

**STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEM WIDE ADMINISTRATION
OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC
AFFAIRS/PROVOST
(OEVPA/Provost)**

FUNCTIONAL STATEMENT

INTRODUCTION

The OEVPA/Provost provides executive leadership in setting forth the system wide academic vision and goals for the University of Hawaii in collaboration with internal and external stakeholders and is comprised of five offices: Academic Affairs and Personnel Administration Office; Planning, Policy, and Accountability Office; Institutional Research and Analysis Office; the Hawaii P-20 Partnerships for Education Office; and Human Resources.

MAJOR FUNCTIONS

- Advises the President and university executives on academic matters.
- Establishes the higher education agenda for the University of Hawaii.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawaii.
- Facilitates a council of campus chief academic officers for planning and policy purposes.
- Provides leadership and support for system wide articulation and transfer.
- Develops academic plans, policies and procedures. Reviews all academic policies and programs prior to action by the President.
- Serves as academic liaison with State and national academic educational boards and other system wide University offices.
- Formulates mission and planning documents, policy statements, recommendations for action, and guidelines for implementation.
- Develops and implements system wide tuition policies and procedures.
- Serves as academic liaison with state and federal educational boards, stakeholder groups, system wide University offices, and the All Campus Council of Faculty Senate Chairs.
- Manages University wide institutional long range planning efforts and provides planning support.
- Coordinates policy development/analysis and institutional assessment initiatives and serves as chief spokesperson on assessment and accountability issues.
- Provides leadership and direction for institutional research for the ten campuses of the UH system.
- Oversees system wide P-20 policies, programs, and initiatives, including those for GEARUP and P-3.
- Support and promote the P-20 Council's efforts to develop a seamless

system of educational delivery.

- Monitors system wide distributed learning and international education planning and policies.
- Provides executive leadership in the management of Systemwide non-academic human resources administration.
- Oversees the development and maintenance of personnel policies and procedures to ensure compliance with Board of Regents' Policies, Executive policies, State statutes, federal laws and regulations, administrative procedures, and applicable collective bargaining agreements.
- Monitors the administration of the University's classification and compensation system for APT and E/M personnel and of the State's classification and compensation plans for civil service employees.
- Provides guidance in the negotiation of collective bargaining agreements and oversees the implementation of grievance administration for non-academic personnel.

ACADEMIC AFFAIRS AND PERSONNEL ADMINISTRATION OFFICE

INTRODUCTION

The Academic Personnel and Administration Office provides system wide executive staff support in two major functional areas: first, academic affairs through the Council of Chief Academic Officers (CCAO), e.g., new program proposals, and support as it relates to academic policies affecting all campuses, faculty and student policy issues, and liaising to the All Campus Council of Faculty Senate Chairs (ACCFSC); and second, exercising leadership at the system level for academic personnel administration including development of academic personnel administration policies and providing system-wide leadership in academic personnel administration, e.g., interpretation of the academic personnel collective bargaining agreement, conducts investigations into academic personnel matters, and serves as a consultant to campuses on academic personnel administrative matters.

MAJOR FUNCTIONS

ACADEMIC AFFAIRS FUNCTIONS

- Reviews academic plans and develops/revises policies and procedures.
- Initiates, coordinates and supports system-wide academic initiatives.
- Provides staff support to the Council of Chief Academic Officers and other system wide academic committees.
- Ensures that campus program proposals are consistent with University guidelines.
- Serves as the Vice President's liaison to the All Campus Council of Faculty Senate Chairs.
- Reviews academic policies and proposals requiring President or Board of Regents action.
- Prepares required reports for the Board of Regents.

- Researches and consults with university wide constituents on emerging academic affairs issues in higher education at the national, state, and local levels.
- Prepares responses to international, national, and local inquiries and ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President on university and state educational policies and practices.

