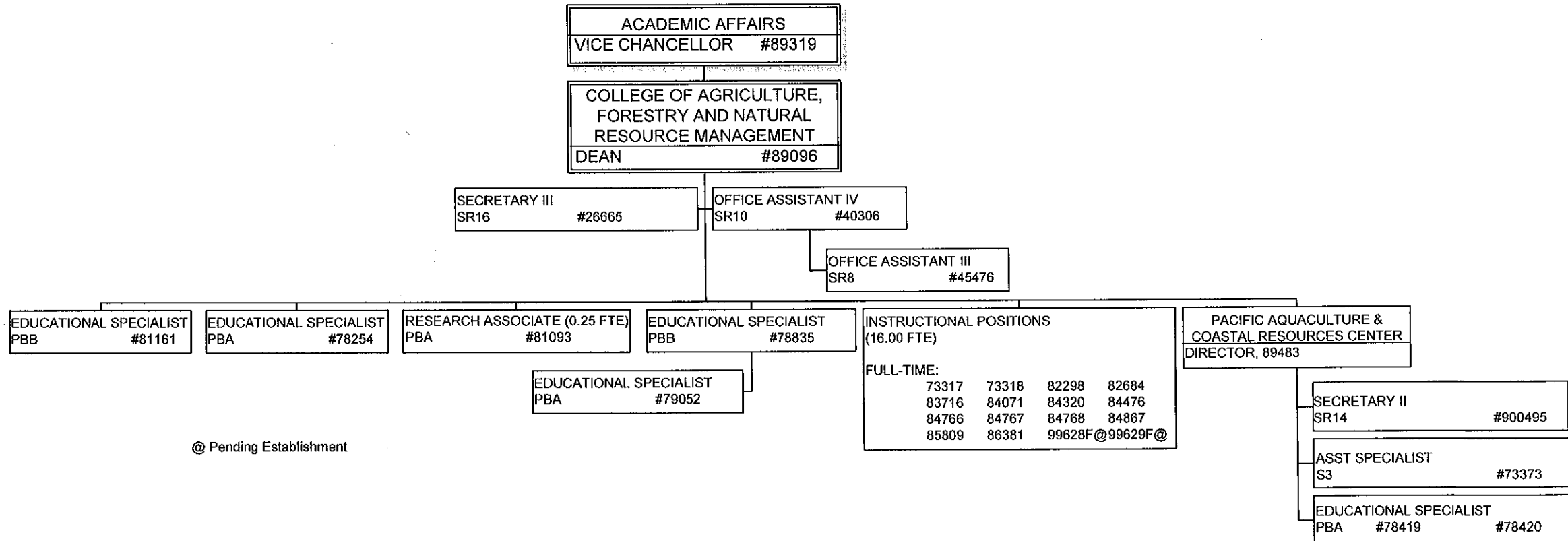


STATE OF HAWAII
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UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
HAWAII SMALL BUSINESS DEVELOPMENT CENTER
POSITION ORGANIZATION CHART
CHART IIIB

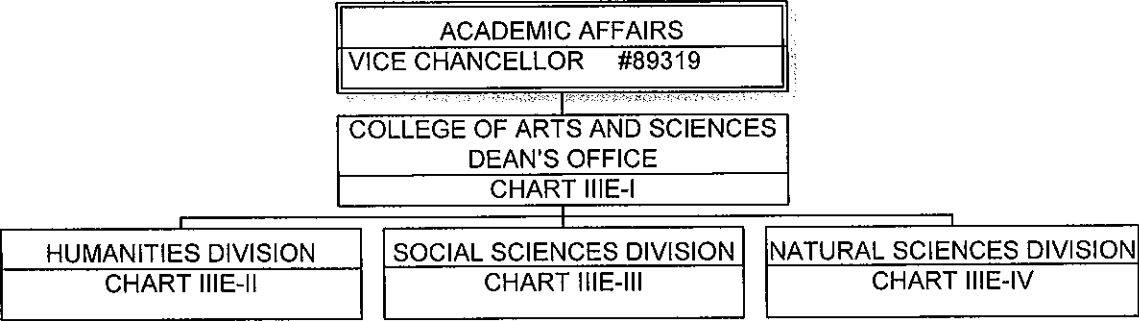


*Temporary General Funds – 1.0

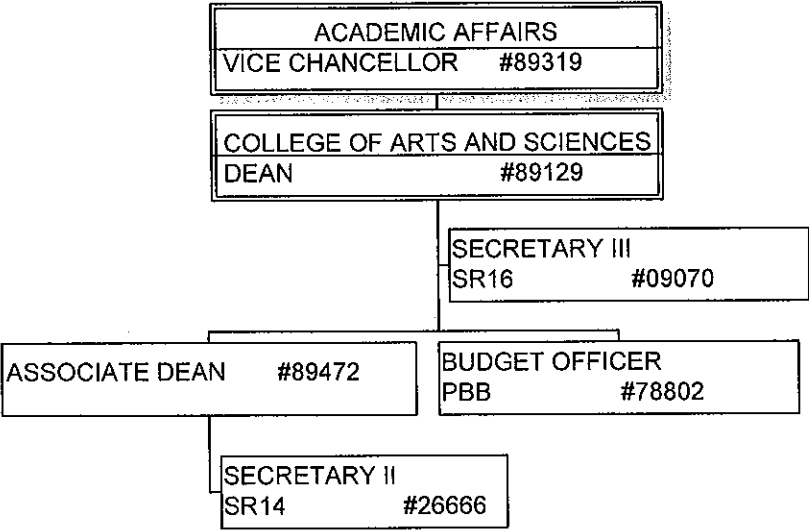
STATE OF HAWAII
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 UNIVERSITY OF HAWAII AT HILO
 ACADEMIC AFFAIRS
 COLLEGE OF AGRICULTURE, FORESTRY AND
 NATURAL RESOURCE MANAGEMENT
 POSITION ORGANIZATION CHART
 CHART IIIC



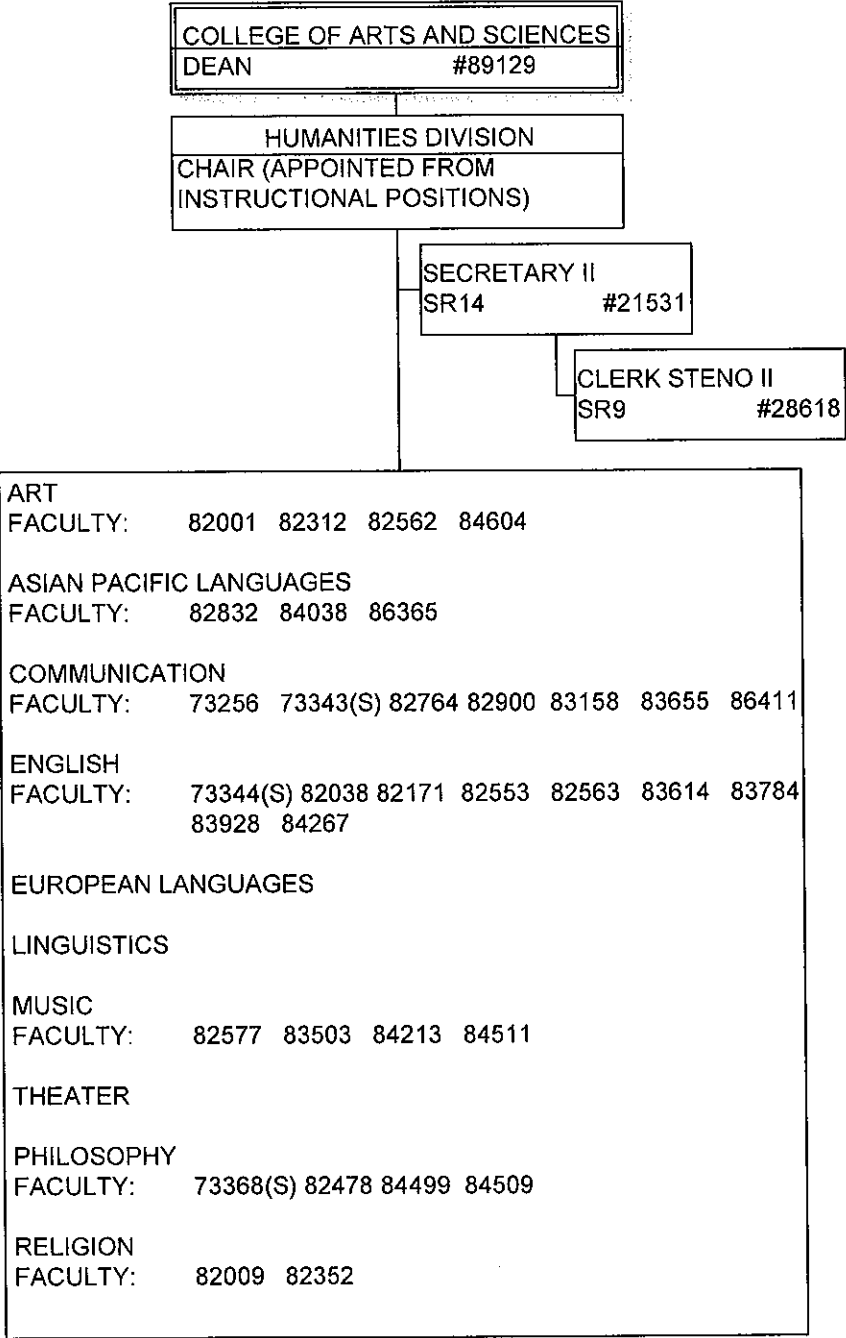
STATE OF HAWAI'I
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UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
POSITION ORGANIZATION CHART
CHART IIID



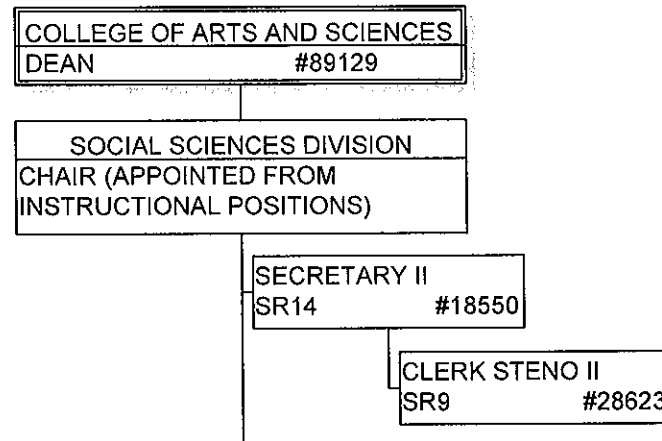
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
DEAN'S OFFICE
POSITION ORGANIZATION CHART
CHART IIID-I



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
HUMANITIES DIVISION
POSITION ORGANIZATION CHART
CHART IIID-II



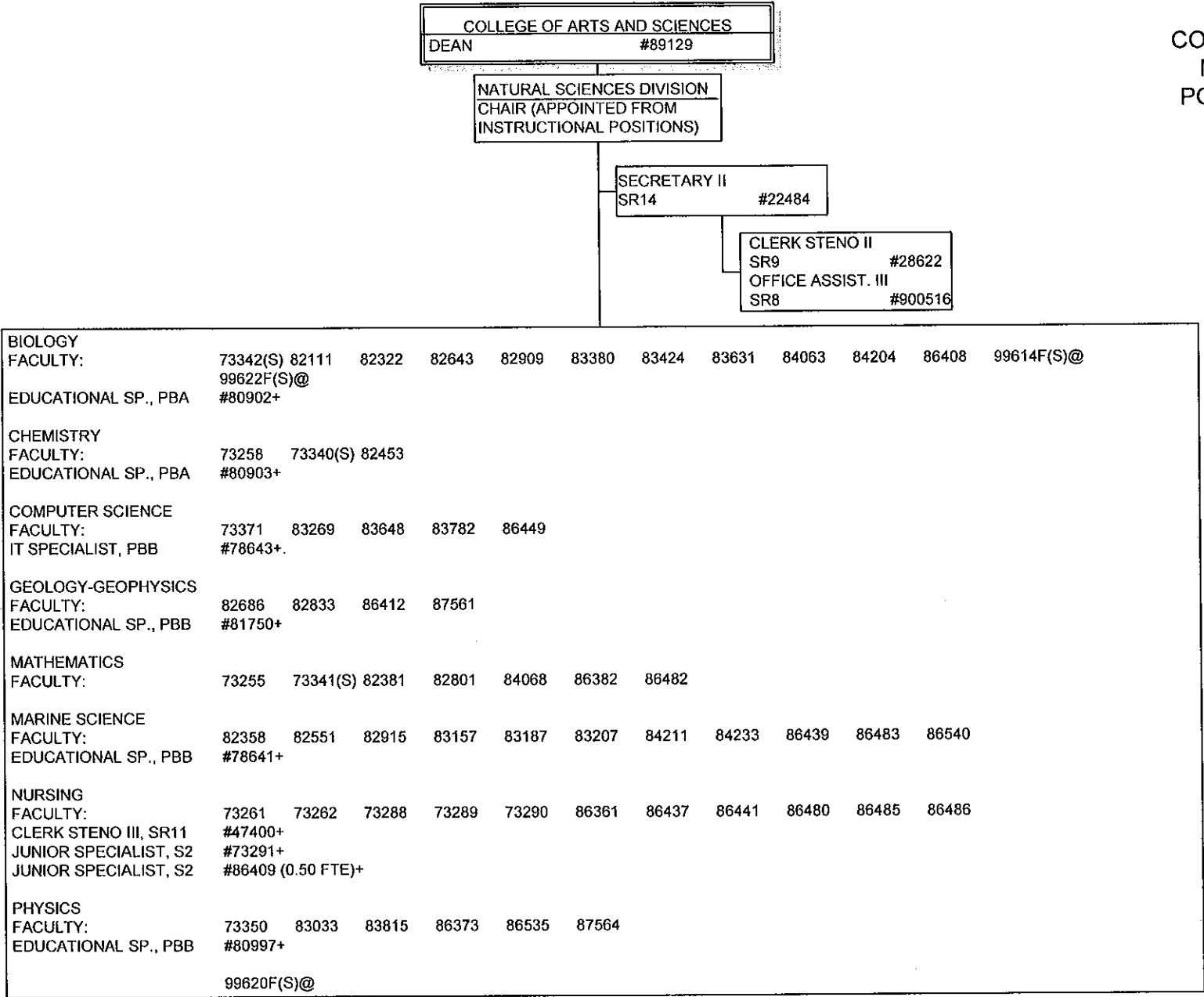
STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 ACADEMIC AFFAIRS
 COLLEGE OF ARTS AND SCIENCES
 SOCIAL SCIENCES DIVISION
 POSITION ORGANIZATION CHART
 CHART IIID-III



