

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**OFFICE OF ACADEMIC AFFAIRS**

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i at Hilo.

**OFFICE OF THE VICE CHANCELLOR**

Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates, and evaluates all academic programs and budgets;
- Directly supervises the personnel responsible for: the College of Arts and Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; the Library; and Kilohana: Academic Success Program;
- Bears senior responsibility for the effectiveness of programs such as Hawai'i Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**COLLEGE OF AGRICULTURE, FORESTRY AND NATURAL RESOURCE  
MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree and minor with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

**OFFICE OF THE DEAN**

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resource Center. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

**INSTRUCTION**

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales, and services in the field of agriculture and natural resource management.

- Provides courses and training for students planning agricultural and natural resource careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF AGRICULTURE, FORESTRY AND  
NATURAL RESOURCE MANAGEMENT  
Page 2**

**PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER**

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions, and stakeholders throughout the world. Further, the PACRC houses the Hawai'i Cooperative Unit, a cooperative research unit with the U.S. Geological Survey.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF AGRICULTURE, FORESTRY AND  
NATURAL RESOURCE MANAGEMENT  
Page 3**

**AGRICULTURAL FARM LABORATORY**

The University of Hawai'i Hilo prepares students for careers in agriculture by offering a program that blends classroom education with hands-on learning provided at the University of Hawaii at Hilo Agricultural Farm Laboratory (UHHAFL) .

At the AFL, students experience putting classroom learning into practice in plant, animal, and aquaculture fields. Working with anthuriums, ornamental foliage, hydroponics, floriculture plants, orchids, forestry, vegetables, sustainable agriculture, livestock production, horses, sheep, lambs, pigs, beekeeping, tropical fruit, and aquaculture, students learn first-hand what careers in animal science and agriculture entail.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**KILOHANA: ACADEMIC SUCCESS PROGRAM**

Kilohana: Academic Success Program supports the learning and retention of all UH Hilo students by fostering the development of independent, self-motivated learners.

The Program offers subject-specific support and academic skills development and builds networks with other units on campus.

It offers tutoring in

- astronomy,
- physics,
- biology,
- chemistry,
- computer science,
- geography,
- marine science,
- math
- and
- writing.

It also offers seminars, workshop, placement testing services, and print and electronic resources for students and faculty.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**COLLEGE OF ARTS AND SCIENCES**

Provides baccalaureate degree programs leading to the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Education and Minor in the Social Sciences, the Humanities, and the Natural Sciences.

**OFFICE OF THE DEAN**

Responsible for the overall activities, curricula, and personnel of the College of Arts and Sciences, including the School of Nursing.

- Responsible for faculty personnel actions, faculty recruitment, and affiliate faculty;
- Maintains liaison with College Faculty Senate and College Faculty Senate Executive Committee, other Deans, Directors, Vice Chancellors, and the Chancellor;
- Responsible for overall curriculum development and long-range planning;

**DIVISIONS**

**(Social Sciences, Humanities, and Natural Sciences)**

Develop coherent programs among the disciplines within the respective divisions.

- Coordinate curricular offerings among the disciplines;
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- Consult and cooperate with other divisions on curricular matters;
- Review and process personnel transactions, administer student help and the operating and equipment budgets.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF ARTS AND SCIENCES  
PAGE 2**

**SCHOOL OF NURSING**

Manage the Baccalaureate Nursing Program

- Develop and manage administrative, academic, and programmatic policies and procedures.
- Assure compliance with licensing and certification requirements.
- Maintain NLNAC accreditation.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**LIBRARY SERVICES**

**ADMINISTRATION**

Directs all library and media activities, services, and personnel for the University of Hawai'i at Hilo.

- Directs the development of library and media services, resources, and facilities;
- responsible for fiscal planning and management to insure the efficient operation and development of the Library and Media Center;
- provides for staff development and training to insure an adequate level of services;
- directs the selection, acquisition, and processing of library and media resources;
- provides for special collections and services in response to instructional and research needs of the University community.

**LIBRARY**

**PUBLIC SERVICES**

**Reference, Instruction, and Special Services**

- provides informational and reference services to students, faculty, and the community;
- responsible for the development and maintenance of Reference, Hawaiian, and other special collections;
- provides access to bibliographic information through online data bases, CD ROM, and other products;
- supervises the operation of special collections, including the management of archival materials;
- Provides access to Hawai'i Island newspapers and other materials through the Hawai'i Island Newspaper Indexing Project and other indexing endeavors;
- provides a bibliographic instruction program to assist students in making effective use of the library's collections and services. Special programs to instruct faculty with the new technologies are also available;
- develops bibliographies, guides, handbooks, and other finding tools to assist students in using the library's resources.



