

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

FUNCTIONAL STATEMENT

The University of Hawai'i at Hilo is comprised of six (6) major educational delivery units: the College of Arts & 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; and the College of Continuing Education and Community Service. Also, there are courses and programs in West Hawai'i, managed by Hawai'i Community College. In addition to the instructional components, there is a wide range of support activities grouped under the following headings: Administrative Affairs; Library Services; Student Affairs; University Relations; Intercollegiate Athletics; Mauna Kea Management; Institute for Agricultural Marketing and Education; and Technology and Distance Learning. The role of the campus is complex in that it offers a broad range of higher educational activities, coordinated under a single administration, designed to meet most of the post-secondary education needs of the citizens of the State of Hawai'i.

OFFICE OF THE CHANCELLOR

Within the policies and guidelines set forth by the President of the University, its Board of Regents, and by the State of Hawai'i, the chief executive officer of the University of Hawai'i at Hilo provides leadership, direction, and coordination for the students, faculty, and staff in their programmatic activities. More particularly, the Office of the Chancellor:

- Directs the development and implementation of the academic, fiscal, and physical plans of the University of Hawai'i at Hilo;
- Interprets the objectives and development of the University of Hawai'i to the citizens of the County of Hawai'i, to the alumni community, and to the students and their parents;
- Provides executive leadership in the administration of the instructional, research, and public service programs;
- Maintains effective working relationships with the Central Administration of the University of Hawai'i, the University of Hawai'i at Mānoa, the University of Hawai'i-West O'ahu, and the Community Colleges;
- Acts on behalf of the President of the University on all matters affecting the University in the County of Hawai'i;
- Provides timely responses to information and data requests from the System, State, and Federal governments and the administration of programs to enhance the functions of the University;
- Oversees the Institute for Agricultural Marketing and Education; and
- Provides general direction to the Office of Mauna Kea Management.

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FUNCTIONAL STATEMENT

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

Under the direction of the Chancellor,

- Assures adherence to all Federal, State, and University of Hawaii statutes and regulations affecting recruitment, employment and continued appointment of University personnel;
- serves as grievance officer for all matters and all personnel concerning charges of discrimination and/or harassment.

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FUNCTIONAL STATEMENT

WOMEN'S CENTER

Under the direction of the Chancellor,

- addresses concerns of women students, staff, and faculty through counseling, workshops, and conferences.

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INSTITUTE FOR AGRICULTURAL MARKETING AND EDUCATION

With oversight provided by the Office of the Chancellor, in cooperation with the United States Department of Agriculture, distributes agricultural marketing and agricultural education throughout the Pacific Basin using state-of-the-art video and internet technology.