ANTHROPOLOGY														
FACULTY:	73345(S)	82214	82556	82557	83005	86481	99616F(S)@							
EDUCATION														
FACULTY:	73298	73299	73300	73301	82654	83049	83596	86364	86366	86534	86541			
CLERK STENO III, SR11			#42269+											
JUNIOR SPECIALIST, S2			#73257+											
GEOGRAPHY														
FACULTY:	82899	83122	83190	84242	86404	86414								
HISTORY														
FACULTY:	73372	82179	84198	84285	84483	86360	99626F@							
HPE														
FACULTY:	73367(S)	82781	86416											
POLITICAL SCIENCE														
FACULTY:	73356(S)	83186	84855	86450										
PSYCHOLOGY														
FACULTY:	73254	73362	73363	82349	82542	82847	82933	83107	83791	83929	83981			
	86362	86413	86417											
OFFICE ASSIST. IV, SR10			#900518+											
JUNIOR SPECIALIST, S2			#73370+											
SOCIOLOGY														
FACULTY:	73346	82169	82309	82648	84593	86370	86488	99635F@						

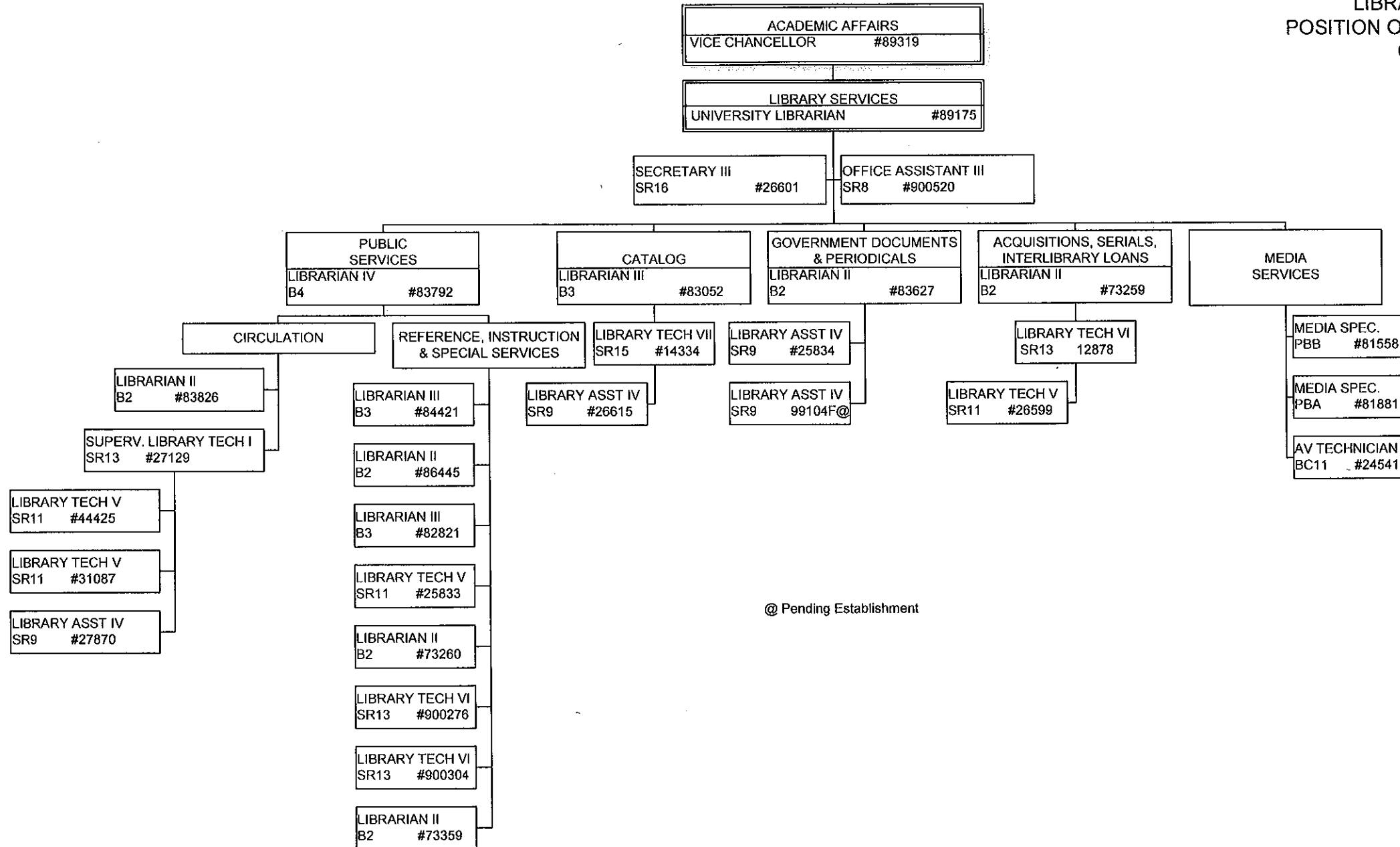
@ Pending Establishment
 + Reports to Department Chair

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
NATURAL SCIENCES DIVISION
POSITION ORGANIZATION CHART
CHART IIID-IV



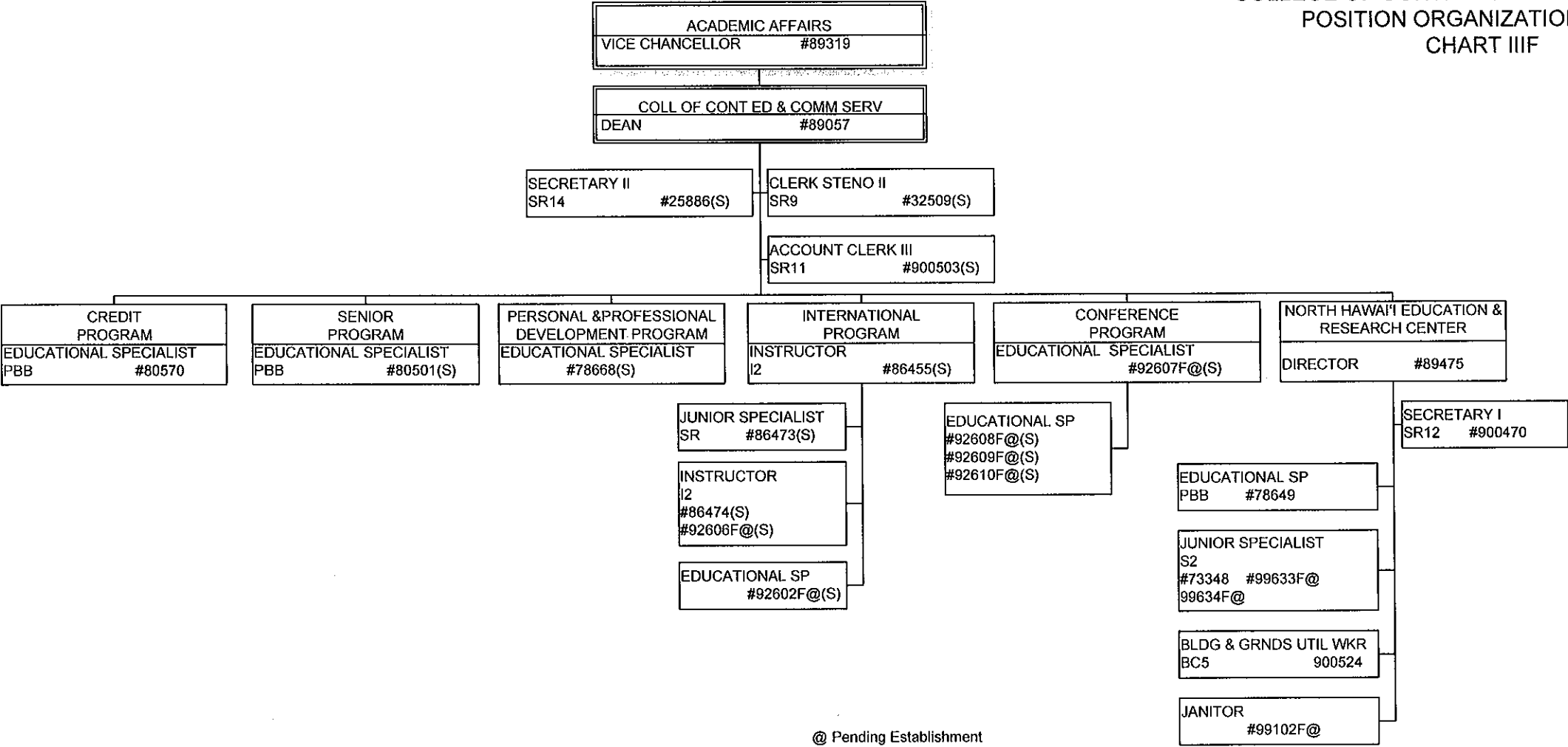
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STATE OF HAWAII
UNIVERSITY OF HAWAII
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ACADEMIC AFFAIRS
LIBRARY SERVICES
POSITION ORGANIZATION CHART
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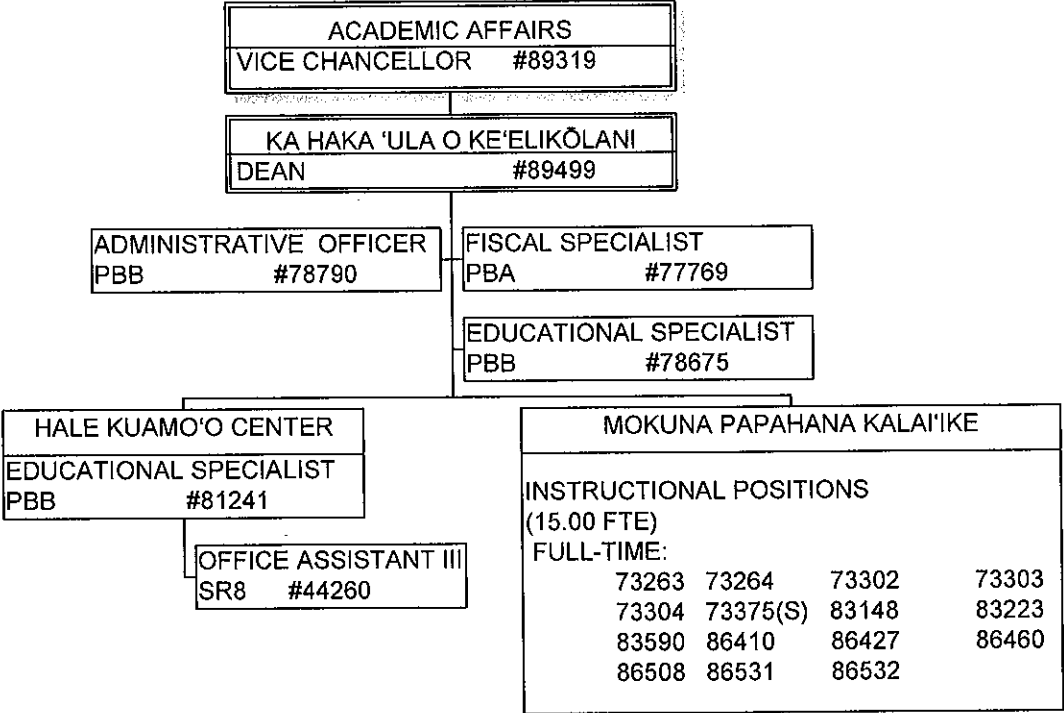


