



UNIVERSITY
of HAWAII
MĀNOA

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March 22, 2012

MEMORANDUM

TO: Virginia S. Hinshaw MANOA CHANCELLOR'S
Chancellor OFFICE

VIA: Reed Dasenbrock
Vice Chancellor for Academic Affairs

FROM: Edward J. Shultz
Interim Assistant Vice Chancellor
for International and Exchange Programs

SUBJECT: Reorganization Proposal for Faculty and Scholar Immigration Services

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the Office of Faculty and Scholar Immigration Services (FSIS).

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

None.

PURPOSE:

The purpose of this reorganization is to correct organizational chart II-B to formally reflect the historical and ongoing supervisory role of the FSIS Educational Specialist, position no. 81015.

BACKGROUND:

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

- a. do not have an impact on BOR policy and/or laws;
- b. do not create, eliminate, or significantly change responsibilities of programs reporting 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 under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with appropriate staff members. It has also been reviewed by the Manoa Faculty Senate and the Hawaii Government Employees Association (HGEA) who have no objections to the proposal. A letter requesting input from the HGEA was sent on February 2, 2012, requesting a response by March 21; no comments have been received. The details of the reorganization are outlined in the attached Executive Summary and Narrative.

ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the Office of Faculty and Scholar Immigration Services be approved and be effective upon approval.

Should you have any questions, please contact Edward J. Shultz at 956-8922 or shultz@hawaii.edu.

Attachments

Executive Summary

Narrative

Current org chart and functional statement

Proposed org chart (no change to current functional statement)

UHM Attachment 3: Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

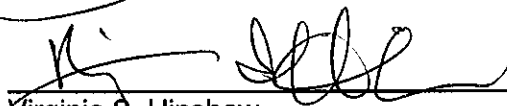
Additional supporting documents:

October 2007 proposed org chart (for FSIS reorg from UH System to UHM)

Supervisory Hierarchy for position no. 79329

Supervisory Hierarchy for position no. 77796T

APPROVED / DISAPPROVED:



Virginia S. Hinshaw
Chancellor

4-15-12
Date

Reorganization Proposal
Office of International and Exchange Programs
Faculty and Scholar Immigration Services
University of Hawai'i at Mānoa

Executive Summary

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

I. Purpose:

Explain the purpose of this reorganization and the anticipated overall impact.

The purpose of this reorganization is to correct organizational chart II-B to formally reflect the historical and ongoing supervisory role of the FSIS Educational Specialist, position no. 81015.

There will be no impact on FSIS or any other offices. FSIS's functions and services will remain the same.

II. Major Elements of the Proposal:

Explain or list the key changes being proposed in this reorganization relative to purpose and results.

The only changes being proposed are the indentations of position nos. 79329 and 98516F under position no. 81015 on organizational chart II-B to formally and accurately reflect the supervisory and ongoing working relationships within FSIS.

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 reorg? None.
2. Are additional funds needed? If so, how will the cost of the reorg be funded? No.
3. Will the reorg result in cost savings or be cost neutral? Cost neutral.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any? None.
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? No.
3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation? No.
4. Identify faculty/staff positions impacted by the anticipated changes. Position 81015 will be formally reflected as the supervisor of positions 79329 and 98516F.

C. Space

1. Will additional space outside own resources/allocations be required? If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? No.

IV. Consultation:

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

As there will be no impact on other offices/groups (i.e. FSIS functions and services will remain the same), no external offices were consulted. FSIS staff was consulted and fully supports this reorganization. It has also been reviewed by the Manoa Faculty Senate and the Hawaii Government Employees Association who have no objections to the reorganization. A letter requesting input from the HGEA was sent on February 2, 2012, requesting a response by March 21; no comments have been received.

V. Implementation:

Explain when and how this reorganization will be implemented. Identify anticipated effective date.

Effective date will be upon approval by the Chancellor.

Reorganization Proposal
Office of International and Exchange Programs
Faculty and Scholar Immigration Services
University of Hawai'i at Mānoa

Narrative

Instructions: Complete each section below and clearly indicate "None" or "N/A" where appropriate.

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.