**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
LIBRARY SERVICES  
Page 2**

Circulation

- Responsible for the circulation of all library materials;
- handles shelving and stack maintenance;
- responsible for the automated circulation system, including documentation, training, and maintenance;
- provides interlibrary loan services to the University community, including films and videotapes;
- manages special collection housed in circulation: closed shelves, reserves, all audiovisual materials, computer software, etc;
- processes all periodical and serial binding;
- handles general book mending and preservation;
- coordinates room reservations for the multilevel facility;
- responsible for the maintenance of a variety of equipment in the public areas;
- manages all public and staff photocopying.

Cataloging

- Responsible for the cataloging and processing of all materials added to the collection;
- responsible for the development and maintenance of the online data base.

Acquisitions, Receiving, and Serials

- Responsible for the ordering of library materials.
- Responsible for the receipt, processing, and payment of materials purchased.
- Maintains control over the materials and equipment budgets.
- Processes all gift materials presented to the library.
- Responsible for the acquisition and receipt of serial materials.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
LIBRARY SERVICES  
Page 3**

Government Documents and Periodicals

- Responsible for the selection, acquisition, processing, development, and maintenance of the U.S. Government documents collection;
- provides reference services for government documents;
- responsible for the check-in, claiming, and maintenance of the periodical and newspaper collections.

**MEDIA SERVICES**

Audiovisual Services

- Makes available a variety of audiovisual equipment and services to support instructional activities;
- responsible for the acquisition, inventory, repair, and maintenance of audiovisual equipment.

Graphics Services

- Provides duplication services for the campus;
- provides graphics production for institutional and curricula support.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**COLLEGE OF CONTINUING EDUCATION AND COMMUNITY  
SERVICE**

**OFFICE OF THE DEAN**

On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff, and special projects personnel.

**CREDIT PROGRAM**

- Acts as liaison with the UHH College of Arts & Sciences; the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; and the College of Pharmacy in planning, developing, implementing, and evaluating University credit courses offered through CCECS
- Acts as liaison with appropriate units of UH Hilo and UH Mānoa in offering extended graduate programs.

**SENIOR PROGRAMS**

- In cooperation with senior citizens and local, state, and national organizations, plans, develops, implements, and evaluates programs to meet the educational needs of senior citizens.
- 

**PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM**

- Plans, develops, implements, and evaluates "in-service programs" for Hawai'i and Maui County teachers in the State of Hawai'i Department of Education system;
- plans, develops, implements, and evaluates non-credit personal and professional development programs.

**INTERNATIONAL PROGRAM**

- Plans, develops, implements, and evaluates international short-term travel/study to Hawai'i programs and the year-round English Language Institute (ELI) Program;
- plans, develops, implements, and evaluates English-as-a-Second-Language (ESL) courses.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF CONTINUING EDUCATION AND COMMUNITY  
SERVICE  
Page 2**

**CONFERENCE PROGRAM**

- Plans, develops, implements, and evaluates UHH and non-UHH conferences, workshops, professional and academic meetings and programs;
- Full support services and all aspects of program coordination are included as part of program responsibilities.

**NORTH HAWAI'I EDUCATION AND RESEARCH CENTER  
(NHERC)**

- Serves as the Distance Learning Center for the distance learning programs at the University of Hawai'i at Hilo, as a base station for field research, and as a community center;
- plans, develops, implements, and evaluates lifelong learning programs and higher education services to the region.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**KA HAKA 'ULA O KE'ELIKŌLANI**

Provides baccalaureate, master's, and doctoral degrees and minor programs leading to the Bachelor of Arts in Hawaiian Studies; Master's of Arts in Hawaiian Language and Literature; Master of Arts in Indigenous Language and Culture Revitalization; Minor in Hawaiian Studies; and Certificates in Hawaiian Language; Basic Hawaiian Culture; Indigenous Language and Culture Revitalization; and Kahuawaiola Indigenous Teacher Education Program.

**OFFICE OF THE DEAN**

Directs activities, curricula, and personnel in Ka Haka 'Ula O Ke'elikōlani.

