



UNIVERSITY
of HAWAII
MĀNOA

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MANOA CHANCELLOR'S
OFFICE

College of Tropical Agriculture and Human Resources
Founding College of the University of Hawai'i
Office of the Dean and Director

November 2, 2011

MEMORANDUM

TO: Virginia S. Hinshaw
Chancellor

VIA: Reed Dasenbrock
Vice Chancellor for Academic Affairs

FROM: Sylvia Yuen
Interim Dean and Director, CTAHR

SUBJECT: Reorganization Proposal for the College of Tropical Agriculture and Human Resources (CTAHR)

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the College of Tropical Agriculture and Human Resources (CTAHR) at the University of Hawai'i at Mānoa.

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The purpose of this reorganization is to establish the Western Insular Pacific Sun Grant Subcenter within CTAHR as authorized by the Food, Conservation, and Energy Act of 2008 by the 110th Congress of the United States of America. This action will formally associate the University of Hawai'i with the Sun Grant program and provide added visibility to the University of Hawai'i at Mānoa as only the third U.S. institution that can claim Land, Sea, Space, and Sun Grant status. The establishment will also facilitate collaboration with other regional Sun Grant Centers in the nation.

BACKGROUND:

Pursuant to Administrative Procedure A3.101 *University of Hawai'i Organizational and Functional Changes* dated March 2008, reorganizations that:

3050 Maile Way, Gilmore Hall 202 Honolulu, Hawai'i 96822-2271
Telephone: (808) 956-8234 Fax: (808) 956-9105
Email: dean@ctahr.hawaii.edu
An Equal Opportunity/Affirmative Action Institution

- a) do not have an impact on BOR policy and/or laws;
 - b) do not create, eliminate, or significantly change the responsibilities of programs that report directly to the Board or President;
 - c) do not incur significant additional expenses; or
 - d) do not have significant programmatic impact on the University
- may be approved by the Board of Regents or under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3:101, Section 3b).

This reorganization proposal to establish the Western Insular Pacific Sun Grant Subcenter has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached Executive Summary and Narrative proposal.

ACTION RECOMMENDED:

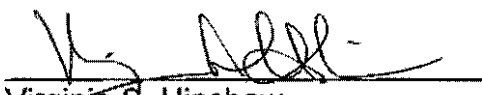
It is recommended that the attached reorganization proposal for the College of Tropical Agriculture and Human Resources at the University of Hawai'i at Mānoa be approved.

Should you have any questions, please contact Sylvia Yuen at 956-8234 or at syuen@hawaii.edu.

Attachments:

- 1. Executive Summary – Attachment 1
- 2. Narrative – Attachment 2
- 3. Current Organizational Charts and Functional Statements – Attachment 3
- 4. Proposed Organization Charts and Functional Statements – Attachment 4
- 5. Copies of letters and responses regarding the establishment of the Subcenter – Attachment 5

APPROVED / DISAPPROVED:


 Virginia S. Hinshaw
 Chancellor

12-4-11
 Date

Reorganization Proposal
College of Tropical Agriculture and Human Resources
University of Hawai'i at Mānoa

Executive Summary

- I. Purpose: Explain the purpose of this reorganization and the anticipated overall impact.

The purpose of this reorganization to establish the Western Insular Pacific Sun Grant Subcenter is to formally associate the University of Hawai'i with the Sun Grant program and provide added visibility to the University of Hawai'i at Mānoa as only the third U.S. institution that can claim Land, Sea, Space and Sun Grant status. Establishment of the Subcenter will also facilitate collaboration with the nation's other regional Sun Grant Centers.

The 110th Congress of the United States of America passed the "Food, Conservation, and Energy Act of 2008," more commonly known as the "2008 Farm Bill." The act contains authorization language to establish the Sun Grant Program, and authorizes the Secretary of the Department of Agriculture to establish and carry out a program to provide grants to the sun grant centers and subcenter to: enhance national energy security through the development, distribution, and implementation of biobased energy technologies; promote diversification in, and the environmental sustainability of, agricultural production in the United States through biobased energy and product technologies; promote economic diversification in rural areas of the United States through biobased energy and product technologies; and enhance the efficiency of bioenergy and biomass research and development programs through improved coordination and collaboration among the Department of Agriculture; the Department of Energy; and land-grant colleges and universities.

The Act authorized five Regional Sun Grant Centers: North-Central, Southeastern, South-Central, Western, and Northeastern. The Act also authorized the Western Insular Pacific Subcenter at the University of Hawai'i for the region of Alaska, Hawai'i, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

- II. Major Elements of the Proposal: Explain or list the key changes being proposed in this reorganization relative to purpose and results.

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This reorganization proposes to:

- A. Officially recognize the Subcenter as an organizational unit within the University of Hawai'i.
- B. Enhance the visibility of and facilitate bioenergy research and outreach.

III. **Resource Impact:** Explain the resources impacted as a result of this reorganization. If there is no impact, reflect "None" for each category as appropriate.

A. **Budget**

- 1. What is the estimated cost of the reorganization? None.
- 2. Are additional funds needed? If so, how will the cost of the reorganization be funded?

There are no additional costs associated with the reorganization. The Subcenter will primarily be supported by grants, contracts and RTRF. The only State General funds used to support the Subcenter will be the funds associated with the salary of the Director, a tenured faculty member in CTAHR, who will direct the Subcenter as part of his or her faculty assignment.

- 3. Will the reorganization result in cost savings or be cost neutral?

This reorganization will be cost neutral because it reflects the way administrative services are currently provided. In fact, this reorganization will increase grant and contract revenue through collaborative, multi-institutional initiatives with other Sun Grant Universities.

B. **Operational**

- 1. What is the overall impact on faculty and staffing responsibilities, if any?

The Western Insular Pacific Sun Grant Subcenter will be in the College of Tropical Agriculture and Human Resources (CTAHR), and will be administered by a tenured faculty member who will serve as the Subcenter Director. The Director will be appointed by the CTAHR Dean and will report to the Associate Dean and Associate Director for Research (position number: 89124).

Grants and contracts received through the auspices of the Subcenter will be managed by the Subcenter. The Subcenter will manage the U.S.

Department of Energy (USDOE) grant entitled "Development of High Yield Tropical Feedstocks and Biomass Conversion" project which is currently funded at \$1,919,250. The FY 2010 funding secured an additional \$6,000,000. Language in the Energy and Water Development Appropriations Subcommittee report states, "Finally, of the total provided for the Development of High Yield Tropical Feedstocks and Biomass Conversion project, \$2,000,000 is for support of on-farm demonstration of feedstock production and conversion technologies and the Committee recommends expansion of these activities to the American Pacific region through a partnership with the Western Insular Pacific Subcenter."

Besides the biomass programs in the U.S. Department of Energy, U.S. Department of Agriculture, U.S. Department of Defense and other federal agencies have or are starting initiatives in feedstocks for bioenergy and biofuels for commercial and military applications. The Subcenter would be an ideal venue to develop collaborative bioenergy initiatives with the American Pacific and Alaska as articulated in the vision statement of the Pacific Land Grant Alliance.

2. Will additional faculty/support personnel be required? If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization?

Yes. Other temporary positions needed to support the efforts of the Subcenter will be funded by grants, contracts, and/or RTRF funds.

3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation? None
4. Identify faculty/staff positions impacted by the anticipated changes. None

C. Space

Will additional space outside own resources/allocations be required? If so, has CTAHR Administration and/or the designee been consulted?

No. The Subcenter will be housed in office(s) provided by CTAHR.

IV. Consultation: Explain or list the individuals and groups consulted and the key comments/feedback received.

Consultations with affected units have occurred in the development of this proposal. The proposal has been reviewed by CTAHR administrators, departments, and Faculty Senate, as well as the Sun Grant Western Regional

Center. The proposal has also been reviewed by the Mānoa Faculty Senate's Committee on Administration and Budget (CAB) and Committee on Research and Graduate Education (CORGE), Mānoa Budget, Mānoa Finance and Accounting, and Mānoa Human Resources offices in consultation with the University of Hawai'i Professional Assembly (UHPA). The feedback received by all parties was positive and supportive with minimal technical clarifications.

Letters of recommendation are attached from:

- a) Dr. William G. Boggess, Director, Sun Grant Western Regional Center
- b) Dr. Charles Kinoshita, Associate Dean of Academic and Student Affairs, CTAHR
- c) Dr. Goro Uehara, Professor, Tropical Plant and Soil Sciences, CTAHR
- d) Dr. Harry Ako, Department Chair, Professor, Molecular Biosciences and Bioengineering, CTAHR
- e) Dr. Brent Sipes, Department Chair, CTAHR Faculty Senate Chair, Plant and Environmental Protection Sciences, CTAHR

V. **Implementation:** Explain when and how this reorganization will be implemented. Identify anticipated effective date.

The reorganization will be implemented upon approval.

Reorganization Proposal
College of Tropical Agriculture and Human Resources
University of Hawai'i at Mānoa

Narrative

I. INTRODUCTION

- A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.

Current:

- 6 academic departments
- Center on the Family
- 2 administrative units

Proposed:

- 6 academic departments
- Center on the Family
- Western Insular Pacific Sun Grant Subcenter
- 2 administrative units

- B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.

Goals

- Facilitate the national Sun Grant Initiative through collaboration with the five regional Sun Grant Centers.
- Facilitate the development of biobased energy and product technologies in the Insular Pacific region, especially Alaska, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.
- Facilitate the development of bio-based industries, especially bioenergy and bioproducts, in the Insular Pacific Region.
- Evaluate and promote sustainable biobased energy and product technologies through life-cycle, environmental, and community-impact assessments.

Activities

- Conduct basic and applied research on sustainable biobased energy and product technologies.
- Solicit, collect, up-date, and maintain information about biobased energy and product technologies.
- Disseminate information about biobased energy and product technologies through various outreach venues.
- Secure grants and contracts to support the research and outreach goals of the Subcenter.

II. RATIONALE FOR THE REORGANIZATION

A. Provide background and relevant historical information.

The 110th Congress of the United States of America passed the “Food, Conservation, and Energy Act of 2008,” more commonly known as the “2008 Farm Bill.” The act contains authorization language to establish the Sun Grant Program, and authorizes the Secretary to establish and carry out a program to provide grants to the sun grant centers and subcenter to: enhance national energy security through the development, distribution, and implementation of biobased energy technologies; promote diversification in, and the environmental sustainability of, agricultural production in the United States through biobased energy and product technologies; promote economic diversification in rural areas of the United States through biobased energy and product technologies; and enhance the efficiency of bioenergy and biomass research and development programs through improved coordination and collaboration among the Department of Agriculture; the Department of Energy; and land-grant colleges and universities.

The Act also authorized five Regional Sun Grant Centers: North-Central, Southeastern, South-Central, Western, and Northeastern. The Act also authorized the Western Insular Pacific Subcenter at the University of Hawai’i for the region of Alaska, Hawai’i, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau.

The Sun Grant Association is currently working with appropriate Congressional staff to reauthorize the Sun Grant Initiative in the next Farm Bill.

B. Provide a detailed explanation of the conditions and/or factors prompting the proposed reorganization and how they will be addressed by the reorganization. Explain why the current organization is inadequate and

whether the reorganization is consistent with the University's strategic, program, and financial plans.

This is an opportunity for the University of Hawai'i to be one of three higher education institutions to be recognized as a Land, Sea, Space, and Sun Grant institution. The Subcenter is authorized by Congress so this reorganization is official acknowledgement by the University of the Subcenter's relationship to the national Sun Grant Association. The Subcenter's emphasis on renewable energy is consistent with the University's emphasis on sustainability. The visibility and organization of the Subcenter will facilitate increased competitiveness in obtaining bioenergy grants, which will increase revenue to the University and contribute to the State's economy. If the Subcenter is not productive and ceases to serve a need, it can be closed based on periodically coordinated academic reviews, an established and objective process that is already in place.

- C. Explain other alternatives explored. None
- D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

The reorganization will not affect current relationships, as all participating faculty members will remain in their respective academic departments. The Subcenter will be organized to facilitate and expedite the development of large, multi-institutional, collaborative proposals to take advantage of research funding in this area of national priority.

- E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted (see Attachment 5).

The reorganization has been discussed and agreed to by the responsible head of each unit and the following groups:

- CTAHR department chairs and administrators
- CTAHR Faculty Senate
- Sun Grant Western Regional Center
- Mānoa Faculty Senate
- Mānoa Budget Office
- Mānoa Finance and Accounting Office
- Mānoa Human Resources Office
- University of Hawai'i Professional Assembly

The Mānoa Faculty Senate's Committee on Administration and Budget (CAB) and Committee on Research and Graduate Education (CORGE), Mānoa Finance and Accounting, and Mānoa Human Resources Offices

had technical clarifications which included providing additional information about the appointment of the Director and the beneficial impact of establishing the Subcenter, keeping the language consistent when referring to the Director, and adding the position number when referring to the Associate Dean and Associate Director for Research. The Mānoa Budget Office reviewed the proposal during the internal review process and had no questions or comments. Per the telephone conversation with Dr. James Kardash, UHPA's Associate Executive Director, on September 6, 2011, UHPA did not have any questions regarding the reorganizational proposal.

- F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and whether the reorganization will minimize confusion over authority, roles, and responsibilities.

The reorganization of CTAHR will provide the following benefits:

- Officially recognize the Subcenter as an organizational unit within the University of Hawai'i
- Increase the visibility and facilitate bioenergy research and outreach within and outside of the University of Hawai'i
- Enhance CTAHR's ability to secure extramural grants and contracts relating to bioenergy research and educational outreach

The supervisor/subordinate reporting relationships are properly identified in the proposed organizational charts by CTAHR service functions, minimizing confusion over authority, roles, and responsibilities. As designed, the Director will be appointed by the CTAHR Dean and report to the Associate Dean and Associate Director for Research (position number: 89124). This will remove one reporting level which placing the Subcenter within a department would require and, thus, provide greater efficiency and allow the Subcenter to operate quickly and competitively in securing extramural funds. If the Subcenter Director resigns, retires, or is removed, the CTAHR Dean will appoint another faculty member to the Director's position.

III. **IMPACT ON RESOURCES AND THE UNIVERSITY**

Provide a detailed description of the resource requirements and the programmatic impacts of the reorganization on the University.

- A. Impact on budget resources:

1. What is the estimated cost of the reorganization? None.

2. Are additional funds needed? If so, how will the cost of the reorganization be funded?

There are no additional costs associated with the reorganization. The Subcenter will primarily be supported by grants, contracts and RTRF. The only State General funds used to support the Subcenter will be the funds associated with the salary of the Director, a tenured faculty member in CTAHR, who will direct the Subcenter as part of his or her faculty assignment.

3. Will the reorganization result in cost saving or be cost neutral?

This reorganization will be cost neutral because it reflects the way administrative services are currently provided. In fact, this reorganization will increase grant and contract revenue through collaborative, multi-institutional collaborations with other Sun Grant Universities.

B. Impact on operational resources:

1. What is the overall impact on faculty and staffing responsibilities, if any? Explain reasons for the anticipated changes, relocation, reassignment, etc.

There will be no overall impact on faculty and staff responsibilities.

2. Will additional faculty/support personnel be required? If so, what is the plan to obtain the additional faculty/staffing to successfully implement the reorganization? What is the impact of the increase?

Yes. Other temporary positions needed to support the efforts of the Subcenter will be funded by grants, contracts, and/or RTRF funds.

3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation? What is the impact of the reduction?

There will be no reduction in faculty or staff. There will more likely be an increase in both as large, multi-institutional grants and contracts are secured.

4. Identify the positions impacted by position number, classification title, and anticipated changes. N/A

5. Will there be changes to supervisory/subordinate relationships? If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?

The Director of the Subcenter will be appointed by the CTAHR Dean and report to the Associate Dean and Associate Director for Research (position number: 89124).

C. Impact on space resources:

Will additional space outside own resources/allocations be required? No

If so, has CTAHR Administration and/or designee been consulted? N/A

Attachment 3

CURRENT ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

CHART UPDATED

JUL - 1, 2011

University of Hawai'i
at Mānoa

CHANCELLOR
UNIVERSITY OF HAWAII AT MANOA

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN
CHART II

OFFICE OF COMMUNICATION SERVICES
CHART II

OFFICE OF PLANNING AND MANAGEMENT SYSTEMS
CHART II

OFFICE OF ADMINISTRATIVE SERVICES
CHART II

OFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRS
CHART II

OFFICE OF THE ASSOCIATE DEAN AND
ASSOCIATE DIRECTOR FOR RESEARCH
CHART II

OFFICE OF THE ASSOCIATE DEAN AND
ASSOCIATE DIRECTOR FOR COOPERATIVE EXTENSION
CHART II

COUNTY ADMINISTRATION CHARTS
CHART IX

AGRICULTURAL DIAGNOSTIC SERVICE CENTER
CHART IX

FAMILY & CONSUMER SCIENCE
CHART III

HUMAN NUTRITION,
FOOD & ANIMAL SCIENCE
CHART IV

MOLECULAR BIOSCIENCE &
BIOSYSTEMS ENGINEERING
CHART V

NATURAL RESOURCES &
ENVIRONMENTAL MANAGEMENT
CHART VI

PLANT & ENVIRONMENTAL
PRODUCTION SCIENCE
CHART VII

TROPICAL PLANT & SOIL SCIENCE
CHART VIII

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

CHART I

Grand Total By Fund:
General Funds: 303.76 FTE
General Funds (Auth Temp): 1.00 FTE

CHART UPDATED

JUL - 1 2011

University of Hawai'i
at Mānoa

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN Org Code: MADNTR

Dean, #89020	1.00
Educational Specialist, PBB, #78721	1.00
Office Assistant III, SR-08, #42680	1.00

OFFICE OF COMMUNICATION SERVICES Org Code: MACSTR

Public Information Officer, PBB, #80586	1.00
Public Information Officer, PBB, #81711	1.00
Editor, PBB, #81391	1.00
Office Assistant IV, SR-10, #18008	1.00

OFFICE OF PLANNING AND MANAGEMENT SYSTEMS Org Code: MAPMTR

Educational Specialist, PBC, #80797	1.00
Computer Specialist, PBC, #80939	1.00
Computer Specialist, PBB #81362	1.00
Computer Specialist, PBA, #81954	1.00
Budget Specialist, PBB, #80210	1.00
Environmental Safety Specialist, PBB, #80980	1.00
Secretary I, SR-12, #19416	1.00

OFFICE OF ADMINISTRATIVE SERVICES Org Code: MAASTR

Director, #89022	1.00
Secretary II, SR-14, #00790	1.00

Fiscal

Administrative Officer, PBB, #81677	1.00
Fiscal Officer, PBB, #77924, #78719, #80295, #80310	4.00
Fiscal Accounting Specialist, PBA, #81073	1.00
Admin & Fiscal Support Specialist, PBA, #77925, #79084, #79085, #80000, #80249	5.00

Personnel

Personnel Officer, PBB, #80949	1.00
Personnel Officer, PBA #80212, #81498	2.00

Chart Total:
General Funds: 41.00 FTE

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AND STUDENT AFFAIRS Org Code: MAAATR

Associate Dean for Academic Affairs, #89047	1.00
Secretary III, SR-16, #00505	1.00
Student Services Specialist, PBB, #81694	1.00
Office Assistant IV, SR-10, #14339	1.00

OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR RESEARCH Org Code: MARSTR

Associate Dean for Academic Affairs, #89124	1.00
Secretary III, SR-16, #00425	1.00
Specialist, #85546	1.00
Secretary II, SR-14, #22932	1.00

OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE EXTENSION Org Code: MAEXTR

Associate Dean for Academic Affairs, #89069	1.00
Secretary III, SR-16, #00789	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
OFFICE OF THE DEAN

FUNCTIONAL STATEMENT (for Chart II)

OFFICE OF THE DEAN – Org Code: MADNTR

The Office of the Dean and Director of Research and Cooperative Extension is responsible for the following:

- Plans and directs the programs of the College of Tropical Agriculture and Human Resources (CTAHR).
- Provides executive leadership in the areas of planning, program development, policy formulation, budgetary priorities and program direction to effectively accomplish CTAHR's mission and goals.
- Represents the University and the College in its external relationships, particularly with state, regional and federal agencies related to agriculture, natural and human resources.
- Provides administrative direction and coordination for implementation of the instruction, research and development, and extension functions of the College as integrated programs serving state, regional, national and international needs in agriculture, natural and human resources.
- Provide for evaluation of programs and services to maximize their effectiveness and to meet accountability requirements in accordance with federal, state and university regulations.

OFFICE OF ADMINISTRATIVE SERVICES – Org Code: MAASTR

The Office of Administrative Services is responsible for personnel, fiscal, budget, organization, and other related administrative management functions for the College.

OFFICE OF COMMUNICATION SERVICES – Org Code: MACSTR

The Office of Communication Services is responsible for the publication and information program of the College. This Office plans, develops and directs the mass media educational and informational programs (print media, radio, television, web and electronic data) and produces newsletters, alumni bulletins, and an annual CTAHR Impacts Report. The Office also coordinates the College's public relations campaigns and activities.

