

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII - WEST O'AHU

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

Oversees and is responsible for the entire operation of the University.

- Provides leadership to senior staff in the development of instruction, academic support, student services, public service and administrative programs.
- Provides oversight in the development of the long-range master plan and its implementation through planning, design and construction.
- Selects and recommends appointment of senior staff to the President; consults with senior staff on the recruitment and selection for positions reporting to them.
- Represents the University at the senior level in system-wide matters and particularly those affecting the campus.
- Represents the University with the legislature and individual legislators both during and between legislative sessions.
- Represents the University in developing support in the community for all plans, programs and policies.
- Determines overall direction of commencement activities.
- Serves as the lead representative to all media and directs all strategic public affairs, public relations, general community relations activities.
- Ensures all plans and programs meet all necessary accreditation standards required for a four-year baccalaureate University.
- Provides leadership required to ensure a prudent fiscal budget for the University.

Labor Education Advisory Council

- Serves as an advisory council to the Chancellor, UH-West O'ahu, on activities and programs of the Center for Labor Education and Research, and assists the Chancellor in the assessment and evaluation of program needs for implementation.
- As mandated by Hawai'i Revised Statutes, the Council members are appointed by the President of the University of Hawai'i.

Instruction

Primary responsibility is to:

- Teach UHWO courses
- Develop and revise curriculum
- Participate in service activities at the campus, System and community level
- Conduct research

Library Services

- Works closely with faculty to acquire educational materials needed to implement the educational objectives of the University.
- Plans, develops and controls all aspects of the University library.
- Determines library requirements for instructional and research programs by maintaining regular contacts with academic departments and administration.
- Develops and coordinates a collection development program, with input from faculty that addresses current needs and future projections.
- Acquires, organizes, catalogs and maintains the necessary recorded information, both print and non-print, in those fields pertinent to the programs of UHWO.

- Provides effective and timely access to information not available in the Library's collections.
- Develops and maintains a strong, service-oriented staff able to assist students, faculty, and other library users in the effective retrieval of information.
- Teaches library competence and information literacy in support of academic work and lifelong learning.
- Publicizes and promotes library resources and services.
- Provides convenient, comfortable facilities for study and for use of library materials and services.
- Maintains an awareness of developments in librarianship and information technology, and utilizes new techniques and systems where feasible.
- Promotes constructive working relationships with other libraries, participates in cooperative projects of bibliographic access, and develops mutually advantageous approaches to collection policies and interlibrary cooperation.
- Improves staff performance and job satisfaction by encouraging internal communication, shared decision making, career development, and staff participation in workshops, conferences and other professional activities.
- Engages in systematic planning and reviewing of library policies, systems and services.

#### Institutional Research Office

- Compiles and disseminates student cohort data on the retention, attrition, and graduation of students at UH West Oahu.
- Conducts ad hoc studies on issues pertaining to institutional matters and course evaluations at UH West Oahu.
- Develops survey instruments, administers surveys, analyzes data, and writes reports on students, graduates, and alumni.
- Develops course evaluation questions as needed to meet the evaluation needs of instructors.
- Administers online course evaluations as needed and coordinates the administration of online course evaluations when possible.
- Provides data and other appropriate analyses to support accreditation proposals and reports.
- Collaborates with the UH System Institutional Research office on system-wide reports, surveys, and data system developments.
- Submits annual reports to accreditation and federal agencies.
- Reports student, financial, and other campus data to college surveys and publishers.
- Responds to data requests for grants, program reviews, and research as appropriate.
- Conducts inter-rater reliability analyses and other assessment studies.
- Performs educational effectiveness studies using quantitative, qualitative, and mixed methods.
- Develops, designs, and updates Assessment & Institution Research Office website.
- Performs extensive planning to develop instruments, collect and compile institutional data, and produce reports and studies to meet accreditation, institutional, and program planning needs.