The Office of International and Exchange Programs (OIEP) at the University of Hawai'i at Mānoa (UHM) is the administrative unit responsible for UHM's international education programs and services. OIEP is comprised of the following units: International Exchange, International Student Services, Faculty and Scholar Immigration Services (FSIS), National Student Exchange, and the Study Abroad Center. Additionally, OIEP has coordinators to support areas of Global Relations and Global Mobility. OIEP supports and promotes international education through its component units, campus and community programming, development of international experiences on campus and overseas, and collaboration on projects and events with faculty, students, alumni and leaders all over of the world.

FSIS is the only OIEP unit affected by the reorganization. FSIS provides immigration services to the UH System by administering the UH J-1 Exchange Visitor Program for visiting scholars and also by processing nonimmigrant and immigrant employment-based petitions and applications for international faculty, researchers, and APTs.

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

The objective is to obtain a correction of organizational chart II-B to accurately reflect the historical and ongoing supervisory role of the FSIS Educational Specialist (position no. 81015). All FSIS functions and services will remain the same.

II. RATIONALE FOR THE REORGANIZATION:

- A. Provide background and relevant historical information.

In 2007, when FSIS was reorganized under OIEP, it was intended that the Educational Specialist oversee FSIS, including all other positions within FSIS (see attached October 2007 proposed org chart). At the time, the Educational Specialist supervised three temporary positions that did not appear on the October 2007 proposed org chart. In March 2011, FSIS received the two permanent position allocations which appear on the current org chart and which are supervised by the Educational Specialist.¹

¹ A temporary Academic Support position (no. 77796T) that does not appear on the org chart is also currently under the supervision of the Educational Specialist position.

In 2007, immediately prior to finalization of the proposed org chart, the indentations of the positions under the Educational Specialist were erroneously removed. The Educational Specialist has functioned as the supervisor of all FSIS positions since the 2007 reorganization became effective. This position has always been the supervisor of record in the UH personnel system, as reflected in Profiler under "Supervisory Hierarchy," for the above and the previous temporary positions in FSIS (see attached Supervisory Hierarchies for positions 79329 and 77796T).

The present reorganization will not change any FSIS functions nor will it affect any FSIS-provided services. Thus, there will be no impact to any external offices. The purpose of this reorganization is to correctly reflect the supervisory role of position #81015 on the organizational chart.

- 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 reorg is consistent with the University's strategic, program, and financial plans.

The organization of FSIS as it currently appears on organizational chart II-B is inaccurate. The Educational Specialist has always functioned as the supervisor of the other FSIS positions. This reorganization proposal seeks to be consistent with the University's strategic, program, and financial plans to correct such an inaccuracy in an organizational chart.

- C. Explain other alternatives explored.

No other alternatives are available.

- D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.

There will be no effect on current relationships and workflows and no impact on services and relations with other University segments.

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

There will be no impact on other groups. Consultation with the current FSIS staff members did occur; they wholeheartedly support this reorganization. It has also been reviewed by the Manoa Faculty Senate and the Hawaii Government Employees Association who have no objections to the reorganization. A letter requesting input from the HGEA was sent on February 2, 2012, requesting a response by March 21; no comments have been received.

- 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 sole purpose of this reorganization is to correct and formally recognize the supervisor/subordinate roles that are already in place functionally.

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 reorg? None.
2. Are additional funds needed? If so, how will the cost of the reorg be funded? No.
3. Will the reorg result in cost savings or be cost neutral? Cost neutral.

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. None.
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? No.
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? No.
4. Identify the positions impacted by position number, classification title, and anticipated changes.

Position no.	Title	Anticipated changes
81015	Educational Specialist	Supervisor
79329	Administrative Officer	Subordinate to 81015
98516F	SEVIS Compliance Specialist	Subordinate to 81015

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.? Yes. See III.B.4, above. There will be no impact; these roles are already functional.

C. Impact on space resources:

1. Will additional space outside own resources/allocations be required? If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? No.