- Recruits and retains qualified faculty and research staff members;
- Formulates and defends financial plans;
- Allocates funds to various programs;
- Controls the expenditure of funds;
- Develops and maintains quality instructional, research, and community service programs;
- Coordinates instructional activities;
- Maintains communications with government agencies, client groups, and the general public.

**MOKUNA PĀPAHANA KALAI'IKE (Academic Programs Division)**

- Prepares students with broad and full understanding of the basic factors involved in the study for undergraduate and graduate degrees in the Hawaiian language;
- Provides courses and training for students;
- Ensures that students complete a core of basic courses and substantial courses in general education;
- Provides for teacher training.

**HALE KUAMO'O CENTER (Language Support and Outreach)**

- Maintains a Hawaiian language support center (Hale Kuamo'o) and other outreach programs;
- Provides research, curriculum development, language development, archival work, and educational technology.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**COLLEGE OF BUSINESS AND ECONOMICS**

Provides for baccalaureate degree programs leading to the Bachelor of Business Administration and the Bachelor of Arts in Economics and certificate programs.

**OFFICE OF THE DEAN**

Responsible for the overall activities, curricula, and personnel of the College of Business and Economics.

- Responsible for faculty personnel actions, faculty recruitment, and affiliate faculty.
- Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors, Vice Chancellors, and the Chancellor.
- Responsible for overall curriculum development and long-range planning.
- Coordinates curricular offerings among the disciplines.
- Reviews and processes personnel transactions, administers student help, and the operating and equipment budgets.

**INSTRUCTION**

- Offers courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- consults and cooperates with other divisions on curricular matters.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**COLLEGE OF PHARMACY**

Provides the academic curriculum leading to the Doctor of Pharmacy (Pharm.D.) degree.

**OFFICE OF THE DEAN**

In the UHH system, deans of colleges report to the Vice Chancellor of Academic Affairs who in turn reports to the Chancellor. In addition, deans frequently interact with the Chancellor at various events throughout the year.

The College of Pharmacy functions as an autonomous unit within the system, with the dean serving as the chief academic officer and being responsible for many functions including:

- establishment of a pre-pharmacy curriculum for implementation throughout the system;
- development of the plan to develop and secure approval for implementation of the founding class of Pharm. D. students;
- acquiring precandidate status with ACPE, and regional accreditation with WASC;
- prepare and secure approval of annual budgets and start-up funds; development of plans for a new pharmacy building;
- obtain approval and recruit the administrative team for the UHH-COP;
- continue with recruitment of faculty members for the UHH-COP;
- secure affiliation agreements with key health systems and pharmacies to provide clinical instruction and shared faculty positions;
- prepare annual applications for Federal funding; organize and implement outreach programs for various stakeholders in the pharmacy program;
- develop and implement a fund raising program; nurture relationships with potential donors;
- secure funding from the State, Federal, Corporate, and private sectors; serve as a primary advocate for the College;
- represent the College in the internal and external environment; create and foster a positive environment for faculty, staff, and students;
- provide leadership and financial plans to meet the goals of the College; lead the College in obtaining and maintaining Accreditation Council of Pharmacy Education accreditation;

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF PHARMACY  
Page 2**

- ensure effective services to students; provide budgetary administration and leadership;
- ensure administration and operations of the college reflect the diversity of the stakeholders' cultures and thinking;
- initiate and support the development of sustained academic partnerships and collaborations;
- serve as lead facilitator for academic, curricular, and research programs;
- develop and maintain excellence in instructions and research programs through recruitment and retention of high caliber faculty;
- facilitate and develop the adoption of best and promising curricular instructional delivery and research practices;
- personally engage in scholarly activity;
- support professional development of faculty and staff;
- provide leadership and support for initiatives that foster the dissemination of knowledge;
- provide leadership, direction, and support in implementing vision, mission, strategic plan, and commitments of the College;
- in collaboration with faculty and higher administration, develop, coordinate, and achieve short- and long-term goals of the College, University, and System;
- foster alumni morale and include alumni in strategic planning;
- foster networking and career services for students and alumni; serve as the primary advocate with various legislators;
- coordinate activities with international organizations to further promote the reputation of the College;
- encourage and support faculty and staff in the area of grant development;
- secure funding from various sources; collaborate with the UH Foundation;
- ensure the development of credit and non-credit programs to serve the needs of constituencies;



