

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
OFFICE OF THE EXECUTIVE VICE PRESIDENT FOR ACADEMIC
AFFAIRS/PROVOST
(OEVPAAP)**

FUNCTIONAL STATEMENT

INTRODUCTION

The OEVPAAP/Provost provides executive leadership in setting forth the system wide academic vision and goals for the University of Hawai'i in collaboration with internal and external stakeholders and is comprised of five offices: 1) Academic Affairs / Planning and Policy; 2) International and Strategic Initiatives; 3) Institutional Research and Analysis (IRAO); 4) Hawai'i P-20 Partnerships for Education Office (Hawai'i P-20); and, 5) Human Resources (OHR) with sub-units Human Resources Technology and Data, Civil Service Employee Relations, Classification and Benefits, Collective Bargaining and Employee Relations, and System Support and Administration.

MAJOR FUNCTIONS

- Establishes the higher education agenda for the University of Hawai'i.
- Ensures that academic programs and activities meet the needs of students and the citizenry of the State of Hawai'i.
- Advises the President and university executives on academic matters.
- Leads a council of campus chief academic officers.
- Provides leadership and support for systemwide articulation and transfer.
- Establishes and tracks strategic goals and measures to ensure that the University is fulfilling its mission.
- Develops academic plans, policies and procedures.
- Formulates mission and planning documents, and prepares policy statements, recommendations for action, and guidelines for implementation.
- Develops and implements systemwide tuition policies and procedures.
- Supports the University Centers in offering the university's baccalaureate and higher degrees to residents of neighbor islands.
- Serves as academic liaison with state and federal educational boards, stakeholder groups, systemwide University offices, and the All Campus Council of Faculty Senate Chairs.
- Manages systemwide strategic planning efforts and provides planning support.
- Serves as the Systemwide source of expertise on issues relating to institutional accountability.
- Serves as liaison with State and national academic educational boards and other systemwide University offices
- Provides leadership and direction for institutional research for the ten

campuses of the UH system and maintains the official System of Record for systemwide student data reporting.

- Oversees Hawai'i P-20's policies, programs, and initiatives and promotes the P-20 Council's efforts to develop a seamless system of educational delivery.
- Coordinates and facilitates systemwide programs and activities around international engagement.
- Provides leadership in the management of systemwide human resources, collective bargaining, and employee relations administration.
- Establishes the institutional data governance system at the University.
- Prepares reports, studies, or briefing papers in response to requests from the Board of Regents, President of the University of Hawai'i, and local, national, or international entities.

ACADEMIC AFFAIRS / PLANNING AND POLICY OFFICE

INTRODUCTION

The Academic Affairs / Planning and Policy Office provides executive staff support to the Executive Vice President for Academic Affairs/Provost to achieve the systemwide academic vision and goals for the University of Hawai'i. This office serves as the systemwide lead for academic planning and policy, articulation and transfer, and other academic initiatives that impact campuses across the ten campus university system.

MAJOR FUNCTIONS

- Develops/revises academic policies and procedures.
- Initiates, coordinates and supports systemwide academic initiatives.
- Provides staff support to the Council of Chief Academic Officers and other systemwide academic committees.
- Serves as system lead for articulation and transfer among the ten university campuses.
- Convenes the University Council on Articulation, the Academic Advisors and Transfer Network and other Systemwide committees.
- Ensures that academic proposals prepared for the Board of Regents or President's actions are consistent with University guidelines.
- Serves as the Executive Vice President's liaison to the All Campus Council of Faculty Senate Chairs.
- Supports distance learning activities which focus on educational access and workforce development.
- Convenes the University Center Directors to support the educational needs of students on neighbor islands for baccalaureate and higher degrees.
- Serves as a resource to campuses in providing planning and policy interpretation and guidance, monitors systemwide planning initiatives, and facilitates priority-setting at system and campus levels.
- Researches and consults with university stakeholders and constituents on emerging academic affairs issues in higher education at the national, state, and local levels.
- Prepares required academic reports for the Board of Regents, President, university executives.
- Prepares responses to international, national, and local inquiries and to ad hoc requests to the Board of Regents, State Postsecondary Education Commission, and the President on university and state educational policies and practices.

INTERNATIONAL AND STRATEGIC INITIATIVES OFFICE

INTRODUCTION

The International and Strategic Initiatives Office provides systemwide leadership in the area of international engagement to fulfill the University's international strategic

goal to be a preeminent international center of learning, discover, application, and service in the Asia-Pacific region and beyond. The office is also responsible for supporting university-wide, statewide, and national strategic initiatives that enhance the University's abilities to fulfill its strategic goals and outcomes.