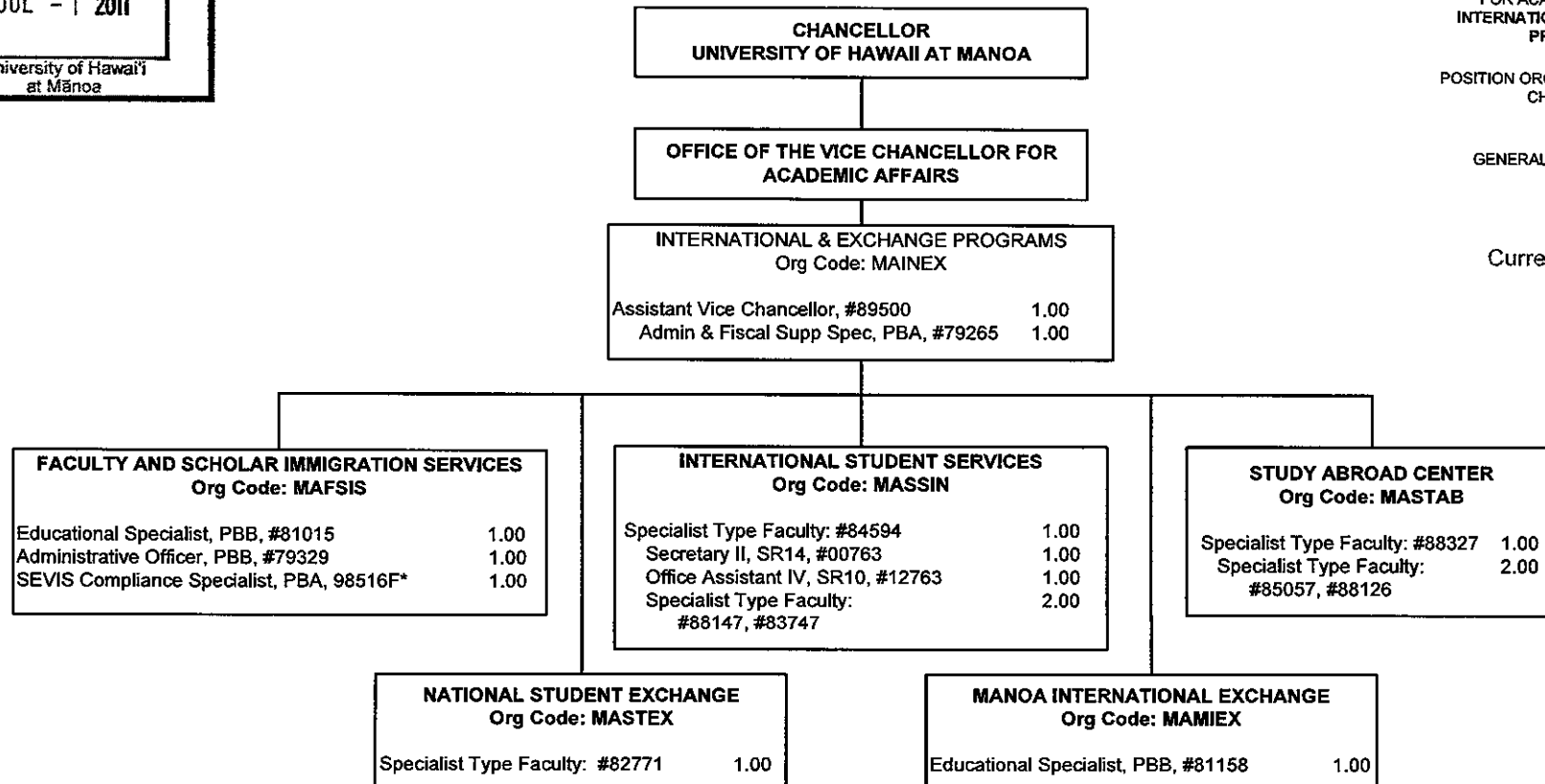
CHART UPDATED

JUL - 1 2011

University of Hawai'i
at MānoaState of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
INTERNATIONAL & EXCHANGE
PROGRAMSPOSITION ORGANIZATION CHART
CHART II-B

GENERAL FUND FTE: 15.00

Current org chart



*new position released 4/1/11; position number to be determined.

Current functional statement
(no changes will be made)

UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
INTERNATIONAL & EXCHANGE PROGRAMS

FUNCTIONAL STATEMENT

INTERNATIONAL & EXCHANGE PROGRAMS – Org Code: MAINEX

Under the leadership of the Vice Chancellor for Academic Affairs, International & Exchange Programs work closely with the Assistant Vice Chancellor for Undergraduate Education and the Dean of the Graduate Division to support, develop, manage, and review international programs, students, faculty, and researchers at the University of Hawai'i at Mānoa, including generating and maintaining databases covering all aspects of international education and research across the campus. The unit is led by an Assistant Vice Chancellor. Its programs have the following responsibilities:

