



UNIVERSITY
of HAWAII
MĀNOA

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June 23, 2015

MANOA CHANCELLOR'S
OFFICE

MEMORANDUM

TO: Robert Bley-Vroman
Interim Chancellor

VIA: Brian Taylor *Brian Taylor*
Interim Vice Chancellor for Research

FROM: Alan F. Lau *Alan F. Lau*
Interim Director, Pacific Biosciences Research Center

SUBJECT: Reorganization Proposal for the Pacific Biosciences Research Center

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization to place the Pacific Biosciences Research Center (PBRC) within the School of Ocean and Earth Science and Technology (SOEST).

RECOMMENDED EFFECTIVE DATE:

The reorganization will be effective upon approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The proposed reorganization places PBRC within SOEST along with other organized research units (ORU), such as HIGP, HIMB, HNEI, and Sea Grant for enhanced organizational efficiency and collaboration. As part of SOEST, PBRC will benefit from economies of scale and breadth of services in such areas as publications, outreach, research computing, facilities R&M, and student advising. SOEST also can provide a depth of fiscal and personnel services to support current PBRC staff. The cultures of the two units are similar, including the mix of faculty types, service ordering to RCUH, and the operation of joint-use facilities with recharge/revolving accounts. Each will benefit from increased collaborations/synergies among faculty, staff and students, in research, teaching/mentoring, and service, including an increased cadre of native Hawaiians.

BACKGROUND:

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

- a) do not have an impact of 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 units, faculty and staff members. The details of the reorganization are outlined in the attached Executive Summary and Narrative.

ACTION RECOMMENDED:


It is recommended that the attached reorganization proposal to place the Pacific Biosciences Research Center within SOEST be approved.

If there are any questions, please contact Alan F. Lau at 956-8838 or aflau@hawaii.edu.


Attachments:

Executive Summary
Narrative
Attachment 3: BJ/BT Positions Impacted by the Reorganization
Current Organizational Charts and Functional Statements
Proposed Organizational Charts and Functional Statements
Letters and Responses

APPROVED/DISAPPROVED:



Robert Bley-Vroman
Interim Chancellor



Date

Reorganization Proposal
University of Hawai'i at Mānoa
Pacific Biosciences Research Center

Executive Summary

I. Purpose:

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

The proposed reorganization of Pacific Biosciences Research Center (PBRC) into the School of Ocean and Earth Sciences and Technology (SOEST) will promote organizational efficiency and collaboration. It will result in one less direct report to the Vice Chancellor for Research. PBRC will be joining the other ORUs within SOEST, but will not change the positions/lines within, nor internal reporting structure of PBRC. The only reporting lines that will change will be between three E/Ms: the PBRC Director reporting to the Dean of SOEST, instead of the VCR.

II. Major Elements of the Proposal:

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

In this proposal, PBRC will join SOEST as a Level 5 ORU. With this change the lines of reporting will simplify with the Director of PBRC reporting directly to the Dean of SOEST, instead of to the Vice Chancellor for Research.

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?

None

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?*

None

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

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?*

None

IV. Consultation:

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

The majority of PBRC's executive leadership agreed to the reorganization with SOEST. Following a meeting of PBRC's faculty and staff to discuss the issue, a blind-ballot vote was taken. The faculty voted overwhelming in favor of the reorganization with SOEST (16 in favor, 2 against, and 1 abstention). PBRC's staff voted unanimously for the merger (11 in favor, 0 against). In addition, the incoming permanent PBRC Director (Dr. Margaret McFall-Ngai) fully supports the merger with SOEST.

The SOEST Executive Committee, comprised of Department Chairs, Institute and Center Directors, as well as the Dean's office executives, approved the proposed reorganization by consensus, on behalf of their faculty and staff with whom they consulted.

V. **Implementation:**

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

This reorganization will be implemented upon approval by the Chancellor.

Reorganization Proposal
University of Hawai'i at Mānoa
Pacific Biosciences Research Center

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.*

The Pacific Biosciences Research Center (PBRC) is a Level 5 Organized Research Unit (ORU) that has productive and well-funded research programs in the areas of marine science, neurobiology and behavior, ecology, conservation, and evolutionary and developmental biology, and biodiversity research in terrestrial and marine systems. The recent successful hire of a permanent Director (Dr. Margaret McFall-Ngai) will bring an additional exciting area of research focused on the interaction between bacteria and animals and the microbiome. Because of its ORU status, the primary responsibility of the faculty is research, rather than classroom instruction. This has led to hands-on mentoring of undergraduate and graduate students, complementing and augmenting the education provided in classrooms. As a long-standing ORU, PBRC has the experience and track record for producing leading-edge research, promoting cross-disciplinary interactions among investigators, and providing fiscal, human resources, and core research services support in an integrated and effective manner.

The Greenwood Molecular Biology Core Facility and the Carpentry and Electronics have been removed from the functional statement as these facilities will soon close and their temporary employees will retire. These changes are occurring independently of the proposed reorganization.

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

The proposed reorganization of PBRC into SOEST will promote organizational efficiency and collaboration. It will position PBRC as another ORU within SOEST and will not change the positions or internal reporting structure of PBRC with the exception of the PBRC Director who will report to the Dean of SOEST, instead of the VCR.

The potential optimization and synergies are significant for both PBRC and SOEST. In becoming part of a large School, PBRC will benefit from economies of scale and breadth of services, such as publications, outreach, research computing, repair and maintenance (R&M) facilities, and student advising. SOEST also has a depth of fiscal and personnel services that is unmatched outside the Chancellor's office and can provide back-up to

individual Personnel Officers (POs) and Fiscal Authorities (FAs) in PBRC (e.g., when they take leave). The cultures of the two units are similar, including the mix of faculty types, service ordering to RCUH, and the operation of joint-use facilities with recharge/revolving accounts. Each will benefit from increased collaborations/synergies among faculty, staff and students, in research, teaching/mentoring, and service, including an increased cadre of native Hawaiians. This will be particularly so in the fields of marine biology and microbial oceanography.

II. RATIONALE:

A. *Provide background and relevant historical information.*

PBRC has functioned as an independent, Level 5 ORU since it was established by the Board of Regents (BOR) in 1960. It has 26 active and four emeritus faculty with more than half of the faculty in non-tenure track positions. The faculty are divided in three major programs: Kewalo Marine Laboratory (KML), located on the ocean in Kakaako; the Békésy Laboratory of Neurobiology and the Center for Conservation Research and Training, both located on the UH Mānoa main campus. PBRC manages several core facilities: the Biological Electron Microscope Facility, the Greenwood Molecular Biology Core Facility, and the Computer Network Support Facility, which are supported in part by PBRC funds and by user charge backs. To accomplish the research, training, and outreach missions, PBRC's faculty are supported by over 60 dedicated staff, including students, laboratory technicians, and administrative personnel. In early 2012, Chancellor Tom Apple charged PBRC with the preparation of a unit self-study followed by an external review. The results of the self-study and external review were overwhelming favorable, which prompted Chancellor Apple to decide to support PBRC's growth and a national search for a new permanent Director. However, under the serious budget constraints that became clearly evident in 2013, Chancellor Apple made the decision to identify a permanent Director from faculty within units lacking a permanent Director, which included PBRC. In addition, smaller units would undergo reorganization in order to simplify the lines of reporting to the Vice Chancellors and Chancellor.

It was under these conditions that PBRC conducted a moderate, but welcomed, expansion with the hire of Dr. Margaret McFall-Ngai as a new faculty member and permanent Director of PBRC. Dr. McFall-Ngai, a recently appointed member of the National Academy of Science, will be located at the KML along with her research collaborator, Dr. Ned Ruby. In addition, Dr. Joanne Yew will join PBRC's Békésy Laboratory in early April 2015. Finally, PBRC is actively engaged in an effort to fill a Kualī'i Council-advocated tenure-track faculty position.

The School of Ocean and Earth Science and Technology (SOEST) was created in 1988 by the BOR. It is home to 860 employees, including 240 Ph.D.s, 450 staff, and 170 graduate assistants. SOEST is an international leader in such diverse fields as Alternative Energy, Tropical Meteorology, Coral Reef Ecosystems, Volcanology, Microbial Oceanography, Seafloor Processes, Hyperspectral Remote Sensing, Cosmochemistry, Coastal Processes, and Climate Modeling, and others. Approximately, 80% of SOEST's

\$125M budget comes from extramural sources. SOEST offers a world-class undergraduate and graduate experience, enabled by state-of-the-art instrumentation and facilities, coupled with mentoring by leading researchers and educators. SOEST's success can be attributed to strong leadership, great faculty, excellent facilities, and dedicated support staff, as well as to Hawai'i's strategic location and long-standing cultural and economic connections to the sea. Under this proposal, PBRC will join other existing ORUs in SOEST, including the Hawai'i Institute of Marine Biology, Hawai'i Institute of Geophysics and Planetology, Hawai'i Natural Energy Institute and the Sea Grant College Program, which have all thrived in SOEST. The incoming permanent Director of PBRC, Dr. McFall-Ngai, is in full support of this proposal to merge PBRC into SOEST.

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 current fiscal climate of UH Mānoa necessitates a more efficient use of resources and personnel, which includes the promotion of operational and management synergies and the minimization of the hiring new high salaried administrators for campus units. As indicated previously, the potential optimization and synergies are significant for both PBRC and SOEST. In becoming part of a large School, PBRC will benefit from economies of scale and breadth of services, such as publications, outreach, research computing, facilities R&M, and student advising. SOEST also has a depth of fiscal and personnel services that is unmatched outside the Chancellor's office and can provide back-up to individual POs and FAs in PBRC (e.g., when they take leave). The cultures of the two units are similar, including the mix of faculty types, service ordering to RCUH, and the operation of joint-use facilities with recharge/revolving accounts. Each will benefit from increased collaborations/synergies among faculty, staff and students, in research, teaching/mentoring, and service, including an increased cadre of native Hawaiians.

C. Explain other alternatives explored.

The Interim Director and executive leadership of PBRC also considered the College of Natural Sciences (CNS) and the College of Tropical Agriculture and Human Resources (CTAHR) as possible target units for the reorganization and met with the respective Deans and executive leadership. Although the biological research conducted in PBRC fit well with that in CNS, PBRC's leadership was concerned for the lack of experience in CNS with ORUs and its major focus on undergraduate teaching in CNS. In contrast, research-intensive units thrive in CTAHR but the complementarity in terms of research areas was less, particularly in marine science. The final option was to leave PBRC as an independent ORU. However, this choice would not take advantage of the synergies described in a reorganization with SOEST, be inconsistent with the judgment of the incoming permanent Director, and possibly, leave PBRC vulnerable in the current challenging fiscal climate at UH Manoa.

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

The proposed reorganization of PBRC as a Level 5 unit in SOEST would bring minimal changes to both units other than the major changes in reporting lines where the Director of PBRC would now report to the Dean of SOEST, instead of the VCR. This change has the advantage of streamlining the reporting structure to the OVCR. In SOEST, PBRC would function much like the other ORUs currently in SOEST, such as HIMB, HIGP, HNEI, and Sea Grant. PBRC would bring its own cadre of administrative, fiscal, and HR personnel who would continue to service PBRC faculty, staff, and students. The reorganization would permit sharing of common resources and manpower on an as-needed basis. The ability of the faculty and students in PBRC to interact and collaborate with other researchers and instructors in other units will not be impacted negatively and may actually increase.

E. *List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted. Explain issues raised and how concerns were addressed.*

The leadership components of the faculty and staff of PBRC participated in the interactions with the leadership of SOEST, CNS, and CTAHR. The majority of PBRC's leadership voted to conduct the reorganization with SOEST as the best fit. Following a meeting of PBRC's faculty and staff to discuss the issue, a blind-ballot vote was taken. The faculty voted overwhelming in favor of the reorganization with SOEST. PBRC's staff voted unanimously for the merger. Importantly, the incoming permanent PBRC Director (Dr. Margaret McFall-Ngai) fully supports the merger with SOEST.

The SOEST Executive Committee, comprised of Department Chairs, Institute and Center Directors, as well as the Dean's office executives, approved the proposed reorganization by consensus, on behalf of their faculty and staff with whom they consulted.

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 how the reorganization will minimize confusion over authority, roles, and responsibilities.*

The potential optimization and synergies are significant for both PBRC and SOEST. In becoming part of a large School, PBRC will benefit from economies of scale and breadth of services, such as publications, outreach, research computing, facilities R&M, and student advising. SOEST also has a depth of fiscal and personnel services that is unmatched outside the Chancellor's office and can provide back-up to individual POs and FAs in PBRC (e.g., when they take leave). The cultures of the two units are similar, including the mix of faculty types, service ordering to RCUH, and the operation of joint-use facilities with recharge/revolving accounts. Each will benefit from increased collaborations/synergies among faculty, staff and students, in research,

teaching/mentoring, and service, including an increased cadre of native Hawaiians. In this proposal, PBRC will join SOEST as a Level 5 ORU. With this change, the lines of reporting will simplify with the Director of PBRC reporting directly to the Dean of SOEST, instead of to the Vice Chancellor for Research.

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. *Provide a realistic assessment of the estimated annual and future cost or savings of the reorganization taking into account such factors as proposed position re-descriptions and reallocations. Explain how the annual and future costs or savings were derived and, if applicable, reasons the reorganization justifies the estimated costs.*

No additional annual and future costs are anticipated for the reorganization.

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

No additional funds are required for the reorganization.

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.*

It is anticipated that there will not be any impact on PBRC or SOEST faculty or staff responsibilities associated with the proposed reorganization.

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?*

Additional faculty or support personnel will not be required for the reorganization.

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 reduction in faculty or staff is anticipated for the reorganization.

4. *Identify the positions impacted by position number, classification title, and anticipated changes.*

PBRC Director, Position #89024

Change in supervisor from VCR #89112 to the Dean of SOEST #89288

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.?*

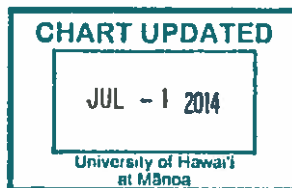
The reorganization of PBRC into SOEST will require only one change in reporting line: the Director of PBRC will report to the Dean of SOEST instead of the Vice Chancellor for Research. This change will provide greater opportunities for both PBRC and SOEST as mentioned above and simplify the reporting lines to the OVCR.

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? Explain outcome.*

No additional space will be required for this reorganization.

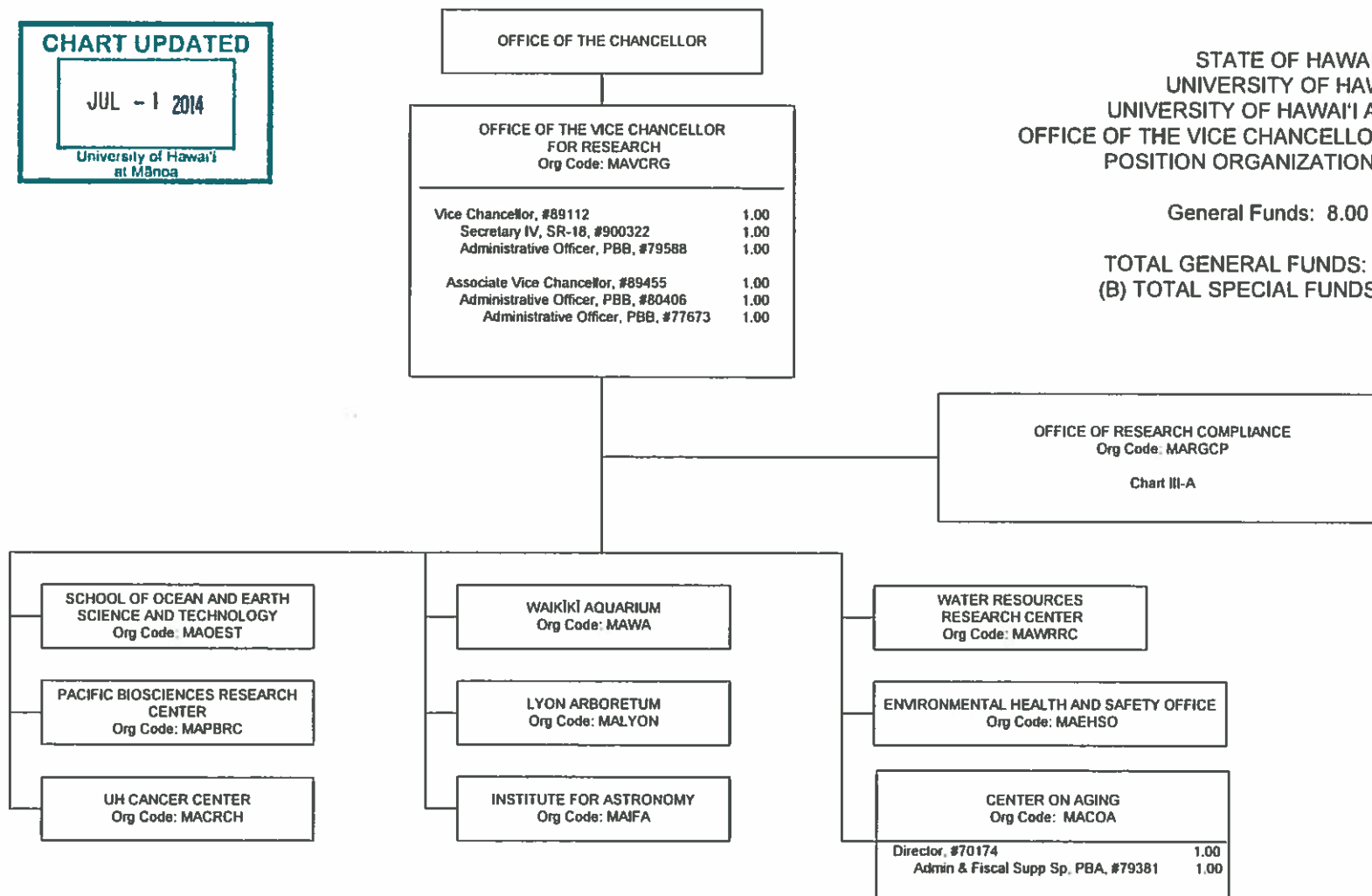
**CURRENT
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
POSITION ORGANIZATION CHART III

General Funds: 8.00 FTE

TOTAL GENERAL FUNDS: 14.00 FTE
(B) TOTAL SPECIAL FUNDS: 5.00 FTE



Footnotes:

+ Academic matters within the School of Ocean and Earth Science and Technology will be administered in coordination with the Vice Chancellor for Academic Affairs

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR
FOR RESEARCH

FUNCTIONAL STATEMENT

**OFFICE OF THE VICE CHANCELLOR FOR RESEARCH (OVCR) – Org Code:
MAVCRG**

Overview of Office:

In support of the deans and directors and in collaboration with the Office of the Vice Chancellor for Academic Affairs, this Office has leadership responsibility for the planning, direction, initiation, development and coordination of research programs of the University of Hawai'i at Mānoa. The Vice Chancellor for Research (VCR) serves as the chief policy advisor to the Chancellor in these areas and the chief operating officer for University of Hawai'i at Mānoa research programs.

Authority:

The OVCR has the authority to develop new research programs within the applicable campus executive and Board of Regents policies, to allocate or reallocate budgets of the Research and Training Revolving Funds in support of the research enterprise, to develop and promulgate policies for compliance of the research faculty and staff with Federal and State regulations, and to take actions to improve the research climate at the University of Hawai'i at Mānoa. Leadership, direction and oversight is provided to select organized research units (ORUs), and the School of Ocean and Earth Science and Technology.

Interactions with other UHM Vice Chancellors

The VCR works with the Vice Chancellor for Academic Affairs to ensure that the research programs of the academic units are provided with the best possible support; with the VC for Administration, Finance and Operations to ensure responsible allocation and expenditure of financial resources, to ensure that the research enterprise is well-represented in the media, to ensure that researchers have access to the best information technology available at the University, and to ensure that personnel actions taken are reasonable and compliant; to ensure that physical facilities are adequate for research needs; and with the VC for Students to ensure optimal involvement of students in the research activities of the University of Hawai'i at Mānoa.

Major Functions of the Office

In support of and under the direction of the Chancellor, the Office directs the University of Hawai'i at Mānoa's research programs through the development of governing policies, the conduct of program planning and assessment, the determination of directions, the setting of priorities in response to new research opportunities, the formulation of goals and objectives, and the allocation of resources.

The Office is actively involved in encouraging and developing new research initiatives, in providing an environment conducive to research, in establishing approved new research programs, and in restructuring existing programs within policy. The Office facilitates and encourages technology transfer and economic development activities by the University of Hawai'i at Mānoa.

The responsibilities of this Office also include the following:

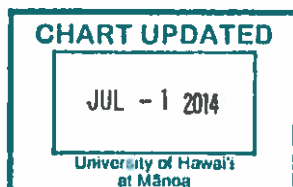
- Initiates and develops long-range planning studies for research at the University of Hawai'i at Mānoa.
- Administers a policy of continuing qualitative evaluation of each of the major efforts relative to the development and maintenance of an international standard of excellence.

- Coordinates the activities of the research units and programs through the respective academic deans and directors.
- Selects/appoints University of Hawai'i at Mānoa representatives to various external and internal boards and committees associated with University research programs.
- Serves as the Chancellor's representative for research with a variety of individuals, groups and agencies, both inside and outside the University of Hawai'i at Mānoa, such as Federal and State agencies, other research institutes and universities, legislators, and the general public, which have the potential to take appropriate actions to enhance the University of Hawai'i at Mānoa's research programs and capabilities.
- Serves as the University of Hawai'i at Mānoa source of expertise on the subject of research programs and activities.
- Manages strategic initiatives, research program development, research information systems, business operations of the Office of the VCR, and interacts with the Office of Research Services; oversees research and technology transfer, research commercialization and industrial support.
- Finds means by which the research environment can be improved and made more conducive to research and educating faculty concerning research funding opportunities and proposal preparation.
- Identifies opportunities for Federal funding of research and helping researchers obtain the Federal financial support they need.
- Manages the Research and Training Revolving Funds, the fiscal management of campus wide research initiative headed by the office of the VCR, the management of internal resource allocations within the office of the VCR and the interaction with the Research Corporation of the University of Hawaii in fiscal matters.
- Interacts with the Office of Research Services to provide appropriate procedures to foster research and training activities at the University of Hawai'i at Mānoa.
- Provides general oversight of the appointment, compensation, and service conditions of post-doctoral fellows.
- Serves as the Chancellor's representative and advisor on interactions with the Research Corporation of the University of Hawai'i.
- Provides advice, assistance, financial support, and administrative guidance for new research centers and institutions during the formative or start-up phases.
- Supports the Chancellor in other matters as directed.

The following units report to the Vice Chancellor:

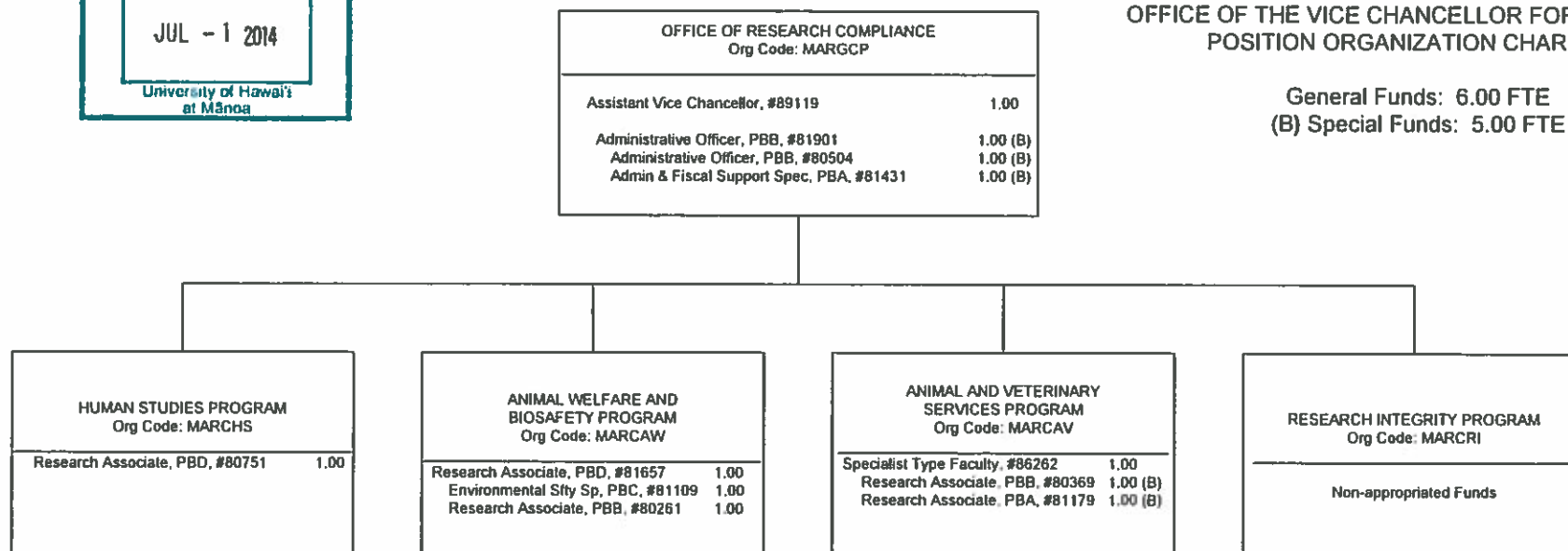
- School of Ocean and Earth Science and Technology – Org Code: MAOEST
- Pacific Biosciences Research Center – Org Code: MAPBRC
- UH Cancer Center – Org Code: MACRCH
- Waikiki Aquarium – Org Code: MAWA
- Lyon Arboretum – Org Code: MALYON
- Institute for Astronomy – Org Code: MAIFA
- Water Resources Research Center – Org Code: MAWRRC
- Environmental Health and Safety Office – Org Code: MAEHSO
- Center on Aging – Org Code: MACOA
 - The University of Hawai'i Center on Aging offers graduate and undergraduate 15-credit certificates in gerontology, with student taking courses from professors across campus in the fields of family resources, law, medicine, nursing, public health, psychology, social work, sociology, etc.
 - Support the UH chapter of Sigma Phi Omega (gerontological honor society), provide service to the community, and conduct research on aging.
 - Conducts program development and evaluation.
- Office of Research Compliance – Org Code: MARGCP
 - Human Studies Program – Org Code: MARCHS
 - Oversees and directs the federally-mandated human research protection program.
 - Designed to function as the federally mandated Institutional Review Board (IRB) for the University of Hawai'i System.
 - Responsible for monitoring all research involving human subjects.
 - Animal Welfare and Biosafety Program – Org Code: MARCAW

- Oversees and directs the federally mandated Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC) for the University of Hawai'i System.
- Animal and Veterinary Services Program – Org Code: MARCAV
 - Responsible for administering the Program of Humane Care and Use of all vertebrate animals for the University of Hawai'i System.
- Research Integrity Program – Org Code: MARCRI
 - Responsible for administering compliance in the areas of Research and Scholarly Misconduct, Responsible Conduct of Research (RCR), and Conflicts of Interest (COI) for the University of Hawai'i System.



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
POSITION ORGANIZATION CHART III-A

General Funds: 6.00 FTE
(B) Special Funds: 5.00 FTE



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
OFFICE OF RESEARCH COMPLIANCE

FUNCTIONAL STATEMENT

OFFICE OF RESEARCH COMPLIANCE (ORC) – Org Code: MARGCP

Major Functions of the Office:

In support of and under the direction of the Vice Chancellor for Research, the Office is responsible for ensuring compliance of research and scholarly work involving the use of vertebrate animals, human subjects, microbiological materials, and issues related to the research and scholarly misconduct, and responsible conduct of research. This office is also responsible for appropriate veterinary care, and for the health and well-being for all animals used at the institution, and for managing and operating university animal facilities involved in biomedical and neuroscience research and training on the UH Manoa campus and at the John A. Burns School of Medicine at Kaka'ako.

Human Studies Program – Org Code: MARCHS

Human Studies Program directs and oversees the federally-mandated human research protection program under a Federal wide Assurance (FWA), an agreement executed between the University of Hawai'i and the DHHS Office for Human Research Protections (OHRP).

The Human Studies Program staff members perform the following tasks:

1. Administers three Institutional Review Boards (IRB) that serve the University of Hawai'i and several partnership institutions
2. Reviews all exempt research protocols involving human subjects
3. Oversees the initial and continuing review of all non-exempt research protocols involving human subjects or their private identifiable information
4. Provides education, training, consultation and support to UH faculty and others who perform human subjects research across the University of Hawai'i system
5. Develops and implements policies and procedures to ensure compliance with applicable federal regulations and University policies
6. Maintains documentation of protocol review, approval and oversight
7. Follows up on allegations of non-compliance with applicable regulations and policies.

Animal Welfare and Biosafety Programs – Org Code: MARCAW

Animal Welfare and Biosafety Programs provides oversight and direction for the system-wide, federally-mandated Institutional Animal Care and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) for the University of Hawai'i.

The Animal Welfare Program staff members perform the following tasks:

1. Review and approve animal use protocols
2. Inspect animal facilities and specific programs
3. Investigate alleged and confirmed non-compliant adverse events
4. Consult and advise on appropriateness of proposed and actual experimental procedures to meet criteria for scientific data gathering
5. Review and confirm extramural award information conformity with actual animal use protocol design
6. Provide administrative support for IACUC

The Biosafety Program staff members perform the following tasks:

1. Conduct training for faculty, staff, and students
 - a. General Biological Safety
 - b. Transportation of Biological Commodities
 - c. Blood Borne Pathogen Standards and Sharps Hazard Prevention
 - d. Select Agents
 - e. Biosafety Cabinet Use
2. Conduct laboratory biosafety inspections
 - a. Annual Review
 - b. Unannounced
 - c. Permitting and IBC Protocols
3. Process biological material importation applications
4. Dispose biological waste
5. Provide administrative support for IBC

Animal and Veterinary Services Program – Org Code: MARCAV

Animal and Veterinary Service (AVS) fulfills three functions at the University of Hawai'i (UH):

1. The Office of the University Veterinarian (UV) has System-wide responsibilities for overseeing the health and well-being and clinical care of all vertebrate animals used by the UH, as required by United States federal law. As such the Office of the UV assists Principal Investigators with the development and review of Institutional Animal Care and Use Committee (IACUC) protocols, and conducts at least semi-annual scheduled visits to facilities where vertebrate animals are housed or used for research, training, or other activities. The Office of the UV may provide veterinary care for animals used on IACUC protocols.
2. AVS operates the vivariums and provides daily care for animals used for biomedical and neurobehavioral research and training on the Manoa campus and at the John A. Burns School of Medicine (JABSOM) at Kaka'ako.
3. AVS helps fulfill the federal mandate that personnel involved with care and use of vertebrate animals are adequately trained, and/or qualified in the basic principles of animal care and use to ensure quality research and animal well-being. As such AVS provides necessary training of personnel using or caring for animals on behalf of the UH.

Research Integrity Program – Org Code: MARCRI

Staff members of the Research Integrity Program are responsible for handling allegations of Research and Scholarly Misconduct and whistleblower retaliation, and for educating faculty, staff and students about Responsible Conduct of Research.