OFFICE OF PLANNING AND MANAGEMENT SYSTEMS – Org Code: MAPMTR

The Office of Planning and Management Systems provides the following services:

- Provides staff support to the College in developing and maintaining an integrated instruction, extension and research management system for program and project planning, budgeting, management, evaluating and reporting.
- Coordinates the program/project budget review and allocation process and recommends funding levels for programs and projects based on decisions made by college administrators.
- Monitors the implementation of program/projects approved by CTAHR administrators.
- Participates in discussions with agricultural industry leaders to determine program priorities and directions for agriculture in Hawaii.
- Provides for development, implementation and maintenance of a fully integrated research, extension and resident instruction management information system in support of administrative operations and decision making.
- Assists the Dean and Associate Deans and Associate Directors in matters pertaining to CTAHR's Capital Improvement Projects and Repair and Maintenance Projects.

**OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AND STUDENT AFFAIRS – Org
Code: MAAATR**

This Office provides administrative and educational leadership and oversight in planning, developing, implementing and evaluating CTAHR's academic program, including distance learning activities and on-going curricular revisions.

**OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR RESEARCH – Org
Code: MARSTR**

This Office provides leadership and supervision of research programs of the agricultural research system. The functions of this Office include the following:

- Work with Department Chairs to initiate specific projects; coordinate interdepartmental projects; and approve and monitor projects in progress for accomplishments, impacts and publications.
- Liaise with Cooperative State Research, Education and Extension Service (CSREES) partnership office.
- Coordinate participation of CTAHR faculty in regional research projects and represent CTAHR regionally and nationally, including attendance at regular meetings of the Western Association of Agricultural Experiment Station Directors.
- Collaborate with the CTAHR Office of Planning and Management Systems to coordinate the budgetary allocations of the research system including preparation of budget requests, departmental allocation of funds, and federal research station funds.
- Maintain the research data systems required by USDA and other state/federal agencies.
- Cooperate with the Associate Dean and Associate Director of Cooperative Extension to manage internal grant programs and to coordinate the off-campus research/extension centers and farms.

**OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE
EXTENSION – Org Code: MAEXTR**

This Office provides leadership and supervision of state-wide Cooperative Extension programs. The functions of this Office include the following:

- Work with County Administrators and Department Chairs to initiate specific projects/programs by encouraging "cross county programs" and projects through collaborative planning, implementation, and evaluation through the sharing of resources and expertise.
- Liaise with Cooperative State Research, Education, and Extension Service (CSREES) partnership office on issues relating to Cooperative Extension, including all Smith Lever funds, annual plans of work, and accomplishments and impacts/implementation reports.
- Represent Hawai'i Cooperative Extension regionally and nationally, including attendance at the regular meetings of the Western Directors' for Cooperative Extension.
- Oversee the budget allocations and extension data systems required by USDA and other state/federal agencies of the Hawai'i Cooperative Extension in collaboration with the CTAHR Office of Planning and Management Systems.
- Cooperate with the Associate Dean and Associate Director of Cooperative Extension to manage internal grant programs and to coordinate the off-campus research/extension centers and farms.

CHART UPDATED

JUL - 1 2011

University of Hawai'i
at MānoaOFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRSSTATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHARTDEPARTMENT OF FAMILY AND CONSUMER SCIENCES
CHART IIIChart Total:
General Funds: 39.85 FTE
General Funds (Auth Temp): 0.50 FTEDEPARTMENT OF FAMILY AND CONSUMER SCIENCES
Org Code: MAFCS

Chairperson (Appointment form among faculty positions)	
Secretary II, SR-14, #22849	1.00
Clerk-Steno II, SR-09, #21208	1.00
Educational & Academic Support Specialist, PBA, #80784	1.00
Administrative & Fiscal Support Specialist, PBA, #78061	1.00
Graduate Assistants	1.50
#88134, #88410, #88576, #85545T	.50T
<u>Faculty Positions</u>	22.25
<u>Oahu</u>	
Instructional Faculty:	
#82094, #82336, #82392, #82699, #82866, #82869, #83220, #83242, #83525, #83553, #83666, #83690, #83765, #83843, #84082, #84388, #84500, #84914, #85151, #86034, #86066, #86274	
Specialist Type Faculty:	
#85421	
Agent Type Faculty:	
#82074, #84070, #84662, #84685, #85476	
<u>Maui</u>	
Agent Type Faculty:	
#84147, #84913	
<u>Hawaii</u>	
Agent Type Faculty:	
#82313, #82505, #84610	
<u>Kauai</u>	
Agent Type Faculty:	
#82175	

4-H OFFICE
Org Code: MA4H

Specialist Type Faculty:	1.00
#83968	

CENTER ON THE FAMILY
Org Code: MACOF

Specialist, #82639	1.00
Specialist Type Faculty:	7.10
#82238, #82485, #83399, #84145, #84325, #84477, #84585, #85550, #85556	
Secretary II, SR-14, #46186	1.00

Civil Service position deleted #04108, #4115
(2.00)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES

FUNCTIONAL STATEMENT (Chart III)

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES – Org Code: MAFCS

Instruction

- Develop, implement, and evaluate relevant curricula for Bachelor of Science degrees in Apparel Product Design and Merchandising (APDM) and Family Resource (FAMR) including a common core of courses in research methods and internship.
- Provide service courses for majors in Early Childhood Education, K-12 School and Secondary Education, Nursing, Family and Consumer Sciences Education, Business and Marketing.
- Provide General Education Core courses that fulfill social sciences requirements for UHM (APDM 200 and FAMR 230).
- Provide support for academic advising and career counseling for undergraduate students.

Research

- Develop and implement research projects and programs designed to advance knowledge in two areas of family and consumer sciences: fashion, apparel product design, and merchandising; or human development and family studies. Disseminate the knowledge through refereed journals and other forms of peer reviewed scholarship such as books, book chapters, research presentations, peer reviewed design competition and exhibits, peer reviewed and evidence based curriculum, etc.
- Plan, develop, and implement community-based and collaborative research activities designed to provide solutions to Hawai'i's, national or international problems in the context of Asian and Pacific Islander families and multicultural communities. Integrate this knowledge into the degree program's formal curriculum on campus and off-campus educational activities and publications.
- Broadly disseminate research-based knowledge to consumers, communities, business and industry, non-profit organizations, and government agencies through multimedia communication channels, including electronic communication systems.
- Guide undergraduate students in understanding and developing research skills appropriate to their career tracks, or post-graduate education, and data evaluation skills to be a better informed citizen,.
- Provide faculty mentorship and guidance for students conducting directed research projects, theses, and dissertations.
- Develop collaborations with researchers in other fields to promote multidisciplinary, interdisciplinary, and international research to develop innovative technologies, educational and other human interventions, and incorporate emerging paradigms and methods into our curriculum.

Extension

- Develop, implement, and evaluate outreach programs that provide educational materials designed for information and assistance to clientele at the consumer, agency, and business levels on topics related to family and consumer sciences.
- Develop collaborative programs involving faculty in instruction, research, and extension to enhance innovative and creative programs that have been demonstrated to work in addressing problems that are pressing needs in the State, across the Nation and around the globe.

Other

- Develop criteria for and participate in the peer review process for the evaluation of faculty for promotion and tenure.
- Participate in activities that support the Department, the College, and the University.
- Share expertise with consumers, communities, business and industry, non-profit organizations, and government agencies.
- Provide service to the profession at the local, national, and international levels.

4-H OFFICE – Org Code: MA4H

The State wide 4-H Office is responsible for state wide planning, development, implementation, and impact evaluation of 4-H youth (including children and youth 5 through 19 years of age) development activities across the counties. 4-H volunteers serve as 4-H club leaders in their communities to plan and carry out organized, informal life skills and hands on learning experiences with youth. The function of the 4-H Office is to:

- Provide support and 4-H/evidenced based positive youth development resource materials for 4-H county agents who assist 4-H volunteer adult leaders such as parents or other adults. Community based 4-H youth development hands-on activities and life skills seek to solve issues that arise in dealing with people, enhance civic engagement and community involvement, health and safety, food, energy, values, decision making, careers, and other societal concerns. Emphasis is placed on helping parents, other adults, and volunteers to understand the importance of their role and how they can be involved more effectively in the development of youth through 4-H.
- Develop and use innovative curriculum and curricular tools to help volunteer leaders in their educational efforts while working with multicultural youth and their communities. Parents, adults and others serving as volunteers need support to work more effectively with youth, and help adapting peer reviewed 4-H materials to enhance and support the educational process for youth in their communities. An emphasis will be placed on adapting, developing, and using curricular materials and development of life skills to address urgent community and societal concerns.
- Plan and work with the Hawai'i 4-H Foundation to facilitate their efforts to support and promote the 4-H program.
- Maintain close working relationships with other youth-serving educational agencies within the state.
- Work with county extension personnel to develop county programs and annual plans of work.
- Participate in other academic or educational activities of the college, the University of Hawai'i at Mānoa and the University as appropriate.
- Provide information on occasion to other state agencies, community service organizations, the legislature and others when called upon to do so.

CENTER ON THE FAMILY – Org Code: MACOF

The Center on the Family conducts research, education, and community outreach that supports and strengthens families, with a focus on Hawai'i's multicultural families. The Center on the Family is administratively located within the College of Tropical Agriculture and Human Resources (CTAHR) with a Director.

The Center on the Family:

- Develops and conducts programs of basic and applied research relating to family well-being and strengthening families (e.g., family resilience; lifespan family interaction and dynamics; the interface between families and educational, economic, health, and social systems; Asian/Pacific Island family values), and disseminates this research through professional journals, publications, and conferences.

- Develops and disseminates research-based education and training materials and curricula to be used by community groups and agencies that provide direct service to families.
- Develops and implements research-based outreach programs that support and strengthen families and/or increase the capacity of community organizations and systems that serve individuals and families in Hawai'i.
- Maintains the Data Center, an on-line social indicators database and resource clearing house on the status and well being of Hawai'i 's families, for use by faculty, students, policy makers, and other citizens seeking information that has relevance to strengthening and supporting families.
- Facilitates networking and multidisciplinary, interdepartmental collaboration among persons interested in family-focused research, education, and outreach at/by the University of Hawai'i.

CHART UPDATED

JUL - 1 2011

University of Hawai'i
at MānoaOFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRSSTATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHARTDEPARTMENT OF HUMAN NUTRITION, FOOD AND
ANIMAL SCIENCES
CHART IVChart Total:
General Funds: 28.55 FTEDEPARTMENT OF HUMAN NUTRITION, FOOD AND ANIMAL SCIENCES
Org Code: MAHFAS

Chairperson (Appointed from among faculty position)	
Secretary II, SR-14, #00400	1.00
Office Assistant III, SR-08, #42682	1.00
Administrative & Fiscal Support Specialist, PBA, #80386	1.00
Research Associate, PBB, #80410	1.00
Research Associate, PBA, #77092	1.00
Computer Specialist, PBB, #80037	1.00
Graduate Assistants	3.00
#88088, #88165, #88241, #88303, #88438, #88565	
<u>Faculty Positions</u>	18.55
Oahu	
Specialist Type Faculty:	
#82107, #83017, #83510, #83830, #84323, #84640	
Research Type Faculty:	
#82865, #82945, #83633, #83742, #83862, #84227, #84454, #84496	
Instructional Faculty:	
#82248, #83267, #83785, #83811, #84306, #84449, #84512, #84668, #84919, #84920, #87443, #87552	
Agent Type Faculty:	
#84439	
Maul	
Agent Type Faculty:	
#83728, #84163	
Hawaii	
Specialist Type Faculty:	
#82090	
Agent Type Faculty:	
#84158, #84276, #84297	
Kauai	
Agent Type Faculty:	
#82363	

Civil Service position deleted #15513 (1.00)

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF HUMAN NUTRITION, FOOD AND ANIMAL SCIENCES

FUNCTIONAL STATEMENT (Chart IV)

**DEPARTMENT OF HUMAN NUTRITION, FOOD AND ANIMAL SCIENCES (HNFAS) – Org
Code: MAHFAS**

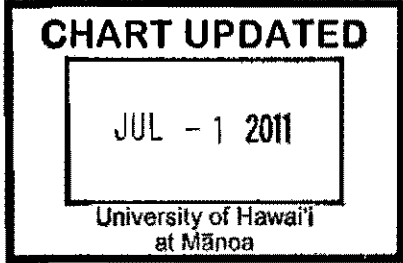
The Office will offers instructional programs at both the undergraduate and graduate levels and through the College of Tropical Agriculture & Human Resources (CTAHR), carry out both departmental and interdisciplinary programs encompassing both research and extension functions.

Instruction

- Plan, develop and implement courses and curricula leading to baccalaureate degrees in Animal Sciences and Food Science and Human Nutrition.
- Provide the means for undergraduate students to acquire a broad educational base in Animal Science to include animal nutrition, genetics, disease, meat science, muscle and growth biology, reproduction, physiology and production management. Additionally, the department will include a pre-veterinary program that prepares students for application to colleges of veterinary medicine. The Department also prepares students for graduate education.
- Provide undergraduate students with a strong science base that is applied to food science and human nutrition. The Department will offer an accredited program in Dietetics, approved by the American Dietetic Association. Other options will include food science and human nutrition which provides students with opportunities toward the areas of nutrition education, sports and wellness, food science, pre-professional programs such as pre-medicine, pre-dentistry, pre-pharmacy as well as preparing students for graduate education.
- Offer a strong science based curriculum with emphasis on active learning, critical thinking skills, problem solving and the basic scientific principles of animal sciences, food science and human nutrition.
- Provide academic advising and counseling needed for careers to students. Provide service courses for student from other departments and colleges in the University.
- Offer courses through the Outreach College.
- At the graduate level, HNFAS will provide instruction, direction and opportunities to learn through research to learn at a highly specialized level. These skills at the graduate level will provide the graduate student with the ability to become prospective researchers, teachers or extension leaders in the field of animal science or food science and human nutrition. Master's of Science degrees will be offered in Animal Sciences, Nutritional Sciences and Food Science. An interdisciplinary Ph.D. program, Food and Environmental Sciences is also available.

Departmental Disciplinary Research

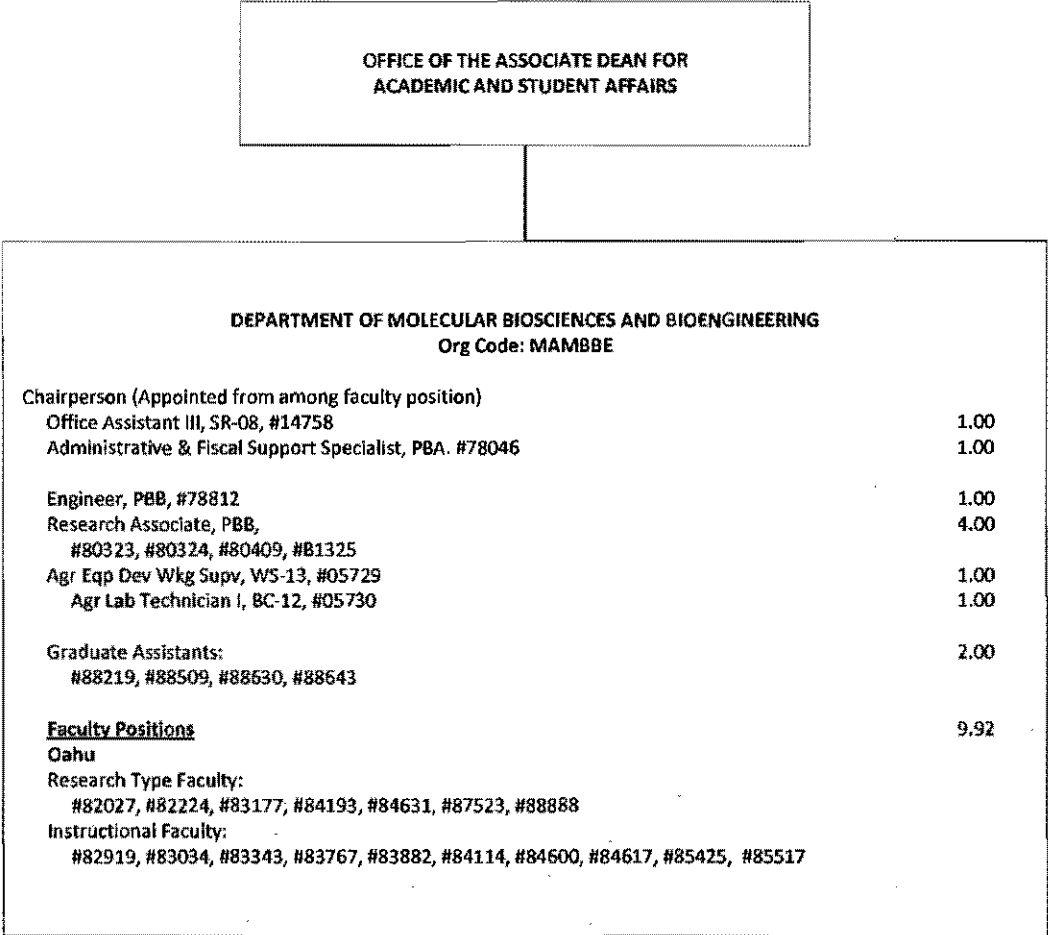
- Through the Associate Dean and Associate Director for Research for the College of Tropical Agriculture and Human Resources, plan develop and conduct research projects designed to advance the knowledge of food science, human nutrition and animal sciences.
- Supervise the work of graduate students conducting thesis, dissertation, and directed research projects.
- Prepare reports and manuscripts or otherwise communicate the research findings. Some of the research areas include food biochemistry and chemistry, food microbiology, food safety, sensory and objective quality, nutrient requirements, interrelationships and bioavailability of nutrients for both humans and animals, toxicology, human and animal nutrition education, food and cultural interrelationships, food product development and dietetics, nutritional and environmental stress on animals, reproductive physiology and endocrinology, growth and



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF MOLECULAR BIOSCIENCES AND
BIOENGINEERING
CHART V

Chart Total:
General Funds: 21.92 FTE



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF MOLECULAR BIOSCIENCES AND BIOENGINEERING

FUNCTIONAL STATEMENT (Chart V)

**DEPARTMENT OF MOLECULAR BIOSCIENCES AND BIOENGINEERING (MBBE) – Org
Code: MAMBBE**

The mission of this Office is twofold: 1) to integrate the biological sciences with engineering to develop new knowledge in molecular biosciences and biological engineering and 2) to apply the latest scientific discoveries to strengthen the biologically-based industries of biotechnology, agriculture, food technology and aquaculture. The applications of science and technology will be done in a manner that protects human health and the environment while meeting the needs of society.

The Department will operate along three traditional assignment categories, instruction, research, and extension, and will participate in various interdisciplinary and other activities.

Instruction

- Plan, develop, and present curricula leading to B.S. degrees in Biological Engineering and Molecular Biosciences (the latter will have options in General Molecular Biosciences and Biotechnology, Plant Biotechnology, and Environmental Biochemistry). Plan, develop, and present curricula leading to M.S. degrees (Plan A or Plan B) in Molecular Biosciences and Bioengineering and Bioengineering Ph.D. degrees in Molecular Biosciences and Bioengineering
- Provide service courses to other academic programs.
- Provide academic advising and career counseling to undergraduate students.
- Advise and supervise graduate students performing thesis, dissertation, and directed research.
- Offer specially targeted courses through the Outreach College.

Research

- Plan, develop, and conduct research aimed at advancing the knowledge in biochemistry, biotechnology, and biological engineering. Areas of research emphasis include biotechnology; plant molecular biology and biochemistry; photosynthesis, gene regulation, and signal transduction; plant-microbe interaction, plant and insect cell culture; natural products chemistry and biochemistry; environmental chemistry and toxicology; biological and thermo chemical conversion; water distribution systems; control theory and automation; systems engineering and engineering of agricultural biosystems; food science and technology; and nutritional biochemistry.
- Disseminate research findings via refereed professional journals, oral presentations to peers and clients, research reports to funding agencies, and other appropriate communication mechanisms.
- Interact with extension faculty to disseminate information to clientele and to keep abreast of problems in the field that require research for their solution. Provide information to governmental agencies for establishing public policy, and for regulatory development and enforcement.
- Cooperate with researchers in other disciplines in multidisciplinary research projects.
- Interact with researchers and professionals outside of Hawaii to keep abreast of new developments and new knowledge worldwide.

Extension

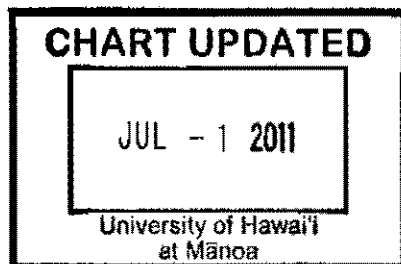
- Plan, develop, and implement outreach aimed at disseminating information and transferring technology to clientele concerned with areas of emphasis of the Department.
- Maintain strong linkages with public and private stakeholders to identify critical needs of clientele.
- Maintain close liaison with research peers to facilitate the flow of information to and from clientele.
- Provide educational materials, conduct workshops, establish electronic means of information delivery or any other effective means of providing help and information for clientele.

Interdisciplinary Programs

- Plan and conduct interdisciplinary research and outreach to develop and apply new biotechnological and engineering approaches to support agricultural and other bio-based industries, formulate environmentally compatible methods of controlling pests and diseases in tropical crops and other biological cultures, and protect human health.
- Provide an "expert technological base" for molecular biology, biochemistry, biotechnology, and biosystems engineering in CTAHR.
- Participate, as appropriate, in interdisciplinary projects and networking of activities throughout the State in areas pertinent to the Department.
- Collaborate with government agencies, governmental laboratories, and clientele in areas pertinent to this Department.
- Participate with other departments and institutions in international research and technology transfer.