#### No'eau Center for Writing, Math, and Academic Success

- Facilitates face-to-face individual and small group tutoring sessions in writing, math, and statistics to help students succeed at UH-West Oahu.
- Facilitates online tutoring sessions in writing to help distance and online students improve their writing skills.
- Provides accessible online resources on website to guide distance and

- online students regarding grammar, style, and other topics.
- Monitors tutoring center usage through tracking of student data as well as satisfaction surveys.
- Works closely with instructors to develop relevant skills improvement workshops for students, to be delivered either in-class or out of class.
- Works closely with instructors of Writing Intensive (WI) classes to provide effective faculty and student support. Provides mandatory orientation and training for WI class instructors.
- Collaborates with Student Services staff to support advising efforts, to accommodate all students, and to extend outreach to first year students.
- Recruits, develops, and retains a skilled staff of peer tutors to effectively assist students.
- Publicizes and promotes all services, through class visits, print media and online (the tutoring center website as well as West Press).
- Collaborates with student groups to deliver specialized academic or career-related workshops to enhance students' skills.
- Promotes the value of literacy and learning through activities and publications.

#### Center for Labor Education and Research

The Center specializes in labor education, research, and education programs and provides the following:

- Coordinates, arranges for, and conducts evaluation of existing center programs of instruction for refinement, develops new courses of instruction, and plans their implementation on a continuing basis.
- Coordinates, arranges for, and conducts classes, courses, workshops, seminars, and research studies or projects.
- Coordinates, arranges for, and provides technical assistance to trade unions to improve or implement labor education programs within their organization.
- Prepares and disseminates educational information and publications on various subjects of concern and interest to workers and their organizations.
- Develops or acquires and promotes the dissemination of labor-related information and programs through the various public media (radio, TV, newspapers, public and private organizations, clubs, etc.).
- Coordinates, arranges for, and conducts teacher preparation classes to enable relevant and reliable department of education instruction in labor-related educational courses, programs, and activities.
- Provides labor studies courses, and labor-related research and educational services to workers and their organizations and to the public.

#### STUDENT AFFAIRS

##### Office of the Vice Chancellor for Student Affairs

Provides leadership in the development, organization, direction and evaluation of all student services, student support activities and programs

##### Recruitment

- Produces institutional publications such as brochures and mailings for dissemination to prospective students, families and the community.
- Assists with publicizing programs via various media (direct mail, site visits, newspaper, radio, TV ads).
- Conducts campus tours and hosts campus events.

##### Admissions & Records

- Reviews applications for admission.
- Determines residency status.
- Evaluates transcripts for transfer credits.
- Determines admission admissibility for freshman and transfer students, including international students.

- In conjunction with the Office of the Vice Chancellor for Academic Affairs, coordinates the implementation of articulation agreements with other schools.
- Coordinates and implements pre-registration and registration activities for all students.
- Maintains academic records, verifies eligibility for graduation
- Processes and issues grades, enrollment and graduation verifications, UH West O'ahu transcripts and diplomas
- Reports enrollment and graduation information to the National Student Clearinghouse.
- Reviews and evaluates student records to determine satisfactory academic progress.

#### Financial Aid & Student Employment

- Determines eligibility for and administers all federal, state, and institutional financial aid programs, including scholarships
- Places students in college work-study and general funded positions on-campus

#### Advising

- Provides academic advising
- Conducts orientation and coordinates testing with Learning Center & Library
- Provides all required services to students in outreach programs through personal visits, via mail, or via phone, including academic advising, admission, financial aid, veterans benefits, career and personal counseling
- Plans and coordinates commencement activities, including neighbor island students graduating in the Distance Learning Program
- Provides career information
- Informs students of available positions in public, private and non-profit sectors

#### Co-Curricular Programs

- Coordinates, provides advice and support for Registered Student Organizations (RISO) & Chartered Student Organizations (CSO)
- Facilitates extracurricular events, on and off campus

#### Veterans Affairs

- Advises veterans of program requirements for purposes of qualifying for benefits
- Maintains records and provides information to Veteran's Administration regarding students receiving benefits

#### International Students

- Advises international students of admissions, enrollment, and program requirements
- Maintains records and certifications, and provides information to the United States Immigration and Customs Enforcement regarding international students via the Student & Exchange Visitor Information System

### ADMINISTRATION

#### Office of the Vice Chancellor for Administration

Plans and provides leadership and direction in the administrative management of the University and exercises direction, control and coordination over all aspects of non-academic administrative and support functions, including budgeting, fiscal,

human resources, facilities, auxiliary services, and information management.