The Research Integrity Program staff members perform the following tasks:

Research and Scholarly Misconduct:

1. Receive misconduct allegations; assist in gathering information and completing the assessment, inquiry and investigation, as appropriate.
2. Provide staff support for all aspects of misconduct cases, concerns, conflicts, and Ethics Committee (EC).
3. Communicate with key parties: Complainant, Respondent, Witnesses, EC, Vice Chancellor, Deciding Official, and federal Office of Research Integrity.
4. Manage case records
5. Transcribe interviews
6. Update misconduct policy/program as required by federal regulations
7. Provide training sessions or workshops related to misconduct
8. Provide assistance as needed to Vice Chancellor for Research in fact-finding investigations and other areas of concern

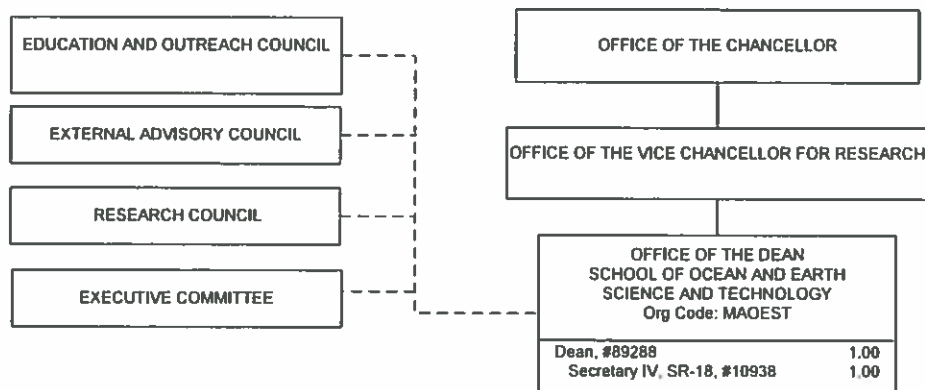
Responsible Conduct of Research (RCR):

1. Monitor on-line RCR training (CITI) component
2. Prepare and deliver interactive RCR training sessions
3. Manage database for RCR training completions
4. Maintain communication with other campuses for collaboration related to RCR
5. Update RCR plan/program as required by federal regulations

CHART UPDATED
JUL - 1 2014
 University of Hawai'i
 at Mānoa

CHART UPDATED
JUL - 1 2014
 University of Hawai'i
 at Mānoa

CHART UPDATED
JUL - 1 2014
 University of Hawai'i
 at Mānoa



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

ORGANIZATION CHART

CHART I

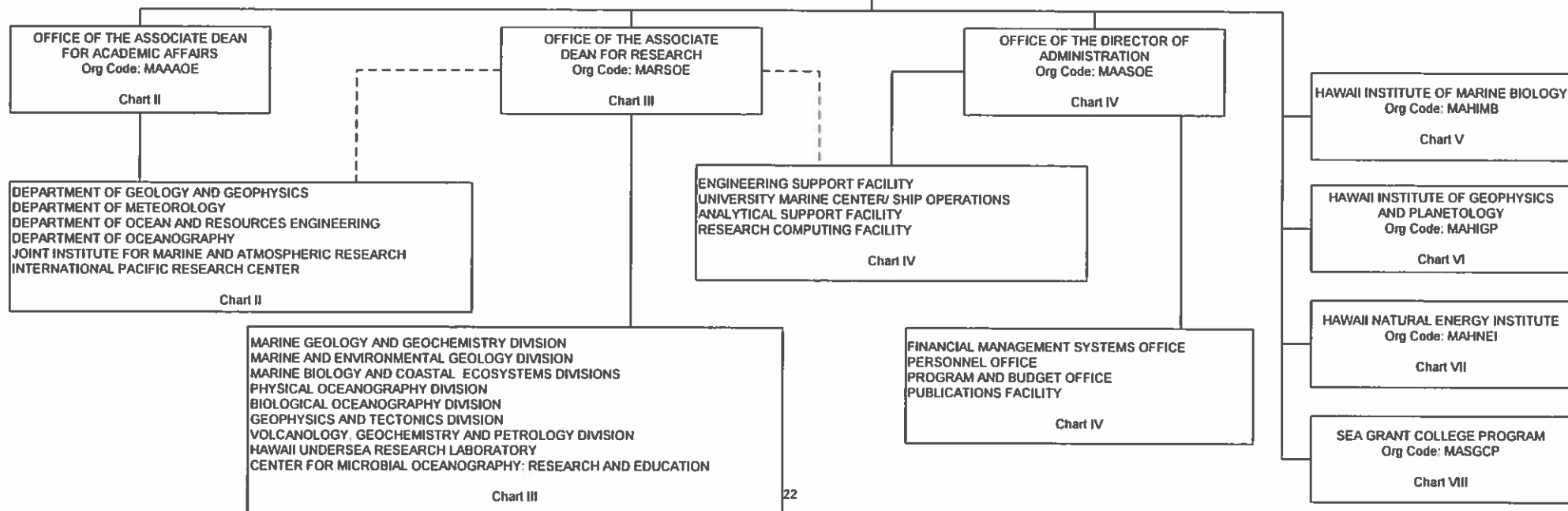
General Funds:	2.00
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CHART I

General Funds:	2.00
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Grand Total FTE by Fund: 198.00

Grand Total FTE by Fund: 198.00
General Funds (Auth Temp): 1.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MAOEST

The Office of the Dean plans and directs the programs of the School of Ocean and Earth Science and Technology (SOEST), provides the focus of leadership and direction for the marine sciences, and fosters an environment supportive of excellent research and education. It provides executive leadership in planning, policy formulation and implementation, program development and direction, and budget development and execution. In addition, it will coordinate, focus and facilitate the ongoing activities of the individual organizational units, including curricular, personnel and budget affairs of the school and the ancillary support components such as staff supervision and community relations, and represents the School nationally and internationally.

The Dean serves under the Office of the Vice Chancellor for Research at UH Manoa and is the primary spokesperson for all activities of the School and functions with authority as delegated by the President.

The principal functions of the Dean's office include the following:

Provides liaison between the School and the Office of the Vice Chancellor for Research of UH Manoa, the University Administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and represents the School at the State, National and International levels.

Approves all appointments, proposals, tenure and promotion actions, salaries, etc. for all components of the School.

Establishes, directs and maintains the SOEST annual expenditure plan and budget requirements for ensuring years in conjunction with the Office of the Vice Chancellor for Research of UH Manoa and the UH Manoa Budget Office.

Chairs the SOEST Executive Committee.

Provides direction to the school research effort, the graduate, undergraduate and research components of the School and serves in an ex-officio capacity on SOEST special committees as appropriate.

Provides policy guidance and reviews and evaluates SOEST programs.

The Secretary to the Dean position functions as an executive Secretary to the Dean, providing secretarial services through maintenance of the Dean's calendar, managing and booking her/his travel, and provides administrative and office management services. Facilitates communication between the Offices of the Dean, Associate Dean and the Director of Administration.

Advisory Groups To The Dean:

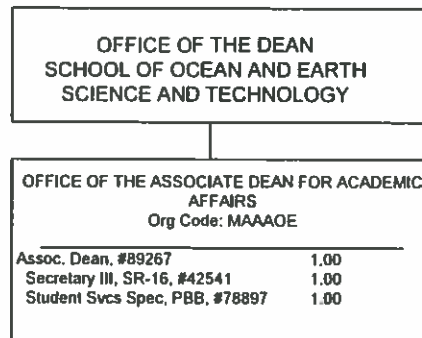
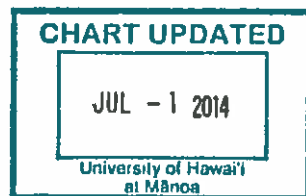
Education and Outreach Council: The purpose of the SOEST Education and Outreach Council is to assist and advise the Dean in the development, implementation, and evaluation of school-wide education and outreach activities across all levels of audiences. This includes lower- and upper-division undergraduate instruction, graduate, professional and faculty development, as well as K-14 outreach and informal education. The primary function is to facilitate and strengthen communication about and coordination of education and

outreach activities across SOEST departments, divisions, institutes and centers. The Council also devotes attention to large, federally funded programs and the need for related curriculum.

External Advisory Council: The External Advisory Council is comprised of business, government and academic luminaries to organize and develop the interaction between the School and the Legislature as well as the private sector, and to advise the Dean on national and international trends in funding in response to advances in science and technology.

Research Council: Divisions within SOEST are headed by chairs who are chosen by the Dean in consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources and on programmatic priorities and be expected to keep abreast of federal activities in their field and to routinely inform division members and the Executive Committee in the field.

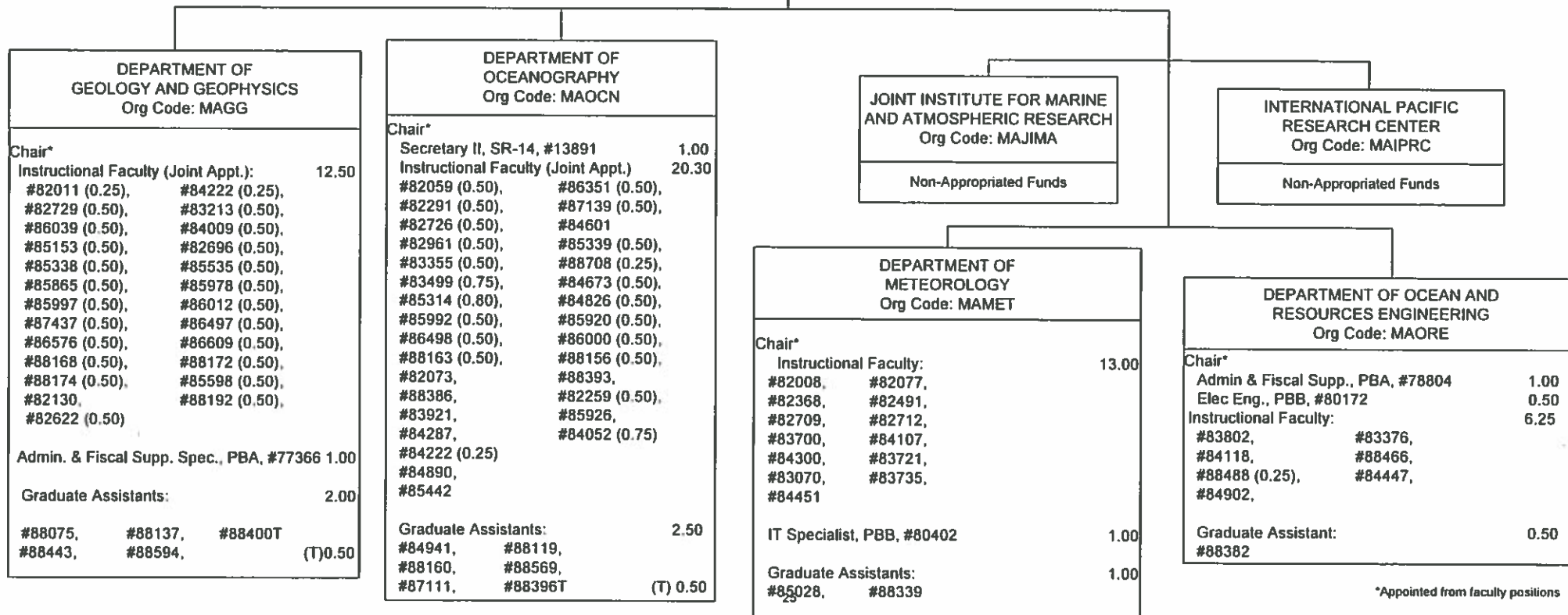
Executive Committee: Department Chairs and SOEST Directors, constitute the Executive Committee of the School, which provides advice to the Dean in Administrative and operational matters, and in an advisory status participated in policy making, long range planning, and program development.



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

DEPARTMENTS
POSITION ORGANIZATION CHART

CHART II
General Funds: 65.55
General Funds (Auth Temp): 1.00



*Appointed from faculty positions

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS – Org Code: MAAAOE

Under the policies and guidelines approved by the Dean, this office is responsible primarily for providing the central focus and accommodating the needs of the instructional components of the School.

Among the instructional programs under the Associate Dean are four academic departments: Geology and Geophysics; Meteorology; Oceanography; and Ocean and Resources Engineering; as well as the Joint Institute for Marine and Atmospheric Research and the International Pacific Research Center. The Associate Dean also oversees the instruction-related functions of the research institutes and research divisions. This overlap is intended and necessary for the effective integration of education and research. In providing an overview for these functions, the Associate Dean is responsible for:

Faculty Development

Oversees SOEST faculty in the instructional and supervisory roles; academic recruiting; development of programs to attract excellent graduate and undergraduate students to SOEST Departments.

Curriculum Development

Maintains an overview of all SOEST instructional program needs, including curriculum development, establishing innovative educational programs, evaluation of course proposals, course schedules, and student advisement.

Academic Program Review

The Associate Dean is responsible for identifying new educational directions, and methodologies, development of new educational programs, advising the Dean on academic matters relating to SOEST research programs, and Federal and State relations.

Program Administration, Planning, Representation and Consultation with Dean

Continuing interaction is maintained to ensure that the Dean and the Associate Dean each remain aware of problems and opportunities concerning the School's academic program and operations.

The Associate Dean represents SOEST on educational matters at the state, national and international levels, as appropriate and represents the Dean on educational matters to the offices of the Chancellor, the Vice Chancellor, the Dean of Natural Sciences, the Dean of Engineering, and other appropriate units within the University. The Associate Dean chairs the SOEST Education and Outreach Council.

Other responsibilities as required by the Dean shall be fulfilled by the Associate Dean. These may include such matters as public relations, fundraising, budgeting, planning, and international cooperative programs of the School.

DEPARTMENT OF GEOLOGY & GEOPHYSICS – Org Code: MAGG

Chair

The Department of Geology & Geophysics is organized on the basis of a Departmental Chair, Standing Committee, and Ad Hoc Committees, as agreed by the faculty of the department during the re-establishment of the department in 1971 and revised in 1985 and 1990.

The purpose of the Department of Geology & Geophysics is to provide, through its faculty for instruction, research, and services, as follows: (a) provide a properly-taught undergraduate curriculum in geology and geophysics, including introduction, core, and advanced courses and laboratories; (b) conduct research and provide graduate-student instruction in scientific areas in which Hawaii has certain natural advantages by virtue of its geography and existing faculty interests, namely Hydrology, and Engineering Geology, Marine Geology and Geophysics, Seismology and Solid-Earth Geophysics, and Volcanology-Geochemistry-Petrology; and (c) provide public service in the earth and marine sciences at the local, national, Pacific-wide, and world-wide levels.

The Departmental Chair presides at departmental meetings. Departmental policy is decided at departmental meetings. The agenda for these meetings is established by the Chair in consultation with the chair of the standing committees.

The Departmental Chair is responsible to the Dean of the School of Ocean and Earth Science and Technology for the functions listed in the Faculty Handbook, and to the faculty of the department for the functions listed in its Departmental Organization.

The more important functions are listed below:

- Directs the activities, curricula, and personnel of the Department of Geology & Geophysics
- Represent the Department when asked for comment or contribution ex-officio by the University Administration, or other bodies outside the Department.
- With the assistance of ad hoc and standing committees, recruit, evaluate, accept, confer with, and assign advisors of new graduate students; assign study space; evaluate yearly the progress of existing students; coordinate appointments to research assistantships and fellowships for qualified and deserving graduate students; coordinate with Hawaii Institute of Geophysics and Planetology, Water Resources Research Center, other University institutes, other departments, state and federal agencies, and private companies regarding joint projects, possible employment, and equipment, and equipment used by graduate students; award departmental computer funds to graduate students; organize the weekly departmental seminar.
- Provide service to the Department by acting on its standing and ad hoc committees; to the University through committee work and special assignments; to the state of Hawaii in the manner of the Geological Surveys of the other states or as otherwise requested; to the United States as requested; to provide professional services on an overload fee basis as allowed by current regulations.

Graduate Teaching Assistants have these functions:

- Under supervision, assist in laboratory sections of undergraduate courses; assist instructors in preparation of teaching materials, audiovisual aids, and related tasks; assist in grading examinations and counseling students in classes.

Operational and Administrative Support

Operational support for research in marine and earth sciences is provided through operation and maintenance of research laboratories, instruments, and data reduction, analysis, and synthesis. Assist in appropriate educational specialist tasks.

Secretarial and administrative support is provided as follows: Organize and supervise operations of the Departmental Office; type, mail, and file departmental correspondence; maintain security of files, reproduce examinations; assure availability of office supplies; prepare requisitions and maintain expenditure records; maintain student and faculty records; take and forward messages; dispose of routine requests and reports; assist chair or committee chair in assembling information to respond unusual requests; supervise student help, type manuscripts, grant applications, and reports of departmental faculty; other duties as requested by departmental faculty.

DEPARTMENT OF OCEANOGRAPHY – Org Code: MAOCN

Chair

Directs and coordinates teaching and research activities, curricula, and personnel in the Department of Oceanography. The Department provides instruction and performs research in biological, physical, chemical and geological oceanography leading to the M.S. and Ph. D. degrees, administers the Global Environmental Science (GES) program which offers a B.S. degree. In addition to formal instructional activities, department faculties are actively involved in research supported by extramural grants.

These research functions are essential to graduate and undergraduate education, and provide the facilities and opportunities for thesis and dissertation research. Research is also important to the economic development of the State of Hawaii in terms of resource evaluation and environmental protection.

The Chair coordinates departmental, instructional and research activities; prepares departmental budget requests; reviews and makes recommendations in regards to all personnel actions involving members of the department; conducts faculty meetings; and serves as contact point for the department to other marine programs at the University.

Departmental Functions

Provide instruction, conduct research, and undertake community service pertaining to all branches of oceanography (biological, physical, chemical, and geological). These include formal instruction, symposia, advising, and thesis and dissertation research direction.

The Department of Oceanography presently has 36 graduate faculties who advise students, serve on students' committees, and serve on appropriate college and university committees.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of research laboratories; instrumentation; and data reduction, analysis, and synthesis.

Administrative services are provided to the department chair in addition to servicing the graduate faculty and the department's graduate students and preparing instructional materials for the large undergraduate courses. Other services include: overall operation of the department office, maintenance of student and faculty records and assist with preparation of instructional and research materials for faculty, consultation with the chair concerning

administrative matters, processing of personnel forms, supervising and coordination the work of several student helpers, answering the telephone and answering the many queries posed by students and visitors to the office.

DEPARTMENT OF METEOROLOGY – Org Code: MAMET

Chair

Directs and coordinates instructional and research activities curricula and personnel in the Department of Meteorology. The Department offers B.S., M.S. and Ph. D. degrees emphasizing tropical meteorology.

Serves as graduate chair of the Meteorology area of study or coordinates with a separate graduate chair.

Prepares unit's budget requests and administers budgets allocated to the unit.

Reviews and makes recommendations in regards to all personnel actions involving members of the Department.

Acts as administrative liaison with the School of Ocean and Earth Science and Technology.

Conducts individual research and provides leadership in pursuing new research initiatives both within the State and nationally.

Acts as liaison with federal and international meteorological agencies.

Departmental Functions

Provides instruction; conducts sponsored and unsponsored research into tropical meteorology and climate, emphasizing synoptic meteorology and atmospheric dynamics, satellite meteorology, monsoon systems and meteorology of the Hawaiian Islands as related to rainfall and hazardous weather; undertakes community and consultant service pertaining to the weather and climate of Hawaii and the Pacific Basin.

Operational and Administrative Support

Operational support for research conducted in the department if provided through operation and maintenance of the research laboratories, instrumentation, data reduction analysis, and synthesis.

Secretarial support for research conducted in the department is provided through operation and maintenance of student and faculty records and assistance in preparation of instructional and research materials for faculty.

Administrative services to the department include: consultation with the department chair concerning administrative matters, processing of personnel forms, supervising and coordinating the work of support staff and student helpers, answering the telephone and answering inquiries from students and visitors to the office.

DEPARTMENT OF OCEAN AND RESOURCES ENGINEERING – Org Code: MAORE

Chair

Administers a balanced program of instruction and research in ocean engineering. The academic program is a graduate program that leads to the

degrees of M.S. and Ph.D., but the department has responsibility for the instruction of both graduate and undergraduate courses in the field. The instructional program also involves curriculum planning and advising of students in their research. The research program consists of carrying out research in accordance with the purpose for which the proposals were funded. The research effort blends with the instructional effort in that it provides students with support through research assistantships, and provides students with research subjects for their thesis. As part of their function, faculty members serve in committees at the College and University level and participate in other service activities.

Research Support

The Department of Ocean and Resources Engineering provides research and instructional laboratory facilities through the Kilo Nalu Ocean Observatory, Aloha Cabled Observatory, Glider Lab, Fluid Dynamics Laboratory and the department's association with the Hawaii Undersea Research Laboratory. Each of these facilities provides services to faculty, students, and staff involved in academic research, including extramural, intramural, and/or in-house studies relating to ocean engineering. Assistance is provided to state and federal agencies in solving many ocean-related problems; in educating the graduate students in all aspects of physical and mathematical modeling techniques as applied to waterways, harbors, coastal engineering, offshore energy resources and ocean observation; in educating the public on the awareness of marine science and ocean engineering by making the laboratory facilities and researchers available to study-tour groups or individuals. Advisory services to a variety of organizations and/or general public in the field of ocean engineering are also provided.

JOINT PROGRAMS

JOINT INSTITUTE FOR MARINE AND ATMOSPHERIC RESEARCH (JIMAR) – Org Code: MAJIMA

Jointly sponsored by the University of Hawaii and the National Oceanic and Atmospheric Administration, JIMAR pursues research involving both theoretical and observational studies on climate, equatorial oceanography, and tsunamis.

INTERNATIONAL PACIFIC RESEARCH CENTER (IPRC) – Org Code: MAIPRC

Sponsored by the University of Hawai'i, the National Oceanic and Atmospheric Administration, the National Aeronautics and Space Administration, the National Science Foundation, the U.S. Department of Energy, the Japan Marine Science and Technology Center, and the (Japan) National Space Development Agency, IPRC pursues research on the nature and predictability of climate variability and regional aspects of global environmental change in the Asia-Pacific region.

CHART UPDATED

JUL - 1 2014

University of Hawai'i
at Mānoa

OFFICE OF THE DEAN
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

OFFICE OF THE
ASSOCIATE DEAN FOR RESEARCH
Org Code: MARSOE

Assoc. Dean, #89053 1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

RESEARCH DIVISIONS
POSITION ORGANIZATION CHART

CHART III
General Funds: 32.20

PHYSICAL OCEANOGRAPHY
DIVISION
Org Code: MAPOOE

Chair*
Research Type Faculty (Joint Appt): 5.00
#82726 (0.50), #84826 (0.50),
#88156 (0.50), #88244,
#85920 (0.50), #88716,
#83031

VOLCANOLOGY, GEOCHEMISTRY AND
PETROLOGY DIVISION
Org Code: MAVGOE

Chair*
Research Type Faculty (Joint Appt): 3.00
#85535 (0.50), #85978 (0.50),
#85153 (0.50), #88172 (0.50),
#82729 (0.50), #87437 (0.50).

Specialist Type Faculty (Joint Appt): 1.00
#82696 (0.50), #86039 (0.50)

GEOFYSICS AND TECTONICS DIVISION
Org Code: MAGTOE

Chair*
Secretary II, SR-14, #14350 1.00
Research Type Faculty (Joint Appt): 4.50
#82011 (0.75), #86576 (0.50),
#88168 (0.50), #85865, (0.50),
#84222, (0.25), #86497 (0.50),
#85338 (0.50), #82622, (0.50),
#88192 (0.50)

MARINE GEOLOGY AND
GEOCHEMISTRY DIVISION
Org Code: MAMGOE

Chair*
Admin. & Fiscal Supp., PBA, #78111 1.00
Research Type Faculty (Joint Appt.): 4.25
#86000 (0.50), #88708 (0.75),
#82259 (0.50), #85339 (0.50),
#86498 (0.50), #85992 (0.50),
#83499 (0.25), #84222 (0.25)
#82059 (0.50)

Specialist Type Faculty (Joint Appt.): 0.75
#84052 (0.25), #88488 (0.50)

BIOLOGICAL
OCEANOGRAPHY DIVISION
Org Code: MABOOE

Chair*
Secretary II, SR-14, #36896, 1.00
Research Type Faculty (Joint Appt): 3.20
#84673 (0.50), #82291 (0.50),
#83355 (0.50), #86351 (0.25),
#85314 (0.20), #82961 (0.50),
#88163 (0.50) #87139 (0.25)

MARINE BIOLOGY AND
COASTAL ECOSYSTEMS
Org Code: MAMBOE

Chair*
Affiliate members from
Hawaii Institute of Marine
Biology

MARINE AND ENVIRONMENTAL
GEOLOGY DIVISION
Org Code: MAMEOE

Chair*
Admin. & Fiscal Supp., PBA, #78771 1.00
Research Type Faculty (Joint Appt): 5.50
#85997 (0.50), #88194,
#86012 (0.50), #88174 (0.50),
#86609 (0.50), #84009 (0.50),
#88715, #85845

HAWAII UNDERSEA
RESEARCH LABORATORY
Org Code: MAHURL

Non-Appropriated Funds

CENTER FOR MICROBIAL
OCEANOGRAPHY: RESEARCH AND
EDUCATION
Org Code: MACMOE

Non-Appropriated Funds

*Appointed from faculty positions

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE ASSOCIATE DEAN FOR RESEARCH – Org Code: MARSOE

Under the policies and guidelines approved by the Dean, this office is responsible primarily for providing the central focus and accommodating the needs of the research components of the School.

Among the research programs under the Associate Dean are seven research divisions: Biological Oceanography, Geophysics and Tectonics, Marine and Environmental Geology, Marine Biology and Coastal Ecosystems, Marine Geology and Geochemistry, Physical Oceanography, and Volcanology, Geochemistry and Petrology; as well as the Hawaii Undersea Research Laboratory and the Center for Microbial Oceanography: Research and Education. The Associate Dean also oversees the research-related functions of the academic departments and the research-related aspects of the operations of the University Marine Center/Ship Operations, the Engineering Support Facility, the Analytical Support Facility and the Research Computing Facility. This overlap is intended and necessary for the effective integration of education and research. In providing an overview for these functions, the Associate Dean is responsible for:

Coordination of Research Administration Activities: Fosters collaboration, coordinates activities and develops policy for the SOEST Research Divisions; secures institutional funding for SOEST research infrastructure; together with Associate Dean for Academic Affairs, plans and develops coordinated research and education programs; seeks interdisciplinary solutions to research problems; ensures proper allocation of resources to meet the infrastructure needs of the research enterprise.

Program Administration, Planning, Representation and Consultation with the Dean: Continuing interaction is maintained to ensure that the Dean and the Associate Dean each remain aware of problems and opportunities concerning the School's research programs, research infrastructure and operations. The Associate Dean chairs the SOEST Research Council.

The Associate Dean represents SOEST on research matters at the state, national and international levels, as appropriate and represents the Dean on research matters to the offices of the Chancellor, the Vice Chancellor, and other appropriate units within the University.

RESEARCH DIVISIONS

PHYSICAL OCEANOGRAPHY DIVISION – Org Code: MAPOOE

The Division's members include internationally recognized leaders in physical oceanographic research. Research activities range from small-scale internal waves to the general circulation of the oceans and its effect on climate, and from seagoing observation programs to theoretical modeling and computer simulations. The Division includes a nationally mandated Sea Level Center that maintains tide gauges and sea level archives from the Pacific, Indian and Atlantic Oceans. Division members are studying the complementary uses of tide gauge and satellite altimetry data, and their application to problems concerning ocean circulation variability. Satellite imagery is collected and archived locally by the Satellite Oceanography Laboratory for worldwide distribution and for studies by

Division and Department faculty and students. The Division boasts the first archive in the world for shipboard Acoustic Doppler Current Profiler measurements of the ocean's currents; this is a joint effort with the U.S. National Oceanographic Data Center.

VOLCANOLOGY, GEOCHEMISTRY AND PETROLOGY DIVISION – Org Code: MAVGOE

The University of Hawaii is uniquely situated to study all major aspects of volcanic systems. Active Hawaiian volcanoes are natural laboratories of intraplate volcanism and hydrothermal activity. Eroded fossil volcanic systems on the older islands provide windows into deeper volcanic structures. Hawaii is at the center of the Pacific "Ring of Fire". Researchers in VGP study submarine volcanoes using the University's research vessel, and remotely monitor volcanoes on Earth and other planets with ground-based and space borne observatories. The Hawaii Center for Volcanology is housed at SOEST; it includes scientists from the USGS Hawaiian Volcano Observatory and the Center for the Study of Active Volcanoes at UH Hilo, facilitating collaborative projects to monitor active volcanoes. Additionally, VGP has a wide range of modern, well-equipped analytical laboratories that provide data on the chemical composition and physical properties of igneous materials.

GEOFYSICS AND TECTONICS DIVISION – Org Code: MAGTOE

Members of the Geophysics and Tectonics Division take advantage of the University of Hawaii's mid-Pacific setting to investigate a wide variety of geodynamic, tectonic, and geophysical phenomena that operate over a broad range of scale. Research areas in Geophysics & Tectonics at the University of Hawaii include plate tectonics and plate evolution, seismology, geophysical fluid dynamics, rock fracture mechanics, structural geology, and engineering geology.

MARINE GEOLOGY AND GEOCHEMISTRY DIVISION – Org Code: MAMGOE

Members of the Marine Geology and Geochemistry Division have research programs ranging from field studies of coastal and deep sea processes to theoretical analyses of elemental distributions in the universe. A major theme underlying much of the research concerns past and postulated future changes in the global environment, and the effects of these changes on the planet Earth as an integrated geophysical system. A particular focus is on climate change issues, including studies of "greenhouse gas" dynamics and ocean acidification.

BIOLOGICAL OCEANOGRAPHY DIVISION – Org Code: MABOOE

Division of Biological Oceanography offers a broad range of exciting research opportunities in diverse marine habitats and ecosystems around the globe, from tropical to polar oceans and from the air-sea interface to the deep-ocean floor. Upper water-column programs include studies of primary productivity and bio-optics, color satellite imagery, plant pigments as tracers of biogeochemical processes, microbial food-web interactions, phytoplankton and zooplankton community structure, and the roles of biota in vertical transport and re-mineralization of particulate and dissolved organic matter. Mid-water column studies focus on the community ecology and dynamics of meso-pelagic shrimp, squid and small fishes unique to oceanic island systems. Benthic research programs involve coral reef ecology and evolution, effect of environmental disturbances on deep-sea community dynamics and recruitment, chemical cycling burial, and bioturbation in the sediments, and the microbial ecology of tube-building animals and bioturbation in the sediments, and the microbial ecology of tube-building animals and hydrothermal vent systems.

MARINE BIOLOGY AND COASTAL ECOSYSTEMS – Org Code: MAMBOE

Researchers in the Marine Biology and Coastal Ecosystems Division seek to understand the biology, ecology and biogeochemistry of marine microorganisms, which are the base of the multi-cellular food chain. Novel methods in molecular biology, combined with satellite-and sea-based remote sensing technologies, link microbial process studies at spatial scales ranging from genes to entire Pacific Ocean. At the Hawaii Institute of Marine Biology, several research programs are related to the health and vitality of tropical coral reefs-from gene flow, to community structure, to dispersal patterns. In partnership with NOAA, HIMB is the “brain trust” for improving stewardship of the NW Hawaiian Islands National Monument, as well as for understanding the foraging patterns of top predators such as tuna and sharks. Marine Biology and Coastal Ecosystems researchers also study the sensory and perceptual processes of marine mammals.