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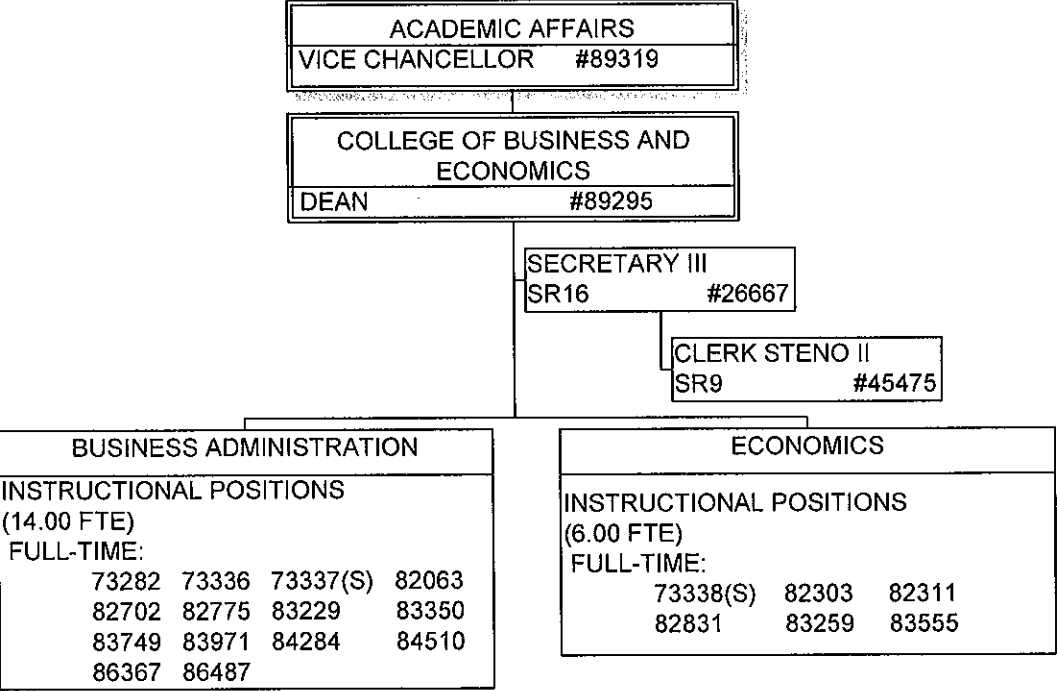
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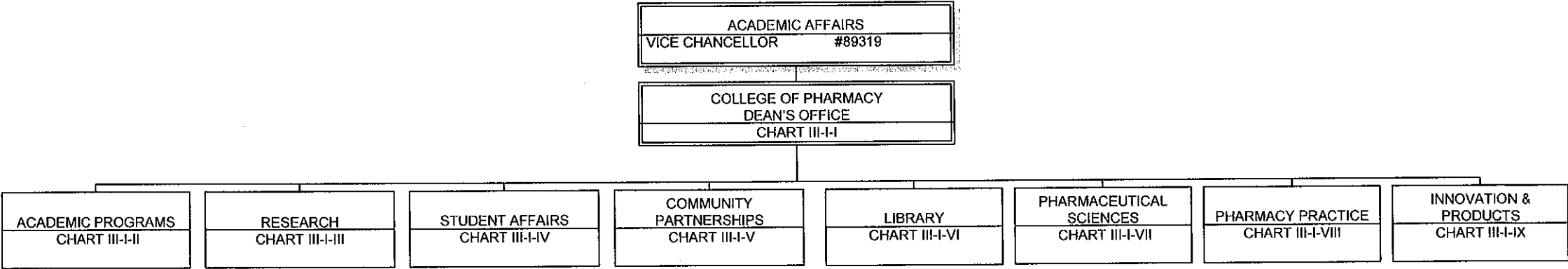
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POSITION ORGANIZATION CHART
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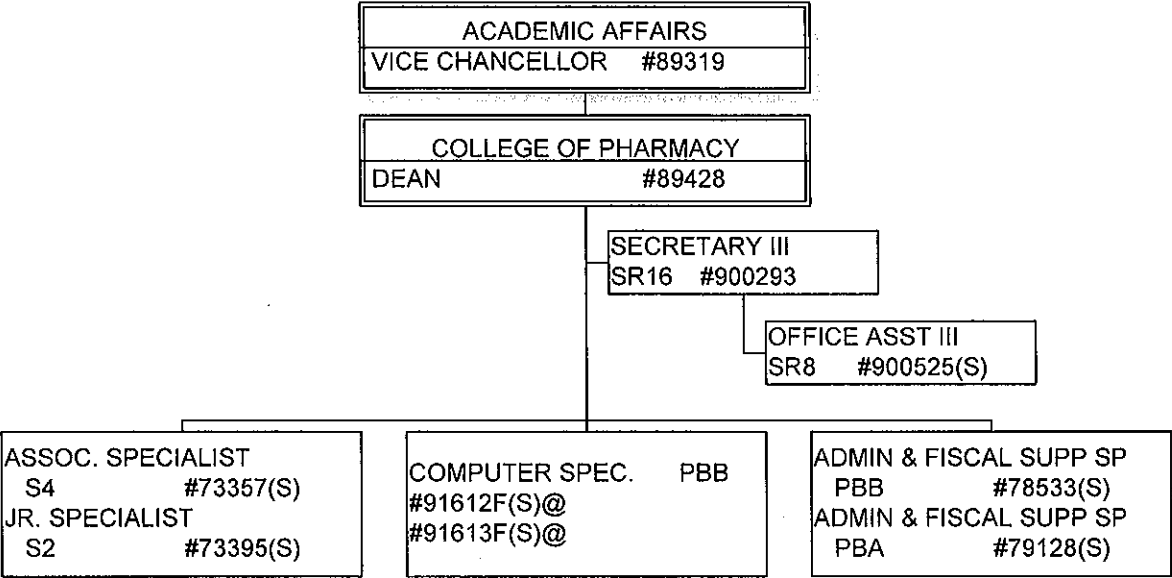
STATE OF HAWAII
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ACADEMIC AFFAIRS
COLLEGE OF BUSINESS AND ECONOMICS
POSITION ORGANIZATION CHART
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STATE OF HAWAI'I
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ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
POSITION ORGANIZATION CHART
CHART III-I

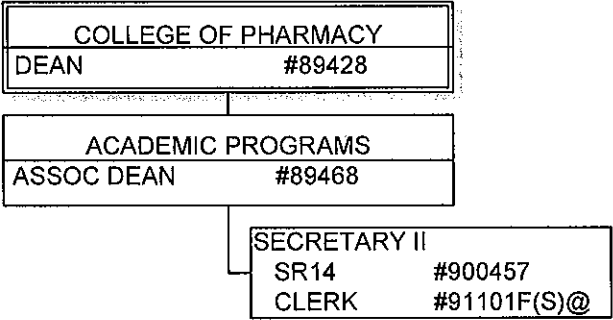


STATE OF HAWAII
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POSITION ORGANIZATION CHART
CHART III-I-I



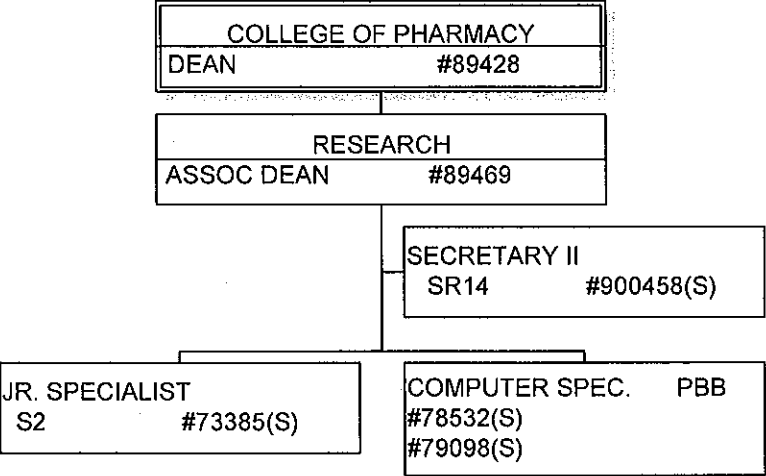
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STATE OF HAWAI'I
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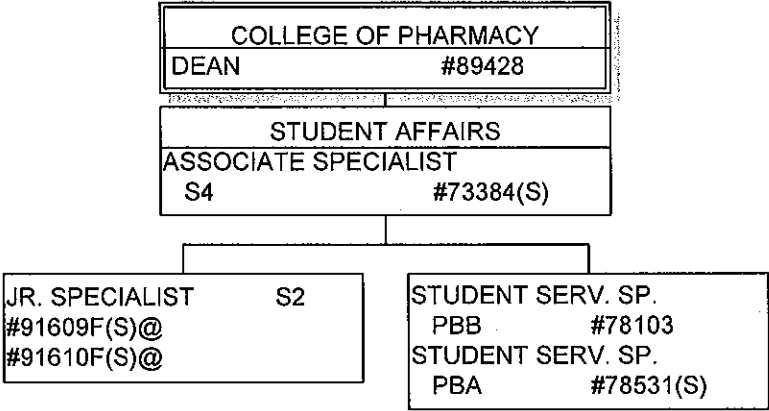


@ Pending Establishment

STATE OF HAWAII
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COLLEGE OF PHARMACY
RESEARCH
POSITION ORGANIZATION CHART
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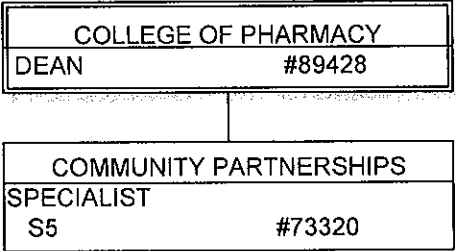


STATE OF HAWAI'I
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ACADEMIC AFFAIRS
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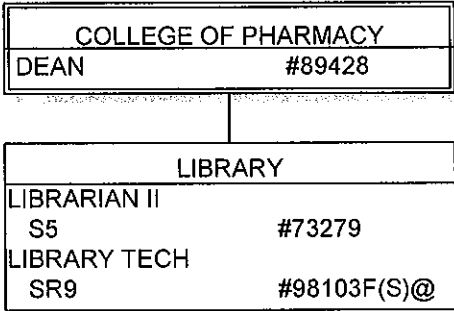


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STATE OF HAWAI'I
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COLLEGE OF PHARMACY
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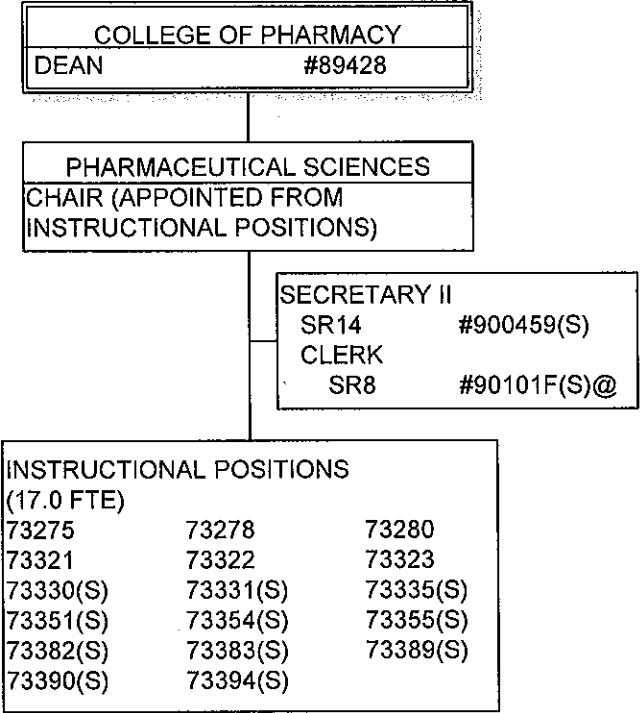


STATE OF HAWAII
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UNIVERSITY OF HAWAII AT HILO
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COLLEGE OF PHARMACY
LIBRARY
POSITION ORGANIZATION CHART
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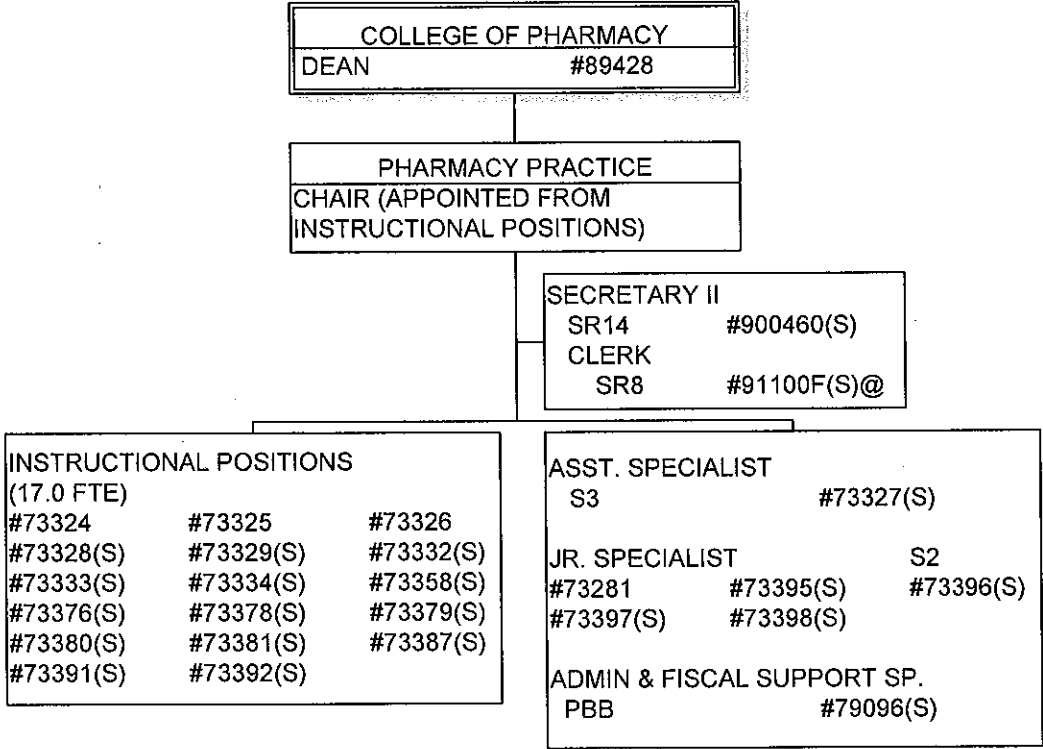
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STATE OF HAWAII
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ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
PHARMACEUTICAL SCIENCES
POSITION ORGANIZATION CHART
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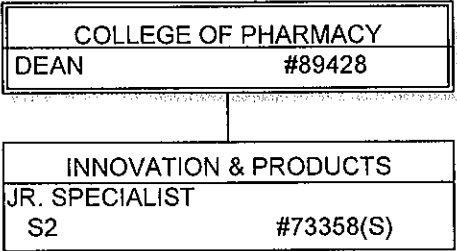
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STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
PHARMACY PRACTICE
POSITION ORGANIZATION CHART
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@ Pending Establishment

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF PHARMACY
INNOVATION & PRODUCTS
POSITION ORGANIZATION CHART
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Next Reorganization Proposal

September 22, 2010




UNIV. OF HAWAII
UH BUDGET OFFICE

*10 SEP 24 A9:42

MEMORANDUM

UNIVERSITY
OF HAWAII
HILO

TO: Glenn Okimoto
Director, UH Budget Office

FROM: Kerwin Iwamoto 
Human Resources

SUBJECT: **Reorganization, University of Hawai'i at Hilo (UHH), College of Arts and Sciences,
School of Nursing**

We have analyzed the Administrative Procedures, A3.101, that apply to organizational and functional changes to determine whether or not the reorganization of the College of Arts and Sciences to establish a separate School Of Nursing requires BOR Approval. In our opinion, this reorganization does not fall under any of the definitions that require BOR approval.