Other

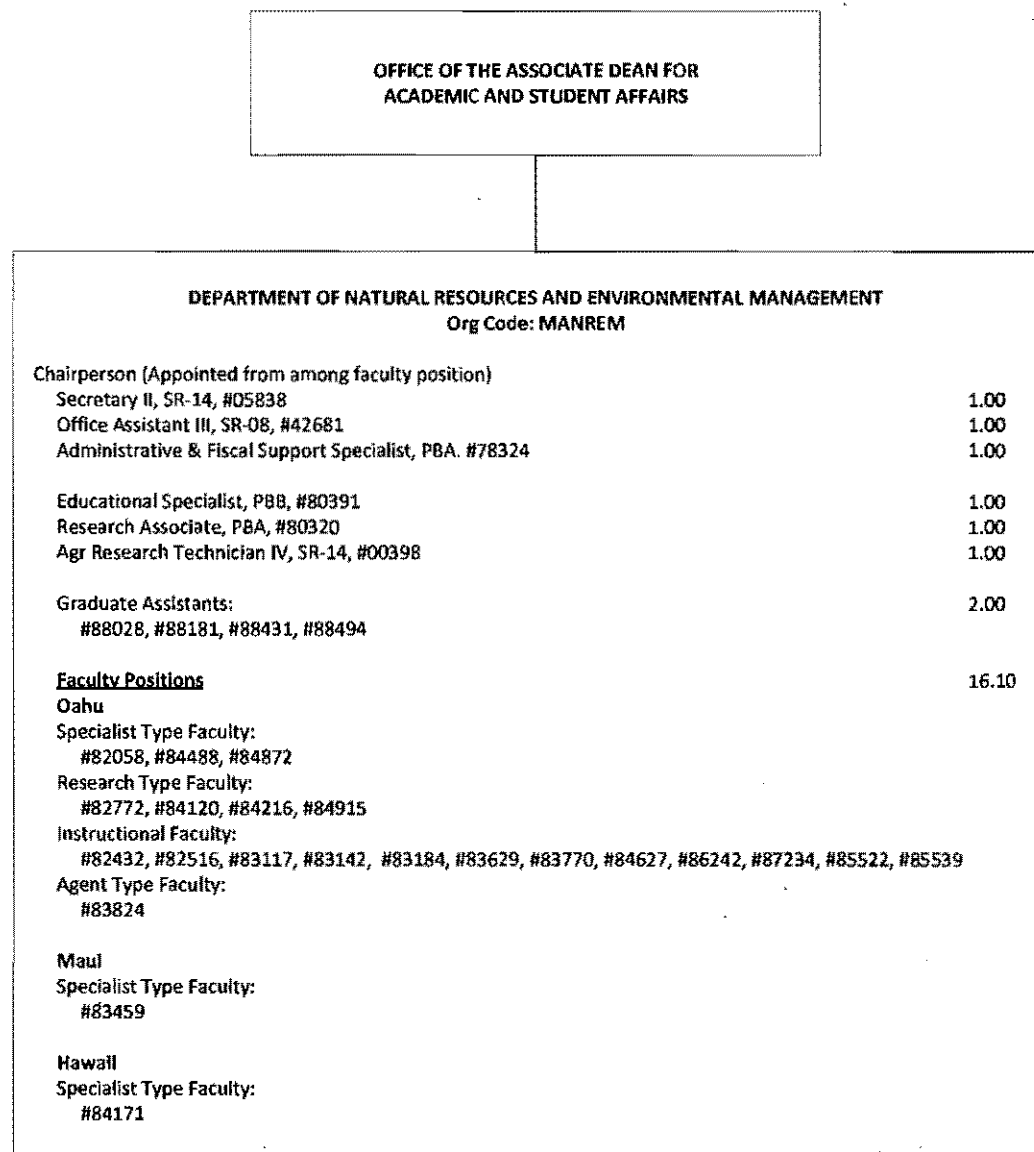
- Develop criteria for and participate in peer review processes in the evaluation of faculty for promotion and tenure. Develop criteria and mechanisms to reward faculty and staff for meritorious performance.
- Participate in governance of the Department, the College, and the University.
- Participate in academic and educational activities in the College and the University, as appropriate.
- Provide service to governmental agencies, secondary school units, and the general public, as appropriate.



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL MANAGEMENT
CHART VI

Chart Total:
General Funds: 25.10 FTE



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT

FUNCTIONAL STATEMENT (Chart VI)

**DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT – Org
Codes: MANREM**

This Office is the major unit dealing with land and natural resource planning, policy and utilization within CTAHR. Our *mission* will be to "Discover and help CTAHR's clients learn how to better use, manage, and conserve natural and renewable resources for optimum benefits and enhanced environmental quality." The natural resources of focus include land, soil, water, air, forestry, fisheries, range and, as appropriate, aquacultural systems. The department will endeavor to develop selected areas of expertise into foci/centers of excellence in conservation and development efforts and sustainable agricultural technologies and management policies that are capable of leveraging extramural funding from local, national and international sources.

The NREM mission, purpose, and articulated specific objectives are implemented through the primary Land-Grant functions of undergraduate and graduate instruction, disciplinary and problem-solving inter/trans-disciplinary) research, and extension. Undergraduate instructional support is through CTAHR/Academic Affairs, graduate instructional support is through CTAHR and the UHM Graduate Division, research and extension functions are support mainly through CTAHR Research/Extension.

Instruction

- Through the CTAHR Associate Dean for Academic and Student Affairs and in consultation with the NREM faculty, NREM plans, develops and implements curricula and courses leading to a baccalaureate degree with options/tracks in Natural Resource Management and Conservation and Community Development and Policy.
- Through the UHM Graduate Division and in consultation with the faculty, NREM plans, develops and implements curricula and courses leading to graduate (both master Plans A, B, C and a professional masters of Environmental Management and doctors) degrees with options in physical, biological, ecological and socio-economic streams.
- Provide service courses for students from other department and colleges in the University.
- Provide academic advising and related career counseling to undergraduate, graduate, and unclassified students.
- Offer specially targeted courses through the Outreach College and the State Department of Education.

Disciplinary Research

- Through the Associate Dean and Associate Director for Research and the Department Chairperson (acting in her/his capacity as the coordinator for departmental inter/trans disciplinary research) along with the faculty, plan, develop and conduct research projects designed to advance knowledge in the physical, biological, ecological, economic and social sciences directly linked to NREM's mission and purpose.
- Interact and collaborate with researchers and professionals outside of Hawai'i to stay up-to-date on new developments and new knowledge and conduct joint research in areas of mutual benefit.
- Supervise the work of graduate students conducting M.S. non-thesis and thesis, Ph.D. dissertation, and Directed Study projects.
- Prepare reports, manuscripts and other informative delivery products to make available the research findings to peers and clients.
- Retrieve and disseminate available research information to facilitate the use of relevant new knowledge in departmental programs and to keep abreast of new developments in the disciplines and various sub-disciplines of NREM.

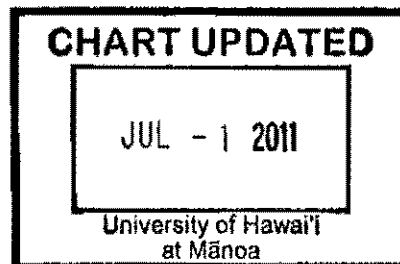
- Pursue competitive local, national and international grants and awards to build capacity and advance knowledge in the physical, biological, ecological, applied economic and social sciences directly linked to NREM's mission and purpose.

Problem Solving Research, Extension Education and Outreach

- Through the Associate Dean and Associate Director for Extension of CTAHR, NREM with consultations with faculty plans, and conducts inter- or trans-disciplinary research and outreach/extension education projects to develop and apply sustainable natural resource management systems for the major land and climate combinations in the state, and quantify the long-term impacts of these systems on the stability of land and the quality of environment.
- Predict and enhance the potential productivity and sustainability of agroecosystems whether under rain fed or irrigated conditions.
- Participate as needed in other inter- or trans-disciplinary projects and networking activities throughout the state in order to take advantage of the islands' environmental, geologic, soil, topographic, and ecological diversity for systematic research and technology transfer.
- Participate in partnerships with sister Federal agencies, State agencies and clientele for addressing natural resource and land use issues and formulating cooperative interagency action plans.
- Participate with other departments and institutions in international research and technology transfer to assist with the development of sustainable agriculture in other tropical and sub-tropical nations, especially in the Asia Pacific and to learn from these experiences.
- Work with county research and extension personnel to develop county subprograms and annual plans of work that assert the role of sound natural resource management and environmentally safe land use systems.
- Prepare reports, manuscripts, and educational materials; hold periodic conferences and workshops; and use other information dissemination and delivery vehicles to make research and development findings readily available to peers and clients.

Other

- Develop criteria for and participate in peer review processes for professional development and the rewarding of excellent faculty performance in teaching, research and extension.
- Participate in the governance of the department, the College, the University of Hawai'i at Mānoa campus, and the University System at large.
- Participate in other appropriate academic, research and educational activities of the College, the University of Hawai'i at Mānoa campus and the University System at large.
- Provide expert information in response to the needs of other State agencies, community service organizations, the Legislature and others when called upon to do so.



OFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRS

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF PLANT AND ENVIRONMENTAL PROTECTION SCIENCES Org Code: MAPEPS	
Chairperson (Appointed from among faculty position)	
Secretary II, SR-14, #07477	1.00
Office Assistant III, SR-08, #00794, #15509	2.00
Administrative & Fiscal Support Specialist, PBA, #77864	1.00
Educational Specialist, PBB, #80250	1.00
Research Associate, PBB, #80385, #80388, #81178, #81311	4.00
Research Associate, PBA, #81313	1.00
Agr Research Technician V, SR-16, #00442	1.00
Agr Research Technician IV, SR-14, #24270	1.00
Agr Research Technician III, SR-11, #24269	1.00
Graduate Assistants: #88486, #84932	1.00
<u>Faculty Positions</u>	10.06
Oahu	
Specialist Type Faculty: #82550, #82985, #83320, #83513, #84006, #84911	
Research Type Faculty: #82047, #82976, #83067, #83884, #84041, #84316	
Instructional Faculty: #82139, #84138, #85510, #85543, #85547, #85548	
Agent Type Faculty: #84489, #85551	
Maul	
Agent Type Faculty: #85530	
Hawaii	
Research Type Faculty: #83542	
Agent Type Faculty: #82722, #83462, #85538	
Kauai	
Research Type Faculty: #83840	
Instructional Type Faculty: #85505	
Agent Type Faculty: #83816	

DEPARTMENT OF PLANT AND ENVIRONMENTAL
PROTECTION SCIENCES
CHART VII

Chart Total:
General Funds: 24.06 FTE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF PLANT AND ENVIRONMENTAL PROTECTION SCIENCES

FUNCTIONAL STATEMENT (Chart VII)

**DEPARTMENT OF PLANT AND ENVIRONMENTAL PROTECTION SCIENCES (PEPS) – Org
Code: MAPEPS**

This Department conducts Instruction, Research, and Extension programs.

Instruction

- Provide a relevant curriculum for B.S., M.S. (Plan A, Plan B, and Plan C options), and Ph.D. degrees focusing on a broad education, but with specialization in several plant protection and environmental protection areas.
- Service courses will be provided for plant science majors in other departments.
- Mentoring of graduate students and supervision of directed studies and research.
- Advising undergraduate students and career counseling.

Research

- Plan, develop, and implement research programs and projects designed to advance knowledge in plant and environmental protection and to develop and disseminate information pertaining to the management of pest problems.
- Develop projects and publish the results in appropriate refereed professional journals, make oral presentations to growers, gardeners, turf and landscape managers, professional peers, and other relevant outlets to make research findings available to the public.
- Interact with researchers and professionals outside of Hawai'i to remain current and up-to-date of new developments and new knowledge.

Extension

- Plan, develop, and implement outreach programs designed to provide information and technology to clientele concerned with plant problems and associated environmental problems.
- Maintain a close liaison with research peers to facilitate information and technology delivery.
- Work cooperatively and collaboratively with other specialists and county agents to provide the most efficient and effective means to transferring knowledge and technology.
- Provide educational materials, conduct workshops, establish electronic means of information delivery or any other effective means of providing help and information for clientele.

Interdisciplinary Programs

- The PEPS unit is designed to be transdisciplinary to assure advancement of knowledge about plant and environmental protection.
- Cooperative and collaborative programs with other plant science units are essential for crop improvement in the tropics and for improving crop and environmental protection programs.

Other

- Develop criteria for and participate in peer review process for the evaluation of faculty for promotion and tenure and contract renewal based on job responsibility.
- Participate in academic and educational activities of the college and the university.
- Provide community services where appropriate.

CHART UPDATED

JUL - 1 2011

University of Hawai'i
at MānoaOFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRSSTATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHARTDEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE
CHART VIII

Chart Total:

General Funds: 31.28 FTE

General Funds (Auth Temp): 0.50 FTE

DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE
Org Code: MATPSS

Chairperson (Appointed from among faculty position)	
Secretary II, SR-14, #00793	1.00
Clerk-Stenographer III, SR-11, #00399	1.00
Administrative & Fiscal Support Specialist, PBA. #77795	1.00
Research Associate, PBB, #80270, #80313	2.00
Agr Research Technician V, SR-16, #11019	1.00
Agr Research Technician IV, SR-14, #00397, #05392, #15512	3.00
Graduate Assistants:	1.00
#88171, #88423, #85388T	.50T
<u>Faculty Positions</u>	21.28
<u>Oahu</u>	
Specialist Type Faculty:	
#82598, #83159, #83304, #83388, #83682, #84321, #84501, #84916, #85555, #86275	
Research Type Faculty:	
#82023, #82240, #82464, #82747, #83260, #83740, #83938, #84067, #84408, #84420, #84481	
Agent Type Faculty:	
#82181, #82687, #82704, #82881, #85563, #85778	
<u>Maui</u>	
Research Type Faculty:	
#84530	
Agent Type Faculty:	
#83848, #84075, #85477, #87584	
<u>Hawaii</u>	
Research Type Faculty:	
#83073, #83286, #84354	
Specialist Type Faculty:	
#83515	
Agent Type Faculty:	
#82758, #82951, #83054, #84648, #85542	
<u>Kauai</u>	
Agent Type Faculty:	
#82196	

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE

FUNCTIONAL STATEMENT (Chart VIII)

DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE – Org Code: MATPSS

This Department conducts programs in three major categories, research, extension and instruction. The program is administered by the Department Chair. Our goal is to secure, develop and disseminate scientific information and management technologies on plants and soils for Hawai'i and selected areas in the tropics, to enhance the competitiveness and economic sustainability. This goal and related specific objective are carried out through undergraduate and graduate instruction, research, and extension. Instruction is carried out through CTAHR/Academic and Student Affairs; research and extension functions are carried out through CTAHR/Research and CTAHR/Extension.

Instruction

- Plan, develop and implement courses and curricula leading to a baccalaureate degree in Tropical Plant and Soil Science with options in 1) production/management, 2) soil science; and, 3) plant sciences and genetics, and to a Master's degree (Plan A, Plan B, and Plan C) and Ph.D. degree in Horticulture, and Agronomy and Soil Science.
- To provide service courses to other departments.
- Offer specialty targeted courses through the Outreach College and the State Department of Education.
- Provide academic advising and related career counseling to undergraduate students.
- Supervise the work of graduate students conducting thesis, dissertation, and directed research projects.

Research

- Plan, develop, and conduct research projects designed to advance knowledge in tropical plant and soil sciences. Disciplinary emphasis in plant science will be on developing viable cropping systems for Hawai'i and the tropics through crop selection, improvement and management. Research projects are conducted in the areas of genetics, cytogenetic, genetic engineering and plant breeding; crop physiology, soil management, plant nutrition, culture and management; asexual propagation including tissue culture, chemical growth regulation, postharvest physiology and handling and crop quality evaluation.
- Disciplinary emphases in soil science are to inventory and stratify the biological and physiochemical characteristics, extent and productive potential of Hawai'i's soil resources and environments and to develop efficient management strategies for enhancing the productivity of these resources and to prevent their degradation by natural and anthropogenic processes, such as nutrient depletion, acidification, and salinization.
- Prepare reports, manuscripts and other informative delivery products to make available the research findings to peers and clients at local, national and international levels.
- Retrieve and disseminate available research information.
- Facilitate the use of relevant new knowledge in departmental programs and to keep abreast of new developments in the discipline and various sub-disciplines.
- Cooperate with extension faculty to provide information required by clientele. Provide information required by government agencies for regulatory development and enforcement. Interact with extension faculty to keep abreast of problems in the field that may require research input.
- Cooperate with researchers in other disciplines in multidisciplinary research projects.

Extension

- Plan, develop, and implement outreach programs designed to provide information and technology to clientele concerned with plant and soil problems.
- Maintain strong linkages with external groups both public and private as this partnership plays a critical role in identifying critical issues of our clientele. Clientele involvement through extension assures that local needs and concerns are met as integrated programs are developed and delivered to people in communities where they live and work.
- Maintain a close liaison with research peers to facilitate technology generation by adaptive research, information dissemination and technology adoption.
- Work cooperatively and collaboratively with other specialists and county agents to provide the most efficient and effective means to transferring knowledge and technology.
- Provide educational materials, conduct workshops and coordinate conferences, establish electronic means of information delivery or any other effective means of providing help and information for industry, students, and the general public.

Interdisciplinary Programs

- Plan, and conduct interdisciplinary research and extension education projects to develop and apply improved plant, soil and pest management systems for each of the major soil and climate combinations in the state to determine, predict and enhance the potential productivity and sustainability of these systems under rain fed or irrigated conditions, and to quantify the long-term impacts of these plant and soil systems on the stability and productive capacity of the soil and the quality of environment.
- Participate as needed in other interdisciplinary projects and networking of activities throughout the state in order to take advantage of the islands' environmental, geologic and soil diversity for systematic research and technology transfer.
- Participate in partnership with Federal agencies, State agencies and clientele in addressing plant and soil issues and formulating interagency action plans.
- Participate with other departments and institutions in international research and technology transfer to assist with the relief of suffering and development of sustainable agriculture in tropical nations now unable to feed their people.
- Work with county-based personnel to develop county programs.

Other

- Develop criteria and mechanisms to reward faculty and staff for meritorious instruction, research and extension activities, giving clear recognition for team and interdisciplinary activities.
- Develop criteria for and participate in peer review process for the evaluation of faculty for promotion and tenure based on job description and performance.
- Develop criteria for and participate in peer review processes for professional development and the rewarding of excellence in teaching, research and extension
- Participate in the governance of the department, the College, the University of Hawai'i at Mānoa campus, and the University System at large.
- Participate in other appropriate academic and educational activities of the College, the University of Hawai'i at Mānoa campus and the University System at large as appropriate.
- Provide expert information when called upon to do so, in response to the needs of the other State agencies, community service organizations, the Legislature and others.
- Provide community services where appropriate.
- Review manuscripts and research proposals.
- Participate in training programs of foreign visitors.
- Participate in training programs for high school students.

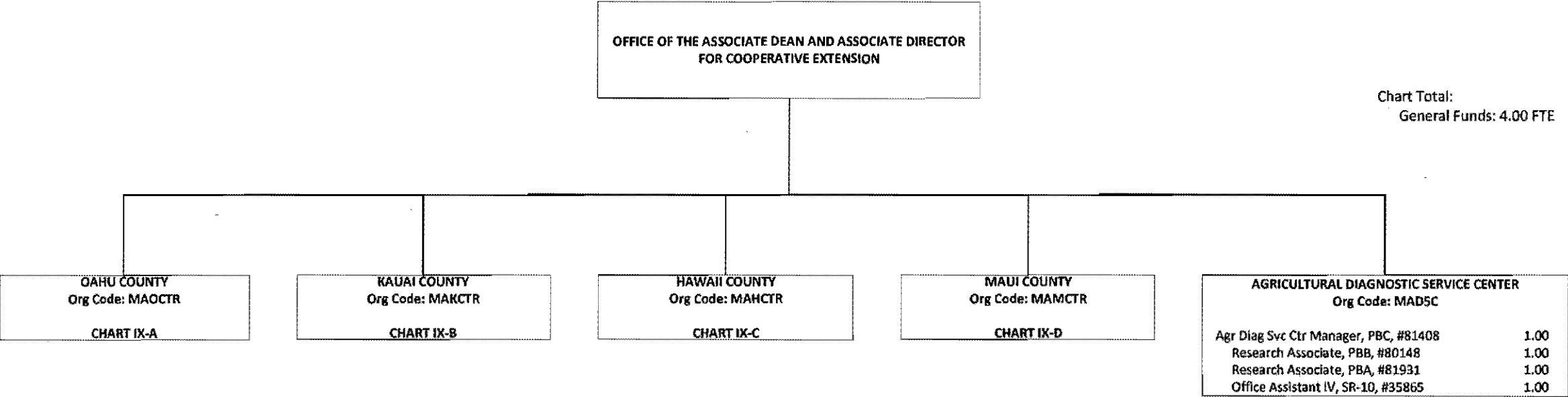
CHART UPDATED

JUL - 1 2011

University of Hawai'i
at Mānoa

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

COUNTY ADMINISTRATION
CHART IX



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
COUNTY ADMINISTRATION

FUNCTIONAL STATEMENT (Charts IX A-D)

O'AHU COUNTY – Org Code: MAOCTR

KAUAI COUNTY – Org Code: MAKCTR

HAWAII COUNTY – Org Code: MAHCTR

- **HAWAII COUNTY TECHNICAL SUPPORT – Org Code: MAHTTR**

MAUI COUNTY – Org Code: MAMCTR

CTAHR provides research and extension education services to the farmers, ranchers, industries, homeowners, homemakers and other residents for the counties of Oahu, Hawaii, Maui and Kauai primarily through a county organization. Each county is directed by a County Administrator who reports to the Associate Deans/Associate Directors for Cooperative Extension and Research. CTAHR conducts programs in counties based upon county priorities, industry and resource priorities, and discipline principles. Priorities are developed through a system analyses approach involving community, industry and resource groups, government agencies and University faculty and administrators. Major functions of each county are as follows:

- Develop and implement long-range and annual plans of work to meet the needs of the county for research and extension education services provided by CTAHR.
- Provide input in the development of State plans for the commodities and resources of the county to assure coordination between county and state plans.
- Represent CTAHR in the county in dealings with the county government, other state agencies located in the county, various groups, and industry and community leaders, to implement projects developed to meet priority areas of county programs.
- Assume responsibility for custody allocation and maintenance of budget, space, equipment and facilities for all CTAHR activities in the county.
- Organize advisory committees and staff assignments needed to serve organized clientele groups, field days, county fairs and similar activities important to the College.
- Conduct disciplinary research related to discipline priorities. Contribute to the development of extension education as a discipline.
- Conduct inter-disciplinary research and development relating to commodity and resource priorities.
- Participate in developing specific statewide and county industry and program analyses and carrying out programs and projects that are designed to establish research development priorities for each industry, commodity or clientele group in the state and the respective counties.
- Conduct extension education and services programs by defining and carrying out projects and services of county priority.