MARINE AND ENVIRONMENTAL GEOLOGY DIVISION – Org Code: MAMEOE

Members of the Marine and Environmental Geology Division have research programs ranging from field studies of deep-sea processes to theoretical analyses of elemental distributions in the universe. A major theme underlying much of the research concerns past and postulated future changes on the planet Earth as an integrated geophysical system. Much of the research addresses processes at the boundaries of the major plates, which comprise the Earth's crust; these studies include analysis of trace metal distributions, mineral formation and diagenesis, circulation and reaction of hydrothermal fluids, and geomicrobiology. Open ocean studies include research on the use of geochemical tracers of oceanic circulation and chemical reactions in the sea, the formation of ferromanganese deposits on the sea floor, and isotopic and organic geochemistry. Nearshore research programs involve biogeochemical cycling, especially in coral reefs and estuaries, and human effect on this cycling. Atmospheric studies include the analysis of gas and aerosol distributions, and the effect of these materials on the Earth's radiation budget. All of these studies combine field measurements with laboratory experimentation and conceptual modeling.

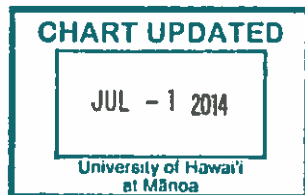
JOINT PROGRAMS

HAWAII UNDERSEA RESEARCH LABORATORY (HURL) – Org Code: MAHURL

Established by a cooperative agreement between the National Oceanic and Atmospheric Administrative (NOAA) and the University of Hawaii, HURL primarily supports research projects that require data acquisition at depths greater than scuba limits and concentrates its research efforts using submersibles in these areas; fisheries; pollution; sea floor properties and processes; and ocean technology and services.

CENTER FOR MICROBIAL OCEANOGRAPHY: RESEARCH AND EDUCATION (C-MORE) – Org Code: MACMOE

Established NSF-sponsored Science and Technology Center designed to facilitate a more comprehensive understanding of the diverse assemblages of microorganisms in the sea, ranging from the genetic basis of marine microbial biogeochemistry including the metabolic regulation and environmental controls of gene expression, to the processes that underpin the fluxes of carbon, related bioelements and energy in the marine environment.

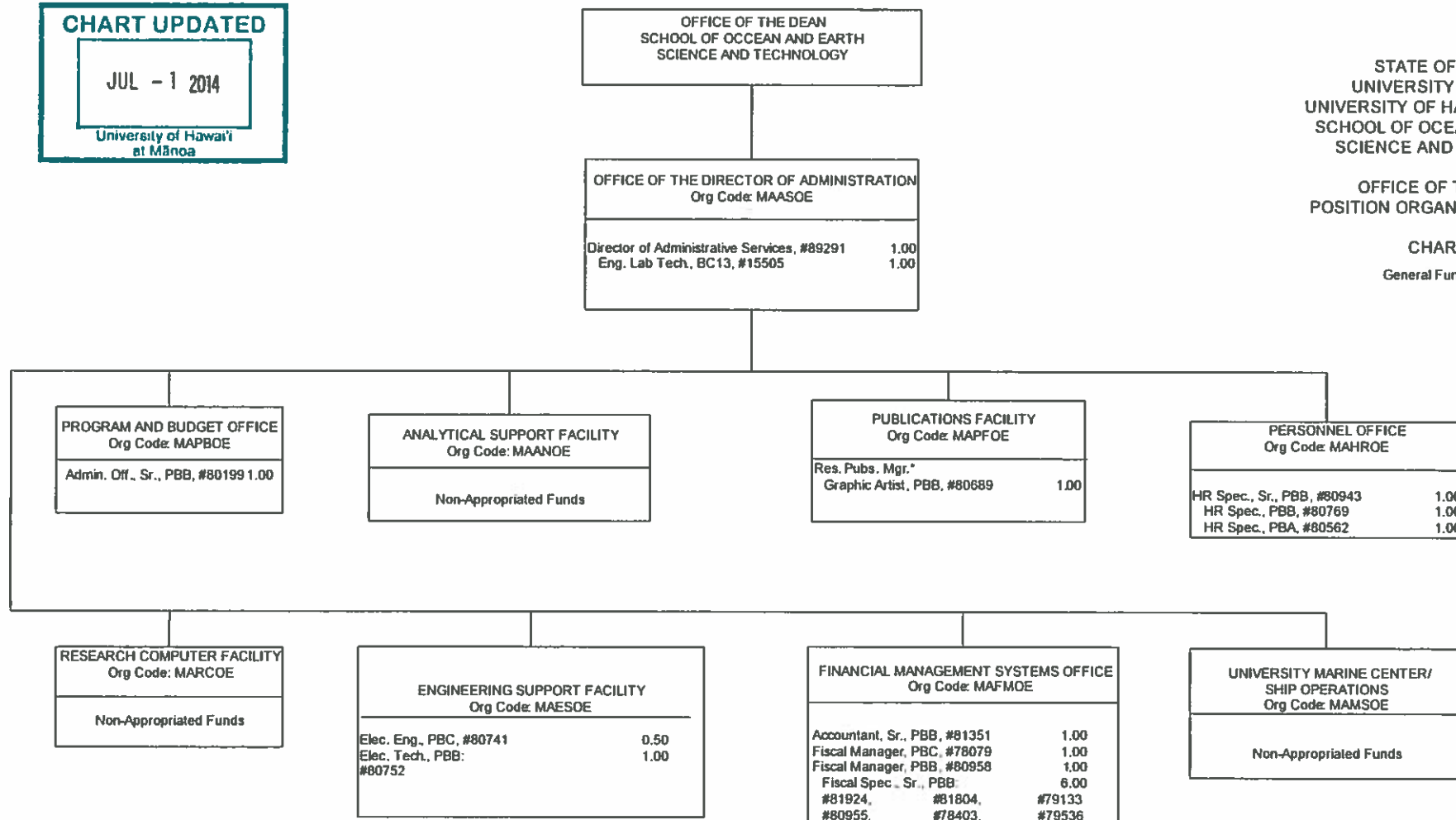


STATE OF HAWAII
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UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

OFFICE OF THE DEAN
POSITION ORGANIZATION CHART

CHART IV

General Funds: 17.50



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF ADMINISTRATION – Org Code: MAASOE

The Office of the Director of Administration is responsible for providing the planning and management functions required to effectively support the administration and facilities operations of the School under policies and guidelines approved by the Dean. Administrative and facilities management responsibilities include management of SOEST fiscal, personnel, contracts and grants management, and the Scientific Computer Facility. Administrative and facilities management responsibilities are shared with the Associate Dean for Research for the University Marine Center and research vessel operations, the Engineering Support Facility and Analytical Support Facility. The position, with both line and staff responsibilities, reports directly to the Dean of the School. Major functions include the following:

Provides administrative and fiscal management oversight to division heads who report directly to the Director of Administration in the following offices:

Program and Budget Office
Personnel Office
Financial Management Systems Office

Provides administrative, fiscal, and management oversight assistance to the following Division Heads who report to the Director of Administration:

University Marine Center/Ship Operations
Engineering Support Facility
Publications Facility
Research Computing Facility
Analytical Support Facility

PROGRAM AND BUDGET OFFICE – Org Code: MAPBOE

The SOEST Program and Budget Office provides financial planning, for the SOEST annual appropriated funds budget, fiscal services to all units, and, together with the Director of Administration, monitors financial aspects of SOEST as well as SOEST State General, Tuition, Special and Facilitating Services Funds and position count allocation to all School components.

The principal functions of this Office include the following:

Responsibility for the financial planning, management, and control of all SOEST appropriated (State) funds.

Maintains an overview of the financial conditions of the School.

Advises and assists the Dean and Director of Administration in financial planning and preparation of the SOEST budget and is the focal point for all SOEST budgetary planning and execution.

Maintains an overview of purchases, payments, transfers of funds and other fiscal transactions of the School.

Serves on the SOEST Budget Committee.

Acts as budgetary liaison contact between the SOEST Administration and the University Business Office, the Manoa Budget Office and SOEST Administrative Officers in management of SOEST fiscal matters.

Supervises expenditures of appropriated (State) funds allocated to SOEST Departments, Institutes and Programs.

Maintains, in coordination with the SOEST Personnel Officer, the SOEST personnel inventory for all personnel classifications.

PERSONNEL OFFICE – Org Code: MAHROE

The principal duties of the SOEST Personnel Office include central coordination of personnel programs of the school and maintains liaison with the UH Office of Human Resources and provides the following service functions:

Maintains recruitment, appointment, classification and compensation, training, promotion, tenure, leave and benefits systems for the School based on established rules and policies and contractual provisions of collective bargaining agreements.

Provides personnel services to all SOEST units in matters of UH and RCUH personnel administration.

Maintains a central personnel records system.

Conducts and/or oversees recruitment, placement, and enrollment activities; processes and/or reviews the processing of position actions; and advises staff in these matters.

Performs other classification related functions including study and review of new specifications, RCUH and contractual hiring, etc.

Establishes and supervises the maintenance of a centralized system of recording and reporting personnel transactions.

Provides guidance, consultation and staff assistance to management in the orientation, training, and planned development of employees to satisfy immediate and-or long-range needs of the School.

Provides labor-management staff and advisory services to all organizational components of the school, and ensures that the terms of the negotiated collective bargaining contract are properly implemented.

FINANCIAL MANAGEMENT SYSTEMS OFFICE – Org Code: MAFMOE

The principal duties of the Financial Management Systems Office for Sponsored Projects and Financial Management Systems are 1) to assure the efficient management of research and training contracts and grants within SOEST and the pursuit of such funds; 2) to provide financial planning, reporting, and accounting functions to monitor the viability of the enterprise revolving funds required to finance the operations of the specialized support facilities including the Research Computer Facility, the Engineering Support Facility, the National Oceanographic Facilities of Ship Operations and the Hawaii Mapping Research Group, and the internal service facilities including the Publications Program, the Geo-Analytical Facilities, and the Physical Plant Support Facility; and 3) to provide management reports on the status of SOEST resources including all funds and personnel; exercise direct management responsibility for SOEST CIP and R&M projects.

Major functions for this office include the following:

Recommends organizational and management systems changes and innovative management practices to improve the effectiveness of program operations, and staffing plans in accordance with program plans, needs and priorities.

Develops management reports on the financial condition of the organization.

Advises and assists the Director of Administration and Program and Budget office as appropriate and oversees the control of SOEST matching fund commitments in research proposals.

Serves on the SOEST Budget committee:

Manage, in coordination with the Facilities Management Office, all CIP and Repair and Maintenance projects for SOEST, and directs the operational and fiscal activities of the SOEST Physical Plant Maintenance Facility.

Functions in support of funds-seeking:

Serves as the focal point for the administrative and fiscal control and coordination aspects for all SOEST research and training proposals preparatory to the Dean's approval. Supervises SOEST Administrative Officers in preparing research proposal budgets.

Participates in the negotiation of contracts and grants with federal auditors, and federal contracting officers.

Responsible for the development of and oversight of the maintenance of a data bank on pending proposals for extramural funds, and for preparation of management reports on the status of said proposals and SOEST matching fund commitments.

Management of extramural funds:

Responsible for the financial management of all SOEST sponsored research activated, and supervision of SOEST Administrative Officers and Fiscal Accounting Specialists in the management and administration of extramural awards.

Functions as liaison between SOEST and the UH Office of Research Services, on matters pertaining to contract negotiations, and to the administration of extramural funds and revolving funds, and on submission and receipt of extramural projects.

Management of revolving funds:

Oversight responsibility for the management and administration of SOEST revolving funds.

Generates reports of long range fiscal plans and manpower projects for specialized service facilities and for major contracts and grants.

Maintains cognizance of SOEST financial position with regards to the enterprise and internal service funds, and prepares regular reports to management on the status of these funds.

UNIVERSITY MARINE CENTER/SHIP OPERATIONS – Org Code: MAMSOE

The University Marine Center (UMC) operates two large research vessels, various smaller watercraft and shore support facilities. The UMC provides ship operational support to all SOEST and other University research programs as required. The UMC is administrated by a Marine Superintendent.

The principal functions of this center are as follows:

Provides ship operational, logistical, and maintenance services to maintain ship's schedules developed by the SOEST Scientific Coordinator for Marine Operations.

Provide shipboard marine technician (electronic and deck) services in support of SOEST marine geophysics and oceanography research programs.

In conjunction with the SOEST Scientific Coordinator's Office, maintains liaison with the U.S. and foreign port authorities, the U.S. Navy Hawaiian Sea Frontier and the U.S. Coast Guard.

ENGINEERING SUPPORT FACILITY – Org Code: MAESOE

The principal functions of this unit are as follows:

To provide machine shop design and production services in support of SOEST research contracts and grants in the fabrication and repair of precision scientific instruments.

To provide electronics design, production, and maintenance service in support of SOEST research contracts and grants

To provide electromechanical design and development services for SOEST scientists having unique scientific publication, instrumentation development requirements.

PUBLICATIONS FACILITY – Org Code: MAPFOE

The principal functions of this unit are as follows:

To provide editorial review of all technical manuscripts submitted by researchers and edit for clarity, continuity, coherence and grammatical construction.

To provide national and international distribution of and exchange of SOEST publications with other research institutions.

To proofread galley and pages of materials from publishers of SOEST papers.

To collect and organize material for the SOEST annual report, which describes SOEST research programs and accomplishments for each year.

To provide photographic services to researchers, staff and students for scientific publication, instruction, presentation, or display.

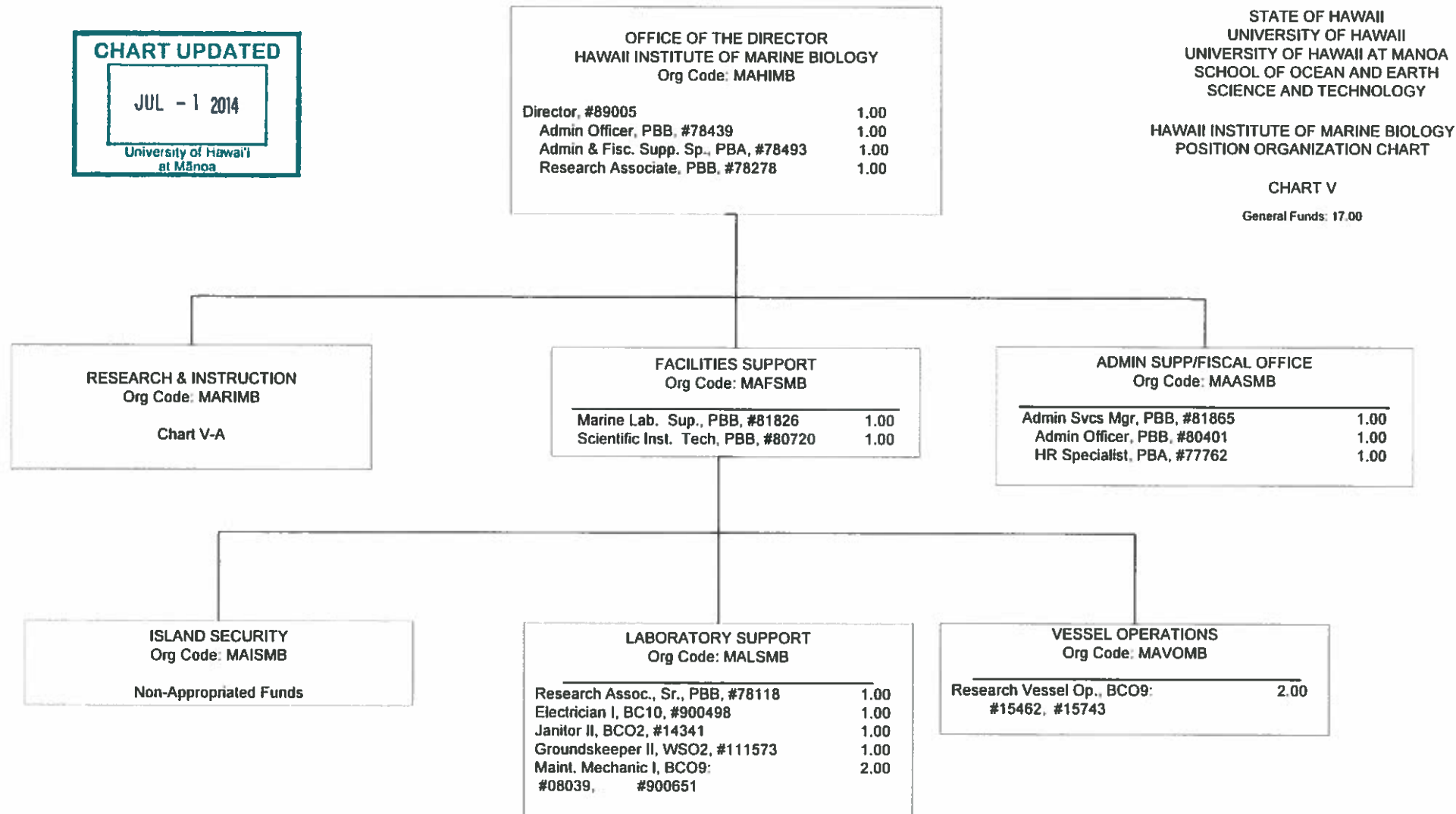
RESEARCH COMPUTING FACILITY – Org Code: MARCOE

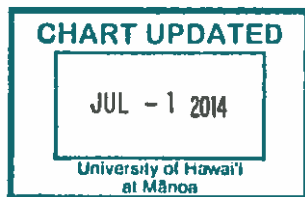
The purpose of this facility is to provide specialized computing capability for SOEST researchers and other campus-wide researchers in need of these specialized facilities. The facility manages two SOEST data centers.

ANALYTICAL SUPPORT FACILITY – Org Code: MAANOE

This facility provides central management of various chemical analytical activities that take place school-wide. The equipment managed by this facility includes an induction coupled plasma spectrophotometer, atomic absorption spectrophotometer, scanning and transmission microscopes, an electron microprobe, an autoanalyzer and various other equipment as assigned.

All SOEST facilities have an Oversight Committee comprised of users which advises the Director of Administration and Associate Dean for Research as to the operational efficiency and future direction of each facility.



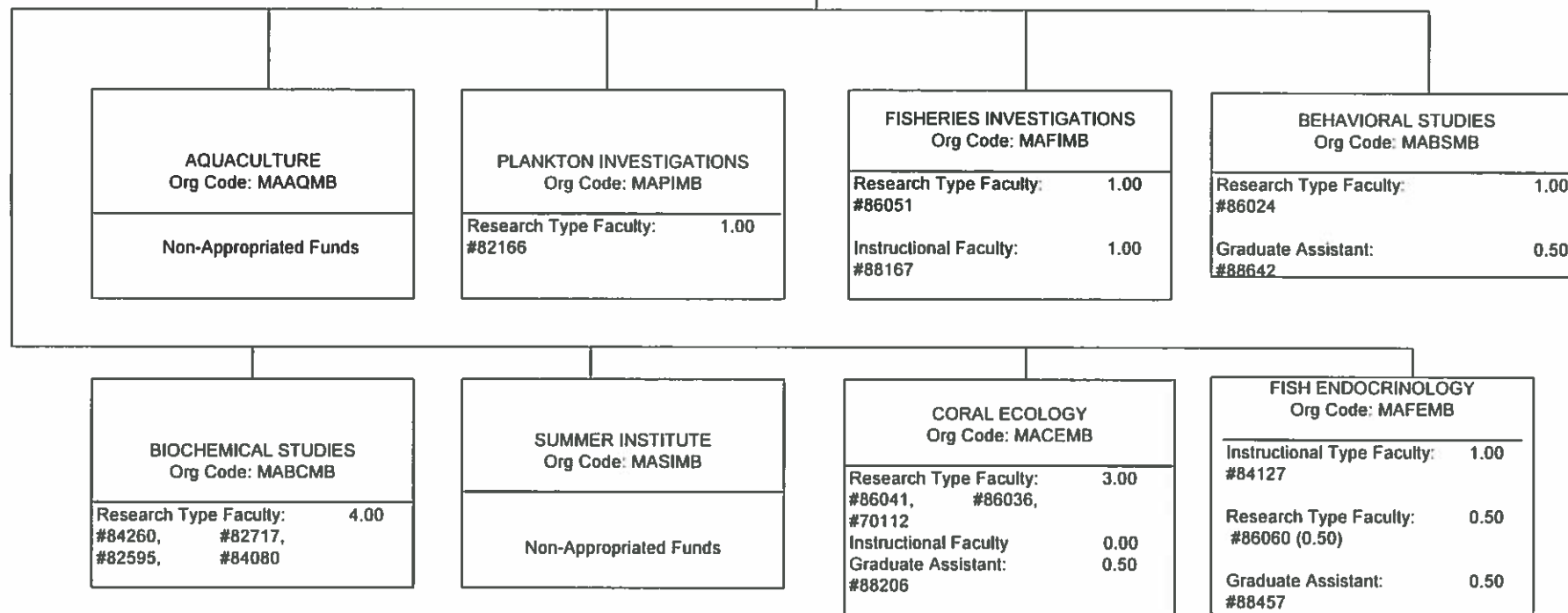


OFFICE OF THE DIRECTOR
HAWAII INSTITUTE FOR MARINE BIOLOGY

RESEARCH & INSTRUCTION
Org Code: MARIMB
Specialist Type Faculty: 3.00
#88730, #86035,
#86043

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY
HAWAII INSTITUTE OF MARINE BIOLOGY
POSITION ORGANIZATION CHART

CHART V-A
General Funds: 17.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF THE HAWAII INSTITUTE OF MARINE BIOLOGY --
Org Code: MAHIMB

The Director administers the research, educational and service activities of the faculty, and performs a myriad of tasks that relate to the University and State, national and international research programs of the Hawaii Institute of Marine Biology (HIMB). The Director provides focus and leadership and encourages and maintains an environment supportive of excellence in research. The Director provides liaison between HIMB and the offices of the Dean of SOEST and the Office of the Vice-Chancellor for Research of Manoa as well as representing HIMB with local and state community groups and within the national and international research community.

The Director approves all appointments, proposal, tenure and promotion actions for the unit; establishes, directs and maintains the HIMB annual expenditure plan budget projections for ensuing years; and provides policy guidance and reviews and evaluates HIMB programs.

The Director also directs support and maintenance operations and support personnel at the Institute's facilities at Moku o Loe (Coconut Island). A boating and diving safety officer is responsible for the safe use of the research boat fleet and diving gear as well as providing UH Diving Office certified training for UH-affiliated researchers and students.

ADMINISTRATIVE SUPPORT/FISCAL OFFICE – Org Code: MAASMB

HIMB is largely an independent off-campus facility located off-shore on Coconut Island. The Administrative Officer serves as chief administrative advisor to the Director. The Administrative Support Office provides administrative support for ongoing scientific activity within HIMB, is responsible for financial planning, management, and control of HIMB funds including state allocations, funds received via contract and grants and other revenue sources; assures the efficient management of research and training contracts and grants and other extramural funds at HIMB; provides personnel services and supervises the maintenance of administrative fiscal and personnel records. The Administrative Officer plans and supervises the work of professional and clerical staff; trains staff in policies and procedures and interacts directly with various local, state and federal agencies on contract and grant administration.

FACILITIES SUPPORT – Org Code: MAFSMB

The campus of the Institute comprises the 29-acre island, Moku o Loe, and the 64-acre patch reef that surrounds the island. The Marine Laboratory Supervisor directs the maintenance and operation of the physical plant, which includes responsibility for the shop and security staff and the vehicles, research vessel and equipment which are integral to the marine biology laboratory. Administrative responsibility extends to general maintenance of the buildings, and scientific and support equipment. These include laboratories, classrooms, conference rooms, vehicles, and the boat fleet. The marine lab supervisor handles the day to day operation of the maintenance team and nonscientific vessel operation.

Island Security – Org Code: MAISMB

HIMB's security officers are tasked with providing after-hours security for the island and the Lilipuna Road parking lot. To the extent possible they also prevent poaching in the Coconut Island Hawaii Marine Laboratory Refuge, which is comprised of the 64 acre reef surrounding Coconut Island and 25 feet of ocean beyond the reef edge.

Vessel Operations – Org Code: MAVOMB

HIMB's fleet includes one large personnel/light freight carrier and a number of Boston Whaler-sized vessels designed for research within the Bay. Two certified captains operate the larger vessel, which is used to bring classes and other large groups to the island, as well as transport other large loads to and from the island.

Laboratory Support – Org Code: MALSMB

The Institute has one groundskeeper and a janitor to care for the buildings and grounds; an electrician, and two maintenance mechanics that are responsible for maintaining the Institute, keeping the areas clean, safe and the vehicles and boats running. HIMB also has a Research Support specialist who helps with instrumentation and experimental design.

RESEARCH AND INSTRUCTIONAL ACTIVITIES

The central activity of HIMB is to support research and educational activities. The Hawai'i Institute of Marine Biology has sixteen permanent faculty members associated with various graduate faculties. They are major advisors for approximately thirty-five graduate students whose research activities are focused mainly at Coconut Island, Kaneohe Bay and other coastal waters of the Hawaiian Islands, including the Northwestern Hawaiian Islands National Monument. More than twenty-five undergraduate students are also typically involved in the research and educational activities of the Institute. The Hawaii Institute of Marine Biology has an international reputation in the areas of coral reef biology, marine chemistry, the behavior of marine animals, pelagic fisheries, environmental physiology, and endocrinology, the ecology of tropical near-shore ecosystems, and tropical aquaculture.

RESEARCH & INSTRUCTION – Org Code: MARIMB

The HIMB Education Program's mission is to cultivate the next generation of Hawai'i's ocean scientists, managers and stewards to protect and conserve the marine resources of our islands. We achieve these goals through a focused set of program objectives in community and school tours, formal curriculum, and training internships.

AQUACULTURE – Org Code: MAAQMB

HIMB provides net-pen, tank space and grant administration for aquaculture researchers from a number of University departments. HIMB's unique setting makes spawning and larval growth studies possible and may lead to the development of a method to grow popular food fish rather than harvest them from the wild.

PLANKTON INVESTIGATIONS – Org Code: MAPIMB

HIMB scientists study marine bacteria, their effect on their surroundings and where the different groups are found in the water column.

FISHERIES INVESTIGATIONS – Org Code: MAFIMB

The Pelagic Fish and Shark Research group studies the sensory physiology and ecology of top predators such as tunas, billfish, sharks, rays and other top carnivores, and their distribution and movements. Electronic tags and transmitters are used to obtain information about the habitat preferences and behavior of these various species.

BEHAVIORAL STUDIES – Org Code: MABSMB

Researchers at HIMB study the behavior of reef fish, as well as pelagic animals, manipulating neural stimuli to discover what causes specific behaviors in fish. Another HIMB researcher works on predictive models.

BIOCHEMICAL STUDIES – Org Code: MABCMB

The Marine Evolutionary Genetics research group uses advanced technology to: 1) conserve the genetic diversity of Hawai'i's native fauna, 2) reveal the processes that promote biodiversity in Hawai'i and across the Pacific, and 3) illuminate the natural history and biology of marine animals.

SUMMER INSTITUTE – Org Code: MASIMB

Each summer the Edwin Pauley Foundation supports the Pauley Summer Program when one of the research teams assembles the leaders in his or her field to present papers and discuss their work with colleagues in a pleasant setting. This is a remarkable opportunity for our researchers and students alike.

CORAL ECOLOGY – Org Code: MACEMB

HIMB has over ten labs with the main focus on coral reef research. Projects include:

- 1) biochemistry & remote sensing,
- 2) reproduction, development, immune functions & environmental adaption,
- 3) fish trophic ecology & ecosystem linkages,
- 4) coral reef assessment & monitoring,
- 5) coral symbiosis and response to environmental changes,
- 6) ecology of microorganisms and spread of aliens, and
- 7) coral reef ecology, processes & conservation.

FISH ENDOCRINOLOGY – Org Code: MAFEMB

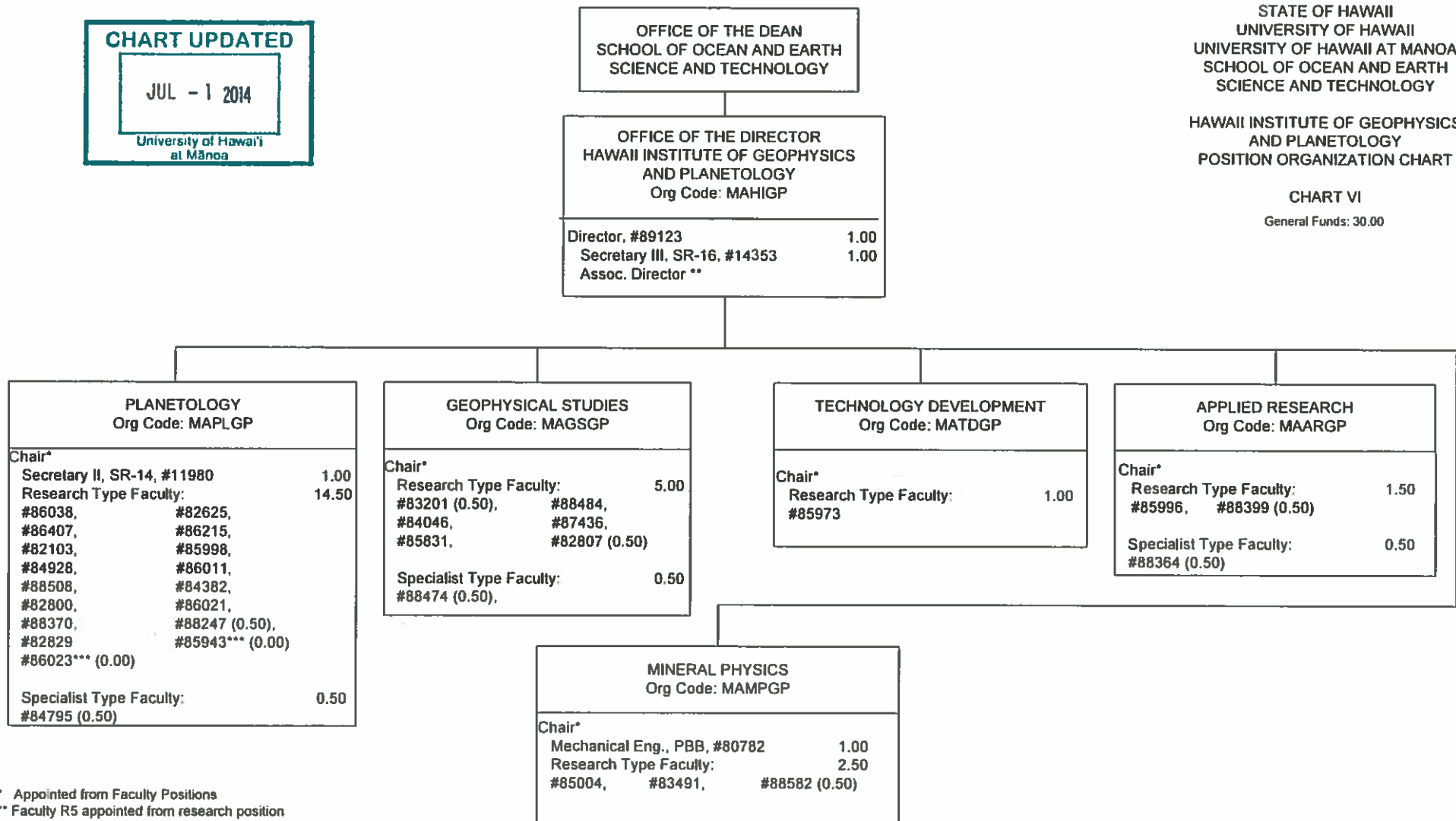
This lab uses tilapia as a lab animal to learn how fish who can survive in both fresh and ocean water osmoregulate. This information is not just applicable to fishes but also to the general physiology of salt and water balance, which is crucial in most animals, including humans.