**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF PHARMACY  
Page 3**

**OFFICE OF THE ASSOCIATE DEANS**

**Associate Dean of Academic Affairs**

- Provides leadership in development and ongoing evaluation of the curriculum for the Pharm. D. program;
- oversees priorities in academic affairs for COP that include, but are not limited to, securing ACPE accreditation;
- recruitment, admission, and graduation of professional students;
- hiring and retention of faculty; management of staff support personnel and resources;
- other relevant activities to the academic offerings of the College;

**Associate Dean of Research**

- Lead the quest for scholarship of pharmaceutical and interdisciplinary sciences in the COP;
- Develop and sustain the COP's relationships in its scientific mission and vision throughout the UH system, UHH, and globally among academic institutions and/or pharmaceutical industries;
- Oversee the research mission and direct the establishment and continuation of funded research programs among the faculty;

**ACADEMIC SUPPORT UNITS**

**Student Affairs**

- Administer and manage the Office of Student Affairs specific to the COP. Responsible for implementing student services in accord with the ACPE standards;
- Plan and organize programs for students relative to recruitment, admissions, monitoring, and graduation;
- Inclusive of creating and maintaining a student information system;
- Work with academic administrators and/or faculty in formulating and implementing policies and programs specific to COP students.

**Library**

- Responsible for a wide variety of academic library public services duties with emphasis in the areas of pharmacy and health sciences, including delivering reference services;
- participating in library instruction activities;

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF PHARMACY  
Page 4**

- assisting with health related library lending; providing outreach to distance learners and pharmacy partners and support to faculty teaching distance education courses;
- working with faculty to improve library services;
- performing assigned collection development responsibilities;
- serving on Library, UHH, and UH System committees; and other duties as assigned.

**DEPARTMENTS**

Each respective department will develop curricular programs, in accordance with accreditation guidelines, that lead to the Doctor of Pharmacy degree within respective departments.

- Coordinate curricular offerings between departments through appropriate consultation;
- Coordinate on-campus courses with distance learning based courses and pharmacy practice courses throughout the state;
- Review and process personnel transactions, administer student help, and the operating and equipment budgets.

**Community Partnerships**

- Designed to capitalize and harness Hawai'i's rich landscape of diversity among peoples, cultures, islands, healthcare systems, and pharmacy practices;
- this department will build partnerships for the COP in research, practice, education, and community outreach;
- the Director works collaboratively with the Dean's administrative team in building and sustaining community partnerships.

**Pharmaceutical Sciences**

- Oversee the scientific base of the Pharm. D. program and lead the faculty in implementing the professional curriculum that provides the scientific underpinnings of pharmacy practice;
- administer and manage the faculty in program delivery of teaching and research initiatives;
- recruit, mentor, and retain faculty with expertise in basic and pharmaceutical sciences.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF PHARMACY  
Page 5**

**Pharmacy Practice**

- Oversees the education of professional practice in the Pharm. D. program;
- Lead the faculty in implementing the curriculum that forms the foundation of professional pharmacy practice as a health discipline;
- organize the faculty to implement and evaluate professional education initiatives;
- build the clinical foundations of the Pharm. D. program via a professional network of partnerships among health systems within the state, nation, and world.

**Innovation and Products**

- Objectives include design, implement, and evaluate programs in research, education, and practice that apply Bioinformatics and technology for COP faculty and students;
- The Director will apply the IOM core competency related to Informatics in the Pharm. D. program via collaborative working relationships with the Associate Dean of Academic Affairs and Department Chair of Pharmacy Practice;
- This position works closely with the Director of Student Affairs for computerized dataset in the Pharm. D. program.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**OFFICE OF UNIVERSITY RELATIONS**

As part of the Chancellor's Office, concentrates on efforts towards the development of external college relations and developing and preparing effective publications and activities to promote University of Hawai'i at Hilo.

**OFFICE OF THE DIRECTOR**

- Responsible for development and preparation of effective publications and activities to educate and foster affirmative attitudes and acceptance of UHH and its role in higher education for the State;
- responsible for marketing and promotion of UH Hilo throughout the state of Hawai'i, mainland United States, and Pacific Rim countries;
- responsible for composition, makeup and distribution of a wide variety of public relations materials; coordinates with respective university executives, outside agencies, media, legislators and the community to implement programs and projects;
- monitors and evaluates progress and assesses effectiveness.
- responsible for governmental relations on behalf of UH Hilo and the University of Hawai'i System at the State Legislature, County of Hawai'i, and Federal government.
- maintains close and effective working relations and communication with university executives, Board of Regents, legislators, community agencies, media, and faculty, staff, and students to coordinate the dissemination of information relating to UHH operations, programs, and activities.