FACULTY AND SCHOLAR IMMIGRATION SERVICES – Org Code: MAFSIS

- Provides University of Hawai'i (UH) systemwide immigration and support services for international employees.
 - Prepares and files non-immigrant and immigrant petitions and labor certification applications on behalf of UH for international employees.
- Provides UH systemwide administration of the Exchange Visitor Program for all J-1 categories, except for UHM students.
 - Processes visa documents and certifications for J-1/J-2 exchange visitors.
 - Provides pre-arrival information, orientation programs, and informational briefings.
 - Conducts SEVIS implementation and compliance including reporting and monitoring requirements.
- Serves as a central resource for advising, assisting, and disseminating information on immigration and health insurance to international employees and scholars.
- Maintains a central immigration database of UH-sponsored international employees and scholars, from which it generates statistical and narrative reports.
- Establishes and updates University immigration policies and procedures and interprets U.S. immigration regulations.
- Serves as a liaison between the university and federal agencies on immigration matters pertaining to its international employees.

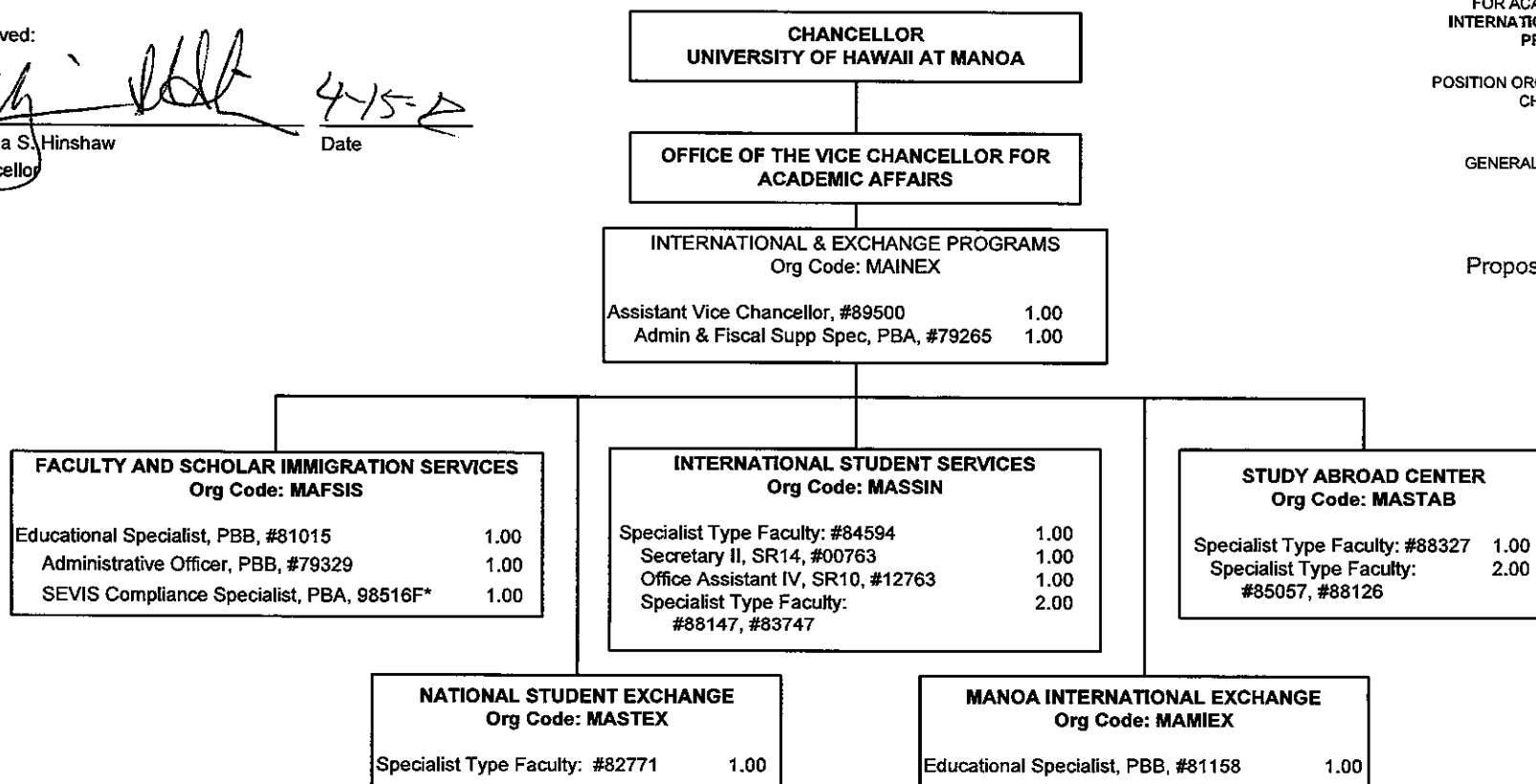
INTERNATIONAL STUDENT SERVICES – Org Code: MASSIN