STATE OF HAWAII
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UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII INSTITUTE OF GEOPHYSICS
AND PLANETOLOGY
POSITION ORGANIZATION CHART

CHART VI
General Funds: 30.00



* Appointed from Faculty Positions
** Faculty R5 appointed from research position
*** Place holder, position number and FTE in the
chancellor's pool

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF THE HAWAII INSTITUTE OF GEOPHYSICS AND PLANETOLOGY – Org Code: MAHIGP

The Director establishes research objectives, unit policy, and directs research, administrative and support activities of the Hawaii Institute of Geophysics and Planetology (HIGP). The Institute serves primarily as the technological and applied research arm of the University in the Earth, planetary, and marine sciences.

Primary objectives of the Institute are to provide research and public service through individual and focused research activities at the local, national, and international levels.

The principal functions of the Director's Office are as follows:

- Reports to the dean of SOEST on HIGP research activities, budgets and expenditures and personnel matters. Liaison is also maintained with the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and outside bodies with whom an official contact with HIGP is desirable.
- Recommends appointments, salaries, tenure, promotion, etc., and approves travel involving HIGP personnel
- Establishes each year expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected multi-year program.
- Handles all matters as specifically delegated to others on the HIGP administrative staff or to special committees, and serves in an ex-officio capacity on all internal HIGP committees, and appointments of Institute Safety and EEO Officers.

Secretarial Support

- Secretarial Support is provided in maintenance of the Director's calendar, managing and booking his travel, and provides administrative and office management services.

Administrative Support

- Administrative support office provides overall administrative, fiscal, financial, operational and personnel management to the Director and the Institute. While handling all normal day-to-day management problems of the Institute, principal functions of the administrative support office and be a liaison on all contracts and grants handled through RCUH.

Current Areas of Emphasis within the Hawaii Institute of Geophysics and Planetology

The Institute is comprised of five research areas:

**PLANETOLOGY – Org Code: MAPLGP;
GEOPHYSICAL STUDIES – Org Code: MAGSGP;
TECHNOLOGY DEVELOPMENT – Org Code: MATDGP;**

**APPLIED RESEARCH – Org Code: MAARGP, AND
MINERAL PHYSICS – Org Code: MAMPGP.**

The current areas of emphasis within HIGP are as follows:

Sea floor mapping and imaging, and managing geophysical service programs for the State of Hawaii.

Development of new technologies and instrumentation for ocean, Earth, atmosphere and space observation and monitoring.

Planetary sciences in the broadest sense, including study of Earth from space.

Administration of the Hawaii Space Grant College and the NASA Pacific Regional Data Center.

Provides partial oversight (in collaboration with the College of Engineering) of the Hawaii Space Flight Laboratory.

Geodetic monitoring of the Earth, including the use of interferometric radar, GPS, and field-based lidar.

Development of geophysical and atmospheric applications of the infrasound technology.

Administration of the W.M. Keck Foundations's Cosmochemistry Laboratory, with an emphasis on meteoritics research.

Conducts geophysical research into seismology, volcanology, and water resources, and provides State agencies with technical expertise in these areas when requested.

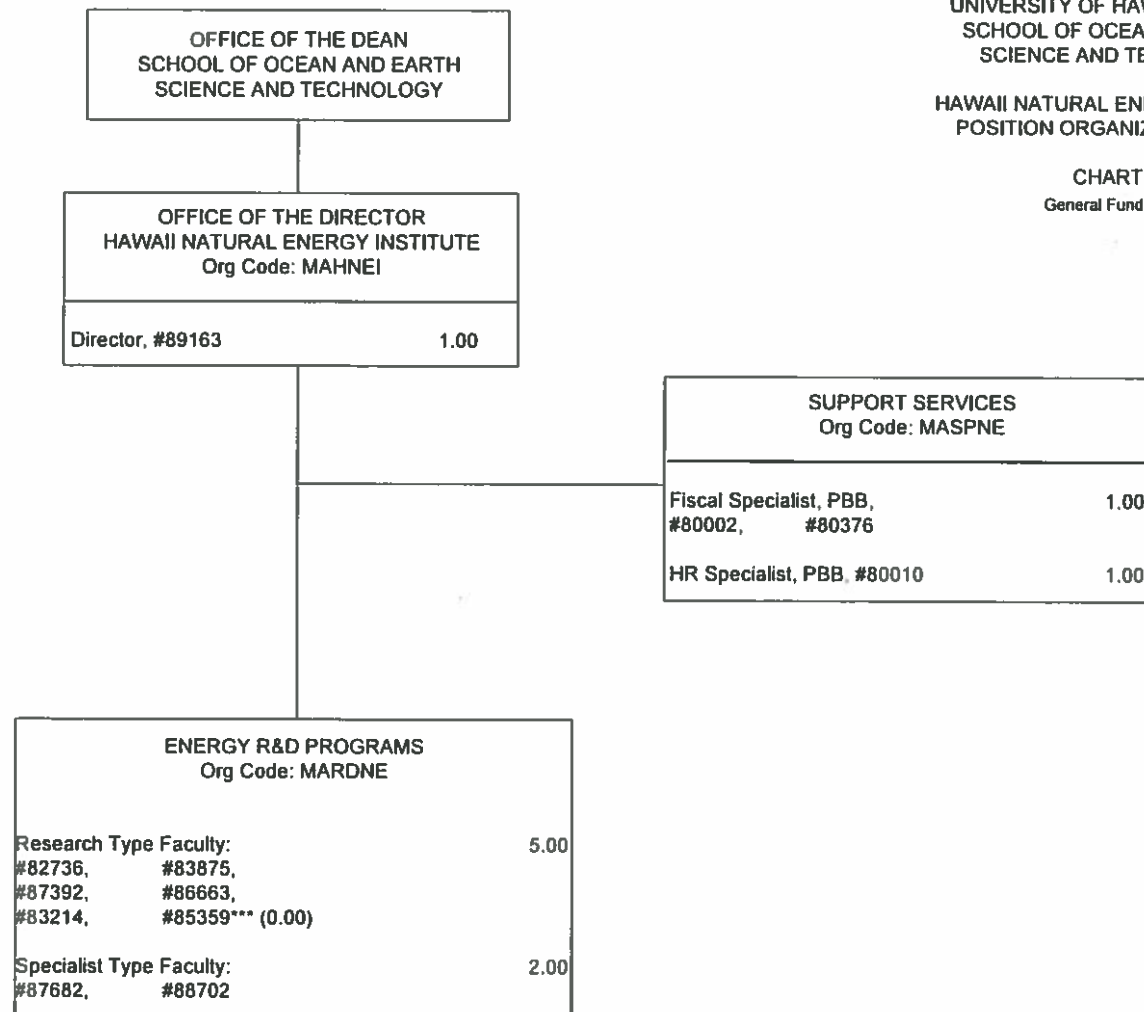
Research and technological development in high pressure and temperature studies in mineral physics.



STATE OF HAWAII
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SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII NATURAL ENERGY INSTITUTE
POSITION ORGANIZATION CHART

CHART VII
General Funds: 11.00



*** Place holder, position number and
FTE in the chancellor's pool

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

**OFFICE OF THE DIRECTOR OF THE HAWAII NATURAL ENERGY INSTITUTE – Org
Code: MAHNEI**

The Hawaii Natural Energy Institute Director is responsible for coordinating research to provide visibility, focus, and encouragement in the development of renewable energy and ocean resources technology that will:

- Contribute to the technology base for finding solutions to national and global energy and environmental challenges;
- Reduce Hawaii's near-total dependence on imported fossil fuels with minimal environmental degradation;
- Coordinate the Institute's work with the energy resource coordinator in carrying out duties pursuant to section 196-4 in the area of research and development of renewable energy sources; and,
- Assist the state to utilize its ocean resources.

The Director reports to the Dean of the School of Ocean and Earth Science and Technology, providing guidance and direction to the research faculty and staff of the Institute. To accomplish the mission of the institute, the Director:

- Provides direction and executive leadership to HNEI in administering its research activities;
- Ensures and maintains liaison and coordination with, and serves on committees in federal funding agencies, Hawaii Congressional Delegation, state agencies, and national and local energy consortiums and community groups;
- Exercises overall management responsibility including planning, development, implementation, supervision and evaluation of the approved programs and facilities;
- Serves as Principal Investigator on proposals/contracts for federal funding;
- Develops and stimulates scientific efforts toward significant research achievements;

SUPPORT SERVICES – Org Code: MASPNE

HNEI's R&D program is supported by operational elements in the areas of administrative, fiscal and human resource management, computer support (hardware and software) for internal mainframe server, project management support to all HNEI facilities, and planning and development and preliminary logistical support of new initiatives selected by the Director.

ENERGY R&D PROGRAMS – Org Code: MARDNE

HNEI conducts applied research and development activities primarily in the areas of renewable energy and ocean resources. Related high technology areas such as fuel cells, alternative vehicles, and materials research, for which expertise exists within HNEI and which can impact economic development in the State, are also addressed. HNEI actively seeks interdisciplinary research partnerships with the State and federal governments, national and international research institutes and laboratories, and industry. The objectives of HNEI are carried out by:

- Conducting sponsored research and development activities in the areas of energy and ocean resources;
- Administering State, federal, and private funds allocated for renewable energy and ocean resources technology research;
- Pursuing and developing national and international collaborative research efforts in the furtherance of the mandate and goals of HNEI and maintaining liaison with government funding agencies, industry, and private organizations with similar R&D interests;
- Interacting with State agencies, particularly DBEDT, to ensure coordination of university efforts with State goals and objectives;
- Providing representation on appropriate federal, State, and university committees;
- Disseminating pertinent information on its work to the university community and the public; and
- Sponsoring graduate students and post-doctoral fellows to provide training in renewable energy and ocean resources technology R&D.

HNEI's research and development activities are in several key areas.

- **Fuel cells**—Fuel cells, a high efficiency, clean power sources fueled by hydrogen are a key component of the current US Energy Plan with applications in both the commercial and military sectors. HNEI's programs support the development of advanced fuel cell technologies and the characterization of state-of-the-art cells in the Hawaii Fuel Cell Test Facility.
- **Hydrogen**—HNEI's research objectives include development of low-cost, high-efficiency processes for renewable hydrogen production, including direct solar conversion, biological hydrogen production, and the gasification of biomass. Considerable emphasis is placed on the development of partnerships with the State and federal governments, military, industry, and public utilities for the deployment and demonstration of state-of-the-art, commercial-scale hydrogen technologies, including fuel cells.
- **Biomass**—Research is directed at developing cost-effective technologies to produce gaseous, liquid, and solid fuels and high-value chemicals from biomass, particularly agricultural crops, for energy applications and to create new uses for Hawaii's crop lands.
- **Ocean resources**—Studies on the sequestration of greenhouse gases in the deep ocean and of methane hydrates, a potentially vast energy resource, are the major components of HNEI's ocean-related research.
- **Battery technology and electric vehicles**—HNEI is continuing its development of instrumentation and computer simulations and controls for power systems, with specific applications to electric and hybrid vehicles.
- **Photovoltaics**—HNEI conducts research on the development of advanced materials and cost-effective processes for the manufacture of high-efficiency solar cells and visible and infrared sensors. These programs utilize HNEI's expertise in thin-films processing and characterization.
- **Technology Integration** – HNEI conducts research and manages partnerships to address grid reliability and stability issues associated with the deployment of renewable and other distributed energy technologies with the objective of

allowing greater penetration of renewable energy technologies onto the electric grid.

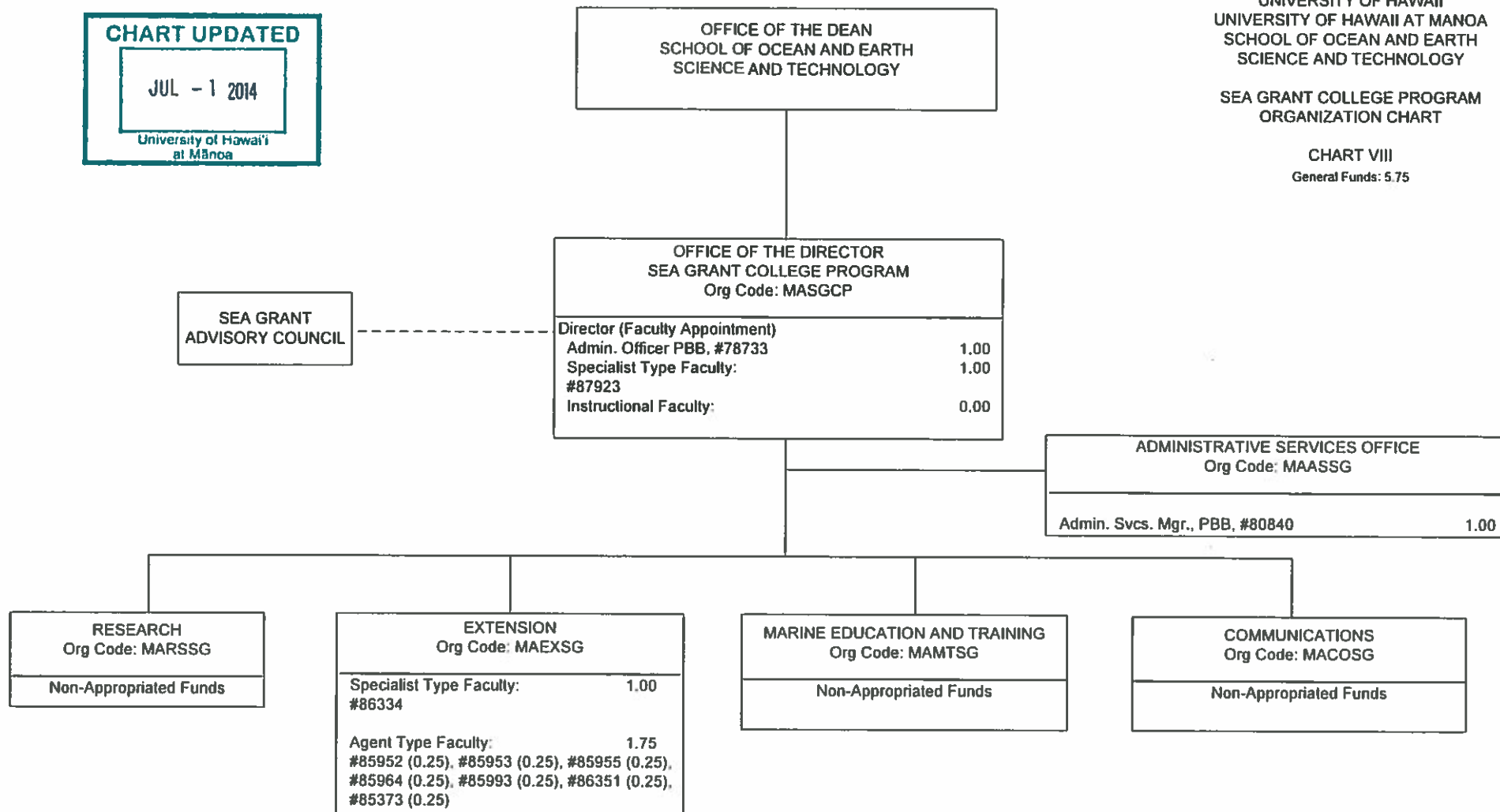
HNEI's facilities include many state-of-the-art laboratories for the conduct of these research projects. HNEI researchers also cooperate on interdisciplinary projects with the College of Tropical Agriculture and Human Resources, College of Engineering, with other departments in SOEST and with industrial partners.



STATE OF HAWAII
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SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

SEA GRANT COLLEGE PROGRAM
ORGANIZATION CHART

CHART VIII
General Funds: 5.75



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

**OFFICE OF THE DIRECTOR OF THE SEA GRANT COLLEGE PROGRAM – Org
Code: MASGCP**

The University of Hawai'i Sea Grant College Program is housed within the School of Ocean and Earth Science and Technology on the campus of the University of Hawai'i at Mānoa. The program is part of a nationwide network of 32 institutional programs of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, National Sea Grant College Program, that promote the understanding, development, sustainable use and conservation of marine and coastal resources through University-based research, education, community outreach and communication services.

The program collaborates with a variety of governmental and non-governmental organizations, private and academic institutions, and industrial organizations. Sea Grant research provides scientific data to resource managers, policy makers, legislators and the public at large in Hawai'i and the Pacific region. The Sea Grant Director represents the University of Hawai'i on a number of interagency research and advisory committees.

The Sea Grant Director's Office manages the activities and programs of the University of Hawai'i Sea Grant College Program which include: 1) directing the development and submission of a biennial institutional proposal encompassing activities of research, education, and extension; 2) administering the projects and programs funded by Sea Grant and other cooperating agencies; and 3) coordinating the publication and dissemination of resulting information.

Advisory Groups to the Director:

Sea Grant Advisory Council: The University of Hawai'i Sea Grant College Program (UH Sea Grant) Advisory Council is charged with providing valuable guidance and input to the program. The Council is comprised of a diverse group of stakeholders representing institutional leaders, key government agencies at the state and federal level, important marine-related industries, and educational and nongovernmental organizations. One of its essential roles is to evaluate the programmatic fit of proposals submitted for possible funding. This insures that UH Sea Grant is a responsive, highly efficient, inclusive program that provides strong contributions to research, outreach and education throughout Hawai'i and the Pacific.

ADMINISTRATIVE SERVICES OFFICE – Org Code: MAASSG

The Sea Grant College Program is supported by operational elements in the areas of administrative, fiscal and human resources management, and this section provides support for activities in core operations and sponsored projects. These functions include, budgeting, procurement of goods and services, payments, personnel administration, property management and sponsored projects administration.

RESEARCH – Org Code: MARSSG

Sea Grant research activities, under the leadership of the Director via the Associate Director, who serves concurrently as the Research Coordinator, promote and support coastal and ocean science research at the University of Hawai'i that addresses

state, regional and national priorities. It provides research opportunities and funding for traineeships to undergraduate, graduate and postdoctoral students pursuing education and degrees in marine and coastal-related physical and social sciences. Major areas of research are sustainable coastal development and resource use, aquaculture, biogeochemistry, climate change science, coastal habitats, coastal and natural hazards, coral biology and coral reef ecology, ecosystem health, fisheries, marine biotechnology, marine natural products, marine technology, shoreline processes and erosion, tourism, water safety, watershed management and public policy.

The Sea Grant College Program provides for the development, coordination, and budget administration of as many as 30 Sea Grant research projects at any one time. The Sea Grant College Program also provides funds for program and project planning under the responsibility of the Director.

The Sea Grant Advisory Council, composed of leaders from academia, industry, government, education and the community, provides essential guidance in the prioritization of goals and objectives for research, education and outreach.

The Director's Office provides review procedures that prioritize proposed research and evaluate projects to ascertain appropriateness for Sea Grant support and quality of research proposals. Proposals are vetted through a peer-review and referee system modeled after the National Science Foundation. Funding recommendations are made by an External Science Review Panel, which evaluates proposals on the basis of scholarly excellence, educational value, investigator productivity, and appropriateness to the Sea Grant mission. Smaller, program development funds allow the recruitment of proof-of-concept proposals that are aimed at developing projects to qualify for multi-year funding.

EXTENSION -- Org Code: MAEXSG

Sea Grant extension activities, under the leadership of the Director via the Extension Leader, support information and training needs of decision-makers, marine and coastal resource users, industry, resource managers and the public at large in the following focus areas: sustainable coastal development, hazard resilience in coastal communities, healthy coastal ecosystems, safe and sustainable seafood supply, and sustainable coastal tourism. In addition to Hawai'i and its Exclusive Economic Zone, Sea Grant serves the U.S., flag territories and the U.S.-affiliated insular states of the Pacific. Extension faculty serve as conduits of information transfer between the University enterprise and stakeholders in the communities they serve; conduct educational events, lectures, workshops, and media presentations on marine and environmental topics; promote environmental stewardship through hands-on community service projects; help formal and informal educators with environmental and sustainable development principles; and help produce high quality courses in K-12 and institutions of higher learning throughout the region. A network of professional staff, extension specialists and agents carry out these activities in Hawai'i, American Samoa, and the Republic of the Marshall Islands.

MARINE EDUCATION AND TRAINING -- Org Code: MAMTSG

The University of Hawai'i Sea Grant College Program collaborates in the development of a broad spectrum of coastal and ocean science education that spans the K-12, undergraduate, graduate and post-graduate levels. Activities include participation in the Global Environmental Studies undergraduate degree program, collaboration with the Curriculum Research & Development Group in University of Hawai'i College of Education in developing marine biology-related curriculum that conforms to state and national standards, sponsorship and management of the Jack R. Davidson Marine Policy Fellowship and recruitment and sponsorship of the John A. Knauss Marine Policy Fellowship. Extension faculty based at higher education institutions state-wide and in the Pacific region participate in the development and

instruction of high quality courses. Sea Grant supports graduate research and education in the School of Ocean and Earth Science and Technology, the College of Natural Sciences, The School of Architecture and the College of Tropical Agriculture and Human Resources at the University of Hawai'i at Mānoa and the Natural Sciences Division at the University of Hawai'i at Hilo. Sea Grant also conducts community-based educational programs such as the Hanauma Bay Education Program, ReefTalk public lecture series, ReefTeach student information presentations, Ocean Awareness Training in Hawai'i and ReefWatch Waikiki, which are designed to help visitors, residents, students and teachers become better stewards of marine and coastal ecosystems.

COMMUNICATIONS – Org Code: MACOSG

Sea Grant communications activities, under the leadership of the Sea Grant Director via the Communications Leader, coordinate with program management, researchers and extension faculty as well as other local, state and federal agencies to promote and strengthen connections between scientific findings and public awareness. Sea Grant Communications provides capacity for increased public understanding and informed decision making through interpretation and synthesis of scientific and technical information and use the press as a conduit to reach a broad audience. Sea Grant Communications produces publications, technical manuals, newsletters and other educational materials and uses additional innovative multimedia strategies to provide access to information, such as podcasts and other web services. It supports graduate and undergraduate students interested in science journalism through its science writer and communications assistant positions. Sea Grant communications also develops and maintains The University of Hawaii Sea Grant College Program's website and a state of the art publication, alumni and proposal database.

Office of the Chancellor

Office of the Vice Chancellor for Research

Pacific Biosciences Research Center
Director's Office
Org Code: MAPBRC

Director*
Secretary III, SR-16, #17837 1.00

Administrative & Support Services
Org Code: MAASPB

Fiscal Specialist, PBB, #80198 1.00
Admin & Fiscal Support Sp, PBA, #81853 1.00
Human Resources Sp, PBB, #81957 1.00

Research Division
Org Code: MARSPB

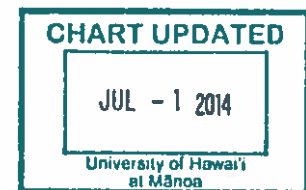
Instructional Faculty:
#82826, #86178 (0.50), #86180 (.50) 2.00
Research Type Faculty:
#82743, #83789, #83868, #86170, 8.00
#86197, #86201, #87490, #82659 (0.50),
#87605 (0.50)
Specialist Type Faculty: 2.00
#86185, #86186

Graduate Assistant, GA11, #85540 0.50
IT Specialist, PBB, #80742 1.00
Scientific Instrument Technician, PBB, #80718, #80753 2.00
Research Associate, PBC, #78788 1.00
Research Associate, PBA, #80956, #81766 2.00
Administrative Officer, PBB, #78497 1.00
Secretary II, SR-14, #15262, #15464 2.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
PACIFIC BIOSCIENCES RESEARCH CENTER
ORGANIZATION CHART
CHART I

General Funds: 25.50 FTE

*Position to be re-established



STATE OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH

PACIFIC BIOSCIENCES RESEARCH CENTER

FUNCTIONAL STATEMENT

DIRECTOR'S OFFICE – Org Code: MAPBRC

The Director's Office oversees and manages the activities and personnel in the Pacific Biosciences Research Center. The primary mission of the research institute is scholarly research in general and specifically biological interdisciplinary research, whether basic or applied and oriented to Hawaii's or Federal needs. Changes in the latter and getting the right mix for Hawaii provides the challenges and opportunities to develop new programs, expand or contract existing programs. All programs have at least one element in common - they involve more than one scientific discipline and hence are outside of the prerogative and experience of departmental research efforts but may involve individuals there from.

The director coordinates the research activities of the institute generally by identifying potential cross-linkages, core facilities and unnecessary duplication of research efforts or research support efforts.

ADMINISTRATIVE & SUPPORT SERVICES – Org Code: MAASPB

The administrative staff plans and executes the essential support activities in areas of procurement, personnel and budget, for all research undertaken by the Center. It provides fiscal services and grants management for all faculty engaged in extramurally funded research.

RESEARCH DIVISION – Org Code: MARSPB

PBRC researchers provide a concentrated focus on research and research training and work together with similar interests and goals to serve university, state, and federal needs in the Biological Sciences. PBRC has worked to more closely integrate its research programs at the Kewalo Marine Laboratory, the Center for Conservation Research and Training (CCRT) and the Bekesy Laboratory of Neurobiology, through a focus on Biodiversity.

PBRC faculty also provide strong leadership in undergraduate and graduate student training through PBRC's research participation in programs such as NSF-funded Advanced Technology Education (ATE), Undergraduate Research Mentoring (URM) in the biological sciences, GK-12 graduate program in ecology, evolution and conservation biology, and the Integrative Graduate Education and Research Traineeship (IGERT) programs, and the NIH funded Minority Access to Research Careers (MARC), as well as by providing extensive research training in individual research laboratories.

PBRC develops and fosters core research support facilities with the Biological Electron Microscope Facility, the Greenwood Molecular Biology Core Facility, Computer Network Facility and the Carpentry and Electronics Shop that service the entire UHM campus.

**PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

PROPOSED

APPROVED:

Robert Bley-Vroman
Robert Bley-Vroman
Chancellor

Date

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR
FOR RESEARCH
Org Code: MAVCRG

Vice Chancellor, #89112	1.00
Secretary IV, SR-18, #900322	1.00
Administrative Officer, PBB, #79588	1.00
Associate Vice Chancellor, #89455	1.00
Administrative Officer, PBB, #80406	1.00
Administrative Officer, PBB, #77673	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
POSITION ORGANIZATION CHART III

General Funds: 8.00 FTE

TOTAL GENERAL FUNDS: 14.00 FTE
(B) TOTAL SPECIAL FUNDS: 5.00 FTE

OFFICE OF RESEARCH COMPLIANCE
Org Code: MARGCP

Chart III-A

SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY
Org Code: MAOEST

UH CANCER CENTER
Org Code: MACRCH

WAIKIKI AQUARIUM
Org Code: MAWA

LYON ARBORETUM
Org Code: MALYON

INSTITUTE FOR ASTRONOMY
Org Code: MAIFA

WATER RESOURCES
RESEARCH CENTER
Org Code: MAWRRRC

ENVIRONMENTAL HEALTH AND SAFETY OFFICE
Org Code: MAEHSO

CENTER ON AGING
Org Code: MACOA

Director, #70174	1.00
Admin & Fiscal Supp Sp, PBA, #79381	1.00

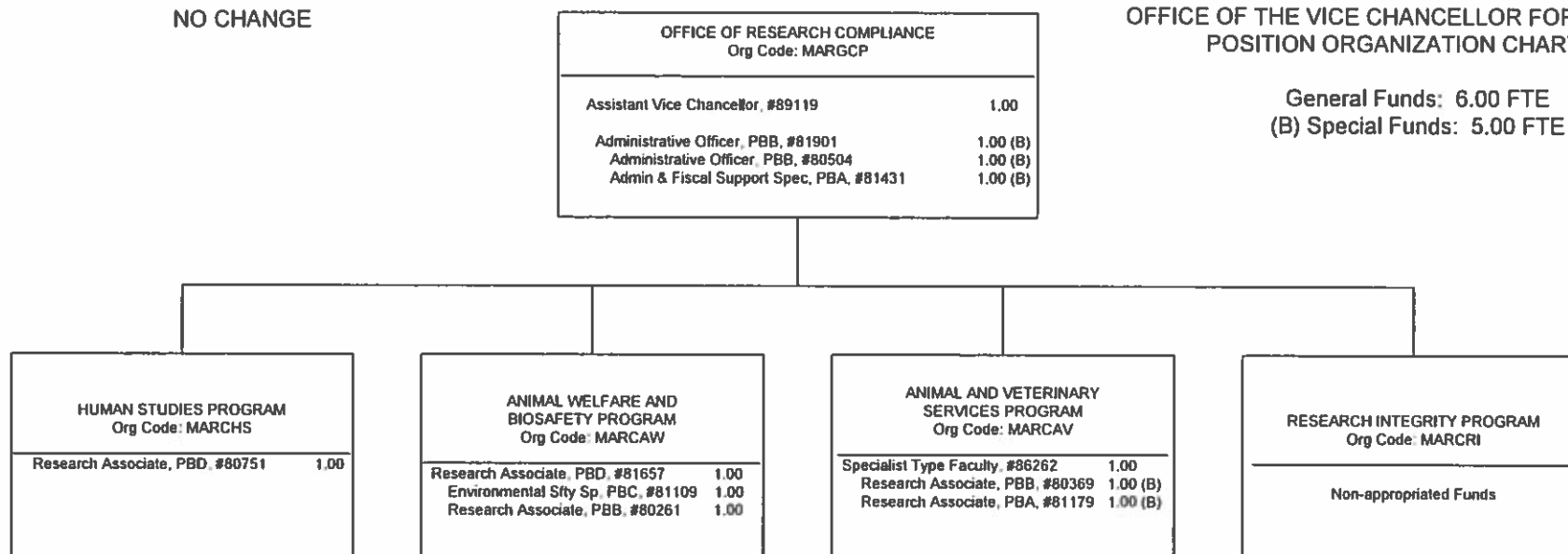
Footnotes:

+ Academic matters within the School of Ocean and Earth Science and Technology will be administered in coordination with the Vice Chancellor for Academic Affairs

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH
POSITION ORGANIZATION CHART III-A

General Funds: 6.00 FTE
(B) Special Funds: 5.00 FTE



PROPOSED

**STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE CHANCELLOR
OFFICE OF THE VICE CHANCELLOR
FOR RESEARCH**

FUNCTIONAL STATEMENT

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH (OVCR) – Org Code: MAVCRG

Overview of Office:

In support of the deans and directors and in collaboration with the Office of the Vice Chancellor for Academic Affairs, this Office has leadership responsibility for the planning, direction, initiation, development and coordination of research programs of the University of Hawai'i at Mānoa. The Vice Chancellor for Research (VCR) serves as the chief policy advisor to the Chancellor in these areas and the chief operating officer for University of Hawai'i at Mānoa research programs.

Authority:

The OVCR has the authority to develop new research programs within the applicable campus executive and Board of Regents policies, to allocate or reallocate budgets of the Research and Training Revolving Funds in support of the research enterprise, to develop and promulgate policies for compliance of the research faculty and staff with Federal and State regulations, and to take actions to improve the research climate at the University of Hawai'i at Mānoa. Leadership, direction and oversight is provided to select organized research units (ORUs), and the School of Ocean and Earth Science and Technology.