Specifically, the following sections delineate the requirements for BOR Approval:

A3.101 3 a.

- 1) Impact on BOR Policy and/or laws. This reorganization does not "revoke or preempt actions previously or normally taken by the Board..."
- 2) "Create, eliminate or significantly change the responsibilities of programs that report directly to the Board or President. ... Reorganizations must be approved two supervisory levels above the level at which the changes are proposed." The program reports three supervisory levels down from the president (the program reports to the dean who reports to the chancellor who reports to the president).
- 3) Incur significant additional expenses. The program incurs no new expenses nor does it reallocate funding from existing budgets.
- 4) Have significant programmatic impact on the University. This reorganization does not "impact the availability of board-approved credentials or the accreditation of UH programs."

Consequently, we propose that the chancellor of UH Hilo make the approval decision on the reorganization request.

Please contact me at (808) 974-7449 if you have questions or concerns.

cc Don Straney, Chancellor UH Hilo
Randy Hirokawa, Dean, College of Arts and Sciences
Debra Fitzsimons, VC Administrative Affairs, UH Hilo

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr




UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Georgina Kawamura
Director, Department of Budget and Finance

FROM: Kerwin Iwamoto 
Human Resources

SUBJECT: **Proposed Reorganization for the University of Hawai'i at Hilo (UHH),
College of Arts and Sciences (CAS), School of Nursing**

We are proposing a reorganization to accomplish the following:

- Separate the Nursing Department from the Natural Sciences Division of CAS
- Change the name to School of Nursing
- Establish the School of Nursing as a separate entity reporting to the Dean of the College of Arts and Sciences

If you have any questions, please contact me at 808-974-7449.

Enclosures

cc Don Straney, Chancellor UHH, with encs.
Brenna Hashimoto, UH System Director, OHR with encs.
✓ Glenn Okimoto, UH Budget Director with encs.
Debra Fitzsimons, VC for Administrative Affairs, UHH with encs.
Philip Castille, VC for Academic Affairs HHU w/o encs.
Randy Hirokawa, Dean CAS, UH Hilo with encs.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

An Equal Opportunity / Affirmative Action Institution



UNIVERSITY
OF HAWAII
HILO

September 22, 2010

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai'i 96813

Dear Mr. Perreira:

**Subject: Proposed Reorganization for the University of Hawai'i at Hilo (UHH),
College of Arts and Sciences (CAS), School of Nursing**

We are proposing a reorganization to accomplish the following:

- Separate the Nursing Department from the Natural Sciences Division of CAS
- Change the name to School of Nursing
- Establish the School of Nursing as a separate entity reporting to the Dean of the College of Arts and Sciences

We ask for your assistance in reviewing this proposal and contacting us by Wednesday, October 6, 2010 if you would like to discuss this proposal. If we do not hear from you by this date, we will submit the reorganization for approval.

If you have any questions concerning this matter, please contact me at (808) 974-7449.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures

cc Don Straney, Chancellor, UHH, w/o encls.
Brenna Hashimoto, UH System Director, OHR, w/o encls.
✓ Glenn Okimoto, UH Budget Director w/o encls.
Debra Fitzsimons, VC for Administrative Affairs, UHH w/o encls.
Philip Castille, VC for Academic Affairs w/o encls.
Randy Hirokawa, Dean CAS, UH Hilo w/o encls.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

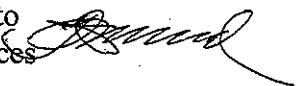


UNIVERSITY
OF HAWAII
HILO

September 22, 2010

MEMORANDUM

TO: Ms. Brenna Hashimoto
System Director, Office of Human Resources

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Proposed Reorganization for the University of Hawai'i at Hilo (UHH),
College of Arts and Sciences (CAS), School of Nursing**

We are proposing a reorganization to accomplish the following:

- Separate the Nursing Department from the Natural Sciences Division of CAS
- Change the name to School of Nursing
- Establish the School of Nursing as a separate entity reporting to the Dean of the College of Arts and Sciences

We ask for your assistance in reviewing this proposal and contacting us by Wednesday, October 6, 2010 if you would like to discuss this proposal. If we do not hear from you by this date, we will submit the reorganization for approval.

If you have any questions concerning this matter, please contact me at (808) 974-7449.

Enclosures

cc Don Straney, Chancellor UHH, w/o encls.
✓ Glenn Okimoto, UH Budget Director w/o encls.
Debra Fitzsimons, VC for Administrative Affairs, UHH w/o encls.
Philip Castille, VC for Academic Affairs, UHH w/o encls.
Randy Hirokawa, Dean CAS, UH Hilo w/o encls.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

An Equal Opportunity / Affirmative Action Institution



UNIVERSITY
OF HAWAII
HILO

September 22, 2010

Dr. J. N. Musto, Executive Director
University of Hawai'i Professional Assembly
1017 Palm Drive
Honolulu, Hawai'i 96814

Dear Dr. Musto:

**Subject: Proposed Reorganization for the University of Hawai'i at Hilo (UHH),
College of Arts and Sciences (CAS), School of Nursing**

We are proposing a reorganization to accomplish the following:

- Separate the Nursing Department from the Natural Sciences Division of CAS
- Change the name to School of Nursing
- Establish the School of Nursing as a separate entity reporting to the Dean of the College of Arts and Sciences

We ask for your assistance in reviewing this proposal and contacting us by Wednesday, October 6, 2010 if you would like to discuss this proposal. If we do not hear from you by this date, we will submit the reorganization for approval.

If you have any questions concerning this matter, please contact me at (808) 974-7449.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures

cc Don Straney, Chancellor UHH, w/o encls.
Richard Morris, UHPA, Hilo w/o encls.
Brenna Hashimoto, UH System Director, OHR, w/o encls.
✓ Glenn Okimoto, UH Budget Director w/o encls.
Debra Fitzsimons, VC for Administrative Affairs, UHH w/o encls.
Philip Castile, VC for Academic Affairs, UHH w/o encls.
Randy Hirokawa, Dean CAS, UHH w/o encls.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

Reorganization Proposal
Academic Affairs Division
Reorganization of the College of Arts and Sciences to establish an separate
School of Nursing
University of Hawai'i at Hilo

Introduction

The reorganization of the College of Arts and Sciences (CAS) of the University of Hawai'i at Hilo (UHH) proposes to separate the Nursing Department from the Natural Sciences Division of the CAS and establish it as a separate School of Nursing (SON) reporting to the Dean of the College of Arts and Sciences.

The School of Nursing plans to develop new degree programs over the next several years. To facilitate this expected growth, the SON will be allocated a separate line budget using funds currently in the Natural Sciences budget that have been directed to the Nursing Department. It will be responsible for managing and conducting independent personnel matters, including recruitment, evaluations, tenure, promotion, and contract renewal reviews. The Dean of the CAS will supervise the faculty and will receive support from the current chairperson of the Nursing Department who will provide leadership and guidance to the new SON.

The School of Nursing will continue to manage the Baccalaureate Nursing Program. It will grant the Bachelor of Science in Nursing (BSN) degree to students who successfully fulfill the prerequisites, co-requisites, and nursing core requirements for the degree as specified in the UHH catalogue and the BSN brochure that were in effect when the student initially enrolled in the program.

Currently, many differences exist between the School of Nursing and the other programs in the Natural Sciences Division, including differences in hiring practices, tenure and promotion standards, and salary structure. Additionally, the nature of nursing education programs requires that faculty be subject to some policies that are not relevant to other programs in the Natural Sciences Division. These differences pose challenges for the program and division.

The proposed reorganization will alleviate these functional challenges. The School of Nursing will be given the opportunity to manage its affairs by developing and following administrative, academic, and programmatic policies and procedures directly relevant to the field of nursing. This will ensure progress toward success in all aspects of the program and will develop it into a highly regarded unit within CAS, UHH, and the State.

We don't anticipate additional costs from this reorganization unless it is determined that

College of Arts and Sciences

University of Hawai'i at Hilo

Reorganization Proposal

Reorganization of the College of Arts and Sciences to establish a separate School of Nursing

reclassification of any positions affected by this reorganization is required. If so, this process may result in salary increases which will necessitate budgeting additional costs in implementing this reorganization. Additional costs will be provided for through internal allocation.

Description of the conditions or factors prompting the proposed reorganization

The Nursing Department is currently located in one of the three divisions of the College of Arts and Sciences, the Natural Sciences Division. It is overseen by a chairperson who reports to the CAS division chair. The Nursing Department administers the Bachelor of Science in Nursing (BSN) degree, reviews and processes personnel transactions, and administers student assistants, operating budgets, and equipment budgets.

The BSN prepares students for careers in professional nursing and is approved by the Hawai'i State Board of Nursing. It is also accredited by the National League for Nursing Accrediting Commission (NLNAC).

The Nursing Department has a different hiring practice than the other departments in the Natural Sciences Division. Specifically, the Nursing Department may allow a Master's degree for a faculty member to be appointed as an assistant professor, whereas all other departments in the Natural Sciences Division require a Ph.D. in order to be appointed as an assistant professor.

Tenure and promotion standards for the Nursing Department differ from other departments in the Natural Sciences Division. Faculty members in all other Natural Sciences Departments are evaluated for tenure on three factors: teaching, research, and service. In the Nursing Department, faculty members are evaluated on two factors, teaching and scholarship, the latter a combination of research and service. Research and service have been combined to reflect the amount of time nursing faculty members engage in numerous community services that require their professional expertise and thus the performance of these "services" is counted as applied scholarship.

The salary structure for the Nursing Department is different from other departments in the Natural Sciences Departments. With the exception of the Computer Sciences Division (with a high-demand threshold), salaries in the Natural Sciences Department, except for Nursing, range from approximately \$53,400 (Assistant Professor) to \$85,000 (Professor), pre-salary reduction.

After a state consortium-driven salary adjustment and before this year's salary reductions,

College of Arts and Sciences

University of Hawai'i at Hilo

Reorganization Proposal

Reorganization of the College of Arts and Sciences to establish a separate School of Nursing

salaries in nursing range from about \$70,000 (Assistant Professor) to \$110,000 (Professor).

The Nursing Department faculty is subject to several policies that are irrelevant to other departments in the Division. For example, nursing faculty members are required to be licensed, to maintain their theoretical and clinical expertise, to provide documentation of health status, and to maintain certain certifications (for example, CPR).

The current structure of the NLNAC accreditation requires Program Evaluators to ask pointed questions about the nursing department's involvement in decision making to clarify that the department has both the authority and responsibility for administering the program. This includes financial control and personnel decisions such as hiring, tenure, and promotion. Maintaining such control is an integral part of continuing to receive certification.

Finally, the Nursing Department has seen a sharp increase in enrollment and consequently an increase in faculty and staff. There is every reason to believe that these increases will continue into the future.

Explanation of how the proposed reorganization will address these conditions or factors

The proposed reorganization will give the new School of Nursing the opportunity to manage its affairs independently of the other departments in the Natural Sciences Division. The new School will be allocated a separate line budget and will have the managerial responsibility for conducting independent personnel matters, including the recruitment and evaluations, tenure and promotion, and contractual renewal reviews. The functional challenges that have centered around the differences between the Nursing Department and the other programs in the CAS will be eliminated.

The current chairperson of the Nursing Department will provide leadership and guidance to the new SON. She will report directly to the Dean of the CAS who will have supervisory authority over the SON faculty. This positioning is in line with the Hawai'i Board of Nursing requirement that nursing education programs be housed in either a community college or a university and control be vested in the governing body of the institution.

This new structure will put into place an infrastructure that positions the School well for anticipated future growth. It will allow more focused management attention at the highest

College of Arts and Sciences

University of Hawai'i at Hilo

Reorganization Proposal

Reorganization of the College of Arts and Sciences to establish a separate School of Nursing

levels of the CAS.

Additionally, as a separate unit, the School of Nursing will achieve greater visibility, greater cohesion, and will have the opportunity for external development opportunities not available to the Nursing Department now.

Description of how the organization's operational, organizational, functional, and programmatic relationships will be affected, including impact on services to students, other target groups, and relationships with other segments of the University

The proposed reorganization will not change the degree requirements, the curricula, or any other academic policies pertinent to students. It will not alter the functions or existing programs of either the School of Nursing or the College of Arts and Sciences. Consequently, it will have no affect on the student population or any other target group. It will, however, elevate the position of the School within the hierarchy, allowing increased funding and higher status.

Discussion of the efficiencies, service improvements, or other benefits that will be achieved as a result of the reorganization

More focused management attention on program development will make it possible for the School's administration to be more responsive to market trends relative to training, salaries, and program requirements. It will stimulate interest in nursing programs at UHH, and allow resources to be devoted to further developing academic nursing programs. It will also put in place an infrastructure that will be available to support future program offerings.