AGRICULTURAL DIAGNOSTIC SERVICE CENTER – Org Code: MAADSC

The Center provides analytical and diagnostic services to Hawaii's agricultural community which includes researchers and graduate students, extension personnel, commercial producers, other government agencies, and the general public. Services are rendered in soil testing, plant tissue analysis, feed and forage analysis, plant disease identification, and insect pest identification.

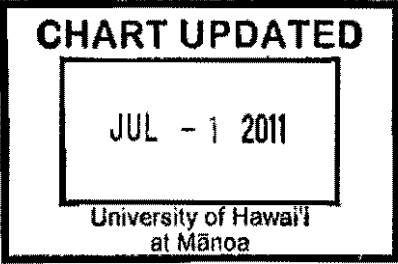
CHART UPDATED

JUL - 1 2011

University of Hawai'i
at Mānoa**OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE
EXTENSION****OAHU COUNTY**
Org Code: MAQCTR

County Administrator, #89431	1.00
HONOLULU	
Secretary II, SR-14, #21284	1.00
WAIHAWA	
Clerk-Stenographer III, SR-11, #00806	1.00
URBAN GARDEN CENTER	
Office Assistant IV, SR-10, #00802	1.00
POAMOHU EXPERIMENT STATION	
Agr Res Tech VI, SR-18, #00429	1.00
Agr Res Tech III, SR-11, #15515	1.00
WAIMANALO EXPERIMENT STATION	
Agr Res Tech VI, SR-18, #007479	1.00
Agr Res Tech IV, SR-14, #09077, #11021, #11023	3.00
Agr Res Tech III, SR-11, #4484	1.00
Bulldozer Operator II, BC-10, #4480	1.00
Agr Res Tech VI, SR-18, #00428	1.00
Agr Res Tech V, SR-16, #00396, #11024	2.00
Agr Res Tech IV, SR-14, #00433	1.00
Agr Res Tech III, SR-11, #00418, #00434, #03712	3.00
Equipment Operator III, BC-09, #00419	1.00

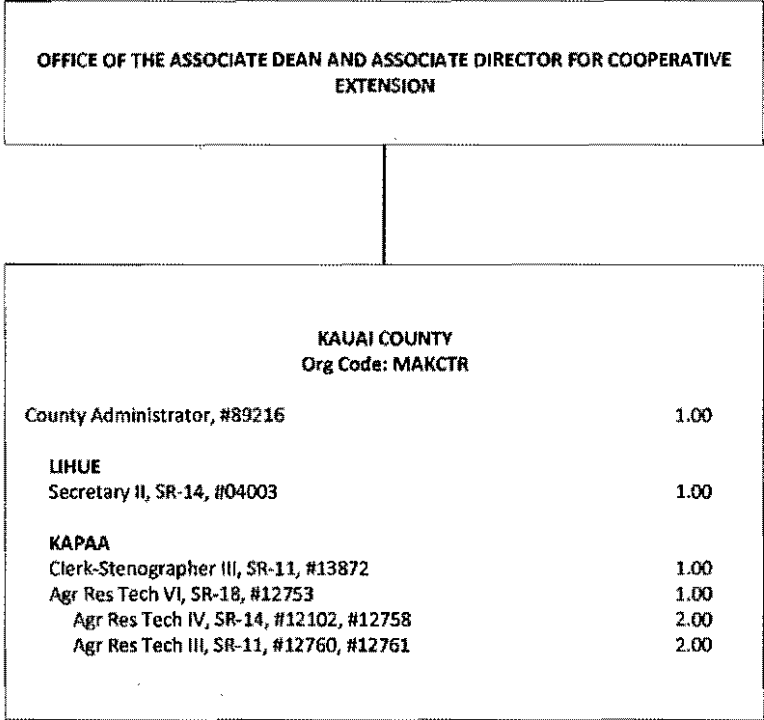
**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART****OAHU COUNTY
CHART IX-A**Chart Total:
General Funds: 31.00 FTECivil Service positions deleted #00395, #401 #00413, #00432,
#00443, #00445, #4477, #04478, #4481, #07481, #11022
(11.00)

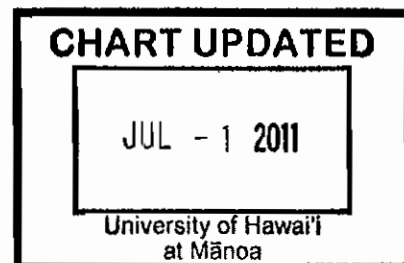


STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

KAUAI COUNTY
CHART IX-B

Chart Total:
General Funds: 8.00 FTE





OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE
EXTENSION

HAWAII COUNTY
Org Code: MAHCTR

County Administrator, #89213	1.00
KOMOHANA	
Secretary II, SR-14, #13871	1.00
Office Assistant III, SR-08, #00791	1.00
KONA	
Office Assistant IV, SR-10, #00797	1.00
KAMUELA	
Office Assistant IV, SR-10, #00799	1.00

HAWAII COUNTY TECHNICAL SUPPORT
Org Code: MAHTTR

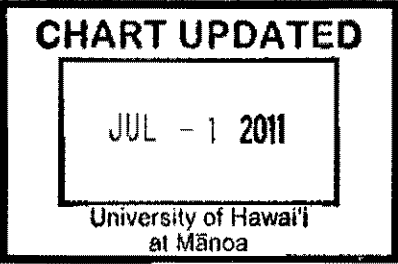
Educational Specialist, PBB, #80311	1.00
EAST HAWAII	
Agr Res Tech VI, SR-18, #12099	1.00
WAIAKEA	
Agr Res Tech V, SR-16, #12101, #12094, #14166	3.00
Agr Res Tech IV, SR-14, #12096, #12767, #14168, #12098, #15497	5.00
Agr Res Tech III, SR-11, #17602	1.00
Building Maintenance Worker I, BC-09, #12095	1.00
VOLCANO	
Agr Res Tech V, SR-16, #13206	1.00
Agr Res Tech IV, SR-14, #12097	1.00
MALAMA-KI	
Agr Res Tech III, SR-11, #12765	1.00
WEST HAWAII	
Agr Res Tech VI, SR-18, #13530	1.00
MEALANI	
Agr Res Tech V, SR-16, #13534	1.00
Agr Res Tech IV, SR-14, #12100	1.00
Agr Res Tech III, SR-11, #13205, #44868, #44867	3.00
HAMAKUA	
KONA	
Agr Res Tech V, SR-16, #00409	1.00
Agr Res Tech IV, SR-14, #22912	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

HAWAII COUNTY
CHART IX-C

Chart Total:
General Funds: 33.00 FTE

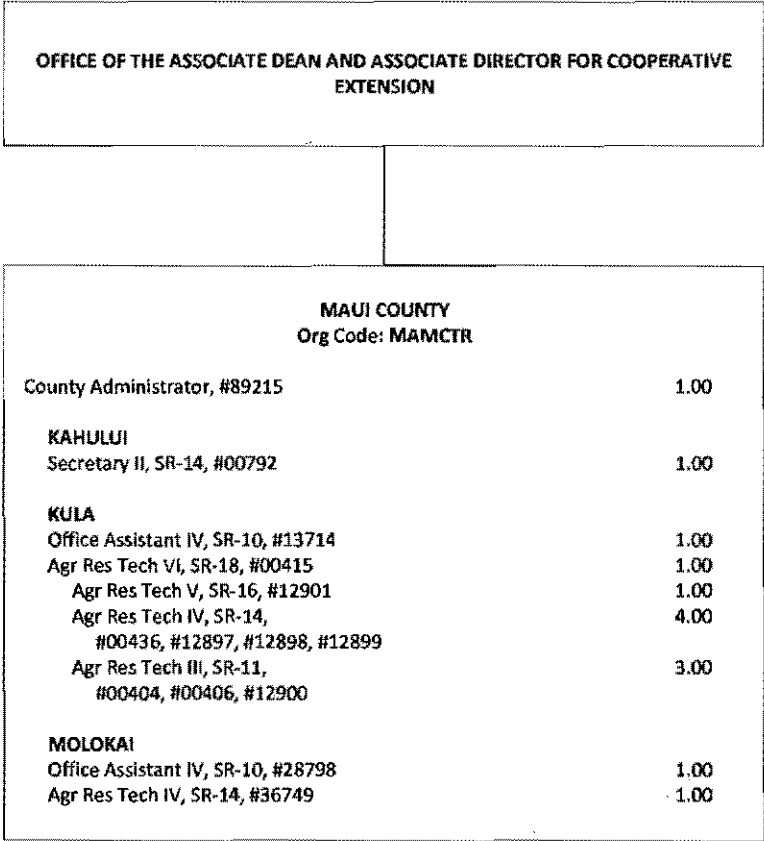
Civil Service positions deleted #09084, #12766, #13536,
#13709, #14590 (5.00)



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

MAUI COUNTY
CHART IX-D

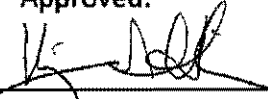
Chart Total:
General Funds: 16.00 FTE



Civil Service position deleted #12902, #42422 (2.00)

**PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

Approved:

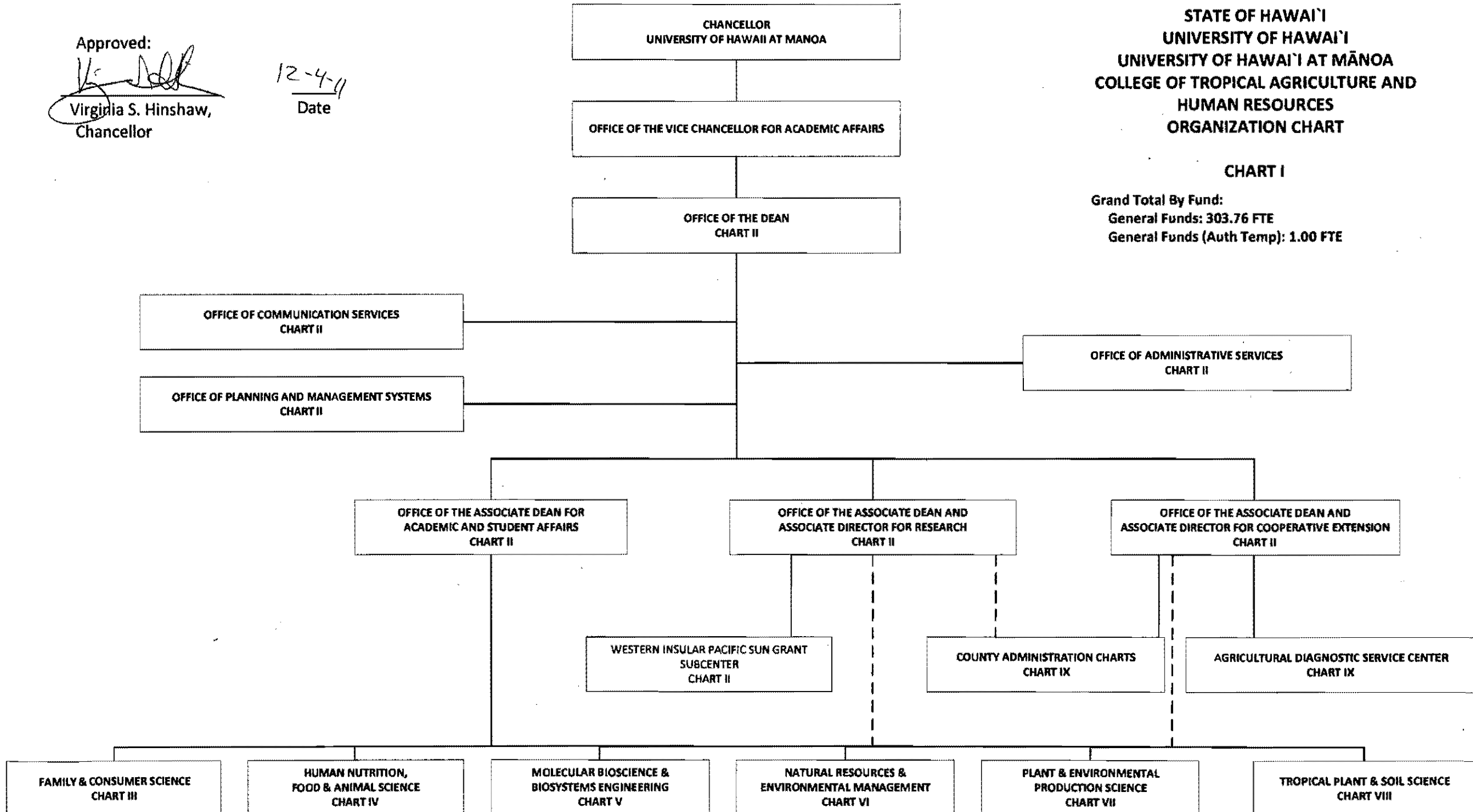

Virginia S. Hinshaw,
Chancellor

12-4-11
Date

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

CHART I


Grand Total By Fund:
General Funds: 303.76 FTE
General Funds (Auth Temp): 1.00 FTE

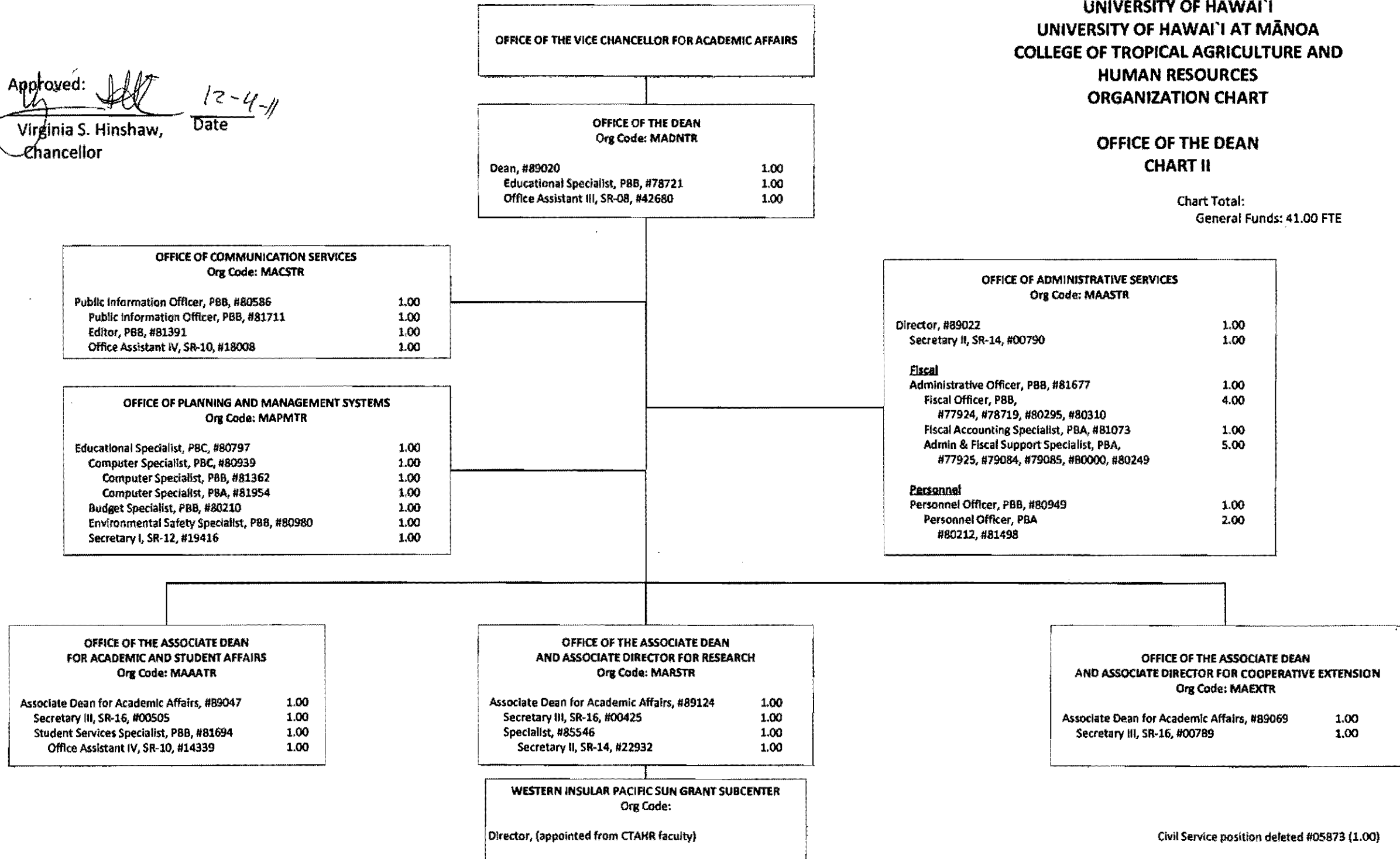


STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

OFFICE OF THE DEAN
CHART II

Chart Total:
General Funds: 41.00 FTE

Approved: 
Virginia S. Hinshaw,
Chancellor
Date 12-4-11



Civil Service position deleted #05873 (1.00)

STATE OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
OFFICE OF THE DEAN

FUNCTIONAL STATEMENT (for Chart II)

OFFICE OF THE DEAN – Org Code: MADNTR

The Dean and Director of Research and Cooperative Extension is responsible for the following:

- Plans and directs the programs of the College of Tropical Agriculture and Human Resources (CTAHR).
- Provides executive leadership in the areas of planning, program development, policy formulation, budgetary priorities and program direction to effectively accomplish CTAHR's mission and goals.
- Represents the University and the College in its external relationships, particularly with state, regional and federal agencies related to agriculture, natural and human resources.
- Provides administrative direction and coordination for implementation of the instruction, research and development, and extension functions of the College as integrated programs serving state, regional, national and international needs in agriculture, natural and human resources.
- Provide for evaluation of programs and services to maximize their effectiveness and to meet accountability requirements in accordance with federal, state and university regulations.

OFFICE OF ADMINISTRATIVE SERVICES – Org Code: MAASTR

The Office of Administrative Services is responsible for personnel, fiscal, budget, organization, and other related administrative management functions for the College.

OFFICE OF COMMUNICATION SERVICES – Org Code: MACSTR

The Office of Communication Services is responsible for the publication and information program of the College. This Office plans, develops and directs the mass media educational and informational programs (print media, radio, television, web and electronic data) and produces newsletters, alumni bulletins, and an annual CTAHR Impacts Report. The Office also coordinates the College's public relations campaigns and activities.

OFFICE OF PLANNING AND MANAGEMENT SYSTEMS – Org Code: MAPMTR

The Office of Planning and Management Systems provides the following services:

- Provides staff support to the College in developing and maintaining an integrated instruction, extension and research management system for program and project planning, budgeting, management, evaluating and reporting.
- Coordinates the program/project budget review and allocation process and recommends funding levels for programs and projects based on decisions made by college administrators.
- Monitors the implementation of program/projects approved by CTAHR administrators.
- Participates in discussions with agricultural industry leaders to determine program priorities and directions for agriculture in Hawaii.
- Provides for development, implementation and maintenance of a fully integrated research, extension and resident instruction management information system in support of administrative operations and decision making.

- Assists the Dean and Associate Deans and Associate Directors in matters pertaining to CTAHR's Capital Improvement Projects and Repair and Maintenance Projects.

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AND STUDENT AFFAIRS – Org Code: MAAATR

The Office provides administrative and educational leadership and oversight in planning, developing, implementing and evaluating CTAHR's academic program, including distance learning activities and on-going curricular revisions.

OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR RESEARCH – Org Code: MARSTR

The Office provides leadership and supervision of research programs of the agricultural research system. The functions of this Office include the following:

- Work with Department Chairs to initiate specific projects; coordinate interdepartmental projects; and approve and monitor projects in progress for accomplishments, impacts and publications.
- Liaise with Cooperative State Research, Education and Extension Service (CSREES) partnership office.
- Coordinate participation of CTAHR faculty in regional research projects and represent CTAHR regionally and nationally, including attendance at regular meetings of the Western Association of Agricultural Experiment Station Directors.
- Collaborate with the CTAHR Office of Planning and Management Systems to coordinate the budgetary allocations of the research system including preparation of budget requests, departmental allocation of funds, and federal research station funds.
- Maintain the research data systems required by USDA and other state/federal agencies.
- Cooperate with the Associate Dean and Associate Director of Cooperative Extension to manage internal grant programs and to coordinate the off-campus research/extension centers and farms.

WESTERN INSULAR PACIFIC SUN GRANT SUBCENTER (Org Code: Pending)

Oversee the programs and activities of the Western Insular Pacific Sun Grant Subcenter whose activities include:

- Conduct basic and applied research on sustainable biobased energy and product technologies.
- Solicit, collect, up-date and maintain information about biobased energy and product technologies.
- Disseminate information about biobased energy and product technologies through various outreach venues.
- Secure grants and contracts to support the research and outreach goals of the Subcenter.


OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE EXTENSION – Org Code: MAEXTR

The Office provides leadership and supervision of state-wide Cooperative Extension programs. The functions of this Office include the following:

- Work with County Administrators and Department Chairs to initiate specific projects/programs by encouraging "cross county programs" and projects through collaborative planning, implementation, and evaluation through the sharing of resources and expertise.
- Liaise with Cooperative State Research, Education, and Extension Service (CSREES) partnership office on issues relating to Cooperative Extension, including all Smith Lever funds, annual plans of work, and accomplishments and impacts/implementation reports.
- Represent Hawai'i Cooperative Extension regionally and nationally, including attendance at the regular meetings of the Western Directors' for Cooperative Extension.

- Oversee the budget allocations and extension data systems required by USDA and other state/federal agencies of the Hawai'i Cooperative Extension in collaboration with the CTAHR Office of Planning and Management Systems.
- Cooperate with the Associate Dean and Associate Director of Cooperative Extension to manage internal grant programs and to coordinate the off-campus research/extension centers and farms.

APPROVED:



Virginia S. Hinshaw
Chancellor

12-4-11
Date

NO CHANGE

OFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRS

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
CHART III

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
Org Code: MAFCS

Chairperson (Appointment form among faculty positions)	
Secretary II, SR-14, #22849	1.00
Clerk-Steno II, SR-09, #21208	1.00
Educational & Academic Support Specialist, PBA, #80784	1.00
Administrative & Fiscal Support Specialist, PBA, #78061	1.00
Graduate Assistants	1.50
#88134, #88410, #88576, #85545T	.50T
<u>Faculty Positions</u>	22.25
Oahu	
Instructional Faculty:	
#82094, #82336, #82392, #82699, #82866, #82869, #83220, #83242, #83525, #83553, #83666, #83690, #83765, #83843, #84082, #84388, #84500, #84914, #85151, #86034, #86066, #86274	
Specialist Type Faculty:	
#85421	
Agent Type Faculty:	
#82074, #84070, #84662, #84685, #85476	
Maui	
Agent Type Faculty:	
#84147, #84913	
Hawaii	
Agent Type Faculty:	
#82313, #82505, #84610	
Kauai	
Agent Type Faculty:	
#82175	

Chart Total:
General Funds: 39.85 FTE
General Funds (Auth Temp): 0.50 FTE

4-H OFFICE
Org Code: MA4H

Specialist Type Faculty: 1.00
#83968

CENTER ON THE FAMILY
Org Code: MACOF

Specialist, #82639 1.00
Specialist Type Faculty: 7.10
#82238, #82485, #83399, #84145, #84325,
#84477, #84585, #85550, #85556
Secretary II, SR-14, #46186 1.00

Civil Service position deleted #04108, #4115
(2.00)

NO CHANGE

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF FAMILY AND CONSUMER SCIENCES**

FUNCTIONAL STATEMENT (Chart III)

DEPARTMENT OF FAMILY AND CONSUMER SCIENCES – Org Code: MAFCS

Instruction

- Develop, implement, and evaluate relevant curricula for Bachelor of Science degrees in Apparel Product Design and Merchandising (APDM) and Family Resource (FAMR) including a common core of courses in research methods and internship.
- Provide service courses for majors in Early Childhood Education, K-12 School and Secondary Education, Nursing, Family and Consumer Sciences Education, Business and Marketing.
- Provide General Education Core courses that fulfill social sciences requirements for UHM (APDM 200 and FAMR 230).
- Provide support for academic advising and career counseling for undergraduate students.

Research

- Develop and implement research projects and programs designed to advance knowledge in two areas of family and consumer sciences: fashion, apparel product design, and merchandising; or human development and family studies. Disseminate the knowledge through refereed journals and other forms of peer reviewed scholarship such as books, book chapters, research presentations, peer reviewed design competition and exhibits, peer reviewed and evidence based curriculum, etc.
- Plan, develop, and implement community-based and collaborative research activities designed to provide solutions to Hawai'i's, national or international problems in the context of Asian and Pacific Islander families and multicultural communities. Integrate this knowledge into the degree program's formal curriculum on campus and off-campus educational activities and publications.
- Broadly disseminate research-based knowledge to consumers, communities, business and industry, non-profit organizations, and government agencies through multimedia communication channels, including electronic communication systems.
- Guide undergraduate students in understanding and developing research skills appropriate to their career tracks, or post-graduate education, and data evaluation skills to be a better informed citizen.
- Provide faculty mentorship and guidance for students conducting directed research projects, theses, and dissertations.
- Develop collaborations with researchers in other fields to promote multidisciplinary, interdisciplinary, and international research to develop innovative technologies, educational and other human interventions, and incorporate emerging paradigms and methods into our curriculum.

Extension

- Develop, implement, and evaluate outreach programs that provide educational materials designed for information and assistance to clientele at the consumer, agency, and business levels on topics related to family and consumer sciences.
- Develop collaborative programs involving faculty in instruction, research, and extension to enhance innovative and creative programs that have been demonstrated to work in addressing problems that are pressing needs in the State, across the Nation and around the globe.

Other

- Develop criteria for and participate in the peer review process for the evaluation of faculty for promotion and tenure.
- Participate in activities that support the Department, the College, and the University.
- Share expertise with consumers, communities, business and industry, non-profit organizations, and government agencies.
- Provide service to the profession at the local, national, and international levels.

4-H OFFICE – Org Code: MA4H

The State wide 4-H Office is responsible for state wide planning, development, implementation, and impact evaluation of 4-H youth (including children and youth 5 through 19 years of age) development activities across the counties. 4-H volunteers serve as 4-H club leaders in their communities to plan and carry out organized, informal life skills and hands on learning experiences with youth. The function of the 4-H Office is to:

- Provide support and 4-H/evidenced based positive youth development resource materials for 4-H county agents who assist 4-H volunteer adult leaders such as parents or other adults. Community based 4-H youth development hands-on activities and life skills seek to solve issues that arise in dealing with people, enhance civic engagement and community involvement, health and safety, food, energy, values, decision making, careers, and other societal concerns. Emphasis is placed on helping parents, other adults, and volunteers to understand the importance of their role and how they can be involved more effectively in the development of youth through 4-H.
- Develop and use innovative curriculum and curricular tools to help volunteer leaders in their educational efforts while working with multicultural youth and their communities. Parents, adults and others serving as volunteers need support to work more effectively with youth, and help adapting peer reviewed 4-H materials to enhance and support the educational process for youth in their communities. An emphasis will be placed on adapting, developing, and using curricular materials and development of life skills to address urgent community and societal concerns.
- Plan and work with the Hawai'i 4-H Foundation to facilitate their efforts to support and promote the 4-H program.
- Maintain close working relationships with other youth-serving educational agencies within the state.
- Work with county extension personnel to develop county programs and annual plans of work.
- Participate in other academic or educational activities of the college, the University of Hawai'i at Mānoa and the University as appropriate.
- Provide information on occasion to other state agencies, community service organizations, the legislature and others when called upon to do so.

CENTER ON THE FAMILY – Org Code: MACOF

The Center on the Family conducts research, education, and community outreach that supports and strengthens families, with a focus on Hawai'i's multicultural families. The Center on the Family is administratively located within the College of Tropical Agriculture and Human Resources (CTAHR) with a Director.

The Center on the Family:

- Develops and conducts programs of basic and applied research relating to family well-being and strengthening families (e.g., family resilience; lifespan family interaction and dynamics; the interface between families and educational, economic, health, and social systems; Asian/Pacific Island family values), and disseminates this research through professional journals, publications, and conferences.

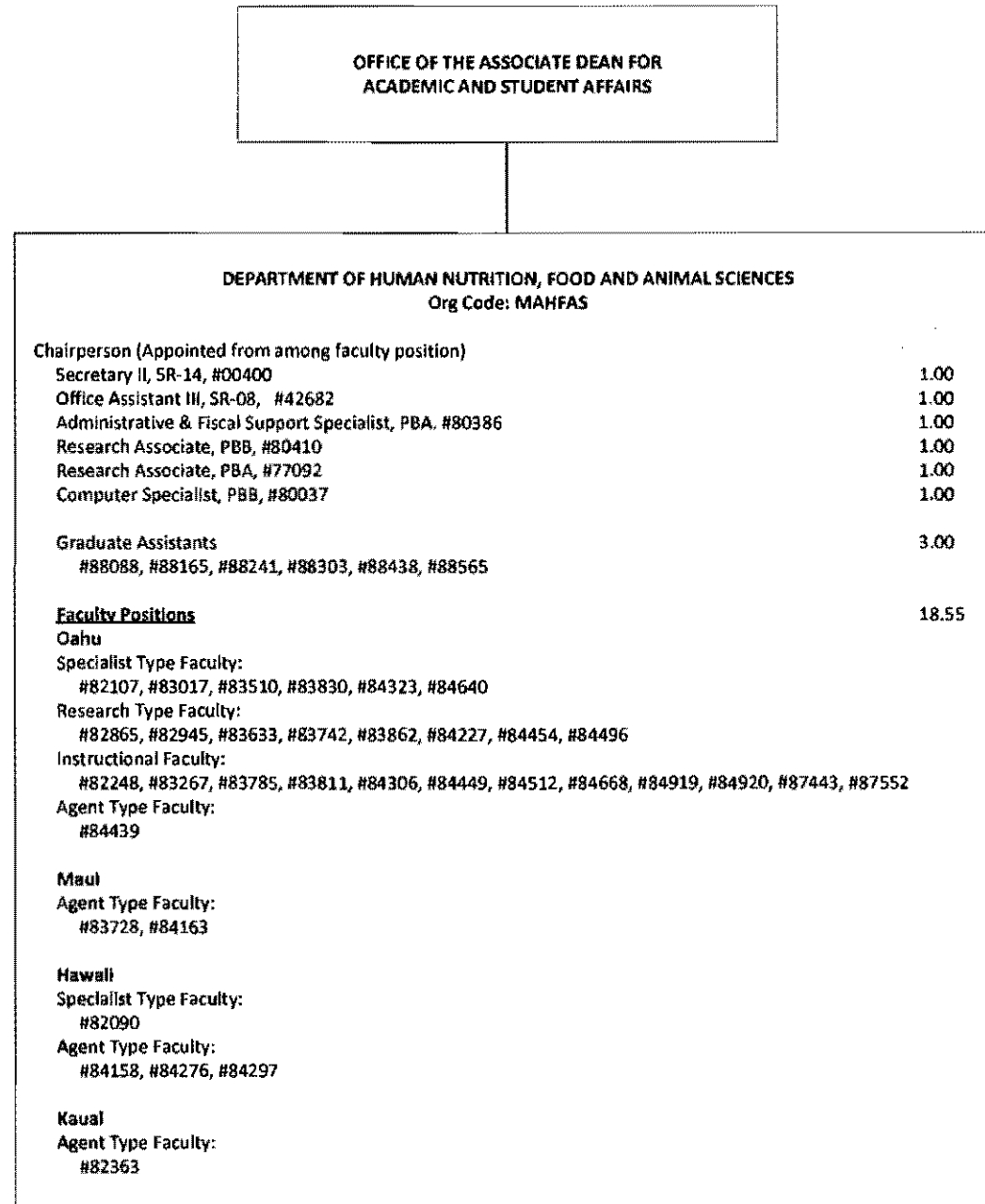
- Develops and disseminates research-based education and training materials and curricula to be used by community groups and agencies that provide direct service to families.
- Develops and implements research-based outreach programs that support and strengthen families and/or increase the capacity of community organizations and systems that serve individuals and families in Hawai'i.
- Maintains the Data Center, an on-line social indicators database and resource clearing house on the status and well being of Hawai'i's families, for use by faculty, students, policy makers, and other citizens seeking information that has relevance to strengthening and supporting families.
- Facilitates networking and multidisciplinary, interdepartmental collaboration among persons interested in family-focused research, education, and outreach at/by the University of Hawai'i.

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF HUMAN NUTRITION, FOOD AND
ANIMAL SCIENCES
CHART IV

Chart Total:
General Funds: 28.55 FTE



Civil Service position deleted #15513 (1.00)

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF HUMAN NUTRITION, FOOD AND ANIMAL SCIENCES

FUNCTIONAL STATEMENT (Chart IV)

DEPARTMENT OF HUMAN NUTRITION, FOOD AND ANIMAL SCIENCES (HNFAS) – Org
Code: MAHFAS

The Office will offers instructional programs at both the undergraduate and graduate levels and through the College of Tropical Agriculture & Human Resources (CTAHR), carry out both departmental and interdisciplinary programs encompassing both research and ex tension functions.

Instruction

- Plan, develop and implement courses and curricula leading to baccalaureate degrees in Animal Sciences and Food Science and Human Nutrition.
- Provide the means for undergraduate students to acquire a broad educational base in Animal Science to include animal nutrition, genetics, disease, meat science, muscle and growth biology, reproduction, physiology and production management. Additionally, the department will include a pre-veterinary program that prepares students for application to colleges of veterinary medicine. The Department also prepares students for graduate education.
- Provide undergraduate students with a strong science base that is applied to food science and human nutrition. The Department will offer an accredited program in Dietetics, approved by the American Dietetic Association. Other options will include food science and human nutrition which provides students with opportunities toward the areas of nutrition education, sports and wellness, food science, pre-professional programs such as pre-medicine, pre-dentistry, pre-pharmacy as well as preparing students for graduate education.
- Offer a strong science based curriculum with emphasis on active learning, critical thinking skills, problem solving and the basic scientific principles of animal sciences, food science and human nutrition.
- Provide academic advising and counseling needed for careers to students. Provide service courses for student from other departments and colleges in the University.
- Offer courses through the Outreach College.
- At the graduate level, HNFAS will provide instruction, direction and opportunities to learn through research to learn at a highly specialized level. These skills at the graduate level will provide the graduate student with the ability to become prospective researchers, teachers or extension leaders in the field of animal science or food science and human nutrition. Master's of Science degrees will be offered in Animal Sciences, Nutritional Sciences and Food Science. An interdisciplinary Ph.D. program, Food and Environmental Sciences is also available.

Departmental Disciplinary Research

- Through the Associate Dean and Associate Director for Research for the College of Tropical Agriculture and Human Resources, plan develop and conduct research projects designed to advance the knowledge of food science, human nutrition and animal sciences.
- Supervise the work of graduate students conducting thesis, dissertation, and directed research projects.
- Prepare reports and manuscripts or otherwise communicate the research findings. Some of the research areas include food biochemistry and chemistry, food microbiology, food safety, sensory and objective quality, nutrient requirements, interrelationships and bioavailability of nutrients for both humans and animals, toxicology, human and animal nutrition education, food and cultural interrelationships, food product development and dietetics, nutritional and environmental stress on animals, reproductive physiology and endocrinology, growth and

development of animals, muscle development and meat science, disease control and animal breeding.

- Keep up with research findings elsewhere in order to make use of appropriate new knowledge in departmental programs and to keep abreast of new developments in these disciplines.

Interdisciplinary Research and Extension Education

- Through the Associate Dean and Associate Director for Extension of the College of Tropical Agriculture & Human Resources, plan, develop and conduct interdisciplinary research and extension education projects in support of the food processing, food service and livestock industries in the State, focusing on improving production efficiency, management and marketing and programs to promote sound nutritional practices in the community through coordination and cooperation with federal and state agencies. Both statewide and county-wide programs will be conducted through coordination of extension specialists, researchers and extension agent service organizations when called upon to do so.
- Prepare reports, plans of work and publish research findings. Provide available research and development findings produced in Hawai'i, as well as information generated elsewhere, to Hawai'i's clientele through a variety of communication channels. Priorities should be established in accordance to various industry analyses and clientele needs through a direct working relationship with clientele groups.

Other

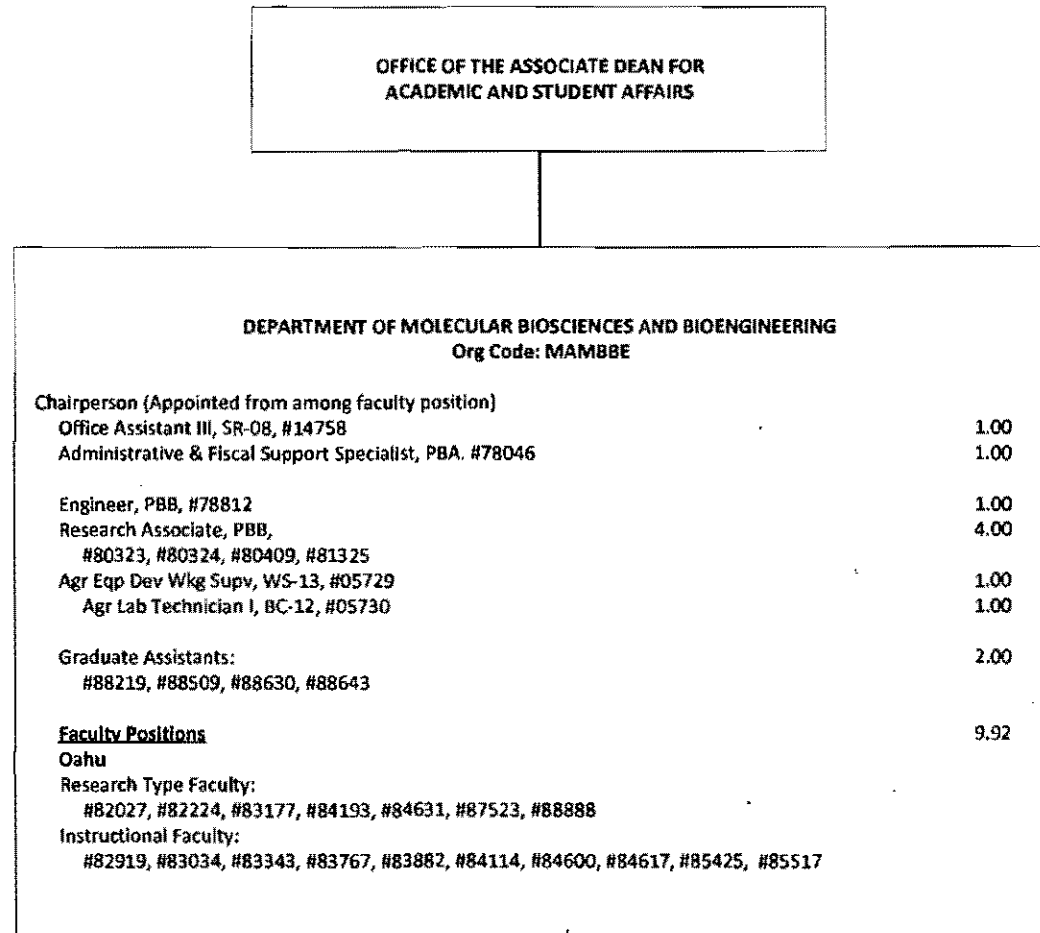
- Provide expert information to other State agencies, the legislature, and community service organizations when called upon to do so.
- Participate in the governance and other academic or educational activities of the department, the college and the University of Hawai'i at Mānoa.
- Develop criteria for and participate in peer review process for professional development.

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF MOLECULAR BIOSCIENCES AND
BIOENGINEERING
CHART V

Chart Total:
General Funds: 21.92 FTE



NO CHANGE

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF MOLECULAR BIOSCIENCES AND BIOENGINEERING**

FUNCTIONAL STATEMENT (Chart V)

**DEPARTMENT OF MOLECULAR BIOSCIENCES AND BIOENGINEERING (MBBE) – Org
Code: MAMBBE**

The mission of this Office is twofold: 1) to integrate the biological sciences with engineering to develop new knowledge in molecular biosciences and biological engineering and 2) to apply the latest scientific discoveries to strengthen the biologically-based industries of biotechnology, agriculture, food technology and aquaculture. The applications of science and technology will be done in a manner that protects human health and the environment while meeting the needs of society.