ACADEMIC PERSONNEL ADMINISTRATION FUNCTIONS

Academic Personnel Administration

- Collaborates with the VPAPP in the development of strategies to provide system-wide coordination relating to academic personnel administration, policies, practices, and compliance with collective bargaining agreements in a manner responsive to campus operating practices and needs, yet consistent with the intent of the collective bargaining agreement and applicable university policies and procedures, e.g., system-wide tenure and promotion.
- Provides consultative assistance to Chancellors, senior executives and academic personnel administrators in the interpretation and application of the academic collective bargaining agreement, Board of Regent, and university academic personnel policies and procedures.

Academic Personnel Labor Relations

- Conducts fact-finding and other personnel administration related investigations relating to academic personnel prepares and submits to appropriate authority investigatory report and/or conclusions and recommendations may assist in final impasse resolution proceedings, such as arbitration, and may be designated by the President as the President's designee in the academic grievance review process.
- Develops and conducts training on academic personnel labor relations and collective bargaining including the terms, conditions and interpretation of academic collective bargaining agreement with UHPA.

Academic Personnel Collective Bargaining Negotiations

- Provides research and analytic staff support in master agreement negotiations and associated memoranda of agreement.
- Conducts training on negotiated changes and on the application and interpretation of provisions of the negotiated collective bargaining agreement.
- As determined by the President, may be designated as a University negotiations spokesperson for academic personnel negotiations.

Academic Personnel Grievance Adjudication and Resolution

- Assists the university's General Counsel in the preparation of cases for mediation and arbitration.

PLANNING, POLICY, AND ACCOUNTABILITY OFFICE

INTRODUCTION

The Planning, Policy, and Accountability Office plays a central role in system wide institutional planning, including planning assumptions, mission statement and strategic plan updates, and tuition-setting; development of Board of Regents and executive planning policies; establishment of system wide benchmarks and

performance measures to meet legislative reporting requirements; special studies and reports that provide key background information on academic planning and policy-related issues; management of the organization's administrative operations.

MAJOR FUNCTIONS

- Serves as resource to campuses in providing planning policy interpretation and guidance, monitors system wide planning initiatives, assists the effort to link the planning and budgeting processes, and facilitates priority-setting at system and campus levels.
- Assists senior executives with the formulation of Board and executive policies across the full array of university activities.
- Consults with university and external constituents on emerging issues in higher education at the local, national, and international levels; and conducts research, institutional comparisons, and analyses.
- Prepares reports, studies, or briefing papers in response to requests from the Board of Regents, President of the University of Hawai'i, and local, national, or international entities.
- Manages state and university assessment and accountability reporting requirements for the EVPAA/Provost.
- Serves as liaison with state agencies and other external stakeholders to ensure that university plans are consistent with state priorities and planning efforts, and the University of Hawai'i's strategic objectives are communicated.
- Supports tuition-setting and analyses.
- Facilitates university initiatives in support of system strategic goals, such as the development of faculty and staff across the system.
- Facilitates university initiatives that have system wide impact and address strategic outcomes such as educational access or workforce development through distance learning efforts.
- Provides legislative support to the Executive Vice President for Academic Affairs/Provost by preparing testimony, reports, and studies.
- Serves as the university wide source of expertise on issues relating to institutional assessment and accountability.
- Coordinates the development and maintenance of university wide benchmarks/institutional effectiveness indicators, and prepares required institutional reports.
- Provides expert analysis for university wide planning, policy analysis, research, and executive decision making.
- Handles administrative operations for the EVPAA/Provost, including budget and personnel.
- Coordinates system wide assessment, research, and surveys.
- Produces documents and briefings for accountability purposes to internal and external audiences.

INSTITUTIONAL RESEARCH AND ANALYSIS OFFICE

INTRODUCTION

The Institutional Research and Analysis Office is responsible for providing analyses and management information for use in planning, decision-making, assessment and policy formulation. The Office manages the Operational Data Store (ODS), and develops and maintains the student data warehouse. It is responsible for data administration; systemized series of MAPS reports; data analyses support for administrators; Student Tracking Systems; responding to requests for information from internal and external agencies and individuals, developing and producing special studies in response to management requirements, special reports and studies; coordinating and responding to selected surveys sent to the university; coordinating the university's IPEDS input; coordinating response to applicable federal mandates; assisting in the development of an integrated UH data warehouse capability; and conducting training (data warehouse, IPEDS, etc.)