Complete description of the resource requirements or savings associated with the reorganization, including funding, equipment, other resources, positions, space

No additional office space or equipment will be necessary for the implementation of this reorganization. Existing space and equipment will be transferred from the Nursing Department to the newly-created School of Nursing. Similarly, faculty will be transferred from the Nursing Department to the SON. The current chairperson of the Nursing Department will assume a leadership and guidance role in the new SON without any additional costs being incurred.

Explanation of the source of resources needed to implement the reorganization, e.g. reallocation from within the program, from within the program, or major unit or new revenue

**College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal**

Reorganization of the College of Arts and Sciences to establish a separate School of Nursing

We do not anticipate needing any additional resources.

Discussion of the programmatic impact of the proposed reorganization on the University

The University community will be affected in that interactions with the School of Nursing will flow through the Dean of the CAS rather than through Division Chair of CAS Natural Sciences. The university community will have more direct contact with the program as a consequence. A secondary benefit to the University is that the School of Nursing will be positioned to take a more prominent position in the community and a more active role in the University as it moves out of the shadow of Natural Sciences and directly under the highest level in the CAS.

List all permanent and temporary positions that will be affected by the reorganization including each position number, whether it is vacant or occupied, and the impact of the reorganization on the position(s)

Positions that will be affected by the reorganization:

Randy Hirokawa, Dean, CAS, position number 89129; gains a new school
 Leon Hallacher, Division Chair, CAS Natural Sciences, position number 84063; loses control over and responsibility for the budget for the nursing program
 Katharyn Daub, Professor and Chairperson, Nursing Department
 position number 86486; gains responsibility for the SON budget; moves to a new school
 Christine Beck, Assistant Professor, position number 73261; moves to a new school
 Lisa Tostenson, Assistant Professor, position number 73288; moves to a new school
 Eileen Lovell, Assistant Professor, position number 73289; moves to a new school
 Jeffry Brinkley, Assistant Professor, position number 86361; moves to a new school
 Jeannie Flood, Assistant Professor, position number 86441; moves to a new school
 Jean Iaukea, Assistant Professor, position number 86480; moves to a new school
 Alice Davis, Assistant Professor, position number 86485; moves to a new school
 Kathleen Commendador, Assistant Professor, position number 73262, moves to a new school
 Open, Assistant Professor; position number 73290
 Cecilia Mukai, Associate Professor, position number 86437; moves to a new school
 Sarah Smith, Junior Specialist, position number 73291; moves to a new school
 Mary Andrews, Junior Specialist (half-time) position number 86409; moves to a new school
 Vacant, Clerk Steno III

CURRENT

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawaii at Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies, requirements of the campus, the system-wide offices and the Federal government;
- Directly supervises the personnel responsible for: the College of Arts and Sciences, the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; and the Library
- Bears senior responsibility for the effectiveness of programs such as the Hawaii Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

CURRENT

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

**COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree and minor with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resource Center. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

CURRENT

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
FUNCTIONAL STATEMENT
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT
Page 2

PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions and stakeholders throughout the world. Further, the PACRC houses the Hawaii'i Cooperative Unit, a cooperative research unit with the U.S. Geological Survey.

CURRENT

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

COLLEGE OF ARTS AND SCIENCES

Provides baccalaureate degree programs leading to the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Education and Minor in the Social Sciences, the Humanities, and the Natural Sciences.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- Responsible for faculty personnel actions, faculty recruitment and affiliate faculty;
- Maintains liaison with College Faculty Senate and College Faculty Senate Executive Committee, other Deans, Directors, Vice Chancellors and the Chancellor;
- Responsible for overall curriculum development and long-range planning;

DIVISIONS

(Social Sciences, Humanities, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

- Coordinate curricular offerings among the disciplines;
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- Consult and cooperate with other divisions on curricular matters;
- Review and process personnel transactions, administer student help and the operating and equipment budgets;

PROPOSED

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawaii at Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies, requirements of the campus, the system-wide offices and the Federal government;
- Directly supervises the personnel responsible for: the College of Arts and Sciences, the School of Nursing, the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; and the Library
- Bears senior responsibility for the effectiveness of programs such as the Hawaii Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

PROPOSED

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

**COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree and minor with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resource Center. Directs activities and personnel of the University of Hawaii Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

PROPOSED

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT
Page 2**

PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions and stakeholders throughout the world. Further, the PACRC houses the Hawai'i Cooperative Unit, a cooperative research unit with the U.S. Geological Survey.

PROPOSED

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

COLLEGE OF ARTS AND SCIENCES

Provides baccalaureate degree programs leading to the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Education and Minor in the Social Sciences, the Humanities, and the Natural Sciences.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences, including the School of Nursing.

- Responsible for faculty personnel actions, faculty recruitment and affiliate faculty;
- Maintains liaison with College Faculty Senate and College Faculty Senate Executive Committee, other Deans, Directors, Vice Chancellors and the Chancellor;
- Responsible for overall curriculum development and long-range planning;

DIVISIONS

(Social Sciences, Humanities, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

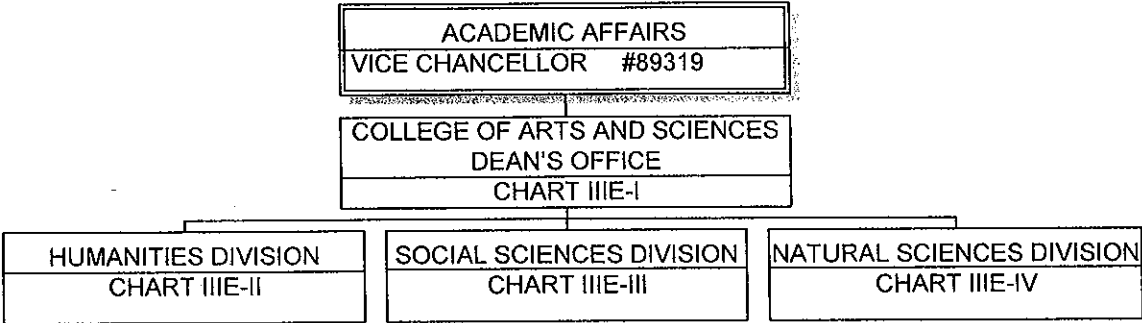
- Coordinate curricular offerings among the disciplines;
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- Consult and cooperate with other divisions on curricular matters;
- Review and process personnel transactions, administer student help and the operating and equipment budgets;

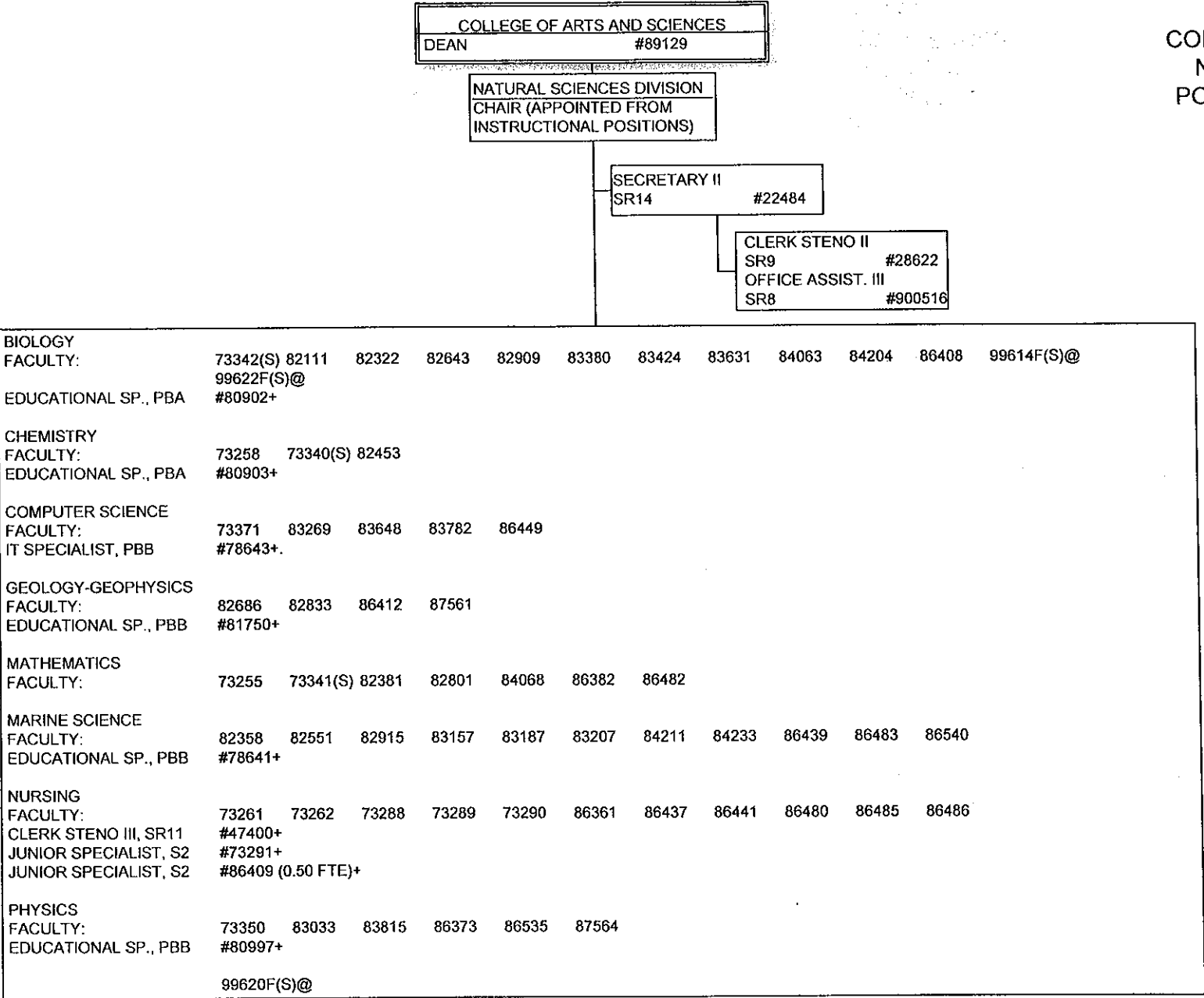
PROPOSED

SCHOOL OF NURSING

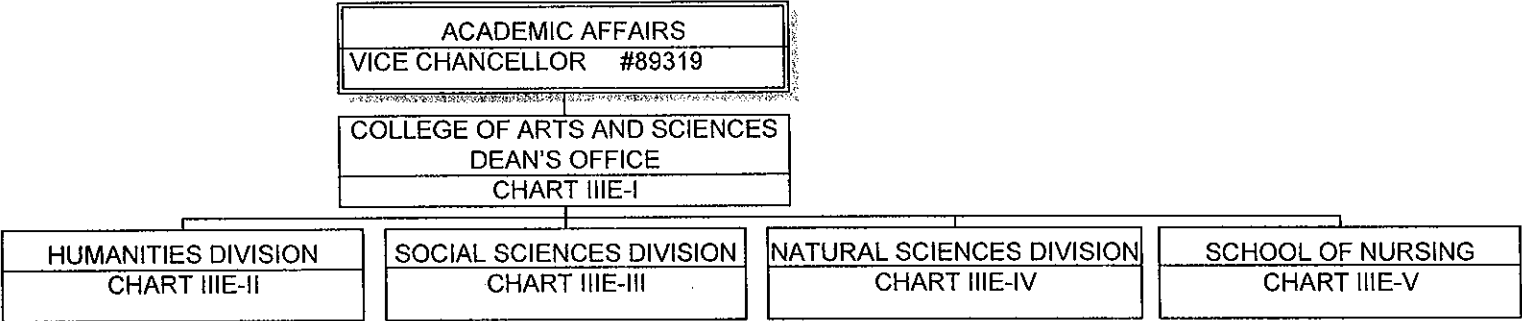
Manage the Baccalaureate Nursing Program

- Develop and manage administrative, academic, and programmatic policies and procedures.
- Assure compliance with licensing and certification requirements.
- Maintain NLNAC accreditation.