MAJOR FUNCTIONS

- Leads the University's efforts around international engagement, including facilitating, collaborating, and assessing engagement among the campuses to improve resource allocation, avoid duplication, and encourage innovation and best practices;
- Promotes activities and programs that connect Hawai'i's citizens with ideas, talent, and economic opportunity from cultures and economies of the Asia-Pacific region and beyond;
- Facilitates, advises, and represents the Office of the President and Office of the Executive Vice President for Academic Affairs/Provost with international delegations and provides liaison with the University of Hawai'i Foundation;
- Leads strategic initiatives related to the higher education needs of the state and emerging higher education trends and issues nationally;
- Develops and implements faculty and staff leadership development program at the University;
- Provides executive staff support for the Board of Regents, President, and Executive Vice President for Academic Affairs/Provost, including producing reports;
- Drafts and provides legislative testimony for the Executive Vice President for Academic Affairs/Provost;
- Represents the President and Executive Vice President for Academic Affairs/Provost on councils and committees, as assigned;
- Serves as liaison with state agencies and other external stakeholders to ensure that the University of Hawai'i's strategic objectives are communicated and that university plans are consistent with state priorities and planning efforts.

INSTITUTIONAL RESEARCH AND ANALYSIS OFFICE

INTRODUCTION

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

MAJOR FUNCTIONS

Information Services Functions

- Maintains the official System of Record for reporting of Systemwide student data at the University.
- Designs systematic reports, develops formats, defines terms, and summarizes and analyzes data to be made available to university administrators and campus personnel, and other special studies.
- Researches key changes in programs, course offerings, and other required information, and updates master code and lookup tables used in the generation of systemwide reports from data housed in administrative databases.
- Develops and coordinates on-line database structures and warehouses, including system design, systematic data, definition, installation, and training, e.g., the ODS and the university's student data warehouse and management information reporting system.
- Designs and develops automated reports or new administrative computer systems by using the latest computer technology (including the World Wide Web); and works with the Information Technology Services Office to streamline data retrieval, access, and reporting.
- Prepares and provides access to information to the public regarding costs and student outcomes of the university.

System wide Data Administration Functions

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

Analytical Services Functions

- Provides systemwide direction for institutional research.
- Researches and prepares analyses supported by charts and graphs for management and planning support reports, assessment reports, and special reports as required.
- Researches, identifies and defines key data elements required for systemwide data use and analysis; develops policies and procedures

required to systemize data across campuses; and disseminates information on definitions, scope, and use of these data elements.

- Develops and utilizes analytical techniques to support the university's institutional and campus-level planning process, including simulated models, enrollment projection models, quantitative unit activity and resources indicators analyses; workload measures; program efficiency measures; quantitative program review indicators; historical enrollment patterns; institutional comparisons; and student progress and outcomes analyses.
- Researches systemwide indicators and develops analytical data and studies on the factors affecting university programs, and researches and summarizes the external benefits directly or indirectly attributable to university programs.
- Provides analytical support, training, and consultation to campuses regarding the data and tables in ODS and the student data warehouse, and academic planning and analysis and the utilization of analytical techniques and systems.
- Provides technical support and consultation in the training and dissemination of computer modeling and statistical techniques as required for operations and strategic planning.
- Supports the university's efforts in creating and maintaining a statewide longitudinal data system consisting of student data from K-12 and post-secondary education, and the workforce.

HAWAI'I P-20 PARTNERSHIPS FOR EDUCATION OFFICE

INTRODUCTION

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

MAJOR FUNCTIONS

- Develops systemwide policies, programs, and initiatives designed to promote attainment of the Hawai'i P-20 mission to assure that more of Hawaii's people persist through this pipeline.
- Partners with the Hawai'i Department of Education (HIDOE), the Early Learning Council, and the University of Hawai'i to work with the P-20 Council to develop a seamless system of educational delivery to prepare Hawai'i's learners for success.
- Advises the Executive Vice President for Academic Affairs/Provost and other university executives on P-20 plans and initiatives.
- Coordinate, facilitate and partners in program development and administration efforts with the University of Hawai'i system and with participating state agencies and community stakeholder groups, e.g., the HIDOE and the Early Learning Council.
- Serves as liaison to local, state and federal academic educational entities, systemwide university offices, HIDOE, the legislature, and community stakeholder groups.

OFFICE OF HUMAN RESOURCES

MAJOR FUNCTIONS

The Office of Human Resources is responsible for the following major functional areas: human resources, collective bargaining, and employee relations administration and management. These functions span both the academic and non-academic areas. More specifically, the office provides system leadership in: developing, implementing, and maintaining personnel policies and procedures to ensure compliance with Board of Regents' Policies, Executive policies, State statutes, federal laws and regulations, administrative procedures, and applicable collective bargaining agreements; administering the University's classification and compensation system for APT and E/M personnel and of the State's classification and compensation plans for civil service employees; reviewing E/M appointments and other personnel actions; directing special projects and studies, providing counsel and advice to senior level executives; maintaining effective relations with unions and stakeholders; negotiating collective bargaining agreements; conducting hearings and rendering decisions on grievances; and administering the University's employee benefits, and staff development and training programs.