Interactions with other UHM Vice Chancellors

The VCR works with the Vice Chancellor for Academic Affairs to ensure that the research programs of the academic units are provided with the best possible support; with the VC for Administration, Finance and Operations to ensure responsible allocation and expenditure of financial resources, to ensure that the research enterprise is well-represented in the media, to ensure that researchers have access to the best information technology available at the University, and to ensure that personnel actions taken are reasonable and compliant; to ensure that physical facilities are adequate for research needs; and with the VC for Students to ensure optimal involvement of students in the research activities of the University of Hawai'i at Mānoa.

Major Functions of the Office

In support of and under the direction of the Chancellor, the Office directs the University of Hawai'i at Mānoa's research programs through the development of governing policies,

the conduct of program planning and assessment, the determination of directions, the setting of priorities in response to new research opportunities, the formulation of goals and objectives, and the allocation of resources.

The Office is actively involved in encouraging and developing new research initiatives, in providing an environment conducive to research, in establishing approved new research programs, and in restructuring existing programs within policy. The Office facilitates and encourages technology transfer and economic development activities by the University of Hawai'i at Mānoa.

The responsibilities of this Office also include the following:

- Initiates and develops long-range planning studies for research at the University of Hawai'i at Mānoa.
- Administers a policy of continuing qualitative evaluation of each of the major efforts relative to the development and maintenance of an international standard of excellence.
- Coordinates the activities of the research units and programs through the respective academic deans and directors.
- Selects/appoints University of Hawai'i at Mānoa representatives to various external and internal boards and committees associated with University research programs.
- Serves as the Chancellor's representative for research with a variety of individuals, groups and agencies, both inside and outside the University of Hawai'i at Mānoa, such as Federal and State agencies, other research institutes and universities, legislators, and the general public, which have the potential to take appropriate actions to enhance the University of Hawai'i at Mānoa's research programs and capabilities.
- Serves as the University of Hawai'i at Mānoa source of expertise on the subject of research programs and activities.
- Manages strategic initiatives, research program development, research information systems, business operations of the Office of the VCR, and interacts with the Office of Research Services; oversees research and technology transfer, research commercialization and industrial support.
- Finds means by which the research environment can be improved and made more conducive to research and educating faculty concerning research funding opportunities and proposal preparation.
- Identifies opportunities for Federal funding of research and helping researchers obtain the Federal financial support they need.
- Manages the Research and Training Revolving Funds, the fiscal management of campus wide research initiative headed by the office of the VCR, the management of internal resource allocations within the office of the VCR and the interaction with the Research Corporation of the University of Hawaii in fiscal matters.
- Interacts with the Office of Research Services to provide appropriate procedures to foster research and training activities at the University of Hawai'i at Mānoa.
- Provides general oversight of the appointment, compensation, and service conditions of post-doctoral fellows.

- Serves as the Chancellor's representative and advisor on interactions with the Research Corporation of the University of Hawai'i.
- Provides advice, assistance, financial support, and administrative guidance for new research centers and institutions during the formative or start-up phases.
- Supports the Chancellor in other matters as directed.

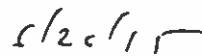
The following units report to the Vice Chancellor:

- School of Ocean and Earth Science Technology – Org Code: MAOEST
- UH Cancer Center – Org Code: MACRCH
- Waikiki Aquarium – Org Code: MAWA
- Lyon Arboretum – Org Code: MALYON
- Institute for Astronomy – Org Code: MAIFA
- Water Resources Research Center – Org Code: MAWRRC
- Environmental Health and Safety Office – Org Code: MAEHSO
- Center on Aging – Org Code: MACOA
 - The University of Hawai'i Center on Aging offers graduate and undergraduate 15-credit certificates in gerontology, with student taking courses from professors across campus in the fields of family resources, law, medicine, nursing, public health, psychology, social work, sociology, etc.
 - Support the UH chapter of Sigma Phi Omega (gerontological honor society), provide service to the community, and conduct research on aging.
 - Conducts program development and evaluation.
- Office of Research Compliance – Org Code: MARGCP
 - Human Studies Program – Org Code: MARCHS
 - Oversees and directs the federally-mandated human research protection program.
 - Designed to function as the federally mandated Institutional Review Board (IRB) for the University of Hawai'i System.
 - Responsible for monitoring all research involving human subjects.
 - Animal Welfare and Biosafety Program – Org Code: MARCAW
 - Oversees and directs the federally mandated Institutional Animal Care and Use Committee (IACUC), and Institutional Biosafety Committee (IBC) for the University of Hawai'i System.
 - Animal and Veterinary Services Program – Org Code: MARCAV
 - Responsible for administering the Program of Humane Care and Use of all vertebrate animals for the University of Hawai'i System.
 - Research Integrity Program – Org Code: MARCRI
 - Responsible for administering compliance in the areas of Research and Scholarly Misconduct, Responsible Conduct of Research (RCR), and Conflicts of Interest (COI) for the University of Hawai'i System.

APPROVED:



Robert Bley-Vroman, Chancellor



Date

PROPOSED

Approved:

 6/25/11
Robert Bley-Vroman Date
Chancellor

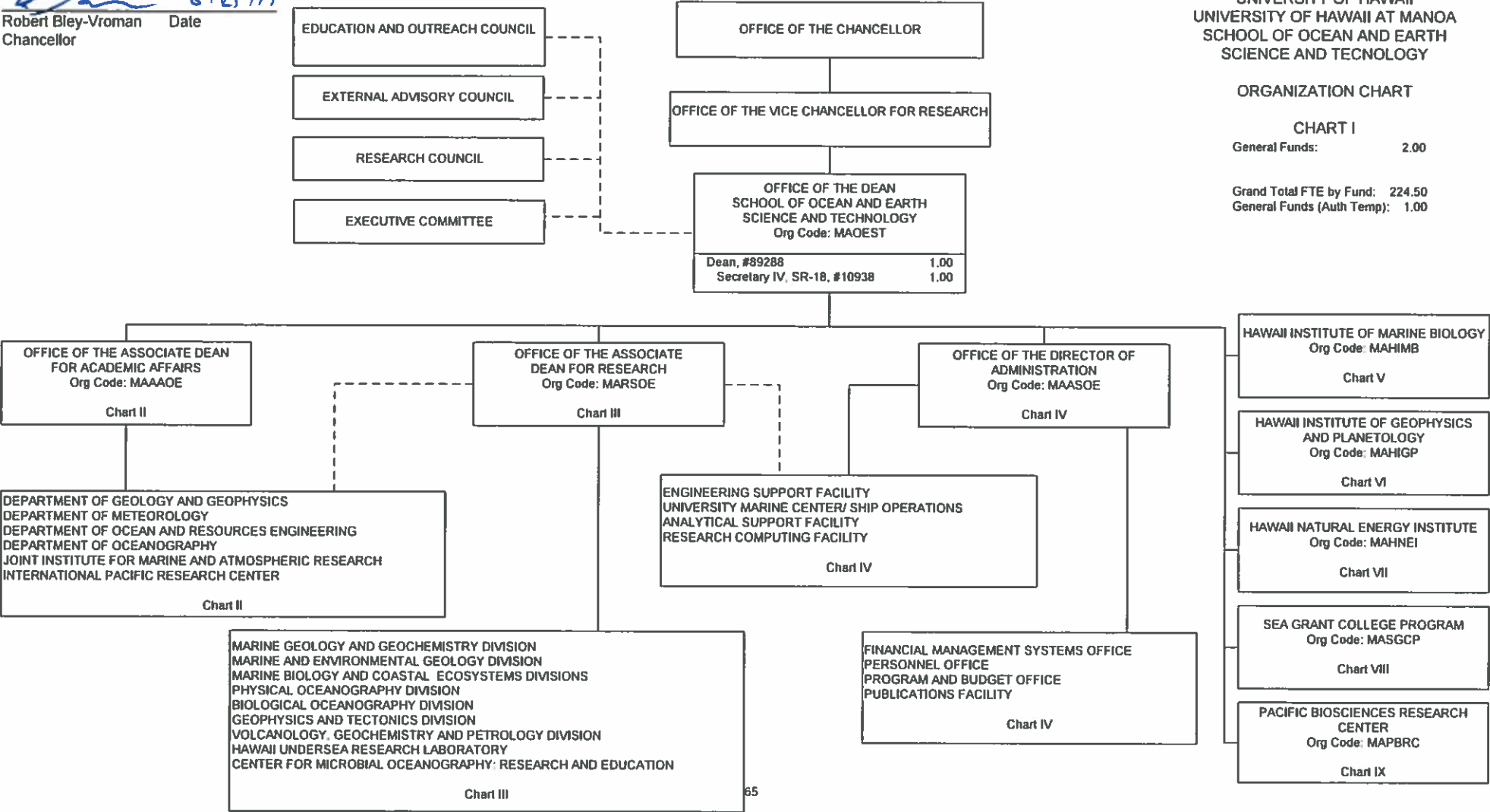
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECNOLOGY

ORGANIZATION CHART

CHART I

General Funds: 2.00

Grand Total FTE by Fund: 224.50
General Funds (Auth Temp): 1.00



NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MAOEST

The Office of the Dean plans and directs the programs of the School of Ocean and Earth Science and Technology (SOEST), provides the focus of leadership and direction for the marine sciences, and fosters an environment supportive of excellent research and education. It provides executive leadership in planning, policy formulation and implementation, program development and direction, and budget development and execution. In addition, it will coordinate, focus and facilitate the ongoing activities of the individual organizational units, including curricular, personnel and budget affairs of the school and the ancillary support components such as staff supervision and community relations, and represents the School nationally and internationally.

The Dean serves under the Office of the Vice Chancellor for Research at UH Manoa and is the primary spokesperson for all activities of the School and functions with authority as delegated by the President.

The principal functions of the Dean's office include the following:

Provides liaison between the School and the Office of the Vice Chancellor for Research of UH Manoa, the University Administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and represents the School at the State, National and International levels.

Approves all appointments, proposals, tenure and promotion actions, salaries, etc. for all components of the School.

Establishes, directs and maintains the SOEST annual expenditure plan and budget requirements for ensuring years in conjunction with the Office of the Vice Chancellor for Research of UH Manoa and the UH Manoa Budget Office.

Chairs the SOEST Executive Committee.

Provides direction to the school research effort, the graduate, undergraduate and research components of the School and serves in an ex-officio capacity on SOEST special committees as appropriate.

Provides policy guidance and reviews and evaluates SOEST programs.

The Secretary to the Dean position functions as an executive Secretary to the Dean, providing secretarial services through maintenance of the Dean's calendar, managing and booking her/his travel, and provides administrative and office management services. Facilitates communication between the Offices of the Dean, Associate Dean and the Director of Administration.

Advisory Groups To The Dean:

Education and Outreach Council: The purpose of the SOEST Education and Outreach Council is to assist and advise the Dean in the development, implementation, and evaluation of school-wide education and outreach activities across all levels of audiences. This includes lower- and upper-division undergraduate instruction, graduate, professional and faculty development, as well as K-14 outreach and informal education. The primary function is to facilitate and strengthen communication about and coordination of education and

outreach activities across SOEST departments, divisions, institutes and centers. The Council also devotes attention to large, federally funded programs and the need for related curriculum.

External Advisory Council: The External Advisory Council is comprised of business, government and academic luminaries to organize and develop the interaction between the School and the Legislature as well as the private sector, and to advise the Dean on national and international trends in funding in response to advances in science and technology.

Research Council: Divisions within SOEST are headed by chairs who are chosen by the Dean in consultation with their research constituencies and who, taken together, form the Research Council of the School. They will advise the Dean on allocations of resources and on programmatic priorities and be expected to keep abreast of federal activities in their field and to routinely inform division members and the Executive Committee in the field.

Executive Committee: Department Chairs and SOEST Directors, constitute the Executive Committee of the School, which provides advice to the Dean in Administrative and operational matters, and in an advisory status participated in policy making, long range planning, and program development.

NO CHANGE

OFFICE OF THE DEAN
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC
AFFAIRS
Org Code: MAAAOE

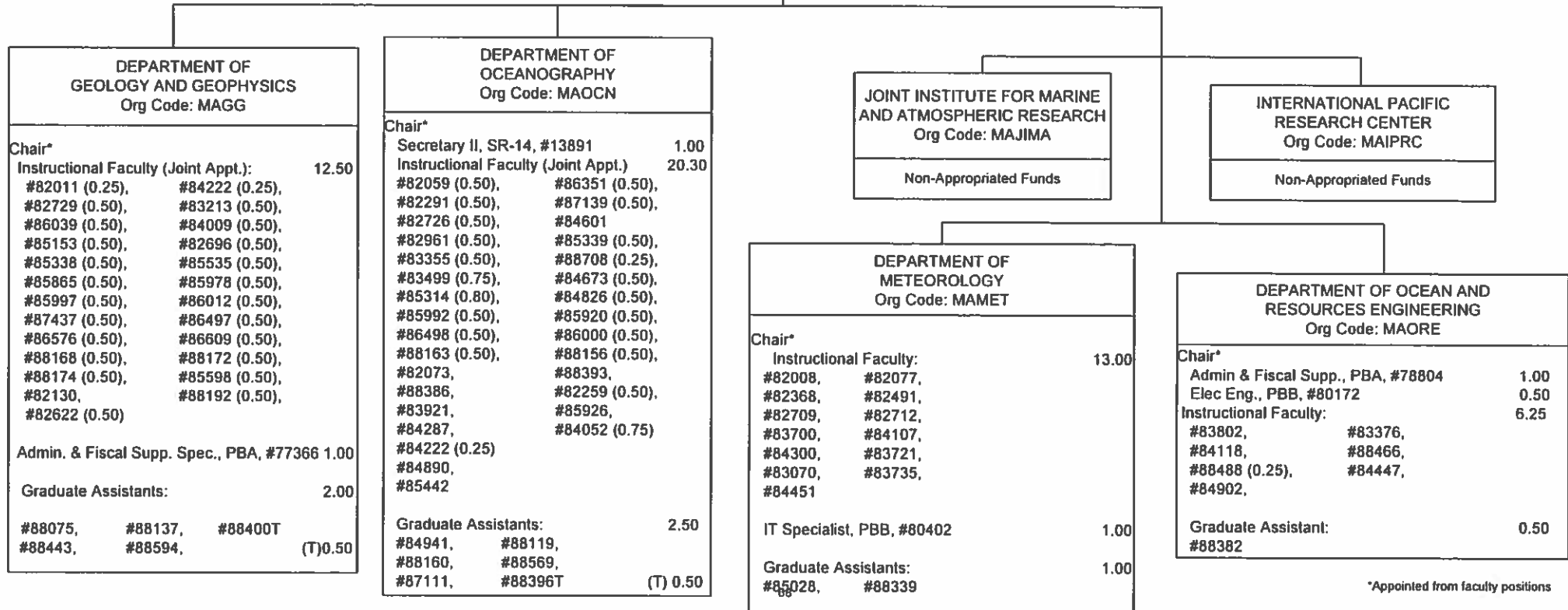
Assoc. Dean, #89267	1.00
Secretary III, SR-16, #42541	1.00
Student Svcs Spec, PBB, #78897	1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

DEPARTMENTS
POSITION ORGANIZATION CHART

CHART II

General Funds: 65.55
General Funds (Auth Temp): 1.00



NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS – Org Code: MAAAOE

Under the policies and guidelines approved by the Dean, this office is responsible primarily for providing the central focus and accommodating the needs of the instructional components of the School.

Among the instructional programs under the Associate Dean are four academic departments: Geology and Geophysics; Meteorology; Oceanography; and Ocean and Resources Engineering; as well as the Joint Institute for Marine and Atmospheric Research and the International Pacific Research Center. The Associate Dean also oversees the instruction-related functions of the research institutes and research divisions. This overlap is intended and necessary for the effective integration of education and research. In providing an overview for these functions, the Associate Dean is responsible for:

Faculty Development

Oversees SOEST faculty in the instructional and supervisory roles; academic recruiting; development of programs to attract excellent graduate and undergraduate students to SOEST Departments.

Curriculum Development

Maintains an overview of all SOEST instructional program needs, including curriculum development, establishing innovative educational programs, evaluation of course proposals, course schedules, and student advisement.

Academic Program Review

The Associate Dean is responsible for identifying new educational directions, and methodologies, development of new educational programs, advising the Dean on academic matters relating to SOEST research programs, and Federal and State relations.

Program Administration, Planning, Representation and Consultation with Dean

Continuing interaction is maintained to ensure that the Dean and the Associate Dean each remain aware of problems and opportunities concerning the School's academic program and operations.

The Associate Dean represents SOEST on educational matters at the state, national and international levels, as appropriate and represents the Dean on educational matters to the offices of the Chancellor, the Vice Chancellor, the Dean of Natural Sciences, the Dean of Engineering, and other appropriate units within the University. The Associate Dean chairs the SOEST Education and Outreach Council.

Other responsibilities as required by the Dean shall be fulfilled by the Associate Dean. These may include such matters as public relations, fundraising, budgeting, planning, and international cooperative programs of the School.

DEPARTMENT OF GEOLOGY & GEOPHYSICS – Org Code: MAGG

Chair

The Department of Geology & Geophysics is organized on the basis of a Departmental Chair, Standing Committee, and Ad Hoc Committees, as agreed by the faculty of the department during the re-establishment of the department in 1971 and revised in 1985 and 1990.

The purpose of the Department of Geology & Geophysics is to provide, through its faculty for instruction, research, and services, as follows: (a) provide a properly-taught undergraduate curriculum in geology and geophysics, including introduction, core, and advanced courses and laboratories; (b) conduct research and provide graduate-student instruction in scientific areas in which Hawaii has certain natural advantages by virtue of its geography and existing faculty interests, namely Hydrology, and Engineering Geology, Marine Geology and Geophysics, Seismology and Solid-Earth Geophysics, and Volcanology-Geochemistry-Petrology; and (c) provide public service in the earth and marine sciences at the local, national, Pacific-wide, and world-wide levels.

The Departmental Chair presides at departmental meetings. Departmental policy is decided at departmental meetings. The agenda for these meetings is established by the Chair in consultation with the chair of the standing committees.

The Departmental Chair is responsible to the Dean of the School of Ocean and Earth Science and Technology for the functions listed in the Faculty Handbook, and to the faculty of the department for the functions listed in its Departmental Organization.

The more important functions are listed below:

- Directs the activities, curricula, and personnel of the Department of Geology & Geophysics
- Represent the Department when asked for comment or contribution ex-officio by the University Administration, or other bodies outside the Department.
- With the assistance of ad hoc and standing committees, recruit, evaluate, accept, confer with, and assign advisors of new graduate students; assign study space; evaluate yearly the progress of existing students; coordinate appointments to research assistantships and fellowships for qualified and deserving graduate students; coordinate with Hawaii Institute of Geophysics and Planetology, Water Resources Research Center, other University institutes, other departments, state and federal agencies, and private companies regarding joint projects, possible employment, and equipment, and equipment used by graduate students; award departmental computer funds to graduate students; organize the weekly departmental seminar.
- Provide service to the Department by acting on its standing and ad hoc committees; to the University through committee work and special assignments; to the state of Hawaii in the manner of the Geological Surveys of the other states or as otherwise requested; to the United States as requested; to provide professional services on an overload fee basis as allowed by current regulations.

Graduate Teaching Assistants have these functions:

- Under supervision, assist in laboratory sections of undergraduate courses; assist instructors in preparation of teaching materials, audiovisual aids, and related tasks; assist in grading examinations and counseling students in classes.

Operational and Administrative Support

Operational support for research in marine and earth sciences is provided through operation and maintenance of research laboratories, instruments, and data reduction, analysis, and synthesis. Assist in appropriate educational specialist tasks.

Secretarial and administrative support is provided as follows: Organize and supervise operations of the Departmental Office; type, mail, and file departmental correspondence; maintain security of files, reproduce examinations; assure availability of office supplies; prepare requisitions and maintain expenditure records; maintain student and faculty records; take and forward messages; dispose of routine requests and reports; assist chair or committee chair in assembling information to respond unusual requests; supervise student help, type manuscripts, grant applications, and reports of departmental faculty; other duties as requested by departmental faculty.

DEPARTMENT OF OCEANOGRAPHY – Org Code: MAOCN

Chair

Directs and coordinates teaching and research activities, curricula, and personnel in the Department of Oceanography. The Department provides instruction and performs research in biological, physical, chemical and geological oceanography leading to the M.S. and Ph. D. degrees, administers the Global Environmental Science (GES) program which offers a B.S. degree. In addition to formal instructional activities, department faculties are actively involved in research supported by extramural grants.

These research functions are essential to graduate and undergraduate education, and provide the facilities and opportunities for thesis and dissertation research. Research is also important to the economic development of the State of Hawaii in terms of resource evaluation and environmental protection.

The Chair coordinates departmental, instructional and research activities; prepares departmental budget requests; reviews and makes recommendations in regards to all personnel actions involving members of the department; conducts faculty meetings; and serves as contact point for the department to other marine programs at the University.

Departmental Functions

Provide instruction, conduct research, and undertake community service pertaining to all branches of oceanography (biological, physical, chemical, and geological). These include formal instruction, symposia, advising, and thesis and dissertation research direction.

The Department of Oceanography presently has 36 graduate faculties who advise students, serve on students' committees, and serve on appropriate college and university committees.

Operational and Administrative Support

Operational support for research conducted in the department is provided through operation and maintenance of research laboratories; instrumentation; and data reduction, analysis, and synthesis.

Administrative services are provided to the department chair in addition to servicing the graduate faculty and the department's graduate students and preparing instructional materials for the large undergraduate courses. Other services include: overall operation of the department office, maintenance of student and faculty records and assist with preparation of instructional and research materials for faculty, consultation with the chair concerning

administrative matters, processing of personnel forms, supervising and coordination the work of several student helpers, answering the telephone and answering the many queries posed by students and visitors to the office.

DEPARTMENT OF METEOROLOGY – Org Code: MAMET

Chair

Directs and coordinates instructional and research activities curricula and personnel in the Department of Meteorology. The Department offers B.S., M.S. and Ph. D. degrees emphasizing tropical meteorology.

Serves as graduate chair of the Meteorology area of study or coordinates with a separate graduate chair.

Prepares unit's budget requests and administers budgets allocated to the unit.

Reviews and makes recommendations in regards to all personnel actions involving members of the Department.

Acts as administrative liaison with the School of Ocean and Earth Science and Technology.

Conducts individual research and provides leadership in pursuing new research initiatives both within the State and nationally.

Acts as liaison with federal and international meteorological agencies.

Departmental Functions

Provides instruction; conducts sponsored and unsponsored research into tropical meteorology and climate, emphasizing synoptic meteorology and atmospheric dynamics, satellite meteorology, monsoon systems and meteorology of the Hawaiian Islands as related to rainfall and hazardous weather; undertakes community and consultant service pertaining to the weather and climate of Hawaii and the Pacific Basin.

Operational and Administrative Support

Operational support for research conducted in the department if provided through operation and maintenance of the research laboratories, instrumentation, data reduction analysis, and synthesis.

Secretarial support for research conducted in the department is provided through operation and maintenance of student and faculty records and assistance in preparation of instructional and research materials for faculty.

Administrative services to the department include: consultation with the department chair concerning administrative matters, processing of personnel forms, supervising and coordinating the work of support staff and student helpers, answering the telephone and answering inquiries from students and visitors to the office.

DEPARTMENT OF OCEAN AND RESOURCES ENGINEERING – Org Code: MAORE

Chair

Administers a balanced program of instruction and research in ocean engineering. The academic program is a graduate program that leads to the

degrees of M.S. and Ph.D., but the department has responsibility for the instruction of both graduate and undergraduate courses in the field. The instructional program also involves curriculum planning and advising of students in their research. The research program consists of carrying out research in accordance with the purpose for which the proposals were funded. The research effort blends with the instructional effort in that it provides students with support through research assistantships, and provides students with research subjects for their thesis. As part of their function, faculty members serve in committees at the College and University level and participate in other service activities.

Research Support

The Department of Ocean and Resources Engineering provides research and instructional laboratory facilities through the Kilo Nalu Ocean Observatory, Aloha Cabled Observatory, Glider Lab, Fluid Dynamics Laboratory and the department's association with the Hawaii Undersea Research Laboratory. Each of these facilities provides services to faculty, students, and staff involved in academic research, including extramural, intramural, and/or in-house studies relating to ocean engineering. Assistance is provided to state and federal agencies in solving many ocean-related problems; in educating the graduate students in all aspects of physical and mathematical modeling techniques as applied to waterways, harbors, coastal engineering, offshore energy resources and ocean observation; in educating the public on the awareness of marine science and ocean engineering by making the laboratory facilities and researchers available to study-tour groups or individuals. Advisory services to a variety of organizations and/or general public in the field of ocean engineering are also provided.

JOINT PROGRAMS

JOINT INSTITUTE FOR MARINE AND ATMOSPHERIC RESEARCH (JIMAR) – Org Code: MAJIMA

Jointly sponsored by the University of Hawaii and the National Oceanic and Atmospheric Administration, JIMAR pursues research involving both theoretical and observational studies on climate, equatorial oceanography, and tsunamis.

INTERNATIONAL PACIFIC RESEARCH CENTER (IPRC) – Org Code: MAIPRC

Sponsored by the University of Hawai'i, the National Oceanic and Atmospheric Administration, the National Aeronautics and Space Administration, the National Science Foundation, the U.S. Department of Energy, the Japan Marine Science and Technology Center, and the (Japan) National Space Development Agency, IPRC pursues research on the nature and predictability of climate variability and regional aspects of global environmental change in the Asia-Pacific region.

NO CHANGE

OFFICE OF THE DEAN
SCHOOL OF OCEAN AND EARTH SCIENCE
AND TECHNOLOGY

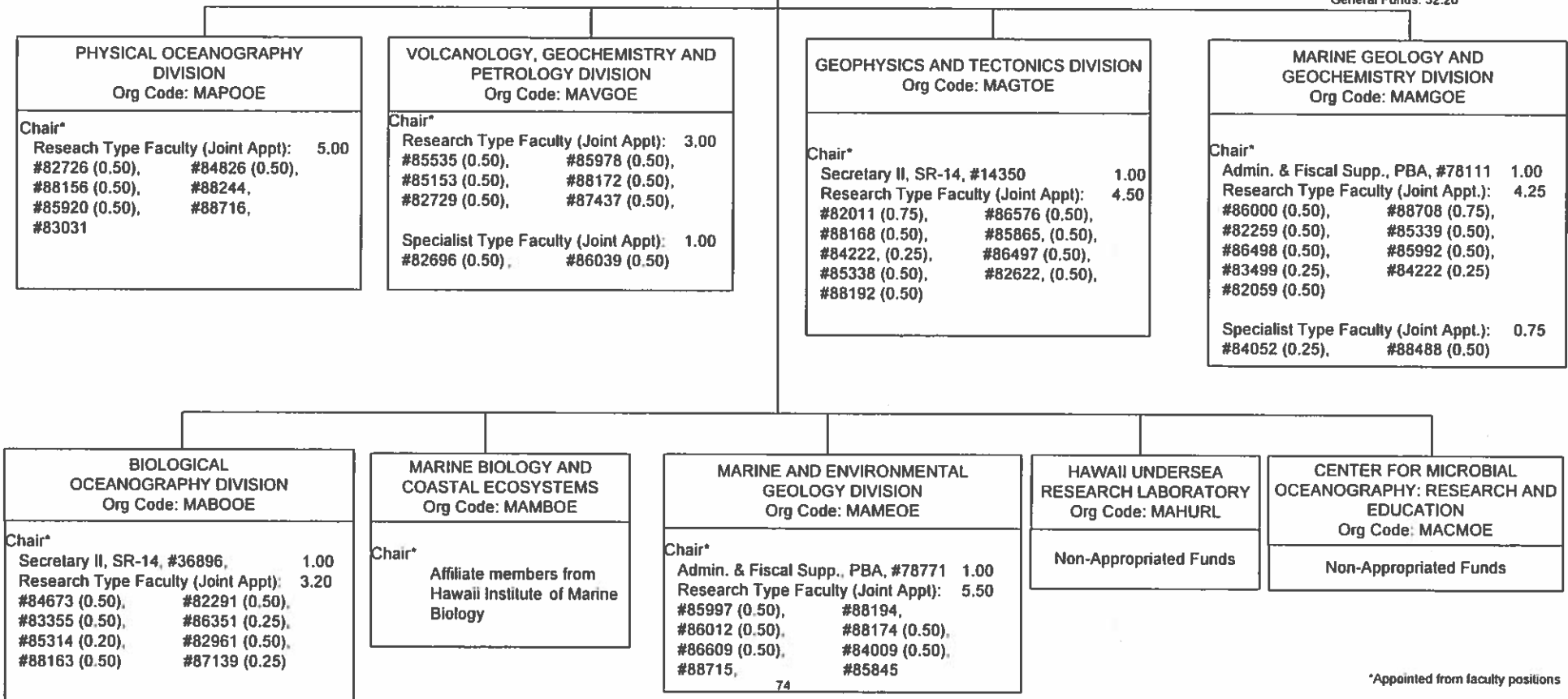
OFFICE OF THE
ASSOCIATE DEAN FOR RESEARCH
Org Code: MARSOE

Assoc. Dean, #89053 1.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

RESEARCH DIVISIONS
POSITION ORGANIZATION CHART

CHART III
General Funds: 32.20



NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE ASSOCIATE DEAN FOR RESEARCH – Org Code: MARSOE

Under the policies and guidelines approved by the Dean, this office is responsible primarily for providing the central focus and accommodating the needs of the research components of the School.

Among the research programs under the Associate Dean are seven research divisions: Biological Oceanography, Geophysics and Tectonics, Marine and Environmental Geology, Marine Biology and Coastal Ecosystems, Marine Geology and Geochemistry, Physical Oceanography, and Volcanology, Geochemistry and Petrology; as well as the Hawaii Undersea Research Laboratory and the Center for Microbial Oceanography: Research and Education. The Associate Dean also oversees the research-related functions of the academic departments and the research-related aspects of the operations of the University Marine Center/Ship Operations, the Engineering Support Facility, the Analytical Support Facility and the Research Computing Facility. This overlap is intended and necessary for the effective integration of education and research. In providing an overview for these functions, the Associate Dean is responsible for:

Coordination of Research Administration Activities: Fosters collaboration, coordinates activities and develops policy for the SOEST Research Divisions; secures institutional funding for SOEST research infrastructure; together with Associate Dean for Academic Affairs, plans and develops coordinated research and education programs; seeks interdisciplinary solutions to research problems; ensures proper allocation of resources to meet the infrastructure needs of the research enterprise.

Program Administration, Planning, Representation and Consultation with the Dean: Continuing interaction is maintained to ensure that the Dean and the Associate Dean each remain aware of problems and opportunities concerning the School's research programs, research infrastructure and operations. The Associate Dean chairs the SOEST Research Council.

The Associate Dean represents SOEST on research matters at the state, national and international levels, as appropriate and represents the Dean on research matters to the offices of the Chancellor, the Vice Chancellor, and other appropriate units within the University.