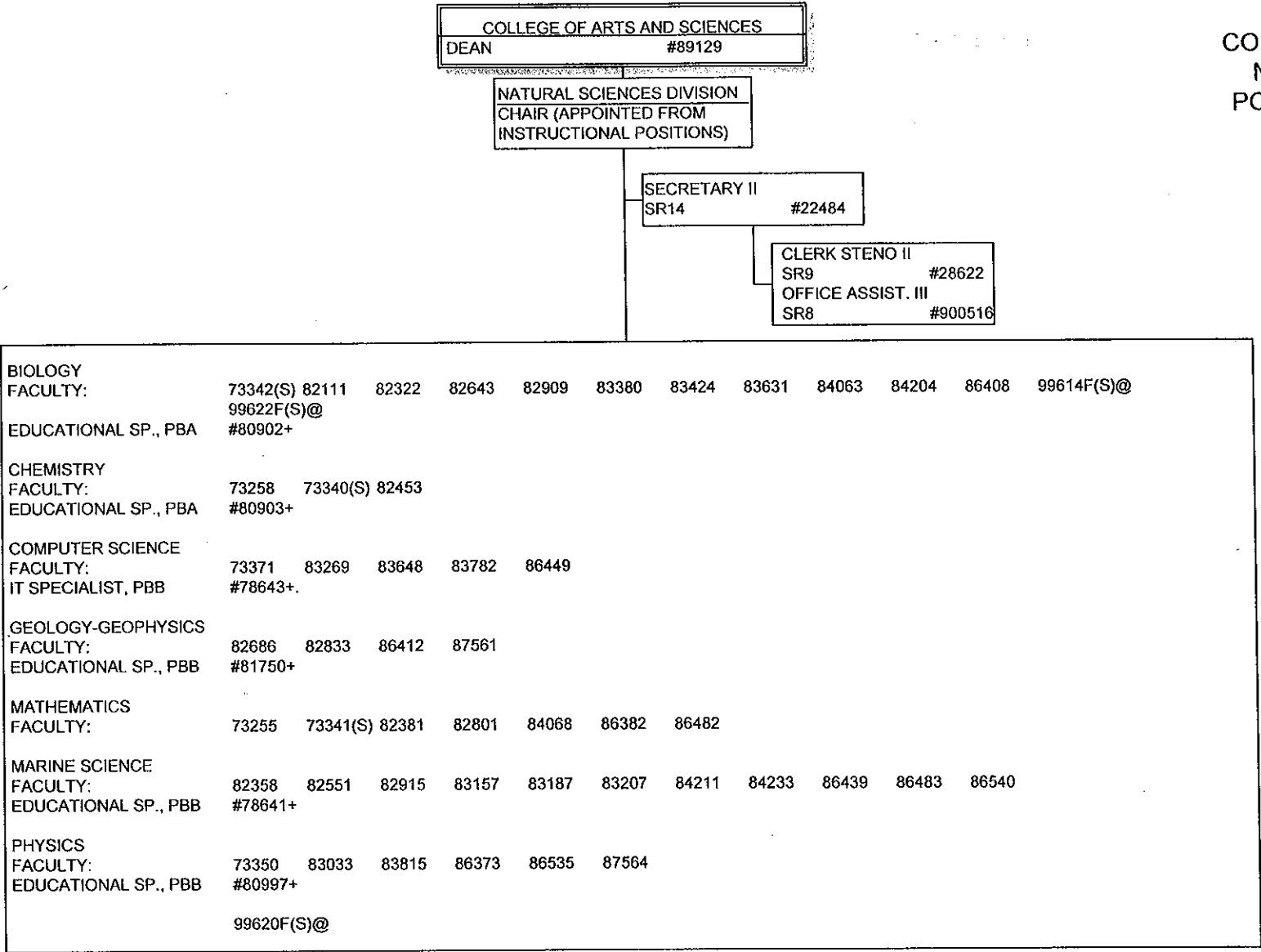




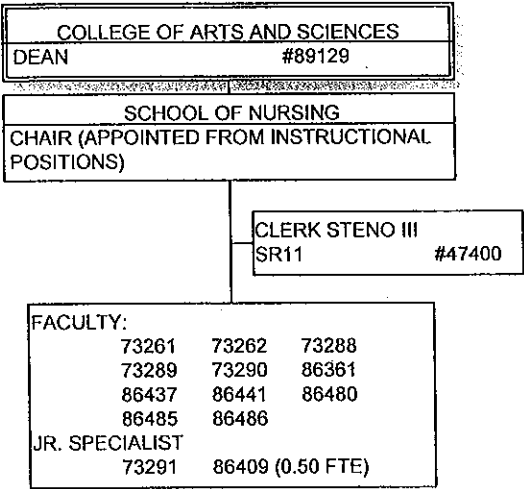
@ Pending Establishment
+ Reports to Department Chairs



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
NATURAL SCIENCES DIVISION
POSITION ORGANIZATION CHART
CHART IIID-IV



@ Pending Establishment
+ Reports to Department Chairs



@ Pending Establishment
+ Reports to Department Chairs

Next Reorganization Proposal



UNIV. OF HAWAII
UH BUDGET OFFICE

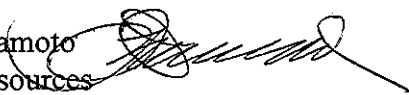
*10 OCT 14 A8:58

UNIVERSITY
OF HAWAII
HILO

October 11, 2010

MEMORANDUM

TO: Glenn Okimoto
Director, University Budget Office

FROM: Kerwin Iwamoto 
Human Resources

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Arts and Sciences**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on October 8, 2010. This reorganization separated the Department of Nursing from the Natural Sciences Division and established it as a separate School of Nursing reporting directly to the Dean of the College of Arts and Sciences.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions regarding this matter, please call me at (808) 974-7449 or email kerwini@hawaii.edu.

Enclosures

cc: UH System Office of Human Resources w/o encs.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

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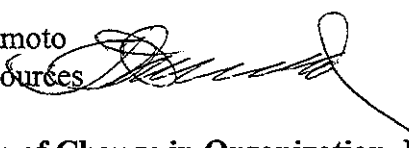


UNIVERSITY
OF HAWAII
HILO

October 11, 2010

MEMORANDUM

TO: Ms. Brenna Hashimoto
UH System Director, Office of Human Resources

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Arts and Sciences**

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Enclosure

c: ✓ UH Budget Office w/o enc.

Human Resources Management

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UNIVERSITY
OF HAWAII
HILO

October 11, 2010

MEMORANDUM

TO: Georgina Kawamura
Director, State of Hawai'i
Department of Budget and Finance

FROM: Kerwin Iwamoto 
Human Resources

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Arts and Sciences**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on October 8, 2010. This reorganization separated the Department of Nursing from the Natural Sciences Division and established it as a separate School of Nursing reporting directly to the Dean of the College of Arts and Sciences.

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Enclosures

cc: ✓ UH Budget Office w/o encs.
UH System Office of Human Resources w/o encs.

Human Resources Management

200 W. KĀWILI STREET
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UNIVERSITY
OF HAWAI'I
HILO

October 11, 2010

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai'i 96813

Dear Mr. Perreira:

**SUBJECT: Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Arts and Sciences**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on October 8, 2010. This reorganization separated the Department of Nursing from the Natural Sciences Division and established it as a separate School of Nursing reporting directly to the Dean of the College of Arts and Sciences.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions concerning this matter, please call me at (808) 974-7449 or email kerwini@hawaii.edu.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures.

- c: Ann Ebesuno, HGEA – Hawai'i Division w/o encls.
- UH System Office of Human Resources w/o encls.
- ✓ UH Budget Office w/o encls.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAI'I 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

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UNIVERSITY
OF HAWAII
HILO

October 11, 2010

Dr. J. N. Musto, Executive Director
University of Hawaii Professional Assembly
1017 Palm Drive
Honolulu, Hawaii 96814

Dear Dr. Musto:

**SUBJECT: Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Arts and Sciences**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on October 8, 2010. This reorganization separated the Department of Nursing from the Natural Sciences Division and established it as a separate School of Nursing reporting directly to the Dean of the College of Arts and Sciences.

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If you have any questions concerning this matter, please call me at (808) 974-7449 or email kerwini@hawaii.edu.

Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures

cc: UH-Hilo Human Resources Office w/o encs.

UH Office of Human Resources w/o encs.

✓ UH Budget Office w/o encs.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
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FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr




UNIVERSITY
OF HAWAII
HILO

October 11, 2010

MEMORANDUM

TO: The Honorable James R. Aiona, Jr.
Lt. Governor, State of Hawai'i

FROM: Kerwin Iwamoto
Human Resources 

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Arts and Sciences**

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Enclosure

c: UH System Office of Human Resources w/o enc.
✓ UH Budget Office w/o enc.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

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**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies, requirements of the campus, the system-wide offices and the Federal government;
- Directly supervises the personnel responsible for: the College of Arts and Sciences, the School of Nursing, the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; and the Library
- Bears senior responsibility for the effectiveness of programs such as the Hawai'i Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

**COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree and minor with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resource Center. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
FUNCTIONAL STATEMENT
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT
Page 2**

PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions and stakeholders throughout the world. Further, the PACRC houses the Hawai'i Cooperative Unit, a cooperative research unit with the U.S. Geological Survey.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

COLLEGE OF ARTS AND SCIENCES

Provides baccalaureate degree programs leading to the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Education and Minor in the Social Sciences, the Humanities, and the Natural Sciences.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences, including the School of Nursing.

- Responsible for faculty personnel actions, faculty recruitment and affiliate faculty;
- Maintains liaison with College Faculty Senate and College Faculty Senate Executive Committee, other Deans, Directors, Vice Chancellors and the Chancellor;
- Responsible for overall curriculum development and long-range planning;

DIVISIONS

(Social Sciences, Humanities, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

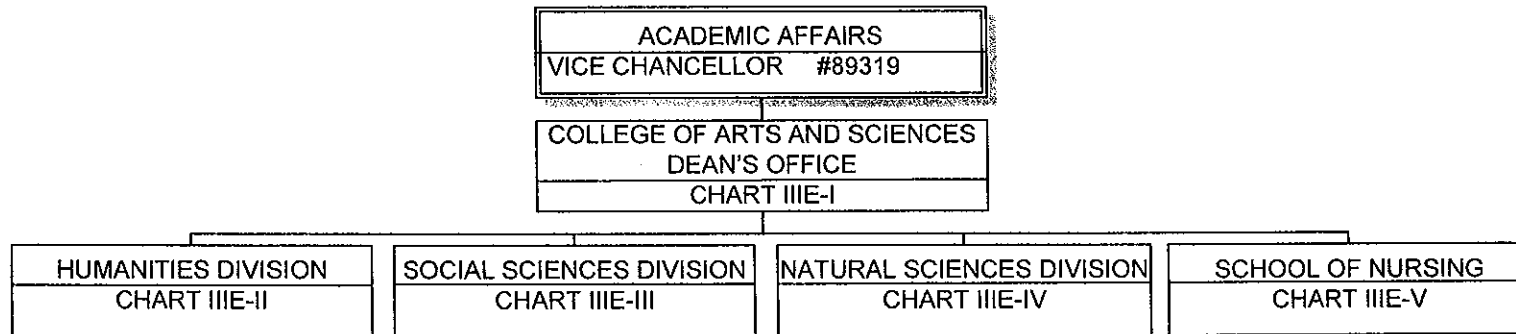
- Coordinate curricular offerings among the disciplines;
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- Consult and cooperate with other divisions on curricular matters;
- Review and process personnel transactions, administer student help and the operating and equipment budgets;

SCHOOL OF NURSING

Manage the Baccalaureate Nursing Program

- Develop and manage administrative, academic, and programmatic policies and procedures.
- Assure compliance with licensing and certification requirements.
- Maintain NLNAC accreditation.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
POSITION ORGANIZATION CHART
CHART IIID



APPROVED:


Donald O. Straney
Chancellor, UH Hilo

October 8, 2010

COLLEGE OF ARTS AND SCIENCES
DEAN #89129

NATURAL SCIENCES DIVISION
CHAIR (APPOINTED FROM
INSTRUCTIONAL POSITIONS)

SECRETARY II
SR14 #22484

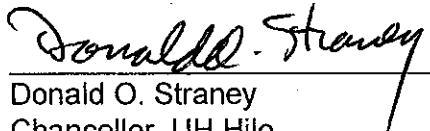
CLERK STENO II
SR9 #28622
OFFICE ASSIST. III
SR8 #900516

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
NATURAL SCIENCES DIVISION
POSITION ORGANIZATION CHART
CHART IIID-IV

BIOLOGY FACULTY:	73342(S)	82111	82322	82643	82909	83380	83424	83631	84063	84204	86408	99614F(S)@
EDUCATIONAL SP., PBA	99622F(S)@	#80902+										
CHEMISTRY FACULTY:	73258	73340(S)	82453									
EDUCATIONAL SP., PBA	#80903+											
COMPUTER SCIENCE FACULTY:	73371	83269	83648	83782	86449							
IT SPECIALIST, PBB	#78643+											
GEOLOGY-GEOPHYSICS FACULTY:	82686	82833	86412	87561								
EDUCATIONAL SP., PBB	#81750+											
MATHEMATICS FACULTY:	73255	73341(S)	82381	82801	84068	86382	86482					
MARINE SCIENCE FACULTY:	82358	82551	82915	83157	83187	83207	84211	84233	86439	86483	86540	
EDUCATIONAL SP., PBB	#78641+											
PHYSICS FACULTY:	73350	83033	83815	86373	86535	87564						
EDUCATIONAL SP., PBB	#80997+											
	99620F(S)@											

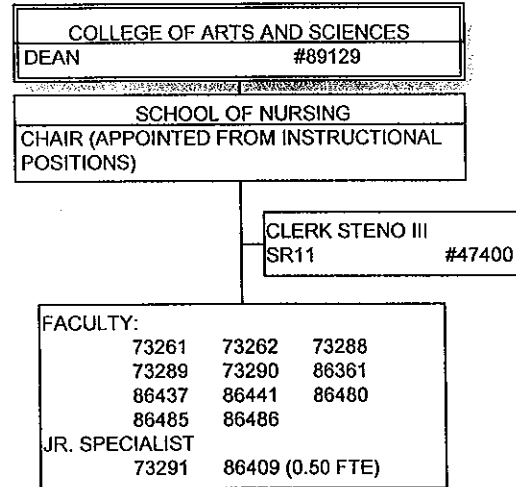
@ Pending Establishment
+ Reports to Department Chairs

APPROVED:


Donald O. Straney
Chancellor, UH Hilo


October 8, 2010

STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 ACADEMIC AFFAIRS
 COLLEGE OF ARTS AND SCIENCES
 SCHOOL OF NURSING
 POSITION ORGANIZATION CHART
 CHART IIID-V



@ Pending Establishment
 + Reports to Department Chairs

APPROVED:


 Donald O. Straney
 Chancellor, UH Hilo

October 8, 2010



UNIVERSITY
of HAWAII
MĀNOA

UNIV OF HAWAII
UH BUDGET OFFICE

10 OCT 25 A10:59

Auxiliary Enterprises

October 20, 2010

MEMORANDUM

TO: The Honorable James R. Aiona, Jr.
Lieutenant Governor, State of Hawai'i

Dayton Nakanelua
State Director, United Public Workers

Randy Pereira
Executive Director, Hawai'i Government Employees Association

University Budget Office ✓

UH System Office of Human Resources

FROM: Deborah Huebler 
Assistant Director, Auxiliary Enterprises

SUBJECT: Notification of Approved Reorganization University of Hawai'i at Mānoa
Duplicating Services

The reorganization proposal for UH Mānoa Duplicating Services has been approved by the Chancellor of the University of Hawai'i at Mānoa. The full reorganization proposal as approved is available on the official campus website:

http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

If there are any questions regarding the approved reorganization, please contact Deborah Huebler at 956-0768 or dhuebler@hawaii.edu

c: Darryl Nohara, Auxiliary Services
Rae Kim, Auxiliary Enterprises Personnel Office

1951 East-West Road
Honolulu, Hawai'i 96822
Telephone: (808) 956-2980
Fax: (808) 956-4450

An Equal Opportunity/Affirmative Action Institution

Next Reorganization Proposal



11 MAR -8 9:00

UNIVERSITY
OF HAWAII
HILO

March 4, 2011

MEMORANDUM

TO: University Budget Office

FROM: Kerwin Iwamoto
Human Resources

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Agriculture, Forestry, and Natural Resource
Management, Agricultural Farm Laboratory**

Enclosed for your information and files are copies of the organizational chart and functional statements of the above-mentioned reorganization that was approved by the Chancellor's designee on March 3, 2011. This reorganization provides for a management structure at the Agricultural Farm Laboratory by installing an official on-site supervisor.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions concerning this matter, please call me at (808) 974-7449 or email kerwini@hawaii.edu.