The Department will operate along three traditional assignment categories, instruction, research, and extension, and will participate in various interdisciplinary and other activities.

Instruction

- Plan, develop, and present curricula leading to B.S. degrees in Biological Engineering and Molecular Biosciences (the latter will have options in General Molecular Biosciences and Biotechnology, Plant Biotechnology, and Environmental Biochemistry). Plan, develop, and present curricula leading to M.S. degrees (Plan A or Plan B) in Molecular Biosciences and Bioengineering and Bioengineering Ph.D. degrees in Molecular Biosciences and Bioengineering
- Provide service courses to other academic programs.
- Provide academic advising and career counseling to undergraduate students.
- Advise and supervise graduate students performing thesis, dissertation, and directed research.
- Offer specially targeted courses through the Outreach College.

Research

- Plan, develop, and conduct research aimed at advancing the knowledge in biochemistry, biotechnology, and biological engineering. Areas of research emphasis include biotechnology; plant molecular biology and biochemistry; photosynthesis, gene regulation, and signal transduction; plant-microbe interaction, plant and insect cell culture; natural products chemistry and biochemistry; environmental chemistry and toxicology; biological and thermochemical conversion; water distribution systems; control theory and automation; systems engineering and engineering of agricultural biosystems; food science and technology; and nutritional biochemistry.
- Disseminate research findings via refereed professional journals, oral presentations to peers and clients, research reports to funding agencies, and other appropriate communication mechanisms.
- Interact with extension faculty to disseminate information to clientele and to keep abreast of problems in the field that require research for their solution. Provide information to governmental agencies for establishing public policy, and for regulatory development and enforcement.
- Cooperate with researchers in other disciplines in multidisciplinary research projects.
- Interact with researchers and professionals outside of Hawai'i to keep abreast of new developments and new knowledge worldwide.

Extension

- Plan, develop, and implement outreach aimed at disseminating information and transferring technology to clientele concerned with areas of emphasis of the Department.
- Maintain strong linkages with public and private stakeholders to identify critical needs of clientele.
- Maintain close liaison with research peers to facilitate the flow of information to and from clientele.
- Provide educational materials, conduct workshops, establish electronic means of information delivery or any other effective means of providing help and information for clientele.

Interdisciplinary Programs

- Plan and conduct interdisciplinary research and outreach to develop and apply new biotechnological and engineering approaches to support agricultural and other bio-based industries, formulate environmentally compatible methods of controlling pests and diseases in tropical crops and other biological cultures, and protect human health.
- Provide an "expert technological base" for molecular biology, biochemistry, biotechnology, and biosystems engineering in CTAHR.
- Participate, as appropriate, in interdisciplinary projects and networking of activities throughout the State in areas pertinent to the Department.
- Collaborate with government agencies, governmental laboratories, and clientele in areas pertinent to this Department.
- Participate with other departments and institutions in international research and technology transfer.

Other

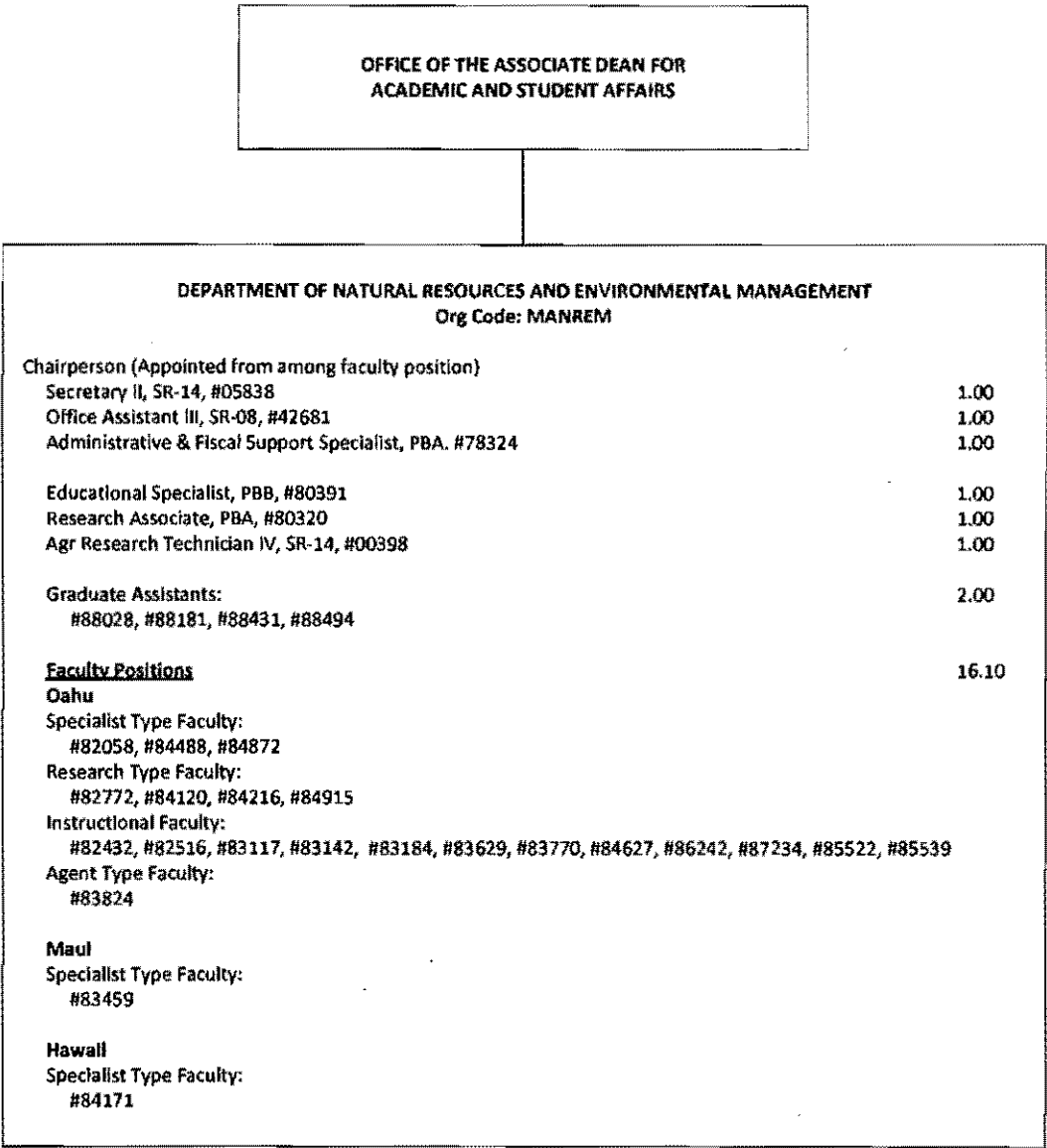
- Develop criteria for and participate in peer review processes in the evaluation of faculty for promotion and tenure. Develop criteria and mechanisms to reward faculty and staff for meritorious performance.
- Participate in governance of the Department, the College, and the University.
- Participate in academic and educational activities in the College and the University, as appropriate.
- Provide service to governmental agencies, secondary school units, and the general public, as appropriate.

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF NATURAL RESOURCES AND
ENVIRONMENTAL MANAGEMENT
CHART VI

Chart Total:
General Funds: 25.10 FTE



NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT

FUNCTIONAL STATEMENT (Chart VI)

DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT – Org Codes: MANREM

This Office is the major unit dealing with land and natural resource planning, policy and utilization within CTAHR. Our *mission* will be to "Discover and help CTAHR's clients learn how to better use, manage, and conserve natural and renewable resources for optimum benefits and enhanced environmental quality." The natural resources of focus include land, soil, water, air, forestry, fisheries, range and, as appropriate, aquacultural systems. The department will endeavor to develop selected areas of expertise into foci/centers of excellence in conservation and development efforts and sustainable agricultural technologies and management policies that are capable of leveraging extramural funding from local, national and international sources.

The NREM mission, purpose, and articulated specific objectives are implemented through the primary Land-Grant functions of undergraduate and graduate instruction, disciplinary and problem-solving inter/trans-disciplinary) research, and extension. Undergraduate instructional support is through CTAHR/Academic Affairs, graduate instructional support is through CTAHR and the UHM Graduate Division, research and extension functions are support mainly through CTAHR Research/Extension.

Instruction

- Through the CTAHR Associate Dean for Academic and Student Affairs and in consultation with the NREM faculty, NREM plans, develops and implements curricula and courses leading to a baccalaureate degree with options/tracks in Natural Resource Management and Conservation and Community Development and Policy.
- Through the UHM Graduate Division and in consultation with the faculty, NREM plans, develops and implements curricula and courses leading to graduate (both master Plans A, B, C and a professional masters of Environmental Management and doctors) degrees with options in physical, biological, ecological and socio-economic streams.
- Provide service courses for students from other department and colleges in the University.
- Provide academic advising and related career counseling to undergraduate, graduate, and unclassified students.
- Offer specially targeted courses through the Outreach College and the State Department of Education.

Disciplinary Research

- Through the Associate Dean and Associate Director for Research and the Department Chairperson (acting in her/his capacity as the coordinator for departmental inter/trans disciplinary research) along with the faculty, plan, develop and conduct research projects designed to advance knowledge in the physical, biological, ecological, economic and social sciences directly linked to NREM's mission and purpose.
- Interact and collaborate with researchers and professionals outside of Hawai'i to stay up-to-date on new developments and new knowledge and conduct joint research in areas of mutual benefit.
- Supervise the work of graduate students conducting M.S. non-thesis and thesis, Ph.D. dissertation, and Directed Study projects.
- Prepare reports, manuscripts and other informative delivery products to make available the research findings to peers and clients.
- Retrieve and disseminate available research information to facilitate the use of relevant new knowledge in departmental programs and to keep abreast of new developments in the disciplines and various sub-disciplines of NREM.

- Pursue competitive local, national and international grants and awards to build capacity and advance knowledge in the physical, biological, ecological, applied economic and social sciences directly linked to NREM's mission and purpose.

Problem Solving Research, Extension Education and Outreach

- Through the Associate Dean and Associate Director for Extension of CTAHR, NREM with consultations with faculty plans, and conducts inter- or trans-disciplinary research and outreach/extension education projects to develop and apply sustainable natural resource management systems for the major land and climate combinations in the state, and quantify the long-term impacts of these systems on the stability of land and the quality of environment.
- Predict and enhance the potential productivity and sustainability of agroecosystems whether under rain fed or irrigated conditions.
- Participate as needed in other inter- or trans-disciplinary projects and networking activities throughout the state in order to take advantage of the islands' environmental, geologic, soil, topographic, and ecological diversity for systematic research and technology transfer.
- Participate in partnerships with sister Federal agencies, State agencies and clientele for addressing natural resource and land use issues and formulating cooperative interagency action plans.
- Participate with other departments and institutions in international research and technology transfer to assist with the development of sustainable agriculture in other tropical and sub-tropical nations, especially in the Asia Pacific and to learn from these experiences.
- Work with county research and extension personnel to develop county subprograms and annual plans of work that assert the role of sound natural resource management and environmentally safe land use systems.
- Prepare reports, manuscripts, and educational materials; hold periodic conferences and workshops; and use other information dissemination and delivery vehicles to make research and development findings readily available to peers and clients.

Other

- Develop criteria for and participate in peer review processes for professional development and the rewarding of excellent faculty performance in teaching, research and extension.
- Participate in the governance of the department, the College, the University of Hawai'i at Mānoa campus, and the University System at large.
- Participate in other appropriate academic, research and educational activities of the College, the University of Hawai'i at Mānoa campus and the University System at large.
- Provide expert information in response to the needs of other State agencies, community service organizations, the Legislature and others when called upon to do so.

NO CHANGE

OFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRS

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF PLANT AND ENVIRONMENTAL PROTECTION SCIENCES
Org Code: MAPEPS

Chairperson (Appointed from among faculty position)	
Secretary II, SR-14, #07477	1.00
Office Assistant III, SR-08, #00794, #15509	2.00
Administrative & Fiscal Support Specialist, PBA, #77864	1.00
Educational Specialist, PBB, #80250	1.00
Research Associate, PBB, #80385, #80388, #81178, #81311	4.00
Research Associate, PBA, #81313	1.00
Agr Research Technician V, SR-16, #00442	1.00
Agr Research Technician IV, SR-14, #24270	1.00
Agr Research Technician III, SR-11, #24269	1.00
Graduate Assistants: #88486, #84932	1.00
<u>Faculty Positions</u>	10.06
<u>Oahu</u>	
Specialist Type Faculty: #82550, #82985, #83320, #83513, #84006, #84911	
Research Type Faculty: #82047, #82976, #83067, #83884, #84041, #84316	
Instructional Faculty: #82139, #84138, #85510, #85543, #85547, #85548	
Agent Type Faculty: #84489, #85551	
<u>Maul</u>	
Agent Type Faculty: #85530	
<u>Hawaii</u>	
Research Type Faculty: #83542	
Agent Type Faculty: #82722, #83462, #85538	
<u>Kauai</u>	
Research Type Faculty: #83840	
Instructional Type Faculty: #85505	
Agent Type Faculty: #83816	

DEPARTMENT OF PLANT AND ENVIRONMENTAL
PROTECTION SCIENCES
CHART VII

Chart Total:
General Funds: 24.06 FTE

NO CHANGE

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF PLANT AND ENVIRONMENTAL PROTECTION SCIENCES**

FUNCTIONAL STATEMENT (Chart VII)

**DEPARTMENT OF PLANT AND ENVIRONMENTAL PROTECTION SCIENCES (PEPS) – Org
Code: MAPEPS**

This Department conducts Instruction, Research, and Extension programs.

Instruction

- Provide a relevant curriculum for B.S., M.S. (Plan A, Plan B, and Plan C options), and Ph.D. degrees focusing on a broad education, but with specialization in several plant protection and environmental protection areas.
- Service courses will be provided for plant science majors in other departments.
- Mentoring of graduate students and supervision of directed studies and research.
- Advising undergraduate students and career counseling.

Research

- Plan, develop, and implement research programs and projects designed to advance knowledge in plant and environmental protection and to develop and disseminate information pertaining to the management of pest problems.
- Develop projects and publish the results in appropriate refereed professional journals, make oral presentations to growers, gardeners, turf and landscape managers, professional peers, and other relevant outlets to make research findings available to the public.
- Interact with researchers and professionals outside of Hawai'i to remain current and up-to-date of new developments and new knowledge.

Extension

- Plan, develop, and implement outreach programs designed to provide information and technology to clientele concerned with plant problems and associated environmental problems.
- Maintain a close liaison with research peers to facilitate information and technology delivery.
- Work cooperatively and collaboratively with other specialists and county agents to provide the most efficient and effective means to transferring knowledge and technology.
- Provide educational materials, conduct workshops, establish electronic means of information delivery or any other effective means of providing help and information for clientele.

Interdisciplinary Programs

- The PEPS unit is designed to be transdisciplinary to assure advancement of knowledge about plant and environmental protection.
- Cooperative and collaborative programs with other plant science units are essential for crop improvement in the tropics and for improving crop and environmental protection programs.

Other

- Develop criteria for and participate in peer review process for the evaluation of faculty for promotion and tenure and contract renewal based on job responsibility.
- Participate in academic and educational activities of the college and the university.
- Provide community services where appropriate.

NO CHANGE

OFFICE OF THE ASSOCIATE DEAN FOR
ACADEMIC AND STUDENT AFFAIRS

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE
Org Code: MATPSS

DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE
CHART VIII

Chairperson (Appointed from among faculty position)	
Secretary II, SR-14, #00793	1.00
Clerk-Stenographer III, SR-11, #00399	1.00
Administrative & Fiscal Support Specialist, PBA. #77795	1.00
Research Associate, PBB, #80270, #80313	2.00
Agr Research Technician V, SR-16, #11019	1.00
Agr Research Technician IV, SR-14, #00397, #05392, #15512	3.00
Graduate Assistants:	1.00
#88171, #88423, #85388T	.50T
<u>Faculty Positions</u>	21.28
Oahu	
Specialist Type Faculty:	
#82598, #83159, #83304, #83388, #83682, #84321, #84501, #84916, #85555, #86275	
Research Type Faculty:	
#82023, #82240, #82464, #82747, #83260, #83740, #83938, #84067, #84408, #84420, #84481	
Agent Type Faculty:	
#82181, #82687, #82704, #82881, #85563, #85778	
Maul	
Research Type Faculty:	
#84530	
Agent Type Faculty:	
#83848, #84075, #85477, #87584	
Hawaii	
Research Type Faculty:	
#83073, #83286, #84354	
Specialist Type Faculty:	
#83515	
Agent Type Faculty:	
#82758, #82951, #83054, #84648, #85542	
Kauai	
Agent Type Faculty:	
#82196	

Chart Total:
General Funds: 31.28 FTE
General Funds (Auth Temp): 0.50 FTE

NO CHANGE

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE**

FUNCTIONAL STATEMENT (Chart VIII)

DEPARTMENT OF TROPICAL PLANT AND SOIL SCIENCE – Org Code: MATPSS

This Department conducts programs in three major categories, research, extension and instruction. The program is administered by the Department Chair. Our goal is to secure, develop and disseminate scientific information and management technologies on plants and soils for Hawai'i and selected areas in the tropics, to enhance the competitiveness and economic sustainability. This goal and related specific objective are carried out through undergraduate and graduate instruction, research, and extension. Instruction is carried out through CTAHR/Academic and Student Affairs; research and extension functions are carried out through CTAHR/Research and CTAHR/Extension.

Instruction

- Plan, develop and implement courses and curricula leading to a baccalaureate degree in Tropical Plant and Soil Science with options in 1) production/management, 2) soil science; and, 3) plant sciences and genetics, and to a Master's degree (Plan A, Plan B, and Plan C) and Ph.D. degree in Horticulture, and Agronomy and Soil Science.
- To provide service courses to other departments.
- Offer specialty targeted courses through the Outreach College and the State Department of Education.
- Provide academic advising and related career counseling to undergraduate students.
- Supervise the work of graduate students conducting thesis, dissertation, and directed research projects.

Research

- Plan, develop, and conduct research projects designed to advance knowledge in tropical plant and soil sciences. Disciplinary emphasis in plant science will be on developing viable cropping systems for Hawai'i and the tropics through crop selection, improvement and management. Research projects are conducted in the areas of genetics, cytogenetic, genetic engineering and plant breeding; crop physiology, soil management, plant nutrition, culture and management; asexual propagation including tissue culture, chemical growth regulation, postharvest physiology and handling and crop quality evaluation.
- Disciplinary emphases in soil science are to inventory and stratify the biological and physiochemical characteristics, extent and productive potential of Hawai'i's soil resources and environments and to develop efficient management strategies for enhancing the productivity of these resources and to prevent their degradation by natural and anthropogenic processes, such as nutrient depletion, acidification, and salinization.
- Prepare reports, manuscripts and other informative delivery products to make available the research findings to peers and clients at local, national and international levels.
- Retrieve and disseminate available research information.
- Facilitate the use of relevant new knowledge in departmental programs and to keep abreast of new developments in the discipline and various sub-disciplines.
- Cooperate with extension faculty to provide information required by clientele. Provide information required by government agencies for regulatory development and enforcement. Interact with extension faculty to keep abreast of problems in the field that may require research input.
- Cooperate with researchers in other disciplines in multidisciplinary research projects.

Extension

- Plan, develop, and implement outreach programs designed to provide information and technology to clientele concerned with plant and soil problems.
- Maintain strong linkages with external groups both public and private as this partnership plays a critical role in identifying critical issues of our clientele. Clientele involvement through extension assures that local needs and concerns are met as integrated programs are developed and delivered to people in communities where they live and work.
- Maintain a close liaison with research peers to facilitate technology generation by adaptive research, information dissemination and technology adoption.
- Work cooperatively and collaboratively with other specialists and county agents to provide the most efficient and effective means to transferring knowledge and technology.
- Provide educational materials, conduct workshops and coordinate conferences, establish electronic means of information delivery or any other effective means of providing help and information for industry, students, and the general public.

Interdisciplinary Programs

- Plan, and conduct interdisciplinary research and extension education projects to develop and apply improved plant, soil and pest management systems for each of the major soil and climate combinations in the state to determine, predict and enhance the potential productivity and sustainability of these systems under rain fed or irrigated conditions, and to quantify the long-term impacts of these plant and soil systems on the stability and productive capacity of the soil and the quality of environment.
- Participate as needed in other interdisciplinary projects and networking of activities throughout the state in order to take advantage of the islands' environmental, geologic and soil diversity for systematic research and technology transfer.
- Participate in partnership with Federal agencies, State agencies and clientele in addressing plant and soil issues and formulating interagency action plans.
- Participate with other departments and institutions in international research and technology transfer to assist with the relief of suffering and development of sustainable agriculture in tropical nations now unable to feed their people.
- Work with county-based personnel to develop county programs.