- Provides support services for international students and assists in processing visa documents and certifications to acquire and maintain appropriate visa status for UH Mānoa F-1 and J-1 students.

Approved:


Virginia S. Hinshaw
Chancellor

4-15-12
Date



State of Hawaii
University of Hawaii
University of Hawaii at Manoa
OFFICE OF THE VICE CHANCELLOR
FOR ACADEMIC AFFAIRS
INTERNATIONAL & EXCHANGE
PROGRAMS

POSITION ORGANIZATION CHART
CHART II-B

GENERAL FUND FTE: 15.00

Proposed org chart

*new position released 4/1/11; position number to be determined.

University of Hawai'i at Mānoa
Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

Program Title: Faculty and Scholar Immigration Services

Item No.	Chart No.(s)	Affected Position No.(s)	<u>Classification/Organizational/Functional Change</u> Identify whether position is vacant (V) or filled (F)		Basis for Change/ Impact on Position
			From:	To:	
1	II-B	81015	Vacant - supervise 79329 & 98516F - organizational change only; functions remain the same		Reorganization
2	II-B	79329	Filled - supervised by 81015 - organizational change only; functions remain the same		Reorganization
3	II-B	98516F	Vacant - supervised by 81015 - organizational change only; functions remain the same		Reorganization


 Administrator's Signature, Name and Title

Edward J. Shultz
 Int AVC for Intl & Exch Prgms



NOV 30 2011

956-8922

Date

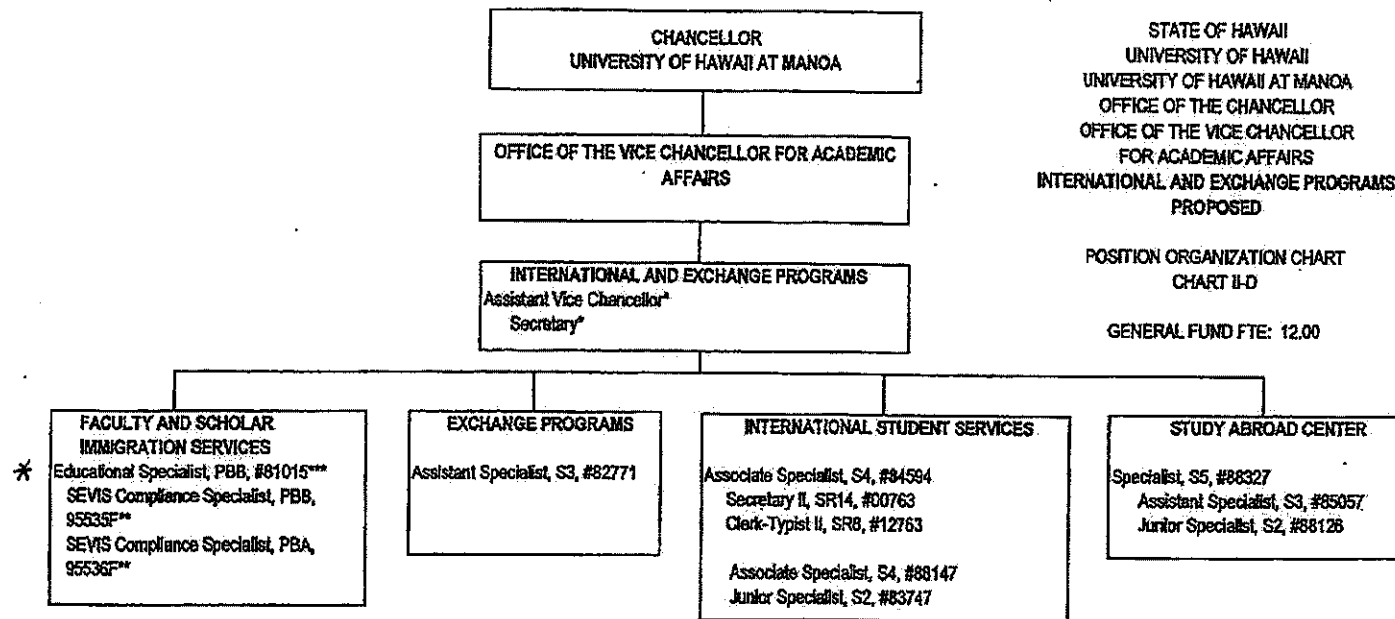
Telephone Number

HR Review
 OFA Review

Additional supporting documents:

- October 2007 proposed org chart (for FSIS reorg from UH System to UHM)
- Supervisory Hierarchy for position no. 79329
- Supervisory Hierarchy for position no. 77796T



STATE OF HAWAII
 UNIVERSITY OF HAWAII
 UNIVERSITY OF HAWAII AT MANOA
 OFFICE OF THE CHANCELLOR
 OFFICE OF THE VICE CHANCELLOR
 FOR ACADEMIC AFFAIRS
 INTERNATIONAL AND EXCHANGE PROGRAMS
 PROPOSED

POSITION ORGANIZATION CHART
 CHART II-D

GENERAL FUND FTE: 12.00


*new position approved in 2/17/05 reorg, position number to be determined

**proposed classification

***also supervises the following temporary positions:

Educational Specialist, PBB, #77796T; Educational and Academic Support Specialist, PBA, #77684T;