MAJOR FUNCTIONS

Information Services Functions

- Designs systematic reports, develops formats, defines terms, and summarizes and analyzes data to be distributed to university administrators and campus personnel as part of Management and Planning Support Studies (MAPS), and other special studies.
- Researches key changes in programs, course offerings, and other required information, and updates master code and lookup tables used in the generation of system-wide reports from data housed in administrative databases.
- Develops and coordinates on-line database structures and warehouses, including system design, systematic data, definition, installation, and training, e.g., the ODS and the university's student data warehouse and management information reporting system.
- Designs and develops automated reports or new administrative computer systems by using the latest computer technology (including the World Wide Web); and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.

System wide Data Administration Functions

- Develops, administers, coordinates, and monitors data management information on a system-wide basis for ODS and the student data warehouse.
- Administers and manages the master code set and data element definitions in ODS and the student data warehouse to ensure data integrity and consistency.
- Coordinates, monitors, and responds to information needs as required by university administrators, planners, staff, and external agencies such as other state departments and federal agencies; requirements include IPEDS, Student Right-to-Know, requests from the private sector, and special legislative requests.
- Coordinates and conducts workshops, training sessions, and committees to facilitate the dissemination of information and information analysis to UH administrators and campus/program directors and their staff as part of the university's overall management program.

Analytical Services Functions

- Provides system wide direction for institutional research.
- Researches and prepares analyses supported by charts and graphs for management and planning support reports, assessment reports, and special reports as required.
- Researches, identifies and defines key data elements required for university wide data use and analysis; develops policies and procedures required to systemize data across campuses; and disseminates information on definitions, scope, and use of these data elements.
- Develops and utilizes analytical techniques to support the university's institutional and campus-level planning process, including simulated models, enrollment projection models, quantitative unit activity and resources indicators analyses; workload measures; program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; and student progress and outcomes analyses.
- Researches system-wide indicators and develops analytical data and studies on the factors affecting university programs, and researches and summarizes the external benefits directly or indirectly attributable to university programs.
- Provides analytical support, training, and consultation to campuses regarding the data and tables in ODS and the student data warehouse, and academic planning and analysis and the utilization of analytical techniques and systems.
- Provides technical support and consultation in the training and dissemination of computer modeling and statistical techniques as required for operations and strategic planning.

HAWAII P-20 PARTNERSHIPS FOR EDUCATION OFFICE

INTRODUCTION

The Office of Hawai'i P-20 Partnerships for Education Office is responsible for developing policies, plans, and coordinating the implementation joint public-private ventures which have as their goals improving academic achievement of learners at all levels, closing the gap between those who have traditionally been well-served by educational institutions and those who have not, and—ultimately—improving the quality of life of all people of the state by enhancing the quality of our workforce and engendering greater civic engagement.

MAJOR FUNCTIONS

- Develops system wide policies, programs, and initiatives designed to promote attainment of the P-20 mission to assure that more of Hawaii's people persist through this pipeline.
- Partners with the Hawai'i Department of Education, the Good Beginnings Alliance and the University of Hawai'i to work with the P-20 Council to develop a seamless system of educational delivery to prepare Hawai'i's learners for success.
- Advises the Executive Vice President for Academic Affairs/Provost and other university executives on P-20 plans and initiatives.
- Coordinate, facilitate and partners in program development and

administration efforts with the University of Hawai'i system and with participating state agencies and community stakeholder groups, e.g., the Hawai'i Department of Education, the Good Beginnings Alliance.

- Serves as liaison to local, state and federal academic educational entities, system wide university offices, the State Department of Education, the legislature, and community stakeholder groups.

OFFICE OF HUMAN RESOURCES

MAJOR FUNCTIONS

The Office of Human Resources has systemwide responsibility for human resources management as further described below.