- Develops and coordinates the preparation and execution of the University's budget.
- Manages the fiscal operations of the University in areas of accounting, disbursing, treasury, purchasing, contracts and grants, and inventory functions.
- Responsible for the entire section of human resources, including but not limited to benefits, classification, recruitment, workers compensation, and bargaining unit contract compliance.
- Develops and administers all support services for the University relating to administrative matters.
- Assists in long-range planning relating to growth and development of the campus.
- Responsible for operations and maintenance of facilities which includes custodians, grounds, and security services.
- Responsible for auxiliary services of the University which includes mail services, transportation services, information systems and telecommunications.

#### Business Services

The Business Services Office is responsible for the overall financial management of the campus.

- Manages implementation of the campus budget.
- Oversees procurement, disbursing, accounts payables, and accounts receivable activities.
- Oversees cashier/bursar services.
- Responsible for payroll reconciliation.
- Responsible for the financial management of extramural funds.
- Responsible for the financial management of RCUH accounts.
- Responsible for the financial management for campus development.
- Responsible for inventory management and control.
- Manages financial accounting activities and internal financial controls.
- Oversees land lease agreements.

#### Campus Services

The Campus Services Office has functional responsibility for the major ancillary services necessary to operate the campus. These include transportation services, parking operations, food services, mail services, custodial services, utilities management and grounds maintenance.

- Manages the overall campus physical infrastructure.
- Oversees the repairs and renovations of buildings.
- Maintains and landscapes grounds.
- Manages the daily operations of the campus mailroom.
- Manages the contract for reprographic services.
- Manages the contract for security guard services.
- Manages the vending machine program.
- Manages a fleet of vehicles for use by various campus organizations.
- Manages the bookstore and enterprise operations.
- Manages the dining and food service operations.
- Coordinates special events parking for students, faculty, staff and visitors.

#### Human Resources

The Human Resources Office is responsible for all human resources management and deals with issues related to people and talent such as compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training.

The office develops and implements policies and procedures for the campus in

accordance with BOR and Executive policies.

- Oversees the recruitment and appointment of all employees.
- Manages the classification and compensation plan.
- Administers employee benefits.
- Manages the labor and employee relations programs.
- Oversees the workers' compensation and temporary disability benefits programs.
- Interprets and implements collective bargaining agreements.
- Maintains employee records.
- Ensures human resources policies and practices conforms to various laws and regulations.
- Provides training and help manage resources and talent.

#### Information Technology

The Office of Information Technology will provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the University's mission as it applies to the management, teaching, learning, and community service.

- Provides effective technology support for audio/visual, computer, multimedia, voice, video, and web based applications and services to all areas of the university.
- Promotes and facilitate the effective integration of technology into the basic mission of the university through planning, programming, training, consulting, and other support activities.
- Develops, enhances, and manages the university's enterprise networks to provide high speed, transparent, and highly functional connectivity among all information resources.
- Develops and maintains highly effective, reliable, secure, and innovative information systems to support instructional, administrative and research functions.
- Facilitates the collection, storage, security and integrity of electronic data while ensuring appropriate access.
- Provides capabilities including the ability to develop and manage the distribution (and marketing) through broadcast, narrowcast, broadband, software, the Web and other telecommunications technologies university's programs, products and services.
- Promotes new uses of information technology within the institution through the support for exploratory and innovative applications.
- Provides leadership for effective strategic and tactical planning in the use of technology
- Provides fast and reliable access to all information systems.
- Plans, develops and supports student computer labs.
- Monitors and assists with the purchase of computers, software and equipment needed by faculty.
- Provides support for distance education.
- Determines computing requirements for instructional and research programs by maintaining regular contacts with academic departments and administration.
- Develops and maintains a strong, service-oriented staff able to assist students, faculty, and other computing users.
- Maintains an awareness of developments in computing hardware and software trends, and utilizes new techniques and systems where feasible.
- Engages in systematic planning and reviewing of academic computing policies, systems, and services.