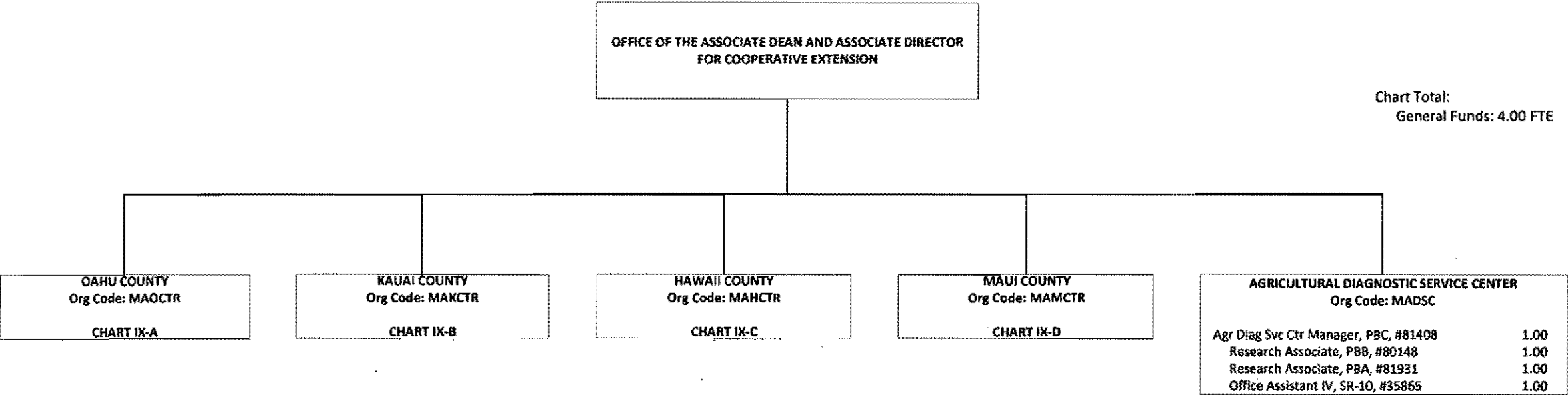
Other

- Develop criteria and mechanisms to reward faculty and staff for meritorious instruction, research and extension activities, giving clear recognition for team and interdisciplinary activities.
- Develop criteria for and participate in peer review process for the evaluation of faculty for promotion and tenure based on job description and performance.
- Develop criteria for and participate in peer review processes for professional development and the rewarding of excellence in teaching, research and extension
- Participate in the governance of the department, the College, the University of Hawai'i at Mānoa campus, and the University System at large.
- Participate in other appropriate academic and educational activities of the College, the University of Hawai'i at Mānoa campus and the University System at large as appropriate.
- Provide expert information when called upon to do so, in response to the needs of the other State agencies, community service organizations, the Legislature and others.
- Provide community services where appropriate.
- Review manuscripts and research proposals.
- Participate in training programs of foreign visitors.
- Participate in training programs for high school students.

NO CHANGE

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

COUNTY ADMINISTRATION
CHART IX



NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
COUNTY ADMINISTRATION

FUNCTIONAL STATEMENT (Charts IX A-D)

O'AHU COUNTY – Org Code: MAOCTR

KAUAI COUNTY – Org Code: MAKCTR

HAWAII COUNTY – Org Code: MAHCTR

- **HAWAII COUNTY TECHNICAL SUPPORT – Org Code: MAHTTR**

MAUI COUNTY – Org Code: MAMCTR

CTAHR provides research and extension education services to the farmers, ranchers, industries, homeowners, homemakers and other residents for the counties of Oahu, Hawaii, Maui and Kauai primarily through a county organization. Each county is directed by a County Administrator who reports to the Associate Deans/Associate Directors for Cooperative Extension and Research. CTAHR conducts programs in counties based upon county priorities, industry and resource priorities, and discipline principles. Priorities are developed through a system analyses approach involving community, industry and resource groups, government agencies and University faculty and administrators. Major functions of each county are as follows:

- Develop and implement long-range and annual plans of work to meet the needs of the county for research and extension education services provided by CTAHR.
- Provide input in the development of State plans for the commodities and resources of the county to assure coordination between county and state plans.
- Represent CTAHR in the county in dealings with the county government, other state agencies located in the county, various groups, and industry and community leaders, to implement projects developed to meet priority areas of county programs.
- Assume responsibility for custody allocation and maintenance of budget, space, equipment and facilities for all CTAHR activities in the county.
- Organize advisory committees and staff assignments needed to serve organized clientele groups, field days, county fairs and similar activities important to the College.
- Conduct disciplinary research related to discipline priorities. Contribute to the development of extension education as a discipline.
- Conduct inter-disciplinary research and development relating to commodity and resource priorities.
- Participate in developing specific statewide and county industry and program analyses and carrying out programs and projects that are designed to establish research development priorities for each industry, commodity or clientele group in the state and the respective counties.
- Conduct extension education and services programs by defining and carrying out projects and services of county priority.

AGRICULTURAL DIAGNOSTIC SERVICE CENTER – Org Code: MAADSC

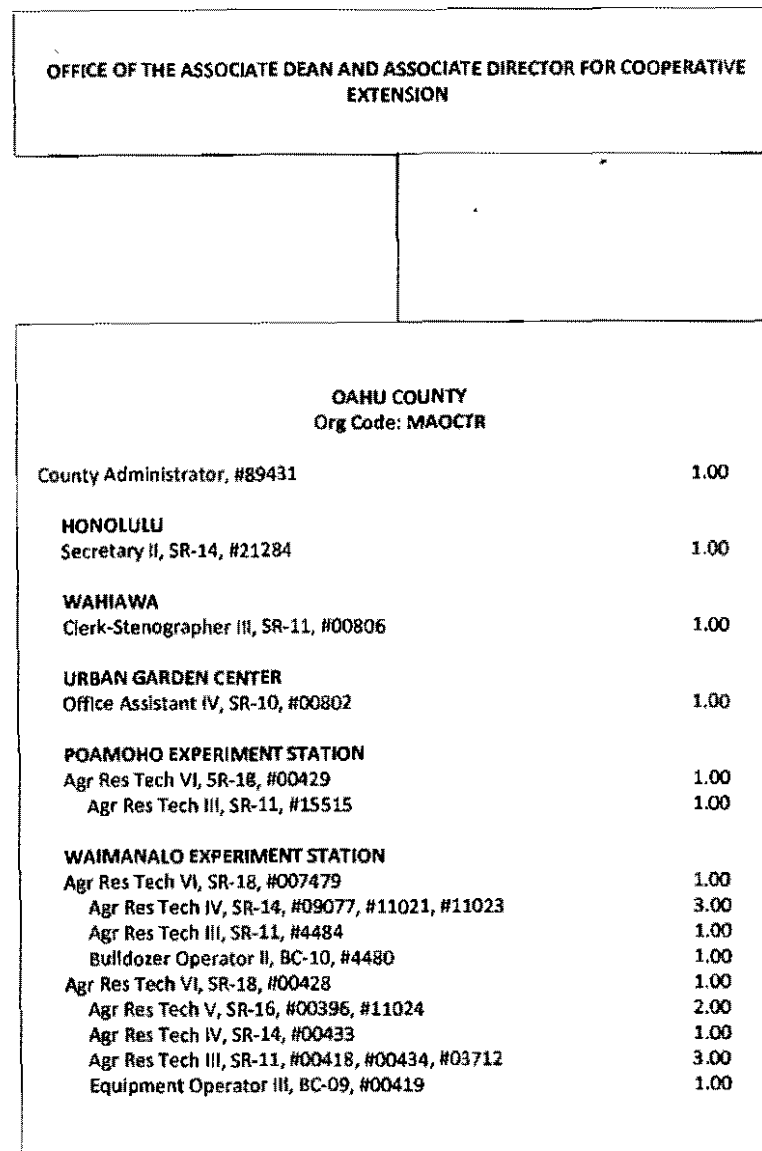
The Center provides analytical and diagnostic services to Hawaii's agricultural community which includes researchers and graduate students, extension personnel, commercial producers, other government agencies, and the general public. Services are rendered in soil testing, plant tissue analysis, feed and forage analysis, plant disease identification, and insect pest identification.

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

OAHU COUNTY
CHART IX-A

Chart Total:
General Funds: 31.00 FTE



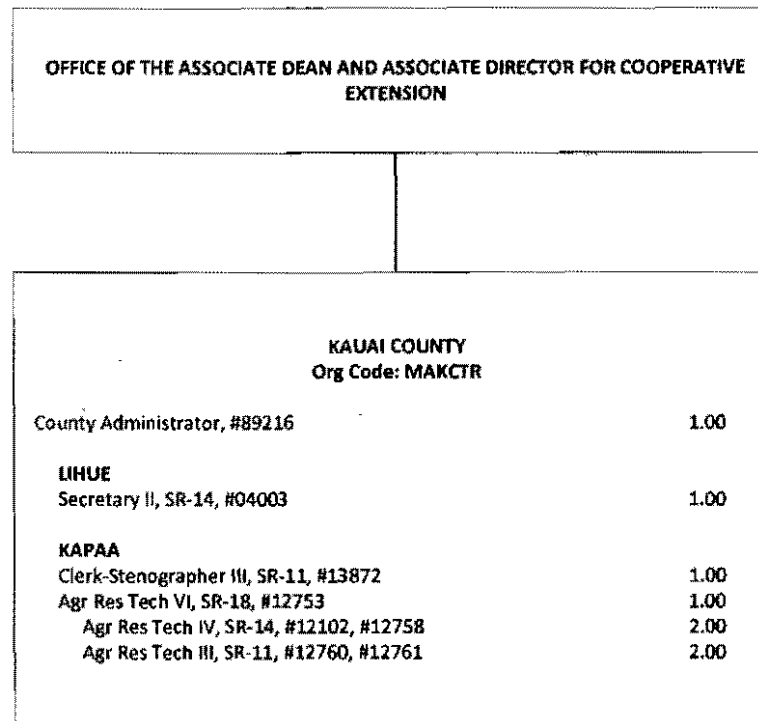
Civil Service positions deleted #00395, #401 #00413, #00432,
#00443, #00445, #4477, #04478, #4481, #07481, #11022
(11.00)

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

KAUAI COUNTY
CHART IX-B

Chart Total:
General Funds: 8.00 FTE



NO CHANGE

OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE EXTENSION		
HAWAII COUNTY Org Code: MAHCTR		
County Administrator, #89213		1.00
KOMOHANA		
Secretary II, SR-14, #13871		1.00
Office Assistant III, SR-08, #00791		1.00
KONA		
Office Assistant IV, SR-10, #00797		1.00
KAMUELA		
Office Assistant IV, SR-10, #00799		1.00
HAWAII COUNTY TECHNICAL SUPPORT Org Code: MAHTTR		
Educational Specialist, PBB, #80311		1.00
EAST HAWAII		
Agr Res Tech VI, SR-18, #12099		1.00
WAIAKEA		
Agr Res Tech V, SR-16, #12101, #12094, #14166		3.00
Agr Res Tech IV, SR-14, #12096, #12767, #14168, #12098, #15497		5.00
Agr Res Tech III, SR-11, #17602		1.00
Building Maintenance Worker I, BC-09, #12095		1.00
VOLCANO		
Agr Res Tech V, SR-16, #13206		1.00
Agr Res Tech IV, SR-14, #12097		1.00
MALAMA-KI		
Agr Res Tech III, SR-11, #12765		1.00
WEST HAWAII		
Agr Res Tech VI, SR-18, #13530		1.00
MEALANI		
Agr Res Tech V, SR-16, #13534		1.00
Agr Res Tech IV, SR-14, #12100		1.00
Agr Res Tech III, SR-11, #13205, #44868, #44867		3.00
HAMAKUA		
KONA		
Agr Res Tech V, SR-16, #00409		1.00
Agr Res Tech IV, SR-14, #22912		1.00

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

HAWAII COUNTY
CHART IX-C

Chart Total:
General Funds: 33.00 FTE

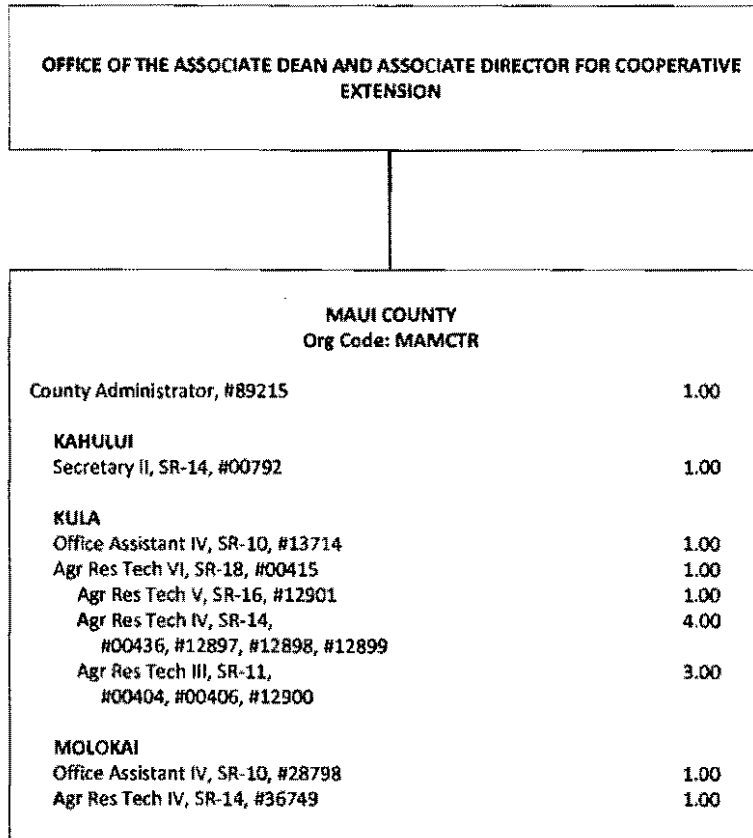
Civil Service positions deleted #09084, #12766, #13536,
#13709, #14590 (5.00)

NO CHANGE

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
COLLEGE OF TROPICAL AGRICULTURE AND
HUMAN RESOURCES
ORGANIZATION CHART

MAUI COUNTY
CHART IX-D

Chart Total:
General Funds: 16.00 FTE



Civil Service position deleted #12902, #42422 (2.00)

Attachment 5

COPIES OF LETTERS AND RESPONSES REGARDING THE ESTABLISHMENT OF THE SUBCENTER



Western Regional Center, Sun Grant Initiative
Oregon State University, 138 Strand Agricultural Hall, Corvallis, Oregon 97331-1234
T 541-737-5811 | F 541-737-3178 | <http://sungrant.oregonstate.edu>

October 20, 2010

Dr. Sylvia Yuen
Interim Dean and Director
College of Tropical Agriculture and Human Resources
3050 Maile Way, Gilmore Hall 202
Honolulu, HI 96822

Dear Dean Yuen:

The Sun Grant Program was originally authorized by Congress as section 9011 of the "Farm Security and Rural Investment Act of 2002, commonly referred to as the "2002 Farm Bill". The Bill provided language regarding the establishment and funding for five regional Centers and their biomass and bioenergy programs. Through these programs, the Western Regional Center (along with sister centers in the North-Central, Southeast, South-Central, and Northeast) were to enhance national energy security; promote diversification in and sustainability of agricultural production; promote economic diversification in rural areas; and enhance efficiency of bioenergy and biomass research and development programs through improved coordination and collaboration among federal and state laboratories and land-grant colleges and universities.

The Sun Grant Program-Western Region includes the nine states of Hawaii, Alaska, Washington, Oregon, Idaho, Utah, Nevada, California and Arizona; the territories of Guam and American Samoa; and the affiliated states of the Commonwealth of the Northern Marianas, The Federated States of Micronesia, the Republic of the Marshall Islands, and the Republic of Palau. The Western region is a particularly diverse one with respect to climate and soils, biomass crops and agronomic systems, land use and management systems, community and cultural practices, as well as energy production and use. The communities found in the region are often widely dispersed and/or isolated. In recognition of this diversity, Congress in reauthorized the Sun Grant Program in the "Food, Conservation, and Energy Act of 2008," more commonly referred to as the "2008 Farm Bill", provided for the establishment of an insular Pacific subcenter to facilitate the interests of the insular part of the western region.

The Sun Grant Program-Western Region (SGW) supports the formal establishment of the Western Insular Pacific Sun Grant Subcenter (Subcenter) at the University of Hawaii at Manoa (UHM). The Subcenter would support the efforts of and report to the SGW. The Subcenter will provide input to the SGW about the unique issues and feedstocks of the insular Pacific; assist in identifying and developing programs that would serve the subregion; and assist with dissemination of information from regional and national projects and programs to stakeholders in the subregion.

William G. Boggess, Ph.D.
541-737-1388 (voice)
541-737-3178 (fax)
WB.Boggess@oregonstate.edu





Western Regional Center, Sun Grant Initiative
Oregon State University, 138 Strand Agricultural Hall, Corvallis, Oregon 97331-1224
T 541-737-5911 | F 541-737-3178 | <http://sungrant.oregonstate.edu>

Andy Hashimoto has already been participating in Sun Grant activities (teleconferences, Western Regional Center annual meeting, policy discussions, etc.). The subcenter participated in a recent NIFA Sustainable Bioenergy AFRI proposal; and will be hosting the annual Sun Grant Association meeting this coming December. We look forward to the formal establishment of the Subcenter as means for enhanced engagement and partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "William G. Boggess".

Dr. William G. Boggess, Director
Sun Grant Western Regional Center

Cc: Andrew Hashimoto
Jan Auyong

William G. Boggess, Ph.D.
541-737-1386 (voice)
541-737-3178 (fax)
Bill.Boggess@oregonstate.edu



UNIVERSITY OF HAWAII AT MĀNOA

College of Tropical Agriculture and Human Resources
Office of Academic and Student Affairs

**COLLEGE OF TROP
AG & HUMAN
RESOURCES**

December 14, 2010

10 DEC 14 AM 21

Interim Dean Sylvia Yuen
College of Tropical Agriculture and
Human Resources
University of Hawai'i at Mānoa
3050 Maile Way, Gilmore Hall 202
Honolulu, HI 96822

**OFFICE OF THE
DEAN
UH MĀNOA**

Subject: Establishment of a Western Insular Pacific Sun Grant Subcenter in CTAHR

Dear Dr. Yuen:

I'm excited to learn that CTAHR is taking initial steps to establish a Western Insular Pacific Sun Grant Subcenter at the University of Hawai'i at Mānoa. Having spent more than 30 years in industry, academia, and national committees, researching, teaching, and advocating bioenergy, I have a particularly strong interest in the advancement and commercialization of bioenergy and biobased products nationally, and, particularly, in the state of Hawai'i.

The Sun Grant Program aims to reduce our nation's dependence on imported fossil-based energy sources, provide environmentally-friendly plant and crop-based alternative products, and infuse economic development for America's rural communities. These national goals align very well with those of the state of Hawai'i, which, today, relies more on fossil fuels than any other state in the nation and finds agriculture transitioning from struggling commodity crops that have dominated Hawai'i's landscape for nearly two centuries to diversified crops.

Hawai'i, Alaska, and the American-affiliated Pacific Island nations of Guam, American Samoa, Micronesia, and the Commonwealth of the Northern Marianas encompass America's most geographically diverse region. The icy tundra of Alaska on the one end, and the tropical climates of Hawai'i and the Pacific island nations on the other, define boundaries of the environmental spectrum in the U.S. and establish the widest possible parameters for research, development, and demonstration across that continuum. Because of the broad diversity of locations and environments, the Western Insular Pacific Sun Grant Subcenter will support not only local needs, but will also develop replicable biobased technologies for national and international application.

The proposed Subcenter will build upon a strong and long-standing partnership in research and development within agricultural universities in the Pacific region. Training and outreach already are an important facet of the partnership in the Pacific -- the new Subcenter will foster awareness and develop skills in bioenergy and bioproduct technologies among the youth of our region. Establishment of the Western Insular Pacific Sun Grant Subcenter in CTAHR will solidify the University of Hawai'i's role in the national Sun Grant program and will make the

3050 Maile Way, Honolulu, Hawaii 96822
Telephone: (808) 956-6887, 956-8183, Facsimile: (808) 956-3708
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Interim Dean Sylvia Yuen
12/14/2010
Page 2


University of Hawai'i at Mānoa only the third US institution that can claim Land, Sea, Space and Sun Grant status.

I enthusiastically support the establishment of the Western Insular Pacific Sun Grant Subcenter within CTAHR to bring the University of Hawai'i at Mānoa to the forefront of bioenergy and bioproducts research, development, and demonstration nationally, and to solve daunting energy and economic problems facing Hawai'i today.

Good luck in establishing this long overdue Subcenter. Please call on me if I can assist in any way.

Mahalo.

Very truly yours,

A handwritten signature in black ink, appearing to read "Charles M. Kinoshita". The signature is fluid and cursive, with a large initial "C" and "K".

Charles M. Kinoshita
Associate Dean



COLLEGE OF TROP
AG & HUMAN
RESOURCES

University of Hawaii at Manoa

College of Tropical Agriculture and Human Resources

Management Entity • Soil Management CRSP • Department of Tropical Plant and Soil Sciences

1955 East West Road • Agricultural Science 205 • Honolulu, Hawaii 96822

Telephone: (808) 956-8858 • E-Mail: gordont@hawaii.edu

Fax: (808) 956-2711 • Web: <http://tpss.hawaii.edu/sm-crsp>

DEC -3 AM 32

OFFICE OF THE
DEAN
UH MANOA

Nov. 30, 2010

Interim Dean Sylvia Yuen
College of Tropical Agriculture and Human Resources
University of Hawaii at Manoa
3050 Maile Way, Gilmore Hall 202
Honolulu, HI 96822

Dear Dean Yuen,

Finding alternative sources of clean, renewable energy to replace imported fossil fuel is one of the greatest challenges we now face and the proposed establishment of the Western Insular Pacific Sun Grant Subcenter at the University of Hawaii at Manoa gives us hope that we will be able to meet this challenge. While solar, wind, hydro, wave, ocean thermal and geothermal energy sources can generate power, only biomass can be converted to liquid energy to fuel planes, ships and trucks. Our long growing season enables us to produce two to three times as more dry matter per unit area per unit time than our sister states on the continental United States. Perennial tropical plants such as bama grass (*Pennisetum purpureum*), guinea grass (*Panicum maximum*), *Jatropha* (*Jatropha curcas*), *kamani* (*Calophyllum inophyllum*) and kukui nut (*Aleurites mollucana*) are not well known to researchers working with temperate crops.