 Educational and Academic Support Specialist, PBA #81632T and Graduate Assistant, GA11


APPROVED


 David McClain, President
 University of Hawaii System

DATE: 10/17/07

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Supervisory Hierarchy for Kathy Todoki (Position# 0079329)

Current Supervisory Hierarchy

Source - Peoplesoft

Alternate Approvers (If vacant)

Source - Profiler

Backup Approvers

Source - Profiler

Virginia Hinshaw
Title: CHANCELLOR
Position#: 0089261

Debra Ishii
Title: ASST TO SENIOR EXECUTIVE
Position#: 0089459T
Effective From: 10-05-2011 To:
10-04-2012
Modified By: Virginia Hinshaw (vhinshaw)
on 10-05-2011

Reed Dasenbrock
Title: VICE CHANCELLOR, UHM
Position#: 0089104

Michele Tom
Title: INSTITUTIONAL SUPPORT
Position#: 0079166
Effective From: 10-24-2011 To:
06-30-2012
Modified By: Reed Dasenbrock
(rdasenbr) on 10-19-2011

Edward Shultz
Title: DEAN (UHM), SHAPS
Position#: 0089275

(none specified)

(vacant)
Title: ACADEMIC SUPPORT
Position#: 0081015

Signe Nakayama
Title: ACADEMIC SUPPORT
Position#: 0077796T
Effective From: 05-13-2011 To:
05-12-2012
Modified By: Lauren Kam (kami) on
05-13-2011

(none specified)

Kathy Todoki
Title: INSTITUTIONAL SUPPORT
Position#: 0079329

(none specified)

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Supervisory Hierarchy for Signe Nakayama (Position# 0077796T)

Current Supervisory Hierarchy **Backup Approvers**
Source - Peoplesoft Source - Profiler

Virginia Hinshaw
Title: CHANCELLOR
Position#: 0089261

Debra Ishii
Title: ASST TO SENIOR EXECUTIVE
Position#: 0089459T
Effective From: 10-05-2011 To: 10-04-2012
Modified By: Virginia Hinshaw (vhinshaw) on 10-05-2011

Reed Dasenbrock
Title: VICE CHANCELLOR, UHM
Position#: 0089104

Michele Tom
Title: INSTITUTIONAL SUPPORT
Position#: 0079166
Effective From: 10-24-2011 To: 06-30-2012
Modified By: Reed Dasenbrock (rdasenbr) on 10-19-2011

Edward Shultz
Title: DEAN (UHM), SHAPS
Position#: 0089275

(none specified)

(vacant)
Title: ACADEMIC SUPPORT
Position#: 0081015

(none specified)

Signe Nakayama
Title: ACADEMIC SUPPORT
Position#: 0077796T

(none specified)