RESEARCH DIVISIONS

PHYSICAL OCEANOGRAPHY DIVISION – Org Code: MAPOOE

The Division's members include internationally recognized leaders in physical oceanographic research. Research activities range from small-scale internal waves to the general circulation of the oceans and its effect on climate, and from seagoing observation programs to theoretical modeling and computer simulations. The Division includes a nationally mandated Sea Level Center that maintains tide gauges and sea level archives from the Pacific, Indian and Atlantic Oceans. Division members are studying the complementary uses of tide gauge and satellite altimetry data, and their application to problems concerning ocean circulation variability. Satellite imagery is collected and archived locally by the Satellite Oceanography Laboratory for worldwide distribution and for studies by

Division and Department faculty and students. The Division boasts the first archive in the world for shipboard Acoustic Doppler Current Profiler measurements of the ocean's currents; this is a joint effort with the U.S. National Oceanographic Data Center.

VOLCANOLOGY, GEOCHEMISTRY AND PETROLOGY DIVISION – Org Code: MAVGOE

The University of Hawaii is uniquely situated to study all major aspects of volcanic systems. Active Hawaiian volcanoes are natural laboratories of intraplate volcanism and hydrothermal activity. Eroded fossil volcanic systems on the older islands provide windows into deeper volcanic structures. Hawaii is at the center of the Pacific "Ring of Fire". Researchers in VGP study submarine volcanoes using the University's research vessel, and remotely monitor volcanoes on Earth and other planets with ground-based and space borne observatories. The Hawaii Center for Volcanology is housed at SOEST; it includes scientists from the USGS Hawaiian Volcano Observatory and the Center for the Study of Active Volcanoes at UH Hilo, facilitating collaborative projects to monitor active volcanoes. Additionally, VGP has a wide range of modern, well-equipped analytical laboratories that provide data on the chemical composition and physical properties of igneous materials.

GEOPHYSICS AND TECTONICS DIVISION – Org Code: MAGTOE

Members of the Geophysics and Tectonics Division take advantage of the University of Hawaii's mid-Pacific setting to investigate a wide variety of geodynamic, tectonic, and geophysical phenomena that operate over a broad range of scale. Research areas in Geophysics & Tectonics at the University of Hawaii include plate tectonics and plate evolution, seismology, geophysical fluid dynamics, rock fracture mechanics, structural geology, and engineering geology.

MARINE GEOLOGY AND GEOCHEMISTRY DIVISION – Org Code: MAMGOE

Members of the Marine Geology and Geochemistry Division have research programs ranging from field studies of coastal and deep sea processes to theoretical analyses of elemental distributions in the universe. A major theme underlying much of the research concerns past and postulated future changes in the global environment, and the effects of these changes on the planet Earth as an integrated geophysical system. A particular focus is on climate change issues, including studies of "greenhouse gas" dynamics and ocean acidification.

BIOLOGICAL OCEANOGRAPHY DIVISION – Org Code: MABOOE

Division of Biological Oceanography offers a broad range of exciting research opportunities in diverse marine habitats and ecosystems around the globe, from tropical to polar oceans and from the air-sea interface to the deep-ocean floor. Upper water-column programs include studies of primary productivity and bio-optics, color satellite imagery, plant pigments as tracers of biogeochemical processes, microbial food-web interactions, phytoplankton and zooplankton community structure, and the roles of biota in vertical transport and re-mineralization of particulate and dissolved organic matter. Mid-water column studies focus on the community ecology and dynamics of meso-pelagic shrimp, squid and small fishes unique to oceanic island systems. Benthic research programs involve coral reef ecology and evolution, effect of environmental disturbances on deep-sea community dynamics and recruitment, chemical cycling burial, and bioturbation in the sediments, and the microbial ecology of tube-building animals and bioturbation in the sediments, and the microbial ecology of tube-building animals and hydrothermal vent systems.

MARINE BIOLOGY AND COASTAL ECOSYSTEMS – Org Code: MAMBOE

Researchers in the Marine Biology and Coastal Ecosystems Division seek to understand the biology, ecology and biogeochemistry of marine microorganisms, which are the base of the multi-cellular food chain. Novel methods in molecular biology, combined with satellite-and sea-based remote sensing technologies, link microbial process studies at spatial scales ranging from genes to entire Pacific Ocean. At the Hawaii Institute of Marine Biology, several research programs are related to the health and vitality of tropical coral reefs-from gene flow, to community structure, to dispersal patterns. In partnership with NOAA, HIMB is the “brain trust” for improving stewardship of the NW Hawaiian Islands National Monument, as well as for understanding the foraging patterns of top predators such as tuna and sharks. Marine Biology and Coastal Ecosystems researchers also study the sensory and perceptual processes of marine mammals.

MARINE AND ENVIRONMENTAL GEOLOGY DIVISION – Org Code: MAMEOE

Members of the Marine and Environmental Geology Division have research programs ranging from field studies of deep-sea processes to theoretical analyses of elemental distributions in the universe. A major theme underlying much of the research concerns past and postulated future changes on the planet Earth as an integrated geophysical system. Much of the research addresses processes at the boundaries of the major plates, which comprise the Earth's crust; these studies include analysis of trace metal distributions, mineral formation and diagenesis, circulation and reaction of hydrothermal fluids, and geomicrobiology. Open ocean studies include research on the use of geochemical tracers of oceanic circulation and chemical reactions in the sea, the formation of ferromanganese deposits on the sea floor, and isotopic and organic geochemistry. Nearshore research programs involve biogeochemical cycling, especially in coral reefs and estuaries, and human effect on this cycling. Atmospheric studies include the analysis of gas and aerosol distributions, and the effect of these materials on the Earth's radiation budget. All of these studies combine field measurements with laboratory experimentation and conceptual modeling.

JOINT PROGRAMS

HAWAII UNDERSEA RESEARCH LABORATORY (HURL) – Org Code: MAHURL

Established by a cooperative agreement between the National Oceanic and Atmospheric Administrative (NOAA) and the University of Hawaii, HURL primarily supports research projects that require data acquisition at depths greater than scuba limits and concentrates its research efforts using submersibles in these areas; fisheries; pollution; sea floor properties and processes; and ocean technology and services.

CENTER FOR MICROBIAL OCEANOGRAPHY: RESEARCH AND EDUCATION (C-MORE) – Org Code: MACMOE

Established NSF-sponsored Science and Technology Center designed to facilitate a more comprehensive understanding of the diverse assemblages of microorganisms in the sea, ranging from the genetic basis of marine microbial biogeochemistry including the metabolic regulation and environmental controls of gene expression, to the processes that underpin the fluxes of carbon, related bioelements and energy in the marine environment.

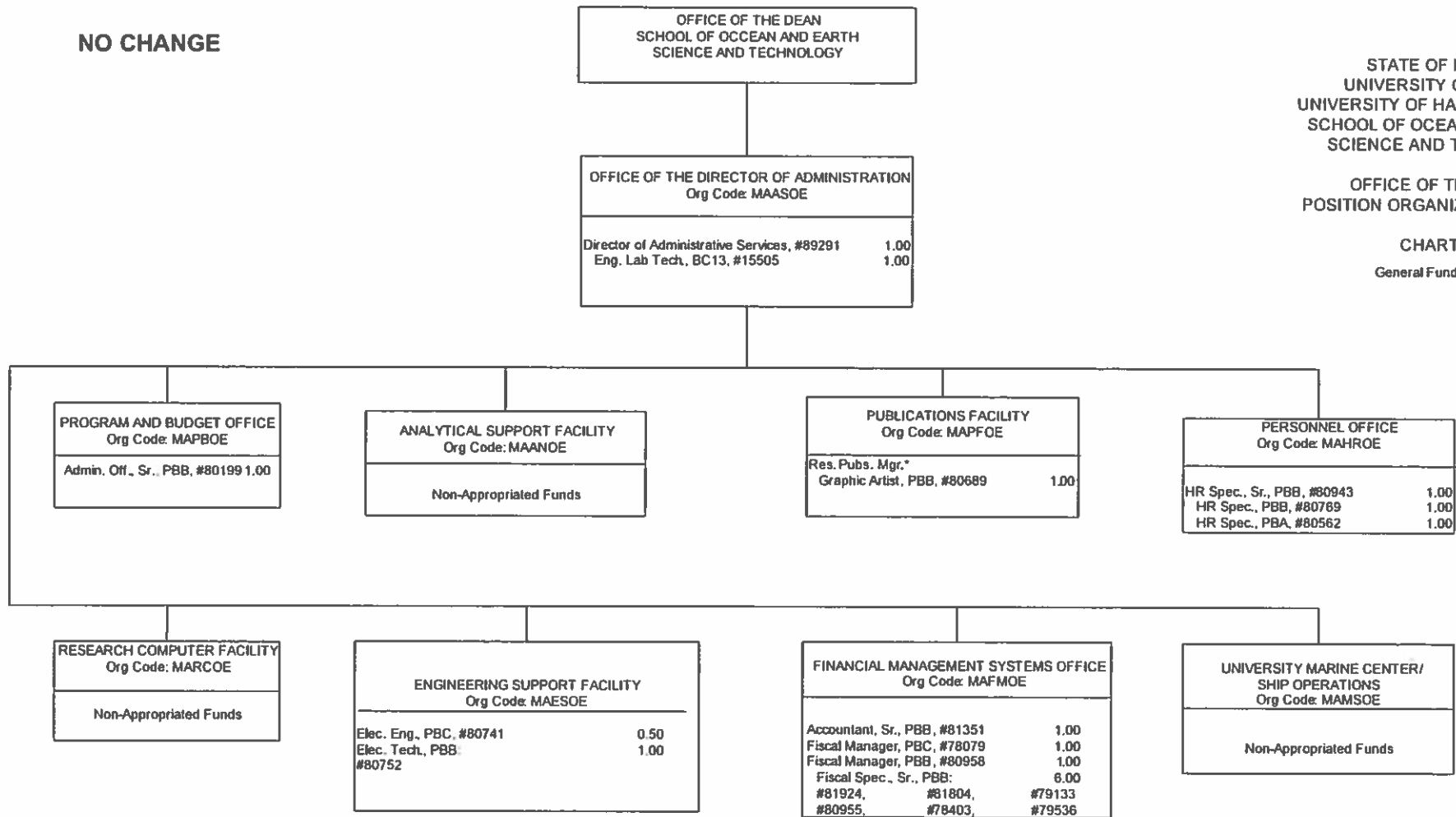
NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

OFFICE OF THE DEAN
POSITION ORGANIZATION CHART

CHART IV

General Funds 17.50



NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF ADMINISTRATION – Org Code: MAASOE

The Office of the Director of Administration is responsible for providing the planning and management functions required to effectively support the administration and facilities operations of the School under policies and guidelines approved by the Dean. Administrative and facilities management responsibilities include management of SOEST fiscal, personnel, contracts and grants management, and the Scientific Computer Facility. Administrative and facilities management responsibilities are shared with the Associate Dean for Research for the University Marine Center and research vessel operations, the Engineering Support Facility and Analytical Support Facility. The position, with both line and staff responsibilities, reports directly to the Dean of the School. Major functions include the following:

Provides administrative and fiscal management oversight to division heads who report directly to the Director of Administration in the following offices:

Program and Budget Office
Personnel Office
Financial Management Systems Office

Provides administrative, fiscal, and management oversight assistance to the following Division Heads who report to the Director of Administration:

University Marine Center/Ship Operations
Engineering Support Facility
Publications Facility
Research Computing Facility
Analytical Support Facility

PROGRAM AND BUDGET OFFICE – Org Code: MAPBOE

The SOEST Program and Budget Office provides financial planning, for the SOEST annual appropriated funds budget, fiscal services to all units, and, together with the Director of Administration, monitors financial aspects of SOEST as well as SOEST State General, Tuition, Special and Facilitating Services Funds and position count allocation to all School components.

The principal functions of this Office include the following:

Responsibility for the financial planning, management, and control of all SOEST appropriated (State) funds.

Maintains an overview of the financial conditions of the School.

Advises and assists the Dean and Director of Administration in financial planning and preparation of the SOEST budget and is the focal point for all SOEST budgetary planning and execution.

Maintains an overview of purchases, payments, transfers of funds and other fiscal transactions of the School.

Serves on the SOEST Budget Committee.

Acts as budgetary liaison contact between the SOEST Administration and the University Business Office, the Manoa Budget Office and SOEST Administrative Officers in management of SOEST fiscal matters.

Supervises expenditures of appropriated (State) funds allocated to SOEST Departments, Institutes and Programs.

Maintains, in coordination with the SOEST Personnel Officer, the SOEST personnel inventory for all personnel classifications.

PERSONNEL OFFICE – Org Code: MAHROE

The principal duties of the SOEST Personnel Office include central coordination of personnel programs of the school and maintains liaison with the UH Office of Human Resources and provides the following service functions:

Maintains recruitment, appointment, classification and compensation, training, promotion, tenure, leave and benefits systems for the School based on established rules and policies and contractual provisions of collective bargaining agreements.

Provides personnel services to all SOEST units in matters of UH and RCUH personnel administration.

Maintains a central personnel records system.

Conducts and/or oversees recruitment, placement, and enrollment activities; processes and/or reviews the processing of position actions; and advises staff in these matters.

Performs other classification related functions including study and review of new specifications, RCUH and contractual hiring, etc.

Establishes and supervises the maintenance of a centralized system of recording and reporting personnel transactions.

Provides guidance, consultation and staff assistance to management in the orientation, training, and planned development of employees to satisfy immediate and-or long-range needs of the School.

Provides labor-management staff and advisory services to all organizational components of the school, and ensures that the terms of the negotiated collective bargaining contract are properly implemented.

FINANCIAL MANAGEMENT SYSTEMS OFFICE – Org Code: MAFMOE

The principal duties of the Financial Management Systems Office for Sponsored Projects and Financial Management Systems are 1) to assure the efficient management of research and training contracts and grants within SOEST and the pursuit of such funds; 2) to provide financial planning, reporting, and accounting functions to monitor the viability of the enterprise revolving funds required to finance the operations of the specialized support facilities including the Research Computer Facility, the Engineering Support Facility, the National Oceanographic Facilities of Ship Operations and the Hawaii Mapping Research Group, and the internal service facilities including the Publications Program, the Geo-Analytical Facilities, and the Physical Plant Support Facility; and 3) to provide management reports on the status of SOEST resources including all funds and personnel; exercise direct management responsibility for SOEST CIP and R&M projects.

Major functions for this office include the following:

Recommends organizational and management systems changes and innovative management practices to improve the effectiveness of program operations, and staffing plans in accordance with program plans, needs and priorities.

Develops management reports on the financial condition of the organization.

Advises and assists the Director of Administration and Program and Budget office as appropriate and oversees the control of SOEST matching fund commitments in research proposals.

Serves on the SOEST Budget committee:

Manage, in coordination with the Facilities Management Office, all CIP and Repair and Maintenance projects for SOEST, and directs the operational and fiscal activities of the SOEST Physical Plant Maintenance Facility.

Functions in support of funds-seeking:

Serves as the focal point for the administrative and fiscal control and coordination aspects for all SOEST research and training proposals preparatory to the Dean's approval. Supervises SOEST Administrative Officers in preparing research proposal budgets.

Participates in the negotiation of contracts and grants with federal auditors, and federal contracting officers.

Responsible for the development of and oversight of the maintenance of a data bank on pending proposals for extramural funds, and for preparation of management reports on the status of said proposals and SOEST matching fund commitments.

Management of extramural funds:

Responsible for the financial management of all SOEST sponsored research activated, and supervision of SOEST Administrative Officers and Fiscal Accounting Specialists in the management and administration of extramural awards.

Functions as liaison between SOEST and the UH Office of Research Services, on matters pertaining to contract negotiations, and to the administration of extramural funds and revolving funds, and on submission and receipt of extramural projects.

Management of revolving funds:

Oversight responsibility for the management and administration of SOEST revolving funds.

Generates reports of long range fiscal plans and manpower projects for specialized service facilities and for major contracts and grants.

Maintains cognizance of SOEST financial position with regards to the enterprise and internal service funds, and prepares regular reports to management on the status of these funds.

UNIVERSITY MARINE CENTER/SHIP OPERATIONS – Org Code: MAMSOE

The University Marine Center (UMC) operates two large research vessels, various smaller watercraft and shore support facilities. The UMC provides ship operational support to all SOEST and other University research programs as required. The UMC is administrated by a Marine Superintendent.

The principal functions of this center are as follows:

Provides ship operational, logistical, and maintenance services to maintain ship's schedules developed by the SOEST Scientific Coordinator for Marine Operations.

Provide shipboard marine technician (electronic and deck) services in support of SOEST marine geophysics and oceanography research programs.

In conjunction with the SOEST Scientific Coordinator's Office, maintains liaison with the U.S. and foreign port authorities, the U.S. Navy Hawaiian Sea Frontier and the U.S. Coast Guard.

ENGINEERING SUPPORT FACILITY – Org Code: MAESOE

The principal functions of this unit are as follows:

To provide machine shop design and production services in support of SOEST research contracts and grants in the fabrication and repair of precision scientific instruments.

To provide electronics design, production, and maintenance service in support of SOEST research contracts and grants

To provide electromechanical design and development services for SOEST scientists having unique scientific publication, instrumentation development requirements.

PUBLICATIONS FACILITY – Org Code: MAPFOE

The principal functions of this unit are as follows:

To provide editorial review of all technical manuscripts submitted by researchers and edit for clarity, continuity, coherence and grammatical construction.

To provide national and international distribution of and exchange of SOEST publications with other research institutions.

To proofread galley and pages of materials from publishers of SOEST papers.

To collect and organize material for the SOEST annual report, which describes SOEST research programs and accomplishments for each year.

To provide photographic services to researchers, staff and students for scientific publication, instruction, presentation, or display.

RESEARCH COMPUTING FACILITY – Org Code: MARCOE

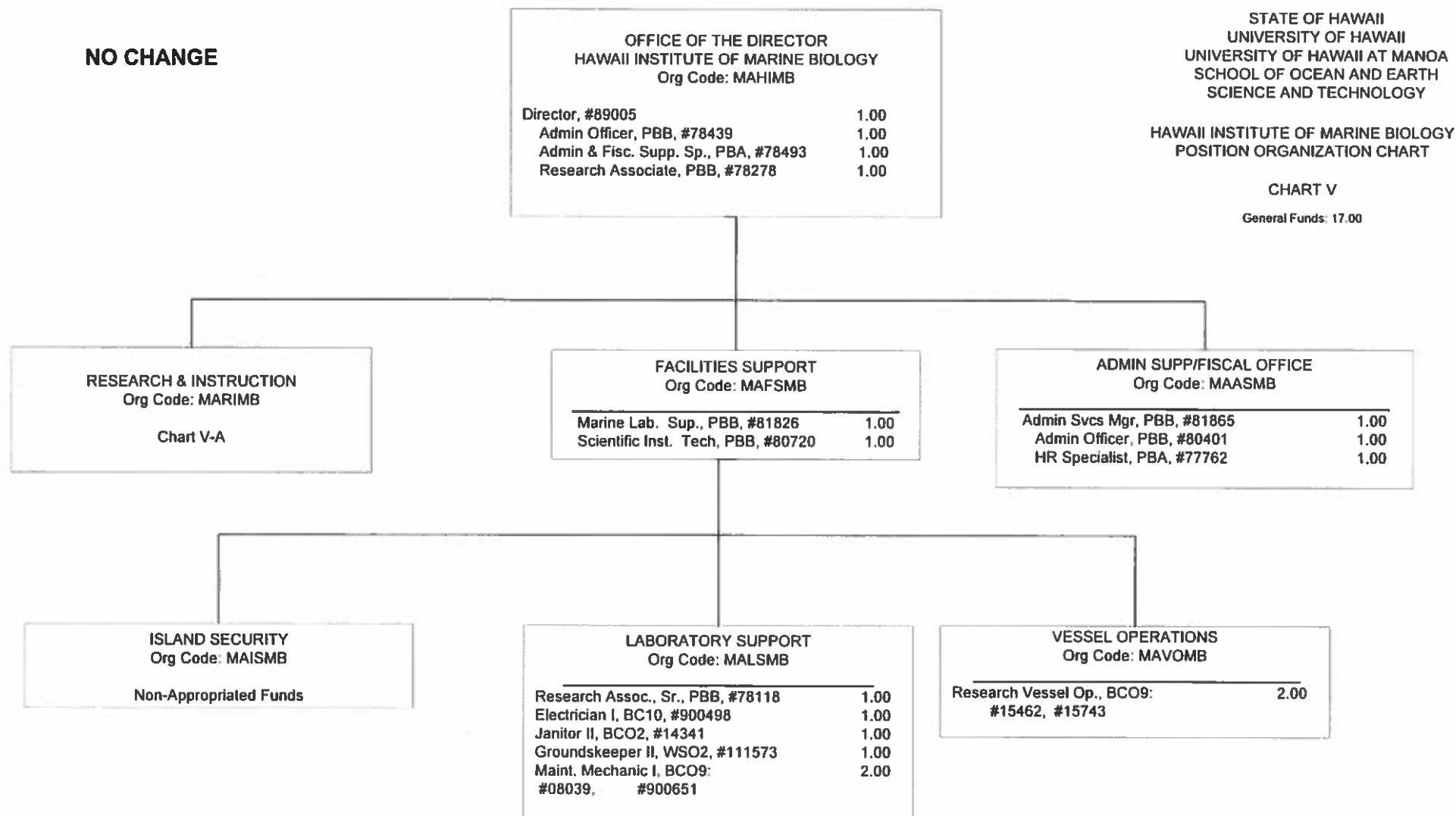
The purpose of this facility is to provide specialized computing capability for SOEST researchers and other campus-wide researchers in need of these specialized facilities. The facility manages two SOEST data centers.

ANALYTICAL SUPPORT FACILITY – Org Code: MAANOE

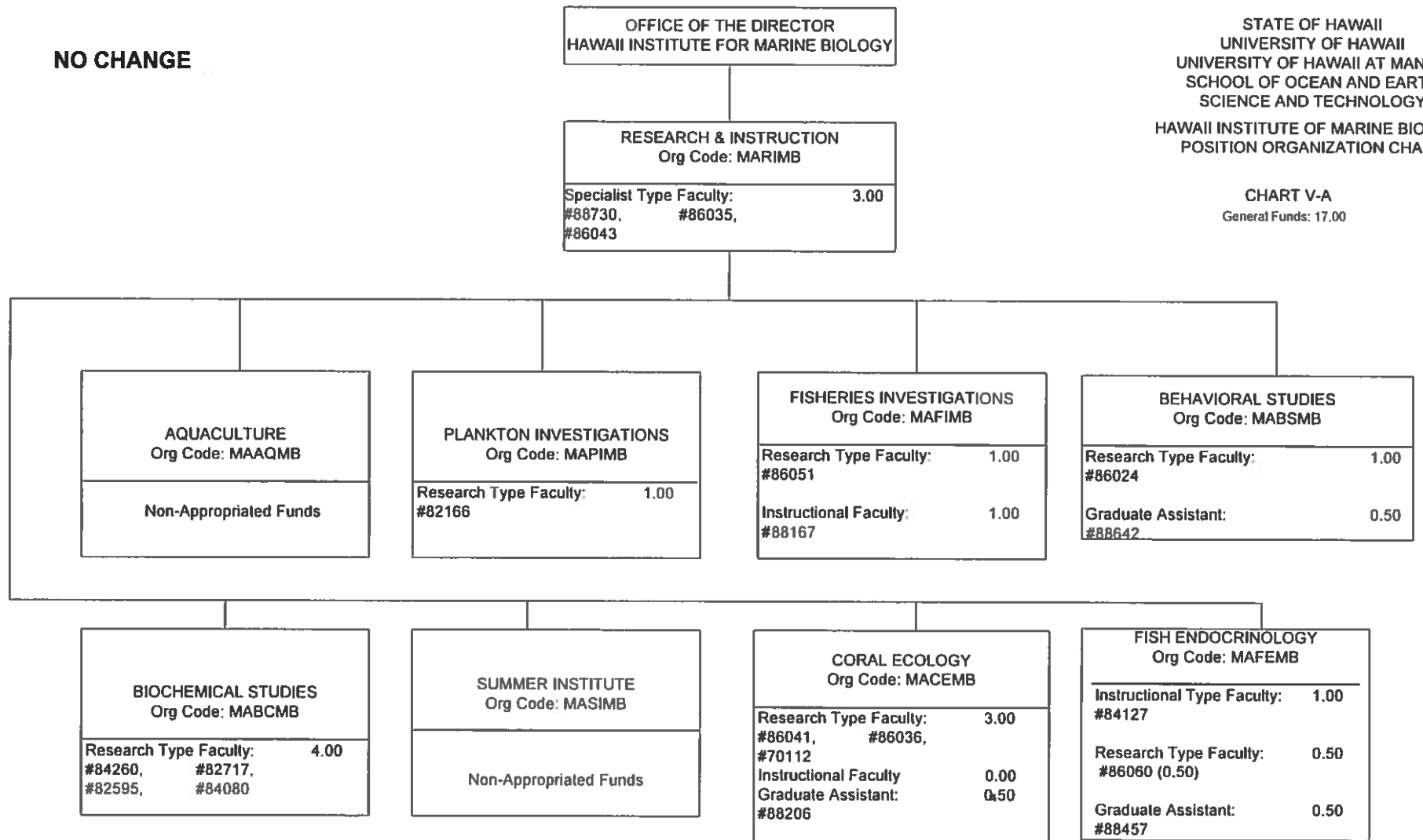
This facility provides central management of various chemical analytical activities that take place school-wide. The equipment managed by this facility includes an induction coupled plasma spectrophotometer, atomic absorption spectrophotometer, scanning and transmission microscopes, an electron microprobe, an autoanalyzer and various other equipment as assigned.

All SOEST facilities have an Oversight Committee comprised of users which advises the Director of Administration and Associate Dean for Research as to the operational efficiency and future direction of each facility.

NO CHANGE



NO CHANGE



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY
HAWAII INSTITUTE OF MARINE BIOLOGY
POSITION ORGANIZATION CHART

CHART V-A
General Funds: 17.00

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF THE HAWAII INSTITUTE OF MARINE BIOLOGY – Org Code: MAHIMB

The Director administers the research, educational and service activities of the faculty, and performs a myriad of tasks that relate to the University and State, national and international research programs of the Hawaii Institute of Marine Biology (HIMB). The Director provides focus and leadership and encourages and maintains an environment supportive of excellence in research. The Director provides liaison between HIMB and the offices of the Dean of SOEST and the Office of the Vice-Chancellor for Research of Manoa as well as representing HIMB with local and state community groups and within the national and international research community.

The Director approves all appointments, proposal, tenure and promotion actions for the unit; establishes, directs and maintains the HIMB annual expenditure plan budget projections for ensuing years; and provides policy guidance and reviews and evaluates HIMB programs.

The Director also directs support and maintenance operations and support personnel at the Institute's facilities at Moku o Loe (Coconut Island). A boating and diving safety officer is responsible for the safe use of the research boat fleet and diving gear as well as providing UH Diving Office certified training for UH-affiliated researchers and students.

ADMINISTRATIVE SUPPORT/FISCAL OFFICE – Org Code: MAASMB

HIMB is largely an independent off-campus facility located off-shore on Coconut Island. The Administrative Officer serves as chief administrative advisor to the Director. The Administrative Support Office provides administrative support for ongoing scientific activity within HIMB, is responsible for financial planning, management, and control of HIMB funds including state allocations, funds received via contract and grants and other revenue sources; assures the efficient management of research and training contracts and grants and other extramural funds at HIMB; provides personnel services and supervises the maintenance of administrative fiscal and personnel records. The Administrative Officer plans and supervises the work of professional and clerical staff; trains staff in policies and procedures and interacts directly with various local, state and federal agencies on contract and grant administration.

FACILITIES SUPPORT – Org Code: MAFSMB

The campus of the Institute comprises the 29-acre island, Moku o Loe, and the 64-acre patch reef that surrounds the island. The Marine Laboratory Supervisor directs the maintenance and operation of the physical plant, which includes responsibility for the shop and security staff and the vehicles, research vessel and equipment which are integral to the marine biology laboratory. Administrative responsibility extends to general maintenance of the buildings, and scientific and support equipment. These include laboratories, classrooms, conference rooms, vehicles, and the boat fleet. The marine lab supervisor handles the day to day operation of the maintenance team and nonscientific vessel operation.

Island Security – Org Code: MAISMB

HIMB's security officers are tasked with providing after-hours security for the island and the Lilipuna Road parking lot. To the extent possible they also prevent poaching in the Coconut Island Hawaii Marine Laboratory Refuge, which is comprised of the 64 acre reef surrounding Coconut Island and 25 feet of ocean beyond the reef edge.

Vessel Operations – Org Code: MAVOMB

HIMB's fleet includes one large personnel/light freight carrier and a number of Boston Whaler-sized vessels designed for research within the Bay. Two certified captains operate the larger vessel, which is used to bring classes and other large groups to the island, as well as transport other large loads to and from the island.

Laboratory Support – Org Code: MALSMB

The Institute has one groundskeeper and a janitor to care for the buildings and grounds; an electrician, and two maintenance mechanics that are responsible for maintaining the Institute, keeping the areas clean, safe and the vehicles and boats running. HIMB also has a Research Support specialist who helps with instrumentation and experimental design.

RESEARCH AND INSTRUCTIONAL ACTIVITIES

The central activity of HIMB is to support research and educational activities. The Hawai'i Institute of Marine Biology has sixteen permanent faculty members associated with various graduate faculties. They are major advisors for approximately thirty-five graduate students whose research activities are focused mainly at Coconut Island, Kaneohe Bay and other coastal waters of the Hawaiian Islands, including the Northwestern Hawaiian Islands National Monument. More than twenty-five undergraduate students are also typically involved in the research and educational activities of the Institute. The Hawaii Institute of Marine Biology has an international reputation in the areas of coral reef biology, marine chemistry, the behavior of marine animals, pelagic fisheries, environmental physiology, and endocrinology, the ecology of tropical near-shore ecosystems, and tropical aquaculture.

RESEARCH & INSTRUCTION – Org Code: MARIMB

The HIMB Education Program's mission is to cultivate the next generation of Hawai'i's ocean scientists, managers and stewards to protect and conserve the marine resources of our islands. We achieve these goals through a focused set of program objectives in community and school tours, formal curriculum, and training internships.

AQUACULTURE – Org Code: MAAQMB

HIMB provides net-pen, tank space and grant administration for aquaculture researchers from a number of University departments. HIMB's unique setting makes spawning and larval growth studies possible and may lead to the development of a method to grow popular food fish rather than harvest them from the wild.

PLANKTON INVESTIGATIONS – Org Code: MAPIMB

HIMB scientists study marine bacteria, their effect on their surroundings and where the different groups are found in the water column.

FISHERIES INVESTIGATIONS – Org Code: MAFIMB

The Pelagic Fish and Shark Research group studies the sensory physiology and ecology of top predators such as tunas, billfish, sharks, rays and other top carnivores, and their distribution and movements. Electronic tags and transmitters are used to obtain information about the habitat preferences and behavior of these various species.

BEHAVIORAL STUDIES – Org Code: MABSMB

Researchers at HIMB study the behavior of reef fish, as well as pelagic animals, manipulating neural stimuli to discover what causes specific behaviors in fish. Another HIMB researcher works on predictive models.

BIOCHEMICAL STUDIES – Org Code: MABCMB

The Marine Evolutionary Genetics research group uses advanced technology to: 1) conserve the genetic diversity of Hawai'i's native fauna, 2) reveal the processes that promote biodiversity in Hawai'i and across the Pacific, and 3) illuminate the natural history and biology of marine animals.