The System Director of Human Resources is responsible for planning, organizing, and managing the University's human resources programs in conjunction with the campus human resources offices. This responsibility includes developing, implementing, and maintaining personnel policies and procedures to ensure compliance with Board of Regents' Policies, Executive policies, State statutes, federal laws and regulations, administrative procedures, and applicable collective bargaining agreements; administering the University's classification and compensation system for APT and E/M personnel and of the State's classification and compensation plans for civil service employees; reviewing E/M appointments and other personnel actions; directing special projects and studies; providing leadership and advice to senior level executives; negotiating collective bargaining agreements; conducting hearings and rendering decisions on grievances; and administering the University's employee benefits, and staff development and training programs.

SYSTEM SUPPORT AND ANALYSIS SECTION

- Provides leadership in analyzing, developing and implementing functional components of new electronic human resources systems
- Serves as liaison between OHR and State agencies on technological matters
- Provides support to personnel officers in the processing of personnel transactions
- Serves as central source of systemwide human resources information
- Oversees the University's automated leave accounting system
- Develops and conducts studies and analyses to provide data to management for program development
- Undertakes special projects and conducts special studies as required
- Implements BOR collective bargaining provisions as they relate to electronic data processing
- Implements civil service collective bargaining provisions as they relate to electronic data processing
- Supports internal (OHR) computer requirements
- Provides leadership in overseeing and implementing the University's leave accounting system

CIVIL SERVICE EMPLOYEE RELATIONS SECTION

- Oversees and coordinates the labor relations program for civil service employees
- Interprets State personnel rules, policies and collective bargaining agreements relative to the management and direction of civil service employees
- Administers and oversees, on a systemwide basis, the civil service recruitment, examination and personnel transaction programs
- Reviews and recommends the compensation, pricing and repricing of civil service classes
- Administers and coordinates the civil service job performance evaluation program
- Oversees and administers the State's return to work priority program for the

University system

- Coordinates and implements the State's Reduction in Force (RIF) and Separation Incentive Program for the University system
- Implements and oversees the State's Commercial Driver's License Alcohol and Drug Testing Program
- Serves as custodian of official personnel files for all civil service employees

CLASSIFICATION AND BENEFITS SECTION

- Maintains Human Resources section of Administrative Procedures Manual to provide complete, comprehensive instructions for performing specific tasks
- Recommends revisions to Human Resources sections of Board of Regents and Executive policies as appropriate
- Conducts comprehensive and ongoing training of employees responsible for performing human resources management functions, including training in federal and State laws, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Coordinates training programs to assist employees in performing existing tasks and to prepare them for future advancement
- Implements formal compliance review program to identify violations of federal and State laws, collective bargaining requirements, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Develops standardized evaluative criteria for the classification of APT positions so as to insure objectivity and equity
- Develops class specifications for new E/M positions
- Reviews E/M and APT classification and reclassification actions to insure compliance with established criteria
- Takes final classification actions on civil service positions and represents the University before appellate boards and commissions
- Compiles and analyzes E/M, APT and faculty salary survey data, e.g., CUPA-HR
- Develops E/M and APT compensation plans to ensure salary equity
- Monitors E/M and APT salaries to insure compliance with approved compensation plans and collective bargaining agreements
- Coordinates with EEO/AA Office in the review of E/M and APT salaries so as to avoid charges of unlawful discrimination
- Coordinates the State's benefits programs (EUTF, ERS, Deferred Compensation, Tax Sheltered Annuities) for University employees on a systemwide basis and serves as liaison with State agencies

COLLECTIVE BARGAINING AND LABOR RELATIONS SECTION

- Provides research and analytical support to State and University negotiators in Unit 07 and Unit 08 negotiations
- Drafts proposals for negotiations as required
- Participates in collective bargaining negotiations as required
- Serves as President's Designee to adjudicate APT and civil service grievances
- Provides support to the President's Designee in faculty grievances
- Advises and interprets collective bargaining agreements, personnel statutes, rules, regulations and policies
- Conducts training on terms and conditions of new collective bargaining agreements
- Coordinates and administers the job performance review program for Board of Regents' appointees
- Develops and conducts training on labor relations issues for supervisors and managers
- Develops Administrative Procedures regarding labor relations issues as appropriate