The agro-environments of Alaska and the Pacific Islands represent regions of the world little studied for producing energy crops. Establishment of the Sun Grant Subcenter will enable these little studied ecological zones to receive the research attention it needs and deserves. We also need to begin training a new generation of workers for a new, renewable energy industry. As one of the few bioenergy research centers in the tropics, the systems approach our group is taking will enable the lessons learned to be transferred to other tropical countries worldwide.

I strongly urge you to support the establishment of the Pacific Sun Grant Subcenter here on the Manoa campus.

Sincerely,

Goro Uehara
Goro Uehara
Professor of Soil Science

UNIVERSITY OF HAWAII AT MĀNOA

College of Tropical Agriculture and Human Resources
Department of Molecular Biosciences and Bioengineering

Dec. 3, 2010

MEMORANDUM

To: Sylvia Yuen
Dean

From: Harry Ako
Chair

Harry Ako

**COLLEGE OF TROP
AG & HUMAN
RESOURCES**

10 DEC -6 P2 56

**OFFICE OF THE
DEAN
UH MANOA**

I am in full support of establishment of a Sungrant subcenter here in CTAHR and will do all I can to have the Department of Molecular Biosciences and Bioengineering be as supportive as it can be. The subcenter will bring prestige to the University and help the nation generate biology based alternative energy generation schemes. Hawaii offers unmatched opportunity in this area as it is the most sunbathed area on earth. The logic is the same as for the seed industry. As expensive as Hawaii is, it also has four growing seasons per year instead of one in some parts of the country.

I am aware of the subcenter's focus on research and technology transfer and am fully supportive of it pursuing its mission in a focused way. I paraphrase folklore, I wouldn't want to kill the goose that lays the golden eggs. However, there are collateral benefits that the department can take advantage of. The subcenter's work will energize our undergraduate and graduate biological engineering programs by providing examples of good biological engineering work. It will also provide examples of what is possible after graduation. And if our students and postdoctorals are good enough, they may participate directly as researchers in the programs.



UNIVERSITY
of HAWAII
MĀNOA

20 January 2011


College of Tropical Agriculture and Human Resource
Faculty Senate

COLLEGE OF TROP
AG & HUMAN
RESOURCES

71 JAN 26 P1:44

OFFICE OF THE
DEAN
UH MĀNOA

TO: Dr. Sylvia Yuen
Dean, CTAHR

FROM: Brent Sipes 
Chair, CTAHR Faculty Senate

SUBJECT: Sun Grant Subcenter Endorsement

The CTAHR Faculty Senate Research Committee evaluated the Sun Grant Subcenter proposal during the Fall 2010 semester and expressed several concerns which were subsequently addressed by the administration and A. Hashimoto to the satisfaction of the Senate. The Senate Executive Committee (SEC) also investigated a concern brought to them regarding the potential exclusivity of the Sun Grant Subcenter. The concern was also subsequently allayed.

Therefore, acting on behalf of the CTAHR Faculty Senate the SEC voted unanimously on 18 January 2011 to endorse the Sun Grant Subcenter.

3050 Mālie Way, Gilmore 109 Honolulu, Hawaii 96822
Website: www.ctahr.hawaii.edu/facsenate/index.asp
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MĀNOA

College of Tropical Agriculture and Human Resources
Founding College of the University of Hawai'i
Office of the Dean and Director

August 24, 2011

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

Dear Dr. Musto:

The University of Hawai'i is proposing a reorganization of the College of Tropical Agriculture and Human Resources at the University of Hawai'i at Mānoa (UHM) and is requesting your input and comments relative to the proposal as part of the formal consultation process.

As part of the University's sustainability efforts, we have loaded the proposal and documents onto the UHM website at:

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

Your comments on the proposal would be appreciated no later than October 8, 2011. If we do not hear from you by this date, we will assume there are no comments on the reorganization proposal.

Should you have any questions, please contact me at (808) 956-8234 or at syuen@hawaii.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Yuen'.

Sylvia Yuen, Ph.D.
Interim Dean and Director

3050 Maile Way, Gilmore Hall 202 Honolulu, Hawai'i 96822-2271
Telephone: (808) 956-8234 Fax: (808) 956-9105
Email: dean@ctahr.hawaii.edu

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Chow-Hoy,Robyn

From: Yuen, Sylvia
Sent: Sunday, September 11, 2011 7:31 PM
To: Vincent, Douglas; Chow-Hoy,Robyn
Subject: RE: Question about CTAHR Reorganization Request

Doug,

See responses below in red. Mahalo for your advocacy and support of the Sub Center.

Sylvia

From: Vincent, Douglas
Sent: Thu 9/8/2011 12:55 PM
To: Yuen, Sylvia; Chow-Hoy,Robyn
Subject: Question about CTAHR Reorganization Request

Sylvia, Robyn

I am emailing on behalf of the Manoa Faculty Senate regarding the proposed CTAHR reorganization adding the Sun Grant Sub Center. I am chairing the Committee on Administration and Budget and we've been asked, along with the Committee on Research and Graduate Education (CORGE) to review and advise Kathy Cutshaw on the reorganization. A couple of questions were raised by CORGE. I offered to convey the questions to you.

The Sun Grant Sub Center was authorized in the 2008 Farm Bill. Congress is already beginning discussions about the next Farm Bill. How confident is CTAHR on whether the Sub Center will continue to be authorized in the next Farm Bill. I realize that the Sub Center is part of the entire Sun Grant System, we would hate to create a center and then have it lose its identity due to changing whims of Congress. Are there contingencies if the Federal authorization is lost?

Our understanding is that Congress will not act on the next Farm Bill until 2013, given that 2012 is an election year. Although the situation in Congress is fluid, our best course of action is to move ahead and to position UH/CTAHR smartly. The Sun Grant Association is working with appropriate Congressional staff to reauthorize the Sun Grant Initiative in the next Farm Bill. Yes, the Sub Center is part of the Sun Grant System, established by Congress, which is less likely to be dismantled as it would require Congressional action to do so. On the other hand, if there is greater interest and funds for green energy in the future, it would be a loss if the Sub Center was not established to take advantage of funding opportunities in the future. We believe there are advantages to having a visible Sun Grant Sub Center, regardless of the whims of Congress.

We both know that authorizations do not automatically insure that funding will follow in the subsequent appropriation bills. Clearly the underlying program has benefited from the current funding from Department of Energy -- it was my impression those funds were Congressionally directed. While the current funding is significant -- will the center be active in seeking additional funds after this source of funding ends. While establishing the center will raise the visibility of the bioenergy program in CTAHR, it does beg the question about how long? Some have questioned about setting a sunset for the center or about provisions for review after a certain period of existence. Neither was addressed in the narrative.

The Sun Grant Initiative has been funded by the U.S. Departments of Agriculture, Energy, and Transportation. The U.S. Senate has funding for the Sun Grant Initiative in its recently released FY 2012 Agricultural Appropriations budget. Discussions are ongoing with respective committees in Energy and Transportation for continued funding. Raising the visibility of the Sub Center will enable CTAHR to solicit funds from a variety of sources, not just earmarks. In fact, the CTAHR in collaboration with partner agencies, have been active in this regard and have submitted proposals to other sources. The Sub Center raises CTAHR's profile in sustainability, a theme that runs throughout the college. I imagine the question "how long?" can be answered by "CTAHR sees this as a long-range program direction, one that will remain as long as there is need to find sustainable energy sources for Hawaii and the world." I don't understand the need for a sunset clause, which would treat the Sub Center differently from other UHM Centers. There is presently a periodic review of centers, and if the Sub Center is not productive and continuing to serve a need in CTAHR/UHM, it can be closed

based on the academic review--an established and objective process already in place.

The one state funded tenured faculty position for the center director -- if this person leaves or retires, and a future dean suggests that the this position will be reallocated to elsewhere in CTAHR, what will happen to the center? If the present Center Director resigns or retires, the CTAHR Dean will apoint another faculty member to assume the Center Director's position.

Thanks for letting me raise these concerns. You can reply to me and I'll convey to the rest of the committees.

DLV

Sent from my iPhone

Douglas L. Vincent, Ph.D., P.A.S.
Department Chair and Animal Scientist
Department of Human Nutrition, Food and Animal Sciences
College of Tropical Agriculture and Human Resources
Agricultural Sciences 216
University of Hawaii at Manoa
1955 East-West Rd
Honolulu, HI 96822
808-956-8393 (HNFAS)
808-956-4024 (fax)
vincent@hawaii.edu
<http://www.ctahr.hawaii.edu/hnfas/>
<http://www.ctahr.hawaii.edu/ctahr2001/>
http://www.ctahr.hawaii.edu/CS/blogs/sustainable_agriculture/default.aspx
Make a gift to the Department of Human Nutrition Food and Animal Sciences
"I begin with the proposition that eating is an agricultural act"
-- Wendell Berry, from What are people for? 1990.

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Chow-Hoy,Robyn

From: Robert Cooney <rvcooney@hawaii.edu>
Sent: Wednesday, September 14, 2011 8:30 AM
To: Ann N A. Sakuma; Chow-Hoy,Robyn
Cc: Kristin Herrick; bontekoe@hawaii.edu; Vincent, Douglas; Bonnyjean Manini
Subject: Re: Reorganization Proposal: CTAHR

Hi Robyn,

We are in receipt of the request to review the proposed Western Insular Sun Grant Subcenter in CTAHR and it has been referred to our Committee on Research and Graduate Education (CORGE) chaired by Ron Bontekoe and to our Committee on Administration and Budget chaired by Doug Vincent. While CORGE will have primary responsibility for the review, CAB will be looking specifically at any potential budgetary concerns and the two committees will hopefully bring forward a joint recommendation. At this time we anticipate their recommendation going before the full Senate for a vote at our October 19 meeting. I know that you indicated that you hoped to get comments by October 8, however, due to the Senate schedule we will need to request the additional time for review and approval by the Senate. I hope that this will not cause any difficulty for you. It is probably best if you communicate directly with Ron and Doug to assist with their review and any question they may have, but please feel free to contact me if I can be of any help in the process.

Sincerely

Bob Cooney
SEC Chair

On Wed, Aug 24, 2011 at 9:46 AM, Ann N A. Sakuma <annyang@hawaii.edu> wrote:

Hi Robert – The internal review on the reorganization proposal for CTAHR has been completed and is now posted on the Organizational Charts website for SEC review:

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

In this proposal, CTAHR is establishing the Western Insular Pacific Sun Grant Subcenter as a functional unit in their organization. Please review and submit comments to Robyn at chow-hoyr@ctahr.hawaii.edu by **October 8, 2011**. If additional time is needed, please work with Robyn on a mutually agreeable extension.

Thank you,

Ann NA Sakuma

OVCAFO

Hawai'i Hall 307

Tel: 956-5658

--

Robert Cooney, Ph.D.
Associate Professor
Department of Public Health Sciences
John A. Burns School of Medicine
1960 East-West Road
University of Hawaii at Manoa
Honolulu, HI 96822

Phone (808) 956-5775
rvcooney@hawaii.edu

Chow-Hoy,Robyn

From: Kristin Herrick <manoafacultysenate@gmail.com>
Sent: Tuesday, October 25, 2011 12:37 PM
To: Mavis Higa; Kathy Cutshaw
Cc: Chow-Hoy,Robyn; Robert Cooney
Subject: October Senate document - CTAHR Reorg.
Attachments: 20111019_motion_reorg ctahr.pdf

Aloha:

Attached is the Motion to Endorse the Proposed Reorganization of the College of Tropical Agriculture and Human Resources (CTAHR), as approved by the Manoa Faculty Senate at the October 2011 Senate meeting. The reorganization checklist is also included in the attachment.

You can access complete information at the following link:

- Motion to Endorse CTAHR Reorganization
Proposal: http://www.hawaii.edu/uhmfs/documents/2011_12/20111019_motion_reorg%20ctahr.html

Please let me know if I can help in any way.

Thanks,

Kristin M. Herrick

Mānoa Faculty Senate - 2500 Campus Road - Hawai'i Hall 208A - Honolulu, HI 96822

(808) 956-7725 - herrickk@hawaii.edu - www.hawaii.edu/uhmfs



UNIVERSITY
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MĀNOA

Mānoa Faculty Senate
Senate Executive Committee

October 20, 2011

MEMORANDUM

TO: Virginia Hinshaw, Chancellor
University of Hawai'i at Manoa

Kathy Cutshaw, Vice Chancellor for Administration, Finance and Operations
University of Hawai'i at Manoa

FROM: Robert Cooney, Chair
Mānoa Faculty Senate

A handwritten signature in black ink, reading 'Robert V. Cooney'.

RE: **Motion to Endorse the Proposed Reorganization of the College of Tropical Agriculture and Human Resources (CTAHR)**

The Motion to Endorse the Proposed Reorganization of the College of Tropical Agriculture and Human Resources (CTAHR) was unanimously approved by the Mānoa Faculty Senate at the October 19, 2011 Senate meeting. The Motion and Reorganization checklist are attached.

The Committee on Administration and Budget (CAB) and Committee on Research and Graduate Education (CORGE) reviewed this issue and provided a report to the Senate at the October 19, 2011 Senate meeting. Documents pertaining to this resolution can be accessed in our documents archive at: <http://www.hawaii.edu/uhmfs/documents/archive.html>. The committee reports and deliberations can be accessed at: http://www.hawaii.edu/uhmfs/minutes/2011_12/index.html.

Please feel free to contact me if you have any questions or need additional information.



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University of Hawai'i at Mānoa
Mānoa Faculty Senate

Presented to the Mānoa Faculty Senate jointly by the Committee on Administration and Budget (CAB) and the Committee on Research and Graduate Education (CORGE) to be presented to the Manoa Faculty Senate for approval at the October 19, 2011 meeting. Unanimously approved by the Mānoa Faculty Senate on October 19, 2011.

**MOTION TO ENDORSE THE PROPOSED REORGANIZATION OF THE COLLEGE OF
TROPICAL AGRICULTURE AND HUMAN RESOURCES (CTAHR)**

(Reorganization checklist is attached)

The Committee on Administration and Budget and the Committee on Research and Graduate Education endorses the proposed reorganization of the College of Tropical Agriculture and Human Resources, dated August 24, 2011.

APPROVED

A handwritten signature in cursive script, reading "Robert V. Cooney", written over a horizontal line.

Robert Cooney, Ph.D., Senate Chair

A handwritten signature in cursive script, reading "Richard W. Chadwick", written over a horizontal line.

Richard W. Chadwick, Ph.D., Senate Secretary



UNIVERSITY
of HAWAII

MĀNOA

UH Mānoa Faculty Senate Committee on Administration and Budget
Reorganization Proposal Consultation and Review Checklist

University of Hawai'i at Mānoa
Mānoa Faculty Senate

Senate Committee name: CAB
Reorganization proposal: CTAHR
Date review completed: September 14, 2011

Summary of faculty senate committee review:

Committee consultation with Administration (names and meeting dates):

Emailed questions to Interim Dean Yuen on 9/8/11; replied received on 9/11 and shared with CAB and CORGE

Committee consultation with affected units (names and meeting dates): N/A, this the formation of a new center without any existing other units.

Other committee consultations (names and meeting dates): N/A

Action recommended by the committee (check one):

- Endorse ☒ XX
- Endorse with Reservations ☐
- Oppose ☐
- Returned without recommendation ☐

Comments (summary rationale for recommendations): The UH Sun Grant Sub Center is part of a national network of Sun Grant Centers at other institutions (University of Florida, Cornell University, Oklahoma State University, South Dakota State University, University of Tennessee and Oregon State University) across the country. This is funded via extramural funds, through federal funding through the Departments of Agriculture, Transportation and Energy. The SubCenter established at UH-M will function to work in Hawaii and with American Pacific Institutions. The Center is well justified and will bring research funds to UH-M.

Documentation of due diligence in faculty senate review of proposal:

Please provide comments to explain the committee's rationale for each question. The lower the score, the more explanation there should be of shortcomings.

I. Adequacy of reorganization proposal documentation

(Score 1 to 5: 1 inadequate, 5 excellent, or NA – Not applicable)

#	Question	Comments	Score
1	Is the background and rationale for reorganization explained in sufficient detail to justify the organizational changes proposed?	Well described.	5
2	Are the groups affected by the	This is a new Center being developed, the faculty and	4



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MĀNOA

University of Hawai'i at Mānoa
Mānoa Faculty Senate

	reorganization (students, faculty, staff) identified and the impact of the reorganization on these groups explained?	staff, save one, are all soft money funded personnel. The center director is a G-funded tenure track faculty member already working on projects funded in the same discipline, so other groups will be minimally affected.	
3	Are the supervisor/subordinate reporting relationships properly identified?	Satisfactory	5
4	Are the position numbers and position classifications accurate and properly listed in the proposal narrative and organizational charts?	Well described	5
5	Is specific qualitative and quantitative information provided to explain the problem being addressed and the benefits of the reorganization?	Well described	5
6	Are all resource requirements or savings fully explained?	Resources requirements have been described – no additional space will be required. No savings will be realized but no additional costs either.	4
7	Do the estimated resource requirements or savings appear to be accurate?	Yes	5
8	Are the estimated annual costs and/or benefits of the reorganization provided with an explanation of how these costs will be funded? (additional costs may include new positions, position reclassifications, office furniture or other expenses.)	Minimally explained but appears to be adequate. Creation of the center will shift RTRF funding from the MBBE Department to the Center. No discussion on the impact of shifting RTRF to the Center.	3
9	Will additional or alternative space be required due to the reorganization?	No additional space required	5
9a	If so, how are the space issues addressed?	NA	5
10	Have all documents and correspondence been posted on the OVCAFO website?	Yes	5

II. Appropriateness of Administration's process and consultation

(Score 1 to 5: 1 = process not followed, 5 process followed in the best of faith, or NA - Not applicable)

#	Question	Comments	Score
1	Is the reorganization being proposed by the appropriate administrative leader, and vetted with the appropriate superior?	Appropriate	5
2	Have the members of the affected unit been consulted?	NA – this is a new center	NA
3	Has the administration responded to the unit's concerns about the reorganization?	Yes	4



**UNIVERSITY
of HAWAII***
MĀNOA

University of Hawai'i at Mānoa
Mānoa Faculty Senate

4	Has all relevant information been posted on the appropriate website?	Yes – minimally	3
5	Has the faculty Union been consulted?	Not apparent	1
6	Has the administration demonstrated appropriate respect for the consultative process?	Yes, but the process rushed. CTAHR Faculty and Faculty Senate were informed after the reorganization was submitted.	2

III. Merits of the proposal

(Score 1 to 5: 1 = proposal lacks merit, 5 = proposal achieves worthy goals, or NA – Not applicable)

#	Question	Comments	Score
1	Does the reorganization address or resolve a problem that has been identified/experienced?	The reorganization addresses CTAHR's goal of sustainability as the SunGrant Sub Center raises visibility of CTAHR and supports its goal.	4
2	Have other alternatives been explored before proposing reorganization, such as changing work processes?	Given the federal mandate/authorization for this, there were no other alternatives.	4
3	Is the reorganization consistent with the University strategic, program and financial plans?	Yes	4
4	Is the current organization inadequate to address the problems experienced?	The formation of the Center creates greater visibility for CTAHR and addresses the opportunity to attain future funding in this area of sustainability.	4
5	What are the specific anticipated benefits of reorganization?	Greater funding opportunity, becomes identified as part of the National Sun Grant System; greater visibility to CTAHR and to UH-M becoming one of 6 Sun Grant Universities.	5
6	Are the anticipated benefits significant enough to merit the effort of the reorganization?	Yes	5
7	Does the reorganization minimize confusion over authority, roles and responsibilities?	Yes	5
8	Are functional responsibilities homogeneously grouped under one organizational unit or are functions duplicated among or between various organizational segments?	Yes	5
9	Are there unnecessary levels of supervision for the work that must be performed?	Not apparent	5
10	Are there cost savings?	No additional costs, no apparent cost savings	3
11	How significant are the cost benefits?	Significant – provides an identified center to attract funds as part of the national Sun Grant Centers.	4
12	Are additional resources required?	None	5



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13	How significant are the costs required?	Minimal – no additional costs	5
14	Is there an impact on the instructional mission?	NA – this is research Center	NA
15	Is there an impact on the research mission?	This will enhance the CTAHR Research Mission	5
16	Is there an impact on the service or outreach mission?	This will enhance CTAHR's Extension Mission via assisting growers involved in energy crops.	5
17	Do the benefits outweigh the negative impacts?	Yes	5
18	Are any negative impacts of the reorganization justified?	No obvious negative impacts	NA