SUMMER INSTITUTE – Org Code: MASIMB

Each summer the Edwin Pauley Foundation supports the Pauley Summer Program when one of the research teams assembles the leaders in his or her field to present papers and discuss their work with colleagues in a pleasant setting. This is a remarkable opportunity for our researchers and students alike.

CORAL ECOLOGY – Org Code: MACEMB

HIMB has over ten labs with the main focus on coral reef research. Projects include:

- 1) biochemistry & remote sensing,
- 2) reproduction, development, immune functions & environmental adaption,
- 3) fish trophic ecology & ecosystem linkages,
- 4) coral reef assessment & monitoring,
- 5) coral symbiosis and response to environmental changes,
- 6) ecology of microorganisms and spread of aliens, and
- 7) coral reef ecology, processes & conservation.

FISH ENDOCRINOLOGY – Org Code: MAFEMB

This lab uses tilapia as a lab animal to learn how fish who can survive in both fresh and ocean water osmoregulate. This information is not just applicable to fishes but also to the general physiology of salt and water balance, which is crucial in most animals, including humans.

NO CHANGE

OFFICE OF THE DEAN
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

OFFICE OF THE DIRECTOR
HAWAII INSTITUTE OF GEOPHYSICS
AND PLANETOLOGY
Org Code: MAHIGP

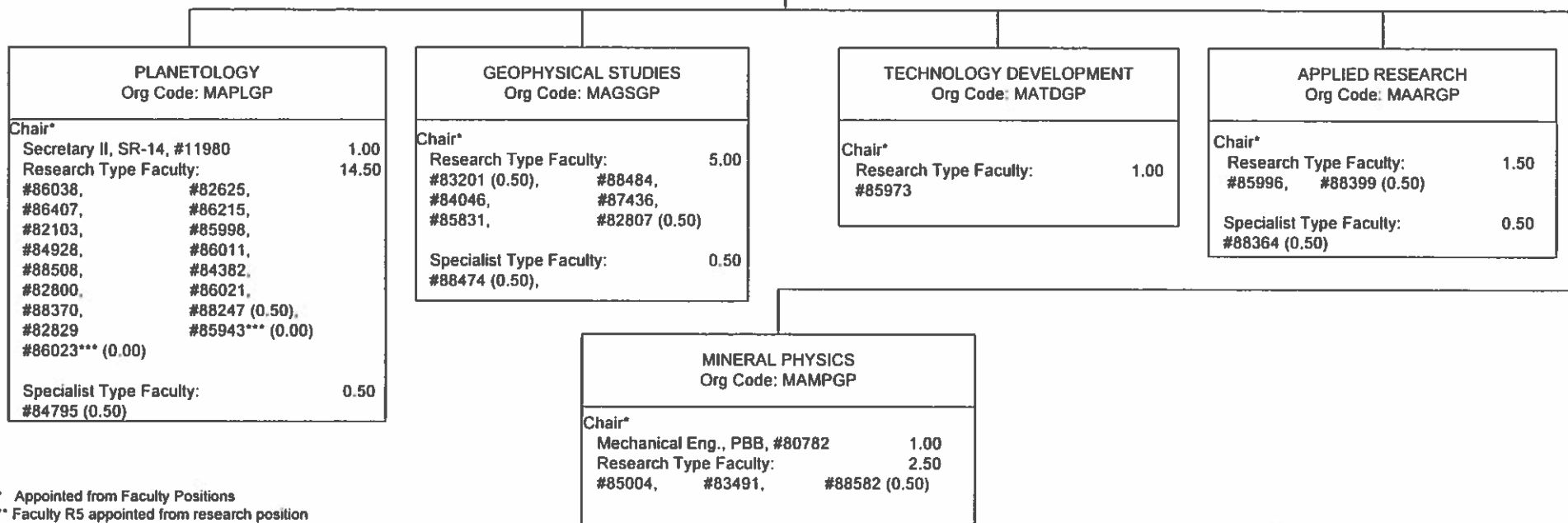
Director, #89123	1.00
Secretary III, SR-16, #14353	1.00
Assoc. Director **	

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII INSTITUTE OF GEOPHYSICS
AND PLANETOLOGY
POSITION ORGANIZATION CHART

CHART VI

General Funds: 30.00



* Appointed from Faculty Positions

** Faculty R5 appointed from research position

*** Place holder, position number and FTE in the
chancellor's pool

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF THE HAWAII INSTITUTE OF GEOPHYSICS AND PLANETOLOGY – Org Code: MAHIGP

The Director establishes research objectives, unit policy, and directs research, administrative and support activities of the Hawaii Institute of Geophysics and Planetology (HIGP). The Institute serves primarily as the technological and applied research arm of the University in the Earth, planetary, and marine sciences.

Primary objectives of the Institute are to provide research and public service through individual and focused research activities at the local, national, and international levels.

The principal functions of the Director's Office are as follows:

- Reports to the dean of SOEST on HIGP research activities, budgets and expenditures and personnel matters. Liaison is also maintained with the University administration, the Director of the Research Corporation of the University of Hawaii (RCUH), and outside bodies with whom an official contact with HIGP is desirable.
- Recommends appointments, salaries, tenure, promotion, etc., and approves travel involving HIGP personnel
- Establishes each year expenditure plan for that year, the budget requirement for the following year, and the upgrading each year of the projected multi-year program.
- Handles all matters as specifically delegated to others on the HIGP administrative staff or to special committees, and serves in an ex-officio capacity on all internal HIGP committees, and appointments of Institute Safety and EEO Officers.

Secretarial Support

- Secretarial Support is provided in maintenance of the Director's calendar, managing and booking his travel, and provides administrative and office management services.

Administrative Support

- Administrative support office provides overall administrative, fiscal, financial, operational and personnel management to the Director and the Institute. While handling all normal day-to-day management problems of the Institute, principal functions of the administrative support office and be a liaison on all contracts and grants handled through RCUH.

Current Areas of Emphasis within the Hawaii Institute of Geophysics and Planetology

The Institute is comprised of five research areas:

**PLANETOLOGY – Org Code: MAPLGP;
GEOPHYSICAL STUDIES – Org Code: MAGSGP;
TECHNOLOGY DEVELOPMENT – Org Code: MATDGP;**

**APPLIED RESEARCH – Org Code: MAARGP, AND
MINERAL PHYSICS – Org Code: MAMPGP.**

The current areas of emphasis within HIGP are as follows:

Sea floor mapping and imaging, and managing geophysical service programs for the State of Hawaii.

Development of new technologies and instrumentation for ocean, Earth, atmosphere and space observation and monitoring.

Planetary sciences in the broadest sense, including study of Earth from space.

Administration of the Hawaii Space Grant College and the NASA Pacific Regional Data Center.

Provides partial oversight (in collaboration with the College of Engineering) of the Hawaii Space Flight Laboratory.

Geodetic monitoring of the Earth, including the use of interferometric radar, GPS, and field-based lidar.

Development of geophysical and atmospheric applications of the infrasound technology.

Administration of the W.M. Keck Foundations's Cosmochemistry Laboratory, with an emphasis on meteoritics research.

Conducts geophysical research into seismology, volcanology, and water resources, and provides State agencies with technical expertise in these areas when requested.

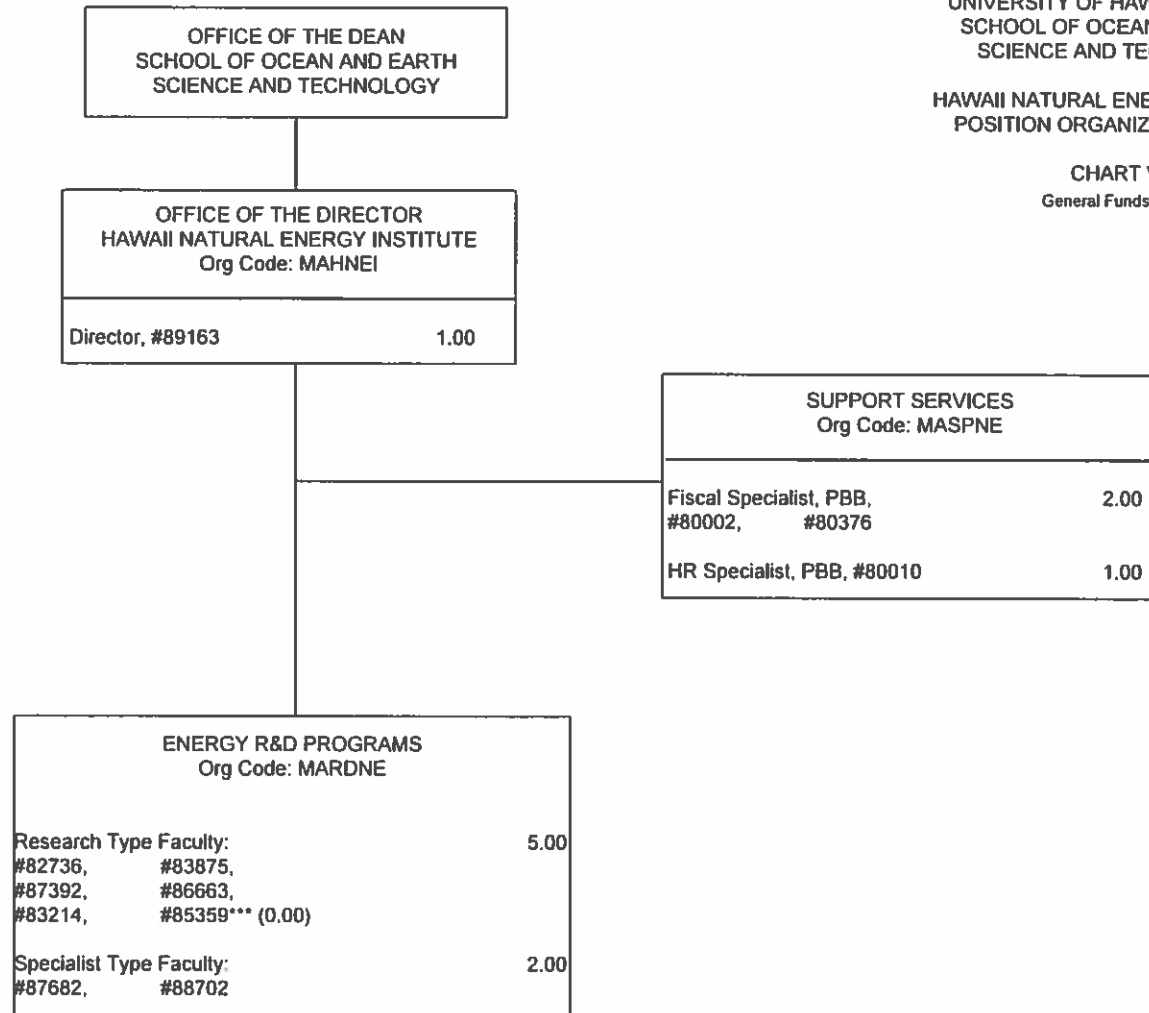
Research and technological development in high pressure and temperature studies in mineral physics.

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII NATURAL ENERGY INSTITUTE
POSITION ORGANIZATION CHART

CHART VII
General Funds: 11.00



*** Place holder, position number and
FTE in the chancellor's pool

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF THE HAWAII NATURAL ENERGY INSTITUTE – Org Code: MAHNEI

The Hawaii Natural Energy Institute Director is responsible for coordinating research to provide visibility, focus, and encouragement in the development of renewable energy and ocean resources technology that will:

- Contribute to the technology base for finding solutions to national and global energy and environmental challenges;
- Reduce Hawaii's near-total dependence on imported fossil fuels with minimal environmental degradation;
- Coordinate the Institute's work with the energy resource coordinator in carrying out duties pursuant to section 196-4 in the area of research and development of renewable energy sources; and,
- Assist the state to utilize its ocean resources.

The Director reports to the Dean of the School of Ocean and Earth Science and Technology, providing guidance and direction to the research faculty and staff of the Institute. To accomplish the mission of the institute, the Director:

- Provides direction and executive leadership to HNEI in administering its research activities;
- Ensures and maintains liaison and coordination with, and serves on committees in federal funding agencies, Hawaii Congressional Delegation, state agencies, and national and local energy consortiums and community groups;
- Exercises overall management responsibility including planning, development, implementation, supervision and evaluation of the approved programs and facilities;
- Serves as Principal Investigator on proposals/contracts for federal funding;
- Develops and stimulates scientific efforts toward significant research achievements;

SUPPORT SERVICES – Org Code: MASPNE

HNEI's R&D program is supported by operational elements in the areas of administrative, fiscal and human resource management, computer support (hardware and software) for internal mainframe server, project management support to all HNEI facilities, and planning and development and preliminary logistical support of new initiatives selected by the Director.

ENERGY R&D PROGRAMS – Org Code: MARDNE

HNEI conducts applied research and development activities primarily in the areas of renewable energy and ocean resources. Related high technology areas such as fuel cells, alternative vehicles, and materials research, for which expertise exists within HNEI and which can impact economic development in the State, are also addressed. HNEI actively seeks interdisciplinary research partnerships with the State and federal governments, national and international research institutes and laboratories, and industry. The objectives of HNEI are carried out by:

- Conducting sponsored research and development activities in the areas of energy and ocean resources;
- Administering State, federal, and private funds allocated for renewable energy and ocean resources technology research;
- Pursuing and developing national and international collaborative research efforts in the furtherance of the mandate and goals of HNEI and maintaining liaison with government funding agencies, industry, and private organizations with similar R&D interests;
- Interacting with State agencies, particularly DBEDT, to ensure coordination of university efforts with State goals and objectives;
- Providing representation on appropriate federal, State, and university committees;
- Disseminating pertinent information on its work to the university community and the public; and
- Sponsoring graduate students and post-doctoral fellows to provide training in renewable energy and ocean resources technology R&D.

HNEI's research and development activities are in several key areas.

- **Fuel cells**—Fuel cells, a high efficiency, clean power sources fueled by hydrogen are a key component of the current US Energy Plan with applications in both the commercial and military sectors. HNEI's programs support the development of advanced fuel cell technologies and the characterization of state-of-the-art cells in the Hawaii Fuel Cell Test Facility.
- **Hydrogen**—HNEI's research objectives include development of low-cost, high-efficiency processes for renewable hydrogen production, including direct solar conversion, biological hydrogen production, and the gasification of biomass. Considerable emphasis is placed on the development of partnerships with the State and federal governments, military, industry, and public utilities for the deployment and demonstration of state-of-the-art, commercial-scale hydrogen technologies, including fuel cells.
- **Biomass**—Research is directed at developing cost-effective technologies to produce gaseous, liquid, and solid fuels and high-value chemicals from biomass, particularly agricultural crops, for energy applications and to create new uses for Hawaii's crop lands.
- **Ocean resources**—Studies on the sequestration of greenhouse gases in the deep ocean and of methane hydrates, a potentially vast energy resource, are the major components of HNEI's ocean-related research.
- **Battery technology and electric vehicles**—HNEI is continuing its development of instrumentation and computer simulations and controls for power systems, with specific applications to electric and hybrid vehicles.
- **Photovoltaics**—HNEI conducts research on the development of advanced materials and cost-effective processes for the manufacture of high-efficiency solar cells and visible and infrared sensors. These programs utilize HNEI's expertise in thin-films processing and characterization.
- **Technology Integration** – HNEI conducts research and manages partnerships to address grid reliability and stability issues associated with the deployment of renewable and other distributed energy technologies with the objective of

allowing greater penetration of renewable energy technologies onto the electric grid.

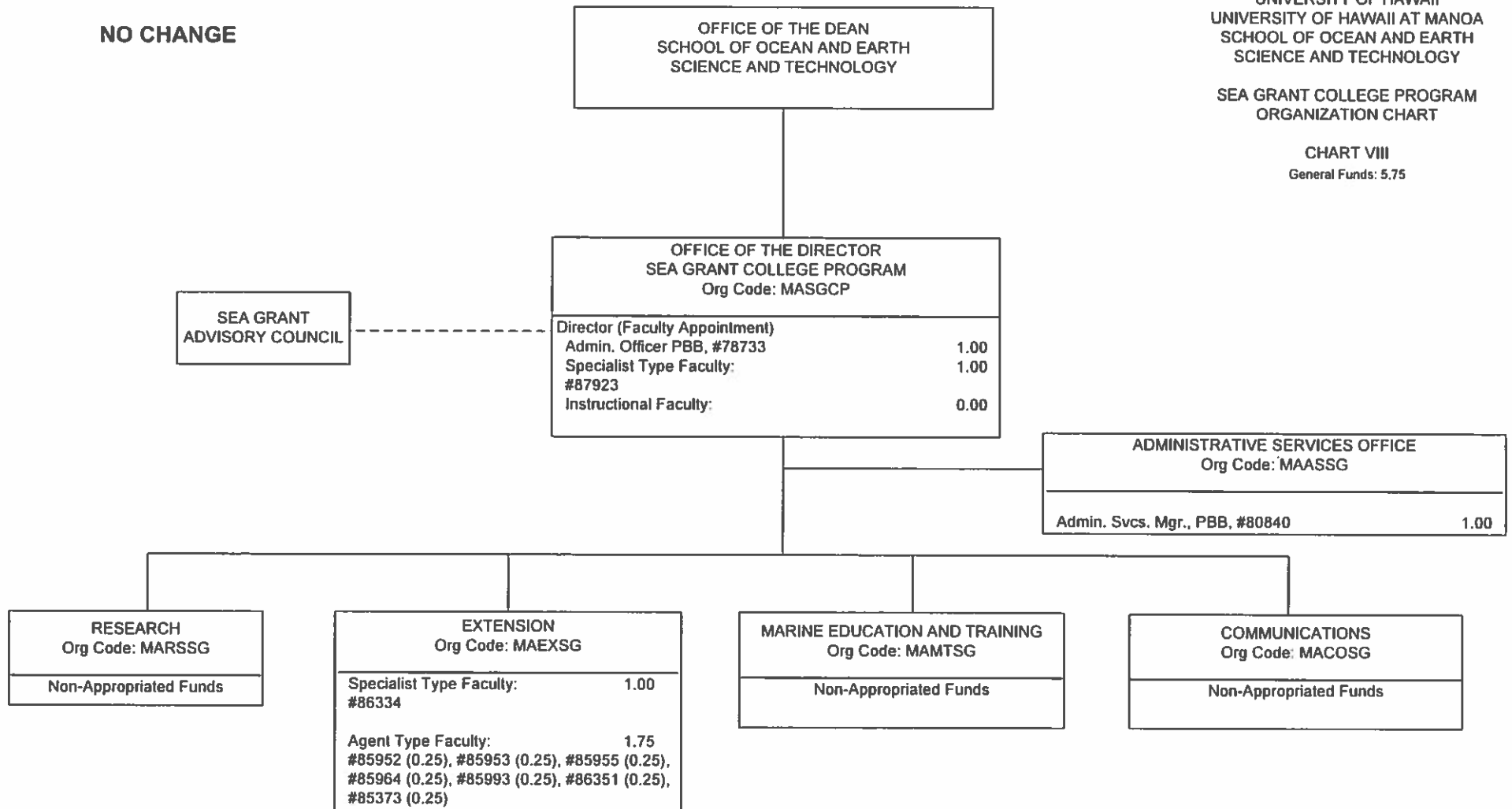
HNEI's facilities include many state-of-the-art laboratories for the conduct of these research projects. HNEI researchers also cooperate on interdisciplinary projects with the College of Tropical Agriculture and Human Resources, College of Engineering, with other departments in SOEST and with industrial partners.

NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

SEA GRANT COLLEGE PROGRAM
ORGANIZATION CHART

CHART VIII
General Funds: 5.75



NO CHANGE

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY**

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF THE SEA GRANT COLLEGE PROGRAM – Org Code: MASGCP

The University of Hawai'i Sea Grant College Program is housed within the School of Ocean and Earth Science and Technology on the campus of the University of Hawai'i at Mānoa. The program is part of a nationwide network of 32 institutional programs of the U.S. Department of Commerce, National Oceanic and Atmospheric Administration, National Sea Grant College Program, that promote the understanding, development, sustainable use and conservation of marine and coastal resources through University-based research, education, community outreach and communication services.

The program collaborates with a variety of governmental and non-governmental organizations, private and academic institutions, and industrial organizations. Sea Grant research provides scientific data to resource managers, policy makers, legislators and the public at large in Hawai'i and the Pacific region. The Sea Grant Director represents the University of Hawai'i on a number of interagency research and advisory committees.

The Sea Grant Director's Office manages the activities and programs of the University of Hawai'i Sea Grant College Program which include: 1) directing the development and submission of a biennial institutional proposal encompassing activities of research, education, and extension; 2) administering the projects and programs funded by Sea Grant and other cooperating agencies; and 3) coordinating the publication and dissemination of resulting information.

Advisory Groups to the Director:

Sea Grant Advisory Council: The University of Hawai'i Sea Grant College Program (UH Sea Grant) Advisory Council is charged with providing valuable guidance and input to the program. The Council is comprised of a diverse group of stakeholders representing institutional leaders, key government agencies at the state and federal level, important marine-related industries, and educational and nongovernmental organizations. One of its essential roles is to evaluate the programmatic fit of proposals submitted for possible funding. This insures that UH Sea Grant is a responsive, highly efficient, inclusive program that provides strong contributions to research, outreach and education throughout Hawai'i and the Pacific.

ADMINISTRATIVE SERVICES OFFICE – Org Code: MAASSG

The Sea Grant College Program is supported by operational elements in the areas of administrative, fiscal and human resources management, and this section provides support for activities in core operations and sponsored projects. These functions include, budgeting, procurement of goods and services, payments, personnel administration, property management and sponsored projects administration.

RESEARCH – Org Code: MARSSG

Sea Grant research activities, under the leadership of the Director via the Associate Director, who serves concurrently as the Research Coordinator, promote and support coastal and ocean science research at the University of Hawai'i that addresses

state, regional and national priorities. It provides research opportunities and funding for traineeships to undergraduate, graduate and postdoctoral students pursuing education and degrees in marine and coastal-related physical and social sciences. Major areas of research are sustainable coastal development and resource use, aquaculture, biogeochemistry, climate change science, coastal habitats, coastal and natural hazards, coral biology and coral reef ecology, ecosystem health, fisheries, marine biotechnology, marine natural products, marine technology, shoreline processes and erosion, tourism, water safety, watershed management and public policy.

The Sea Grant College Program provides for the development, coordination, and budget administration of as many as 30 Sea Grant research projects at any one time. The Sea Grant College Program also provides funds for program and project planning under the responsibility of the Director.

The Sea Grant Advisory Council, composed of leaders from academia, industry, government, education and the community, provides essential guidance in the prioritization of goals and objectives for research, education and outreach.

The Director's Office provides review procedures that prioritize proposed research and evaluate projects to ascertain appropriateness for Sea Grant support and quality of research proposals. Proposals are vetted through a peer-review and referee system modeled after the National Science Foundation. Funding recommendations are made by an External Science Review Panel, which evaluates proposals on the basis of scholarly excellence, educational value, investigator productivity, and appropriateness to the Sea Grant mission. Smaller, program development funds allow the recruitment of proof-of-concept proposals that are aimed at developing projects to qualify for multi-year funding.

EXTENSION – Org Code: MAEXSG

Sea Grant extension activities, under the leadership of the Director via the Extension Leader, support information and training needs of decision-makers, marine and coastal resource users, industry, resource managers and the public at large in the following focus areas: sustainable coastal development, hazard resilience in coastal communities, healthy coastal ecosystems, safe and sustainable seafood supply, and sustainable coastal tourism. In addition to Hawai'i and its Exclusive Economic Zone, Sea Grant serves the U.S., flag territories and the U.S.-affiliated insular states of the Pacific. Extension faculty serve as conduits of information transfer between the University enterprise and stakeholders in the communities they serve; conduct educational events, lectures, workshops, and media presentations on marine and environmental topics; promote environmental stewardship through hands-on community service projects; help formal and informal educators with environmental and sustainable development principles; and help produce high quality courses in K-12 and institutions of higher learning throughout the region. A network of professional staff, extension specialists and agents carry out these activities in Hawai'i, American Samoa, and the Republic of the Marshall Islands.

MARINE EDUCATION AND TRAINING – Org Code: MAMTSG

The University of Hawai'i Sea Grant College Program collaborates in the development of a broad spectrum of coastal and ocean science education that spans the K-12, undergraduate, graduate and post-graduate levels. Activities include participation in the Global Environmental Studies undergraduate degree program, collaboration with the Curriculum Research & Development Group in University of Hawai'i College of Education in developing marine biology-related curriculum that conforms to state and national standards, sponsorship and management of the Jack R. Davidson Marine Policy Fellowship and recruitment and sponsorship of the John A. Knauss Marine Policy Fellowship. Extension faculty based at higher education institutions state-wide and in the Pacific region participate in the development and

instruction of high quality courses. Sea Grant supports graduate research and education in the School of Ocean and Earth Science and Technology, the College of Natural Sciences, The School of Architecture and the College of Tropical Agriculture and Human Resources at the University of Hawai'i at Mānoa and the Natural Sciences Division at the University of Hawai'i at Hilo. Sea Grant also conducts community-based educational programs such as the Hanauma Bay Education Program, ReefTalk public lecture series, ReefTeach student information presentations, Ocean Awareness Training in Hawai'i and ReefWatch Waikiki, which are designed to help visitors, residents, students and teachers become better stewards of marine and coastal ecosystems.

COMMUNICATIONS – Org Code: MACOSG

Sea Grant communications activities, under the leadership of the Sea Grant Director via the Communications Leader, coordinate with program management, researchers and extension faculty as well as other local, state and federal agencies to promote and strengthen connections between scientific findings and public awareness. Sea Grant Communications provides capacity for increased public understanding and informed decision making through interpretation and synthesis of scientific and technical information and use the press as a conduit to reach a broad audience. Sea Grant Communications produces publications, technical manuals, newsletters and other educational materials and uses additional innovative multimedia strategies to provide access to information, such as podcasts and other web services. It supports graduate and undergraduate students interested in science journalism through its science writer and communications assistant positions. Sea Grant communications also develops and maintains The University of Hawaii Sea Grant College Program's website and a state of the art publication, alumni and proposal database.

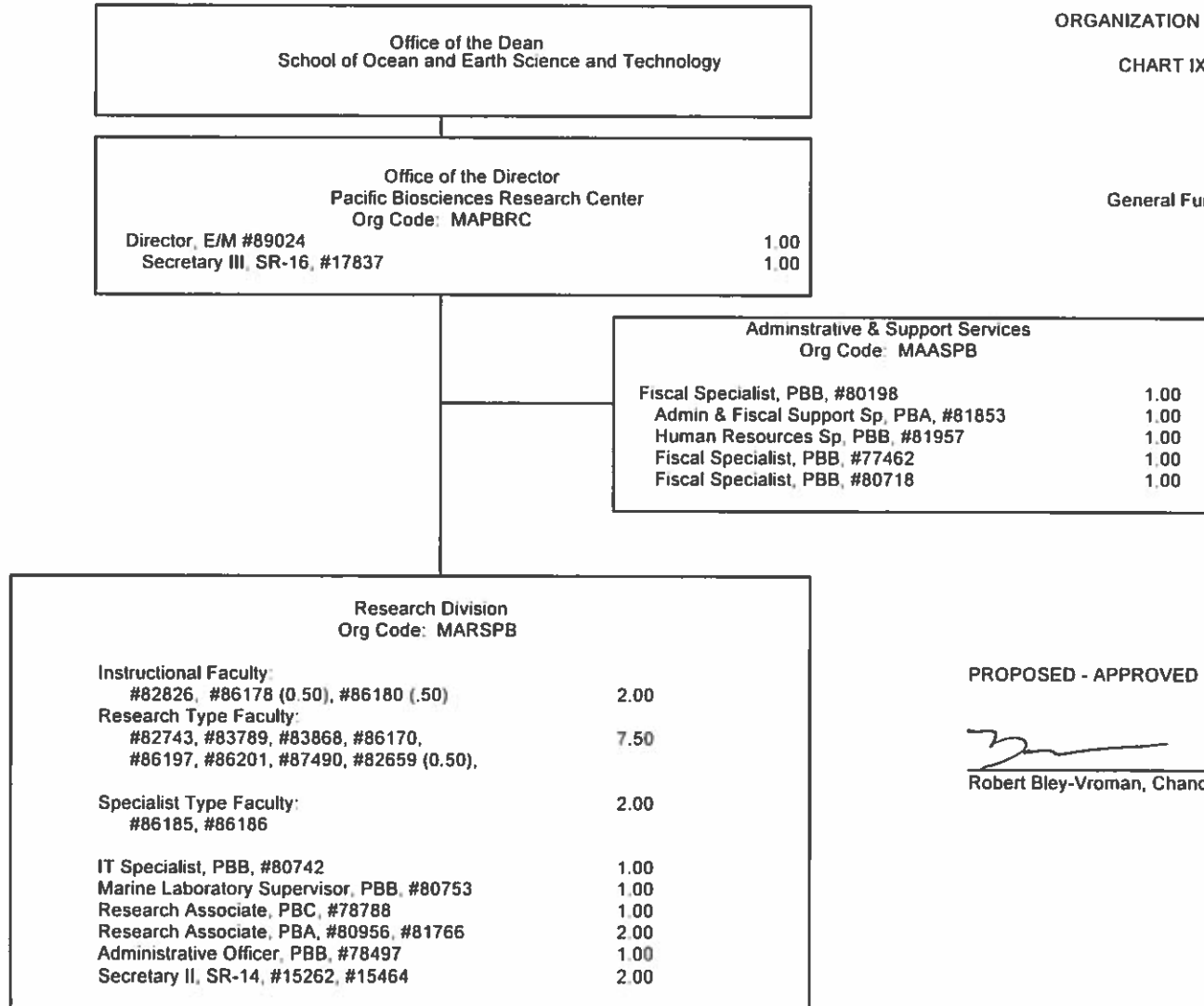
PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
PACIFIC BIOSCIENCES RESEARCH CENTER

ORGANIZATION CHART

CHART IX

General Funds: 26.50 FTE



PROPOSED - APPROVED BY:

 6/20/15
Robert Bley-Vroman, Chancellor Date

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
PACIFIC BIOSCIENCES RESEARCH CENTER

FUNCTIONAL STATEMENT

DIRECTOR'S OFFICE – Org Code: MAPBRC

The Director's Office oversees and manages the activities and personnel in the Pacific Biosciences Research Center. The primary mission of the research institute is scholarly research in general and specifically biological interdisciplinary research, whether basic or applied and oriented to Hawaii's or Federal needs. Changes in the latter and getting the right mix for Hawaii provides the challenges and opportunities to develop new programs, expand or contract existing programs. All programs have at least one element in common - they involve more than one scientific discipline and hence are outside of the prerogative and experience of departmental research efforts but may involve individuals there from.

The Director reports to the Dean of School of Ocean and Earth Science and Technology. The Director coordinates the research activities of the institute generally by identifying potential cross-linkages, core facilities and unnecessary duplication of research efforts or research support efforts.

ADMINISTRATIVE & SUPPORT SERVICES – Org Code: MAASPB

The administrative staff plans and executes the essential support activities in areas of procurement, personnel and budget, for all research undertaken by the Center. It provides fiscal services and grants management for all faculty engaged in extramurally funded research.