The office also provides campus and program support as part of its service oriented philosophy, convening a systemwide human resource council that fosters communication, collaboration, and shared learning; coordinating systemwide training and awareness programs that promote standardization of business processes and consistent interpretation of human resource, collective bargaining, and employee relations requirements; and, setting and driving a systemwide agenda that assists campuses in meeting their needs and goals.

HUMAN RESOURCES TECHNOLOGY AND DATA SECTION

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

CIVIL SERVICE EMPLOYEE RELATIONS SECTION

- Oversees and coordinates the employee relations program for civil service

employees

- Interprets State personnel rules, policies and collective bargaining agreements relative to the management and direction of civil service employees
- Administers and oversees, on a systemwide basis, the civil service recruitment, examination and personnel transaction programs
- Reviews and recommends the compensation, pricing and repricing of civil service classes
- Administers and coordinates the civil service job performance evaluation program
- Oversees and administers the State's return to work priority program for the University system
- Coordinates and implements the State's Reduction in Force (RIF) and Separation Incentive Program for the University system
- Implements and oversees the State's Commercial Driver's License Alcohol and Drug Testing Program
- Serves as custodian of official personnel files for all civil service employees

CLASSIFICATION AND BENEFITS SECTION

- Maintains Human Resources section of Administrative Procedures Manual to provide complete, comprehensive instructions for performing specific tasks
- Recommends revisions to Human Resources sections of Board of Regents and Executive policies as appropriate
- Conducts comprehensive and ongoing training of employees responsible for performing human resources management functions, including training in federal and State laws, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Coordinates training programs to assist employees in performing existing tasks and to prepare them for future advancement
- Implements formal compliance review program to identify violations of federal and State laws, collective bargaining requirements, DHRD policies and procedures, BOR and Executive policies, and OHR administrative procedures
- Coordinates and administers the job performance review program for Board of Regents' appointees
- Develops standardized evaluative criteria for the classification of APT positions so as to insure objectivity and equity
- Develops class specifications for new E/M positions
- Reviews E/M and APT classification and reclassification actions to insure compliance with established criteria
- Takes final classification actions on civil service positions and represents the University before appellate boards and commissions
- Compiles and analyzes E/M, APT and faculty salary survey data, e.g., CUPA-HR

- Develops E/M and APT compensation plans to ensure salary equity
- Monitors E/M and APT salaries to insure compliance with approved compensation plans and collective bargaining agreements
- Coordinates with EEO/AA Office in the review of E/M and APT salaries so as to avoid charges of unlawful discrimination
- Coordinates the State's benefits programs (EUTF, ERS, Deferred Compensation, Tax Sheltered Annuities) for University employees on a systemwide basis and serves as liaison with State agencies

COLLECTIVE BARGAINING AND EMPLOYEE RELATIONS SECTION

- Interprets and advises campuses on collective bargaining agreements, public employment statutes, rules, regulations, and policies, and University policies in a manner responsive to campus operating practices and needs, e.g., systemwide tenure and promotion.
- Provides consultative assistance to Chancellors, senior executives and personnel administrators in the interpretation and application of collective bargaining agreements, Board of Regents, and university personnel policies and procedures.
- Provides research, analytical data and support, and assists in drafting testimony on collective bargaining matters to Legislative bodies for University executives.
- Assists in the drafting of memorandum of agreements, memorandum of understandings, and supplemental agreements involving personnel administration.
- Serves as the President's designee to adjudicate APT and civil service grievances and supports the President's designee in faculty grievances.
- Develops and conducts training on employee relations involving the terms, conditions, and interpretations of collective bargaining agreements with UHPA, HGEA, and UPW.
- Develops executive policies and administrative procedures regarding employee relations issues, as appropriate.
- Assists the university's General Counsel in preparation of cases for mediation and arbitration.
- Provides research and analytic staff support to State and University negotiators in Units 07 and 08 master agreement negotiations and associated memoranda of agreement.
- Serves as the University's representative to the State Office of Collective Bargaining for negotiations covering civil service bargaining units.
- Develops and conducts training on negotiated changes and on the application and interpretation of provisions in negotiated collective bargaining agreements with UHPA, HGEA, and UPW.

SYSTEM SUPPORT AND ADMINISTRATION SECTION

- Reviews, evaluates, audits, and recommends changes to existing policies, guidelines and procedures, and practices to improve and enhance service and staff support throughout the system.

- Provides operational support services for UH System Office employees, including but not limited to, personnel transactions, recruitment, and promotions.
- Ensures that unit operations are executed effectively, efficiently, and in conformity and compliance with applicable human resources laws, rules and regulations, collective bargaining agreements, and University policies and procedures.
- Assesses human resource functions such as E/M, APT and civil service evaluation procedures and practices.
- Develops and conducts training plans and activities relating to functional responsibilities for system office staff.
- Collaborates with other system office human resources staff in the development of campus service support initiatives.