Enclosure

c: UH System Office of Human Resources w/o enc.

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr



UNIVERSITY
OF HAWAI'I
HILO

March 4, 2011

MEMORANDUM

TO: The Honorable Brian Schatz
Lt. Governor, State of Hawai'i

FROM: Kerwin Iwamoto
Human Resources

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Agriculture, Forestry, and Natural Resource
Management, Agricultural Farm Laboratory**

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Enclosure

c: UH System Office of Human Resources w/o enc.
✓UH Budget Office w/o enc.

Human Resources Management

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An Equal Opportunity / Affirmative Action Institution




UNIVERSITY
OF HAWAII
HILO

March 4, 2011

MEMORANDUM

TO: Ms. Brenna Hashimoto
UH System Director, Office of Human Resources

FROM: Kerwin Iwamoto 
Human Resources

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Agriculture, Forestry, and Natural Resource
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Enclosure

c: ✓ UH Budget Office w/o enc.

Human Resources Management

200 W. KĀWILI STREET
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UNIVERSITY
OF HAWAII
HILO

March 4, 2011

Dr. J. N. Musto, Executive Director
University of Hawaii Professional Assembly
1017 Palm Drive
Honolulu, Hawaii 96814

Dear Dr. Musto:

**SUBJECT: Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Agriculture, Forestry, and Natural Resource
Management, Agricultural Farm Laboratory**

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Sincerely,

Kerwin Iwamoto
Human Resources

Enclosures

cc: UH-Hilo Human Resources Office w/o encs.

UH Office of Human Resources w/o encs.

✓UH Budget Office w/o encs.

Human Resources Management

200 W. KĀWILI STREET
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UNIVERSITY
OF HAWAII
HILO

March 4, 2011

Mr. Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai'i 96813

Dear Mr. Perreira:

**SUBJECT: Notification of Change in Organization, University of Hawai'i at Hilo,
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Human Resources

Enclosures.

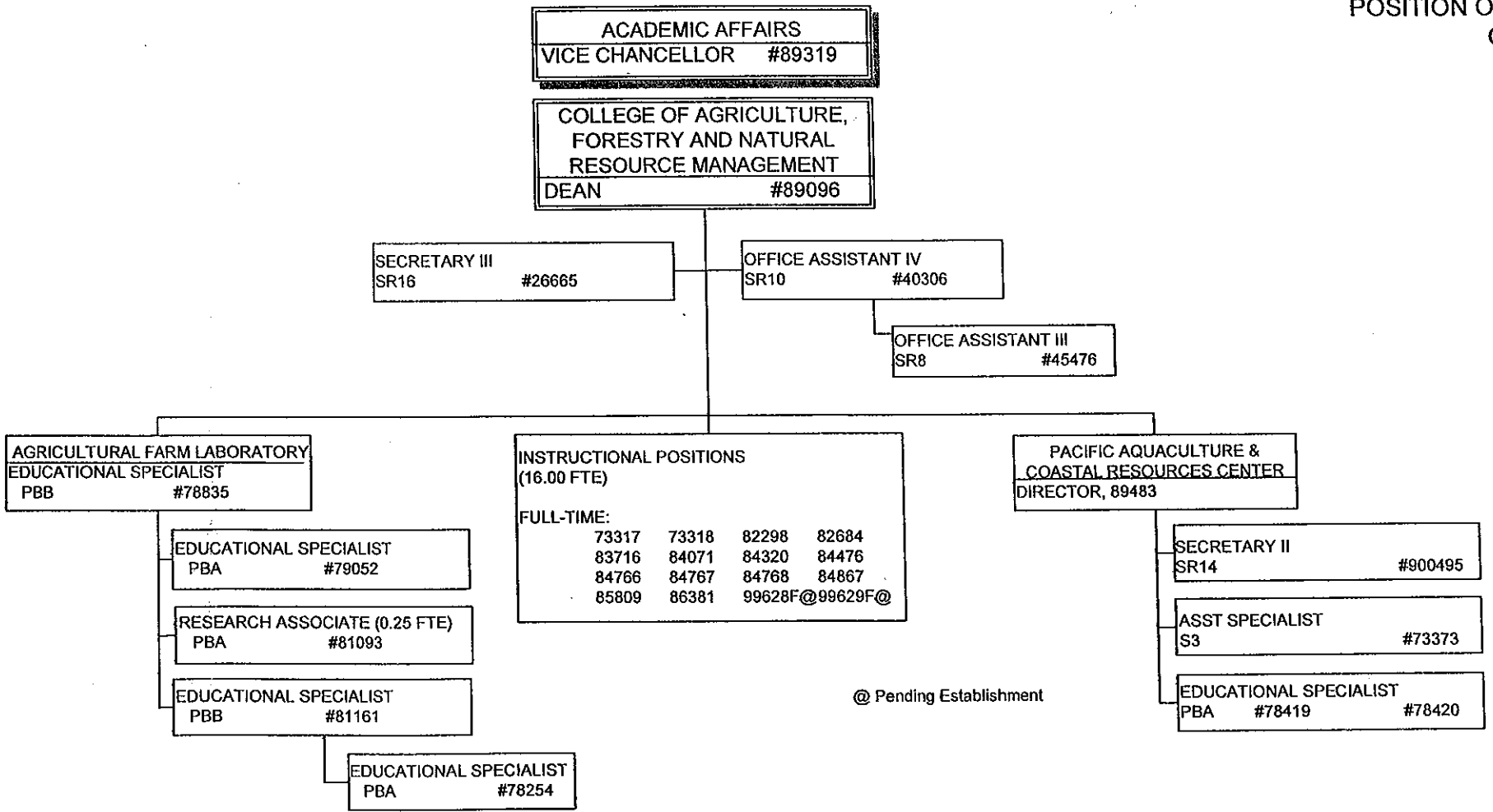
- c: Ann Ebesuno, HGEA – Hawai'i Division w/o encls.
UH System Office of Human Resources w/o encls.
✓ UH Budget Office w/o encls.


Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

www.uhh.hawaii.edu/uhh/hr

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO
ACADEMIC AFFAIRS
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT
POSITION ORGANIZATION CHART
CHART IIIC



Approved:

For Donald Straney
Chancellor, UH Hilo
March 3, 2011

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO**

FUNCTIONAL STATEMENT

**COLLEGE OF AGRICULTURE, FORESTRY AND NATURAL RESOURCE
MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree and minor with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resource Center. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales, and services in the field of agriculture and natural resource management.

- Provides courses and training for students planning agricultural and natural resource careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
FUNCTIONAL STATEMENT
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT
Page 2

PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions, and stakeholders throughout the world. Further, the PACRC houses the Hawai'i Cooperative Unit, a cooperative research unit with the U.S. Geological Survey.

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
FUNCTIONAL STATEMENT
COLLEGE OF AGRICULTURE, FORESTRY AND
NATURAL RESOURCE MANAGEMENT
Page 3**

AGRICULTURAL FARM LABORATORY

The University of Hawaii Hilo prepares students for careers in agriculture by offering a program that blends classroom education with hands-on learning provided at the University of Hawaii at Hilo Agricultural Farm Laboratory (UHHAFL) .

At the AFL, students experience putting classroom learning into practice in plant, animal, and aquaculture fields. Working with anthuriums, ornamental foliage, hydroponics, floriculture plants, orchids, forestry, vegetables, sustainable agriculture, livestock production, horses, sheep, lambs, pigs, beekeeping, tropical fruit, and aquaculture, students learn first-hand what careers in animal science and agriculture entail. .

Next Reorganization Proposal



UNIV. OF HAWAII
UNIVERSITY OFFICE

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UNIVERSITY
OF HAWAII
HILO

April 15, 2011

MEMORANDUM

TO: University Budget Office

FROM: Kerwin Iwamoto
Human Resources *Kerwin Iwamoto*

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,
Academic Affairs, College of Arts and Science and Kilohana**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on April 13, 2011. This reorganization moves an APT position from the College of Arts and Science Dean's Office to the Office of the Vice Chancellor, Academic Affairs and formally establishes Kilohana: the Academic Success Program directly under the Vice Chancellor, Academic Affairs.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions concerning this matter, please call me at (808) 974-7449 or email kerwini@hawaii.edu.

Enclosures

Human Resources Management

200 W. KĀWILI STREET
HILO, HAWAII 96720-4091
PHONE: (808) 974-7449
FAX: (808) 974-7715

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An Equal Opportunity / Affirmative Action Institution

**Office of the Vice Chancellor for Academic Affairs
College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal
Establish Kilohana: Academic Success Program and
Reassign Institutional Support (Budget Officer)**

Introduction

The Vice Chancellor of Academic Affairs is responsible for both the academic programs of the University and for managing the budgets that support those programs. This proposal will involve both the academic and the budgetary responsibilities of the VC Academic Affairs.

Kilohana: Academic Success Program

The Kilohana: Academic Success Program's mission is to support the learning and retention of all UH Hilo students by fostering the development of independent, self-motivated learners. The Program offers subject-specific support and academic skills development and builds networks with other units on campus. Not only does it offer tutoring in astronomy, physics, biology, chemistry, computer science, geography, marine science, math and writing, it also offers seminars, workshop, placement testing services and print and electronic resources for students and faculty.

Three specialist positions are assigned to staff Kilohana; one position is currently open. All three of these positions report directly to the VA Academic Affairs.

Kilohana has been operating for several years; however, it had not been officially established as a University program.

Budget Officer

The College of Arts and Science currently has its own budget officer (institutional support) position. The incumbent has provided fiscal assistance throughout the CAS. Other colleges and programs within the Academic Affairs Division have their own staff who perform accounting and budgeting functions: some have institutional support (APT) positions, some have clerical (Civil Service) positions, and others assign budgeting and accounting functions as a part of the responsibilities of their secretaries or clerks.

**Office of the Vice Chancellor for Academic Affairs
College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal
Establish Kilohana: Academic Success Program and
Reassign Institutional Support (Budget Officer)
Page 2**

Prior to 2009, the Academic Affairs VC office had no support in the budgeting and accounting areas. To remedy this, the budget officer from CAS has been splitting time between the CAS and the VC's office. In the Academic Affairs VC office role, the budget officer has been able to provide limited advice and guidance to all of the financial staff throughout the division and also provide the VC with the much of the financial information the VC needs to oversee the finances in the division.

To be effective in the role, the Vice Chancellor needs strong fiscal support located in the VC's office. The VC also needs a strong financial infrastructure to assure that all programs and units receive the help they need to consistently and accurately plan and execute their budget and manage their accounting processes.

Description of the conditions or factors prompting the proposed reorganization

Kilohana: Academic Success Program

Kilohana has been in operation for two academic years; however, it has not been formally established as a University program. As a consequence, Kilohana doesn't have its own organization code; all expenses are rolled into the VC Academic Affairs budget. There is no way to easily track expenses, to lobby for funding, or seek grants specific to Kilohana's mission.

Budget Officer

The VC for Academic Affairs needs to be able to monitor the budgets throughout Academic Affairs. In order to do so, current and accurate financial information must be readily available. A piece of that involves assuring that the people responsible for accounting and budgeting throughout the division receive accurate, timely, and consistent support and guidance. Another piece involves assuring that the VC has access to financial and budgetary information. A final piece involves providing the VC with advice and guidance in budgetary matters.

Inconsistencies are not only possible but probable when the VC's ability to maintain oversight of the financials is compromised by a lack of ready access to high quality financial information and support. Further, the possibility of providing advice and guidance to employees responsible for

**Office of the Vice Chancellor for Academic Affairs
College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal
Establish Kilohana: Academic Success Program and
Reassign Institutional Support (Budget Officer)
Page 3**

financial reporting the field is severely limited when there is only a part-time fiscal presence in the VC's office.

To move toward better support for the VC, the budget officer (institutional support) from the College of Arts and Sciences was moved part time to the VC's office in 2009. The presence of this staff person in the office has given the VC needed information and provided some resources toward establishing consistency in accounting, fiscal, and budgetary matters. However, the VC has been allocated only 25% of the budget officer's time. This is proving to be an inadequate amount of time.

Explanation of how the proposed reorganization will address these conditions or factors

Kilohana: Academic Success Program

The proposed reorganization will establish Kilohana as a program within the Academic Affairs division. It will have its own organization code, it will receive funding and be charged for its expenses, it will be a recognized and official program within the university, will be able to create its own vision and mission statement, and will be positioned for future growth.

Budget Officer

The proposed reorganization will also place the budget officer, (APT Band B, institutional support) in the Vice Chancellor for Academic Affairs Office full time. With this resource available, the VC will be able to monitor and manage the various budgets more closely. There will also be a resource available to assist the staff responsible for financial accounting in the individual colleges and programs with budget management and accounting system issues.

The budget officer will still be available to provide direct budgetary services to CAS and the other colleges, as needed.

Description of how the organization's operational, organizational, functional, and programmatic relationships will be affected, including impact on services to students, other target groups, and relationships with other segments of the University

**Office of the Vice Chancellor for Academic Affairs
College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal
Establish Kilohana: Academic Success Program and
Reassign Institutional Support (Budget Officer)
Page 4**

Kilohana: Academic Success Program

Reorganizing Academic Affairs to establish Kilohana will have no affect on the program's offerings or on the services it provides to the University community nor will its physical location change. There will be a change in the relationship between Kilohana and the fiscal/budget officers throughout the University because Kilohana will be a separate financial entity. As such, Kilohana may be asked to participate in financial discussions that have previously not been in its purview.

Budget Officer

One of the benefits of this reorganization will be providing assistance to the various positions responsible for budgeting and accounting within the division and assuring consistency in accounting and budgeting practices. Operationally, the budget and accounting staff within the division will have a resource readily available to provide guidance and answer questions. This closeness will assure that the newly-moved incumbent will be up-to-date with the financial condition in all of the colleges/units within Academic Affairs, thereby able to provide current and accurate financial information to the VC.

Discussion of the efficiencies, service improvements, or other benefits that will be achieved as a result of the reorganization

Kilohana: Academic Success Program

The efficiencies from this reorganization result from creating a separate organization with a separate organization code. We will be able to track expenses related to providing the various services from Kilohana and be positioned to be able to determine if we are satisfied with the way we are spending our money and the amount of money we're spending.

As a separate entity, Kilohana will be able to make its own case for funding from the legislature and from grant-providing organizations because it can highlight its accomplishments and put a face on the students it serves.

**Office of the Vice Chancellor for Academic Affairs
College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal
Establish Kilohana: Academic Success Program and
Reassign Institutional Support (Budget Officer)
Page 5**

Budget Officer

The people performing accounting, budgeting, and fiscal work in the various colleges and programs within Academic Affairs will have access to consistent technical support and guidance.

The VC for Academic Affairs will have improved budgetary oversight that will allow proactive monitoring of budgets. The VC will be able to take action to head off potential problems instead of reacting to them.

The College of Arts and Sciences will continue to benefit from the financial acumen of its former employee while those portions of the employee's job description that focused on other-than fiscal data analysis will be reassigned within the college.

Complete description of the resource requirements or savings associated with the reorganization, including funding, equipment, other resources, positions, space

Kilohana: Academic Success Program

No additional resources will be required to effect this reorganization. The current staff and facilities will simply be transitioned to the new organization.

Budget Officer

No additional resources will be required to effect this reorganization. Because the incumbent has worked part-time in the Vice Chancellor's office, office space and equipment are in place.

No new positions are anticipated in the CAS.

There will be a redescription of the position that is being moved. The redescription will result in an analysis of the position's duties, responsibilities, and qualifications.

**Office of the Vice Chancellor for Academic Affairs
College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal
Establish Kilohana: Academic Success Program and
Reassign Institutional Support (Budget Officer)
Page 6**

Explanation of the source of resources needed to implement the reorganization, e.g. reallocation from within the program, or major unit, or new revenue

Kilohana: Academic Success Program

There will be no new funds expended. The current salaries of the Kilohana employees will follow them to the newly-established program. The same facilities and equipment will be used as well.

Budget Officer

The newly moved budget officer (institutional support) will bring his salary with him when he moves to the VC's office. If there is an increase in salary resulting from the position redescription, it will be covered by internal reallocation of funds.

Discussion of the programmatic impact of the proposed reorganization on the University

Kilohana: Academic Success Program

The reorganization should be transparent to the University community relative to the programmatic offerings. The reorganization will not change Kilohana's offerings.

Budget Officer

This reorganization has no direct affect on programs. Possible indirect affects should be a more efficient and more effective use of funds as the VC Academic Affairs will have the information needed to strategically manage the division's resources and budgetary/fiscal employees within the various colleges and programs will have strong financial guidance and support.

List all permanent and temporary positions that will be affected by the reorganization including each position number, whether it is vacant or occupied, and the impact of the reorganization on the position(s)

**Office of the Vice Chancellor for Academic Affairs
College of Arts and Sciences
University of Hawai'i at Hilo
Reorganization Proposal
Establish Kilohana: Academic Success Program and
Reassign Institutional Support (Budget Officer
Page 7**

Kenith Simmons, Interim Vice Chancellor, Academic Affairs, #89319; gains a new direct report (Institutional Support # 78802)

Randy Hirokawa, Dean, CAS #89129; loses a direct report (Institutional Support #78802)

Scott Kawachi; Institutional Support (Budget Officer) #78802; change of direct supervisor from the CAS Dean to the VC Academic Affairs

Note: The staff of Kilohana will continue to report to the V.C, for Academic Affairs. There will be no new reporting relationships as a result of this reorganization.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i at Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates, and evaluates all academic programs and budgets;
- Directly supervises the personnel responsible for: the College of Arts and Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; the Library; and Kilohana: Academic Success Program;
- Bears senior responsibility for the effectiveness of programs such as Hawai'i Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT HILO**

FUNCTIONAL STATEMENT

KILOHANA: ACADEMIC SUCCESS PROGRAM

Kilohana: Academic Success Program supports the learning and retention of all UH Hilo students by fostering the development of independent, self-motivated learners.

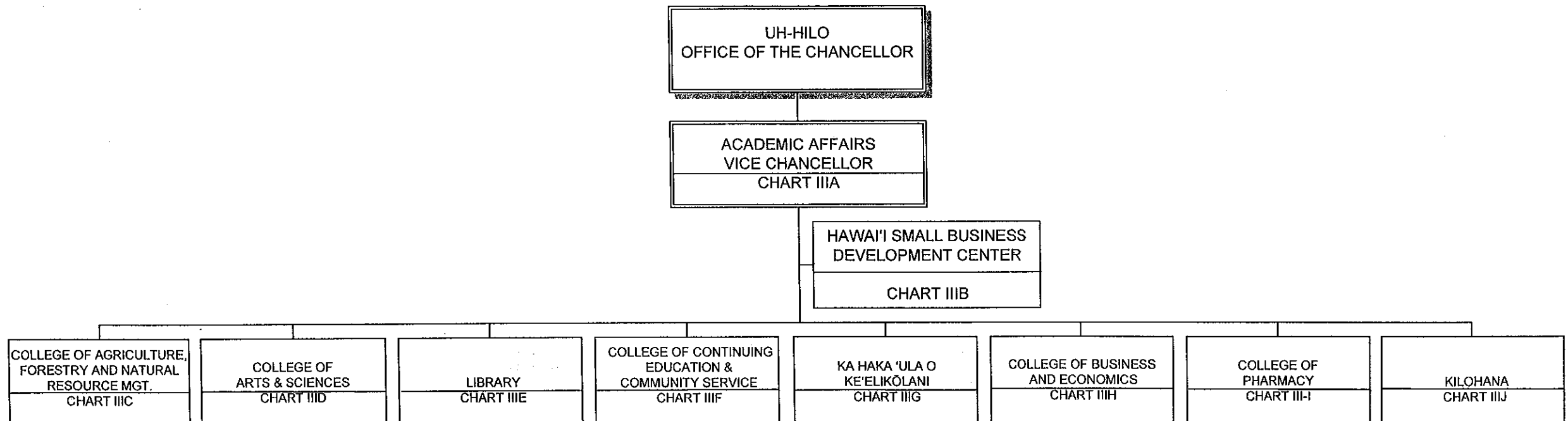
The Program offers subject-specific support and academic skills development and builds networks with other units on campus.

It offers tutoring in


- astronomy,
- physics,
- biology,
- chemistry,
- computer science,
- geography,
- marine science,
- math
- and
- writing.

It also offers seminars, workshop, placement testing services, and print and electronic resources for students and faculty.

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
POSITION ORGANIZATION CHART
CHART III

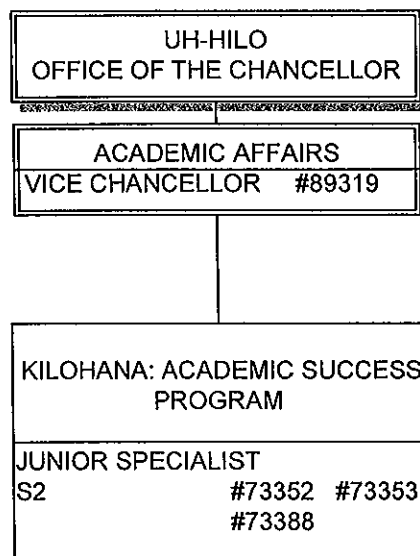


Approved:


Donald Straney
Chancellor, UH Hilo

April 13, 2011

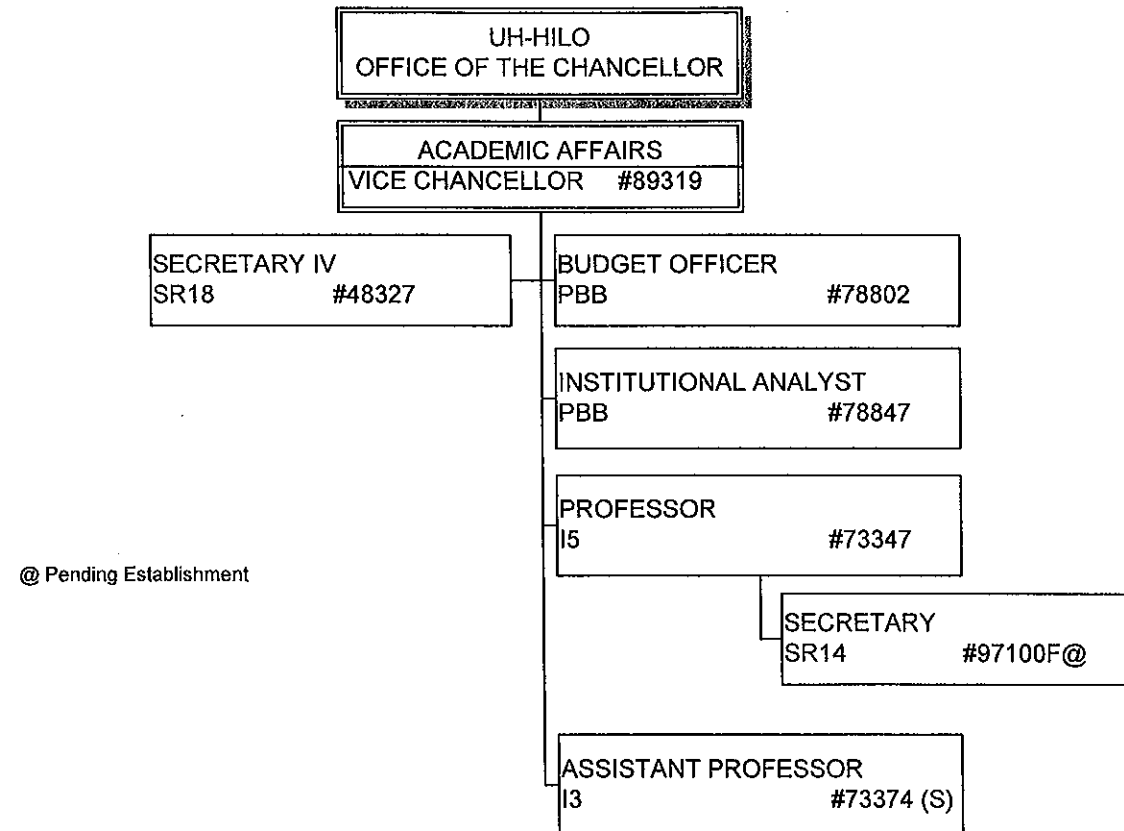
STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT HILO
 ACADEMIC AFFAIRS
 KILOHANA: ACADEMIC SUCCESS
 PROGRAM
 POSITION ORGANIZATION CHART
 CHART IIIJ




Approved:

Donald Straney April 13, 2011
 Donald Straney
 Chancellor, UH Hilo

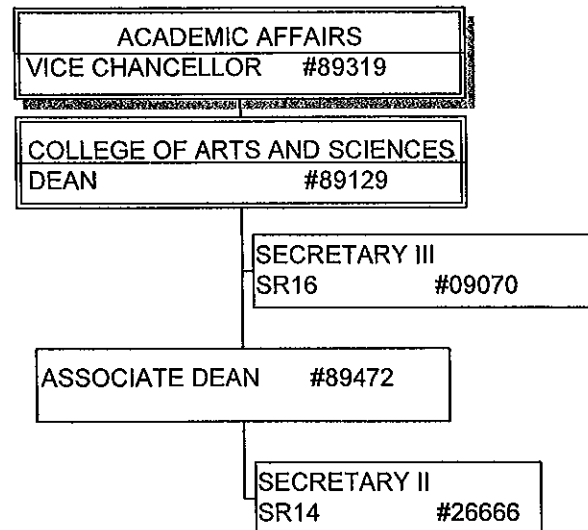
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
VICE CHANCELLOR'S OFFICE
POSITION ORGANIZATION CHART
CHART IIIA




Approved:


April 13, 2011
Donald Straney
Chancellor, UH Hilo

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT HILO
ACADEMIC AFFAIRS
COLLEGE OF ARTS AND SCIENCES
DEAN'S OFFICE
POSITION ORGANIZATION CHART
CHART IIID



Approved:


Don Straney
Chancellor, UH Hilo

April 13, 2011