RESEARCH DIVISION – Org Code: MARSPB

PBRC researchers provide a concentrated focus on research and research training and work together with similar interests and goals to serve university, state, and federal needs in the Biological Sciences. PBRC has worked to more closely integrate its research programs at the Kewalo Marine Laboratory, the Center for Conservation Research and Training (CCRT) and the Bekesy Laboratory of Neurobiology, through a focus on Biodiversity.

PBRC faculty also provide strong leadership in undergraduate and graduate student training through PBRC's research participation in programs such as NSF-funded Advanced Technology Education (ATE), Undergraduate Research Mentoring (URM) in the biological sciences, GK-12 graduate program in ecology, evolution and conservation biology, and the Integrative Graduate Education and Research Traineeship (IGERT) programs, and the NIH funded Minority Access to Research Careers (MARC), as well as by providing extensive research training in individual research laboratories.

PBRC develops and fosters core research support facilities with the Biological Electron Microscope Facility and Computer Network Facility that service the entire UHM campus.

Approved:



Robert Bley-Vroman
Chancellor



Date



888 Mililani Street, Suite 601
Honolulu, Hawaii 96813-2991

Telephone 808 543 0000
Facsimile 808 528 4059

www.hgea.org

June 19, 2015

Alan Lau, PH.D
Interim Director
Pacific Biosciences Research Center
1993 East-West Rd
Honolulu, HI 96822

Dear Alan,

The Hawaii Government Employees Association (HGEA) is in receipt of your proposed reorganization for the Pacific Biosciences Research Center (PBRC) at the University of Hawaii at Manoa. We apologize for the delay in our response and thank you for your patience.

HGEA is very happy to see that the employees within PBRC were given a voice and a vote for this reorganization. The HGEA does not have any concerns or questions at this time and wish you well with the merger. As always, we reserve the right to reopen consultation if a need arises after implementation. Please forward us a copy of the official organizational chart that reflects the changes when available.

Sincerely,

Lena Fernandes
Field Services Officer



June 8, 2015

Robert Bley-Vroman, Interim Chancellor
University of Hawaii at Manoa
2500 Campus Rd., Haw 202
Honolulu, HI 96822

Dear Chancellor Bley-Vroman:

Thank you for alerting UHPA to the proposed "Reorganization Proposal for the Pacific BioSciences Research Center". UHPA has reviewed the proposal, and has sought the input of faculty affected by the move of PBRC to SOEST. UHPA supports this reorganization based upon the documents submitted for review and no changes in the terms and conditions of work of faculty members.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristeen Hanselman".

Kristeen Hanselman
Associate Executive Director

UNIVERSITY OF HAWAII
PROFESSIONAL ASSEMBLY

1017 Palm Drive • Honolulu, Hawaii 96814-1928
Telephone: (808) 593-2157 • Facsimile: (808) 593-2160
Web Page: <http://www.uhpa.org>



----- Forwarded message -----

From: Robert Cooney <rvcooney@hawaii.edu>
Date: Mon, Jun 22, 2015 at 9:41 PM
Subject: Re: PBRC Reorg
To: Lori Inouye <inouyel@hawaii.edu>
Cc: SEC <uhm-mfs-sec@lists.hawaii.edu>, Alan Lau <aflau@cc.hawaii.edu>, Brian Taylor <taylorb@hawaii.edu>, Margaret Mcfall-ngai <mcfallng@hawaii.edu>, JN Musto <musto@uhpa.org>

Hi Lori,

The Senate Executive Committee met today and unanimously passed the following motion:

The SEC endorses the proposed reorganization of PBRC into SOEST on the condition that all negotiations are concluded to the satisfaction of all parties.

Please note that this reorg proposal was reviewed by the MFS Committee on Administration and Budget prior to the end of the school year (minutes attached) and the reorganization was unanimously approved by the CAB with the recommendation that the SEC take action this summer on behalf of the Senate. Also attached is the checklist prepared by CAB. While there was a difference of opinion on the SEC as to whether there was compelling justification for action during the summer off-duty period, the majority felt that given CAB's review, recommendation for action, and strong support of faculty in both units that it was in the best interests of the university and the units involved to take action. I would urge you, however, to remind administrators and potential reorganizing units in the future to recognize the importance of submitting such proposals earlier in the academic year to ensure adequate time for review by CAB and action by the full senate.

Also please note that the conditional approval by the SEC is predicated on the successful conclusion of negotiations between the Dean of Soest and the new PBRC Director, Dr. McFall-Ngai, regarding final details relating to the proposed reorg. This was an area of concern for CAB as well, however, it is our understanding that many of these details that were left out of the reorg document are now being addressed. This is good news, however, the SEC wants to ensure that all substantive details are finalized prior to the formal reorganization taking place in order to protect the interests of faculty and provide PBRC and Dr. McFall-Ngai the greatest opportunity for success.

Thank you for your assistance and If there are any questions, please feel free to contact me.

Sincerely,

Bob Cooney,
Chair, MFS Executive Committee

Bob Cooney, Ph.D.
Associate Professor
Department of Public Health Sciences & Epidemiology
1960 East-West Road
Room D104K
University of Hawaii at Manoa
Honolulu, HI 96822

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



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

Senate Committee name: Committee on Administration and Budget (CAB)
Reorganization proposal: Reorganization Proposal for the Pacific Biosciences Research Center (PBRC)

Date review completed: 13 May 2015

Summary of faculty senate committee review:

Committee consultation with Administration (names and meeting dates):
Alan Lau (Interim Director, PBRC) May 13, 2015

Committee consultation with affected units (names and meeting dates): As a member of the SOEST Oceanography Faculty, CAB member Brian Glazer attended a faculty meeting on 27 Apr 2015 that hosted Dean Brian Taylor to discuss merging PBRC with SOEST; Jim Potemra was consulted during an HIGP faculty meeting. Robert Cowie (PBRC), Marilyn Dunlap (PBRC) attended the May 13, 2015 CAB meeting.

Other committee consultations (names and meeting dates):

Action recommended by the committee (check one):

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

Comments (summary rationale for recommendations): The proposed reorganization of PBRC as a Level 5 unit in SOEST would bring minimal changes to both units other than the major changes in reporting lines where the Director of PBRC would now report to the Dean of SOEST, instead of the VCR. This change has the advantage of streamlining the reporting structure to the OVCR. In SOEST, PBRC would function much like the other ORUs currently in SOEST, such as HIMB, HIGP, HNEI, and Sea Grant. PBRC would bring its own cadre of administrative, fiscal, and HR personnel who would continue to serve PBRC faculty, staff, and students. The reorganization would permit sharing of common resources and personnel on an as-needed basis. The ability of the faculty and students in PBRC to interact and collaborate with other researchers and instructors in other units will not be impacted negatively and may actually increase.

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?	Yes, the proposed reorganization places PBRC within SOEST along with other organized research units (ORU), such as HIGP, HIMB, HNEI, and Sea Grant for enhanced organizational efficiency and collaboration. PBRC will be joining other ORUs within SOEST, but will not change the positions/lines within, nor internal reporting structure of PBRC. The only reporting lines that will change will be between three E/Ms: the PBRC Director reporting to the Dean of SOEST, instead of the VCR.	5
2	Are the groups affected by the reorganization (students, faculty, staff) identified and the impact of the reorganization on these groups explained?	Yes, there are potential synergies for both PBRC and SOEST faculty, staff, and students. In becoming part of a large School, PBRC will benefit from economies of scale and breadth of services, such as publications, outreach, research computing, repair and maintenance (R&M) facilities, and student advising. SOEST also has a depth of fiscal and personnel services that is unmatched outside the Chancellor's office and can provide back-up to individual Personnel Officers (POs) and Fiscal Authorities (FAs) in PBRC (e.g., when they take leave). The cultures of the two units are similar, including the mix of faculty types, service ordering to RCUH, and the operation of joint-use facilities with recharge/revolving accounts. Each will benefit from increased collaborations/synergies among faculty, staff and students, in research, teaching/mentoring, and service, including an increased cadre of native Hawaiians. This will be particularly so in the fields of marine biology and microbial oceanography, with more neutral effects across other disciplines in SOEST.	5
3	Are the supervisor/subordinate reporting relationships properly identified?	Yes, and of particular importance, the incoming permanent Director of PBRC, Dr. McFall-Ngai, is in full support of this proposal to merge PBRC into SOEST.	5
4	Are the position numbers and position classifications accurate and properly	Yes; the reorganization of PBRC into SOEST will require only one change in reporting line: the Director	5



	listed in the proposal narrative and organizational charts?	of PBRC will report to the Dean of SOEST instead of the Vice Chancellor for Research. This change will provide greater opportunities for both PBRC and SOEST as mentioned above and simplify the reporting lines to the OVCR. Additionally, Attachment 3 covers reallocations of positions from PBRC vacancies to fiscal specialists and a Laboratory Supervisor.	
5	Is specific qualitative and quantitative information provided to explain the problem being addressed and the benefits of the reorganization?	Yes, the rationale for PBRC to join SOEST is well established. The information, however is more qualitative.	5
6	Are all resource requirements or savings fully explained?	The proposal does not anticipate any annual or future costs or funds, or space reallocations, for this reorganization.	4
7	Do the estimated resource requirements or savings appear to be accurate?	The proposal does not detail specifics of how RTRF to PBRC, SOEST, or units within SOEST will be managed, nor how effects of future changes in UHM G & S fund allocations may affect the units.	3
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.)	The proposal does not anticipate any annual or future costs or funds, or space reallocations, for this reorganization.	
9	Will additional or alternative space be required due to the reorganization?	None anticipated	5
9a	If so, how are the space issues addressed?	N/A	
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?	Yes, we see no problems here, however we note a potential for a perceived conflict of interest, as the Dean of SOEST is also interim Vice Chancellor for Research. No one consulted noted any actual bias.	4



2	Have the members of the affected unit been consulted?	Yes, consulted and/or informed; e.g., after consultation, SOEST Oceanography Department faculty voted through secret ballot in support of the reorganization (14 in favor, 3 opposed, 6 abstentions).	3
3	Has the administration responded to the unit's concerns about the reorganization?	Yes, through open discussion with faculty.	5
4	Has all relevant information been posted on the appropriate website?	Yes	5
5	Has the faculty Union been consulted?	Yes, concurrently to CAB	5
6	Has the administration demonstrated appropriate respect for the consultative process?	CAB notes that the reorganization proposal was submitted prior to widespread faculty consultation within SOEST. Before initiating any future reorganization proposals, CAB encourages Dean Taylor to consult with multiple advisory groups (e.g., listed in the SOEST organizational chart) in addition to the Executive Committee, and also encourages consultation with SOEST representatives on the MFS.	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?	Yes, the current fiscal climate of UH Mānoa necessitates a more efficient use of resources and personnel and management synergies. The proposed reorganization of PBRC into SOEST will promote organizational efficiency and collaboration. The potential optimization and synergies are significant for both.	5
2	Have other alternatives been explored before proposing reorganization, such as changing work processes?	Yes, the Interim Director and executive leadership of PBRC also considered the College of Natural Sciences (CNS) and the College of Tropical Agriculture and Human Resources (CTAHR) as possible target units for the reorganization and met with the respective Deans and executive leadership. Although the biological research conducted in PBRC fit well with that in CNS, PBRC's leadership was concerned for the lack of experience in CNS with ORUs and its major focus on undergraduate teaching in CNS. In contrast, research-intensive units thrive in CTAHR but the	5



		complementarity in terms of research areas was less, particularly in marine science. The final option was to leave PBRC as an independent ORU. However, this choice would not take advantage of the synergies described in a reorganization with SOEST, be inconsistent with the judgment of the incoming permanent Director, and possibly, leave PBRC vulnerable in the current challenging fiscal climate at UH Manoa.	
3	Is the reorganization consistent with the University strategic, program and financial plans?	Yes	5
4	Is the current organization inadequate to address the problems experienced?	Yes, PBRC will greatly benefit from joining SOEST's research culture.	5
5	What are the specific anticipated benefits of reorganization?	In becoming part of a large School, PBRC will benefit from economies of scale and breadth of services, such as publications, outreach, research computing, facilities R&M, and student advising. SOEST also has a depth of fiscal and personnel services that is unmatched outside the Chancellor's office and can provide back-up to individual POs and FAs in PBRC (e.g., when they take leave). The cultures of the two units are similar, including the mix of faculty types, service ordering to RCUH, and the operation of joint-use facilities with recharge/revolving accounts. Each will benefit from increased collaborations/synergies among faculty, staff and students, in research, teaching/mentoring, and service, including an increased cadre of native Hawaiians.	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, in this proposal, PBRC will join SOEST as a Level 5 ORU. With this change, the lines of reporting will simplify with the Director of PBRC reporting directly to the Dean of SOEST, instead of to the Vice Chancellor for Research.	5
8	Are functional responsibilities homogeneously grouped under one organizational unit or are functions	The proposed reorganization of PBRC as a Level 5 unit in SOEST would bring minimal changes to both units other than the major changes in reporting lines where	5



	<p>duplicated among or between various organizational segments?</p>	<p>the Director of PBRC would now report to the Dean of SOEST, instead of the VCR. This change has the advantage of streamlining the reporting structure to the OVCR.</p>	
9	<p>Are there unnecessary levels of supervision for the work that must be performed?</p>	<p>No</p>	<p>5</p>
10	<p>Are there cost savings?</p>	<p>None anticipated</p>	
11	<p>How significant are the cost benefits?</p>	<p>N/A</p>	
12	<p>Are additional resources required?</p>	<p>None anticipated</p>	
13	<p>How significant are the costs required?</p>	<p>N/A</p>	
14	<p>Is there an impact on the instructional mission?</p>	<p>no</p>	
15	<p>Is there an impact on the research mission?</p>	<p>In SOEST, PBRC would function much like the other ORUs currently in SOEST, such as HIMB, HIGP, HNEI, and Sea Grant. PBRC would bring its own cadre of administrative, fiscal, and HR personnel who would continue to service PBRC faculty, staff, and students. The reorganization would permit sharing of common resources and manpower on an as- needed basis. The ability of the faculty and students in PBRC to interact and collaborate with other researchers and instructors in other units will not be impacted negatively and may actually increase.</p>	<p>5</p>
16	<p>Is there an impact on the service or outreach mission?</p>	<p>No</p>	
17	<p>Do the benefits outweigh the negative impacts?</p>	<p>Yes</p>	
18	<p>Are any negative impacts of the reorganization justified?</p>	<p>None anticipated</p>	



COMMITTEE ON ADMINISTRATION AND BUDGET
MEETING MINUTES

MEETING DATE: 13 May 2015
LOCATION: Hawaii Hall 208
ATTENDANCE: [P = Present; A = Absent; E = Excused]

MEMBERS		MEMBERS		MEMBERS		GUESTS	TIME
ANGELO, Michael	E	GLAZER, Brian	P	POTEMRA, James	P	LAU, Alan	9:30-10:20
BOULOS, Daniel	P	HARRIGAN, Rosanne	E	SAKAGUCHI, Ann	P	DUNLAP, Marilyn	9:30-10:20
CHIN, David	P	MANINI, Bonnyjean	P	VINCENT, Doug	P	COWIE, Robert	9:30-10:20
CONWAY, Thomas	P	MCKIMMY, Paul	P				

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
CALL TO ORDER	A. Sakaguchi called the meeting to order at 9:30am.	
PBRC INPUT TO PBRC/SOEST REOG	At the invitation of CAB, A. Lau (interim Director, PBRC), M. Dunlap (associate Director, PBRC) and R. Cowie (PRBC Faculty) joined CAB. A. Lau began with an overview of the proposed re-organization and gave a brief history. In summary, PBRC has been considering joining a larger school/college after internal and external reviews. Former Chancellor T. Apple had approved PBRC to hire a new director, but following system-wide budget issue, the hire was put on hold. More recently, PBRC considered joining Arts and Sciences, SOEST, and CTAHR. After consulting faculty and meeting with these three groups, the decision was made to join SOEST. During this time, PBRC was ultimately successful in getting a permanent director (M. McFall-Ngai), and she has also expressed support for joining SOEST. While not an exact fit, there are some overlaps between the research done by PBRC and SOEST, and the three PBRC representatives informed CAB that joining SOEST was a logical and desirable. A few questions from CAB, specifically regarding questions on the re-organization checklist, were then fielded by the PBRC reps.	
PRBC/SOEST REORG DISCUSSION	Following the PBRC presentation, CAB further discussed the re-organization. The draft re-org checklist was discussed, and a few changes were suggested. It was agreed that the proposal made sense and should be forwarded to the SEC for action over the summer. Some concerns were raised that the larger Senate may have issues with another re-org being pushed through over the summer, and it was suggested that the MFS administrator (J. Kinder) email the MFS to inform them of the proposal, CAB's evaluation of the proposal, and the recommendation that it would be acted upon over the summer by the SEC. MFS members would also be encouraged to	BG and JP to update the re-org checklist to incorporate suggested changes DV to forward the checklist to the SEC once completed CAB to notify JK about



UNIVERSITY
of HAWAI'I
MĀNOA

MĀNOA FACULTY SENATE
COMMITTEE ON ADMINISTRATION AND BUDGET (CAB)

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
	<p>reply with any concerns, and J. Kinder will compile these and forward to the SEC.</p> <p>A motion was then made to recommend approval of the PBRC/SOEST re-organization. The motion passed 7-0.</p> <p>It was then recommended that the SEC act on the re-org over the summer. Further, it was recommended that UHMFS Administrator J. Kinder be asked to email the entire UHMFS notifying them of the proposal, the recommendation to approve, and that the SEC will act on it over the summer. The rush being due to a new PBRC Director coming on-board soon, and the language of the re-org would have to be redone if it were to happen after the Director starts. In this email, Senators would be asked to forward any concerns to J. Kinder by June 1. This was agreed to without a formal vote.</p>	<p>email to Senators informing them of the decision and timeline</p>
SEC ISSUES	<p>D. Vincent updated CAB about changes in the SEC and the procedure for transitioning to a new SEC for the next academic year. B. Cooney will take over as Chair of the SEC in the interim.</p>	
APPROVAL OF MINTUES	<p>The minutes from the April 29 meeting were unanimously approved.</p>	
ADJOURNMENT	<p>A. Sakaguchi adjourned the meeting at 10:40am</p>	

Respectfully submitted by James Potemra

Approved via email on June 2 2015 with 6 votes in favor of approval and 0 against.



UNIVERSITY
of HAWAII
MĀNOA

RECEIVED

14 OCT 21 P2:56

Memorandum

MĀNOA CHANCELLOR'S
OFFICE

September 5, 2014

MEMORANDUM

TO: Robert Bley-Vroman
Interim Chancellor

VIA: Brian Taylor *Brian Taylor*
Interim Vice Chancellor for Research
Dean, School of Ocean and Earth Science and Technology

FROM: Richard Rocheleau *Richard Rocheleau*
Director, Hawaii Natural Energy Institute

SUBJECT: Reorganization Proposal for School of Ocean and Earth Science and Technology,
Hawaii Natural Energy Institute, Support Services Section

SPECIFIC ACTION REQUESTED:

We request your approval of the reorganization of the School of Ocean and Earth Science and Technology, Hawaii Natural Energy Institute, Support Services Section.

RECOMMENDED EFFECTIVE DATE:

This reorganization will be effective upon your approval.

ADDITIONAL COST:

Possible in-grade salary adjustments for positions #80002 and #80376 may result in an increase of \$4,500 to \$6,500 per year.

PURPOSE:

The intent and purpose of this reorganization is to obtain greater efficiency in providing administrative support services to HNEI's R&D, Director, and faculty and staff by having the Sr. Fiscal Administrator oversee HNEI's overall support services and to provide guidance on new initiatives to the Director.

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 units and staff members. The details of the reorganization are outlined in the attached Executive Summary and proposal.

ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal for the School of Ocean and Earth Science and Technology, Hawaii Natural Energy Institute, Support Services Section be approved.

Should you have any questions, please contact Richard Rocheleau, x68346, or at rochelea@hawaii.edu.

Attachments:

Executive Summary
Narrative
Current Organizational Charts and Functional Statements
Proposed Organizational Charts and Functional Statements
Attachment 3: BJBT Position Worksheet
Letters and Responses

APPROVED / DISAPPROVED:



Robert Bley-Vroman
Interim Chancellor


Date

Reorganization Proposal
School of Ocean and Earth Science and Technology
Hawaii Natural Energy Institute
Support Services Section
University of Hawai'i at Mānoa

Executive Summary

I. Purpose:

The intent and purpose of this reorganization is to obtain greater efficiency in providing administrative support services to HNEI's R&D, Director, and faculty and staff by having the Sr. Fiscal Administrator (to be re-described as Sr Admin Officer) oversee HNEI's support services and to provide guidance on new initiatives to the Director.

II. Major Elements of the Proposal:

Two Fiscal Specialist positions (#80002 & #80376) and the HR Specialist (#80010) are currently directly supervised by the HNEI Director (#89163). Proposed reorganization will have the Fiscal Specialist (#80376) and HR Specialist (to be re-described as Admin Officer) (#80010) supervised by the senior Fiscal Specialist (to be re-described as Sr Admin Officer) (#80002).

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? Possible in-grade salary adjustments for positions #80002 and #80376 may result in an increase of \$4,500 to \$6,500 per year.
2. Are additional funds needed? If so, how will the cost of the reorg be funded? No additional funds are needed. All requests for in-grade salary adjustments would be covered with existing department funds.
3. Will the reorg result in cost savings or be cost neutral? Possible in-grade salary adjustments for positions #80002 and #80376 may result in an increase of \$4,500 to \$6,500 per year.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any? The senior Fiscal Specialist (to be re-described as Sr Admin Officer) (#80002) would oversee all support services functions to include supervision of the Fiscal Specialist (#80376) and HR Specialist (to be re-described as Admin Officer) (#80010). HR Specialist (#80010) will be re-described to perform fiscal duties in addition to personnel work and as such, will be reclassified as an Admin Officer.

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? None
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. Positions #80002, #80376, and #80010

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? None

IV. Consultation:

Positions #80002 and #80376 have been consulted on the proposed reorganization and their proposed roles and will be re-described to reflect supervisory changes. No concerns have been voiced. Position #80010 is currently vacant and will be re-described to reflect this organizational change.

V. Implementation:

This reorganization will be implemented upon Chancellors approval.

Reorganization Proposal
School of Ocean and Earth Science and Technology
Hawaii Natural Energy Institute
Support Services Section
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. The Hawaii Natural Energy Institute (HNEI) promotes and coordinates research in the development of renewable energy and ocean resources technology. The Support Services Section provides administrative, fiscal, human resources, information technology (IT), project management, planning and logistical support for the department's R&D activities and initiatives. In addition, the group also provides assistance to HNEI's faculty and staff to meet the objectives and goals of the department. This section is staffed with three (3) APT positions (#80002, #80376, and #80010); each position independently reports directly to the HNEI Director (#89163). The scope of HNEI's activities has expanded significantly, requiring additional operational efficiencies.
- B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization. The intent and purpose of this reorganization is to obtain greater efficiency in providing administrative support services to HNEI's R&D, Director, and faculty and staff by having the Sr. Fiscal Administrator (to be re-described as Sr Admin Officer) (#80002) oversee HNEI's support services and to provide guidance on new initiatives to the Director.

II. RATIONALE FOR THE REORGANIZATION:

- A. Provide background and relevant historical information. Under the previous Director, HNEI's administrative staff was supervised by a senior Administrative Officer who in turn reported to the HNEI Director. Departmental organization charts dated July 1, 1999 reflect this hierarchal structure (attached). This arrangement proved to be effective and administrative support was handled with efficiency. When the senior Administrative Officer retired, her replacement and other members of the administrative staff did not have the same level of departmental and institutional knowledge needed to maintain the same hierarchal structure. Therefore, the HNEI Support Services Section was reorganized to the current structure with all administrative staff reporting directly to the Director. Since that time, HNEI has experienced substantial growth in its staffing and in the number of project accounts. Due to the need for increased coordination between fiscal and personnel operations, the current structure is no longer efficient.
- 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. HNEI is proposing to establish a supervisory position within Support Services. Over the past 10 years, extramural funding has increased from less than \$2 million per year to over \$20 million per year (three year running average). The rise in funding level has substantially increased the number and complexity of both fiscal and personnel actions. Better coordination between administrative staff functions is now required to manage the increased workload and complexity. The proposed reorganization will have the support services staff (#80376 and #80010) report to a supervisor (#80002) who will report to the Director (#89163). The supervisor will be responsible for coordinating support operations to meet programmatic needs. The supervisor will also be responsible for training, supervising, and evaluating the Support Services staff. The intent of the reorganization is to streamline the section's current processes and practices and operate more efficiently by improving coordination among the various service functions. Under the current organization structure, staff members coordinate among themselves but often need to check with the Director to determine final responsibility for handling a task or assignment. In addition, most actions require close integration of the fiscal and personnel activities. While the current organization was sufficient to meet past needs, the current complexity of HNEI's activities requires closer coordination between fiscal and personnel actions. Without a supervisor, this coordination is often missing, especially when the Director is unavailable. In such cases delays would occur. The reorganization is also intended to reduce duplication of effort which can occur when staff members take the initiative to do a task without sufficient guidance from the Director. There have been times when a lack of coordination has resulted in tasks or assignments being overlooked and falling through the cracks. The reorganization also allows the HNEI Director more independence from having to deal with routine day-to-day decisions and concerns and focus more on the mission and goals of the department. Decisions that affect the overall Institute will still be handled by the Director.

- C. Explain other alternatives explored. The only other option identified at this time was to leave the structure the way it is. However, this contradicts the entire justification for request. For HNEI to continue to meet program needs and to grow programs, greater efficiency is needed in the Support Services. Leaving the organization structure the way it is prohibits the effectiveness and efficiency of the Support Services section in dealing with its expanding role. As mentioned above, HNEI's rise in funding level has substantially increased the volume and complexity of fiscal and personnel activities. Better coordination between administrative staff functions is needed to manage the increased workload and resources.
- D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments. The proposed change is intended to streamline the operations of HNEI's support services section and allow a more efficient operation in responding to requests from other University segments. It should be noted that #80002 already functions as the Director of Financial and Contract Services, as such, the proposed reorganizational will formally recognize the relationship with #80002 and the other Fiscal Specialist, #80376. The

proposed reorganization will also change #80002's overall scope to also include oversight of personnel functions, #80002 will now be responsible for supervising #80010, the HR Specialist, which in turn will be re-described as an Admin Officer performing both fiscal and HR work to provide HNEI's fiscal operations with much needed manpower.

- E. List the groups that will be impacted by the reorganization and indicate whether they have been informed/consulted. Explain issues raised and how concerns were addressed. Positions #80002 and #80376 have been consulted on their proposed roles and will be re-described to reflect supervisory changes as well as changes in their duties and responsibilities (#80002's duties will now include oversight of personnel functions, and #80376's duties will now include planning, scheduling and coordinating meetings, conferences, travel arrangements, etc.). No concerns have been voiced. Position #80010 is currently vacant and will be re-described to reflect this organizational change as well as change in its duties and responsibilities to include the performance of fiscal work. Senior personnel from HNEI's Energy R&D Programs have been consulted and have no concerns over this proposed reorganization. Departmental PIs are complimentary of the level of support that's being proposed. All support services are internal to HNEI and transparent to other departments or outside organizations. However, it is expected that the reorganization will provide equal or better coordination with other campus departments and external agencies HNEI coordinates with.
- 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 how the reorganization will minimize confusion over authority, roles, and responsibilities. Under the proposed reorganization, the support services section will be able to operate more efficiently and effectively. The supervising Fiscal Specialist (#80002 - to be re-described as Sr Admin Officer) will be able to provide guidance to the support staff while ensuring that support services are allocated effectively to maximize the skill set of the support staff. The proposed reorganization will allow greater coordination between fiscal and personal actions. The proposed reorganization will also minimize the confusion in operational authority by having just one position report directly to the HNEI Director, instead of three positions independently.

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. Provide a realistic assessment of the estimated annual and future cost or savings of the reorganization taking into account such factors as proposed position re-descriptions and reallocations. Explain how the annual and future costs or savings were derived and, if applicable, reasons the reorganization justifies the estimated costs. An in-grade salary adjustment may be requested for the Fiscal Specialist (#80002 - to be re-described as Sr Admin Officer) to provide compensation for the

increase in duties to include overseeing personnel functions and additional supervisory responsibilities. An in-grade salary adjustment may be requested for the Fiscal Specialist (#80376) to provide compensation for additional responsibilities, including planning, scheduling and coordinating meetings, conferences and travel arrangements, etc. In practice, the staff in these positions has already assumed additional responsibility and would likely be recommended for in-grade salary adjustment based on the increased scope and complexity of work.

2. Are additional funds needed? If so, how will the cost of the reorg be funded? No additional funds are needed for this proposed reorganization. All requests for in-grade salary adjustments would be covered with existing department funds. Approved in-grade salary adjustments would result in an increase of \$4,500 to \$6,500 per year.

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.

Fiscal Specialist (to be re-described as Sr Admin Officer), PBB #80002

Position will have supervisory responsibilities over administrative functions including fiscal, human resources, IT, project management, planning and logistical support. Position will continue to report directly to the Director #89163. Position will be re-described to reflect supervisory responsibilities.

Fiscal Specialist, PBB #80376

Position will be re-described to reflect a change in duties to coincide with departmental needs, which include planning, scheduling and coordinating meetings, conferences and travel arrangements, etc.

HR Specialist (to be re-described as Admin Officer), PBB #80010

Position will be reclassified to reflect a change in duties to coincide with departmental needs, which include performing fiscal duties in addition to personnel functions.

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? None
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? None
4. Identify the positions impacted by position number, classification title, and anticipated changes.

Fiscal Specialist (to be re-described as Sr Admin Officer), PBB #80002

- Will have supervisory responsibilities over administrative functions including fiscal, human resources, IT, project management, planning and logistical support. Will continue to report directly to the Director #89163. Position will be re-described to reflect supervisory responsibilities. In addition, position will serve as back up to #80010. Functional title will be changed to Senior Administrative Officer.

Fiscal Specialist, PBB #80376

Change in supervisor from Director #89163 to Fiscal Specialist #80002. PD will be updated to reflect change in supervisor. Position will be re-described to reflect a

change in duties to coincide with departmental needs, which include planning, scheduling and coordinating meetings, conferences and travel arrangements, etc.

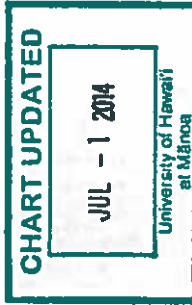
HR Specialist, PBB #80010

- Change in supervisor from Director #89163 to Fiscal Specialist #80002. PD will be updated to reflect change in supervisor and re-classified to an Admin Officer, PBB position. Position will be re-described to reflect a change in duties to include fiscal responsibilities in addition to personnel work that coincides with the department's expanding needs. Functional title will be changed to Administrative Officer.
5. Will there be changes to supervisory/subordinate relationships? Yes. If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.? Proposed reorganization will have the Fiscal Specialist (#80376) and HR Specialist (to be re-described as Admin Officer) (#80010) supervised by the Fiscal Specialist (to be re-described as Sr Admin Officer) (#80002). The proposed reorganization will minimize confusion in operational authority by having just one position report directly to the HNEI Director (#89163), instead of three positions independently. The reorganization will also allow better coordination between administrative members in performing staff functions.

C. Impact on space resources:

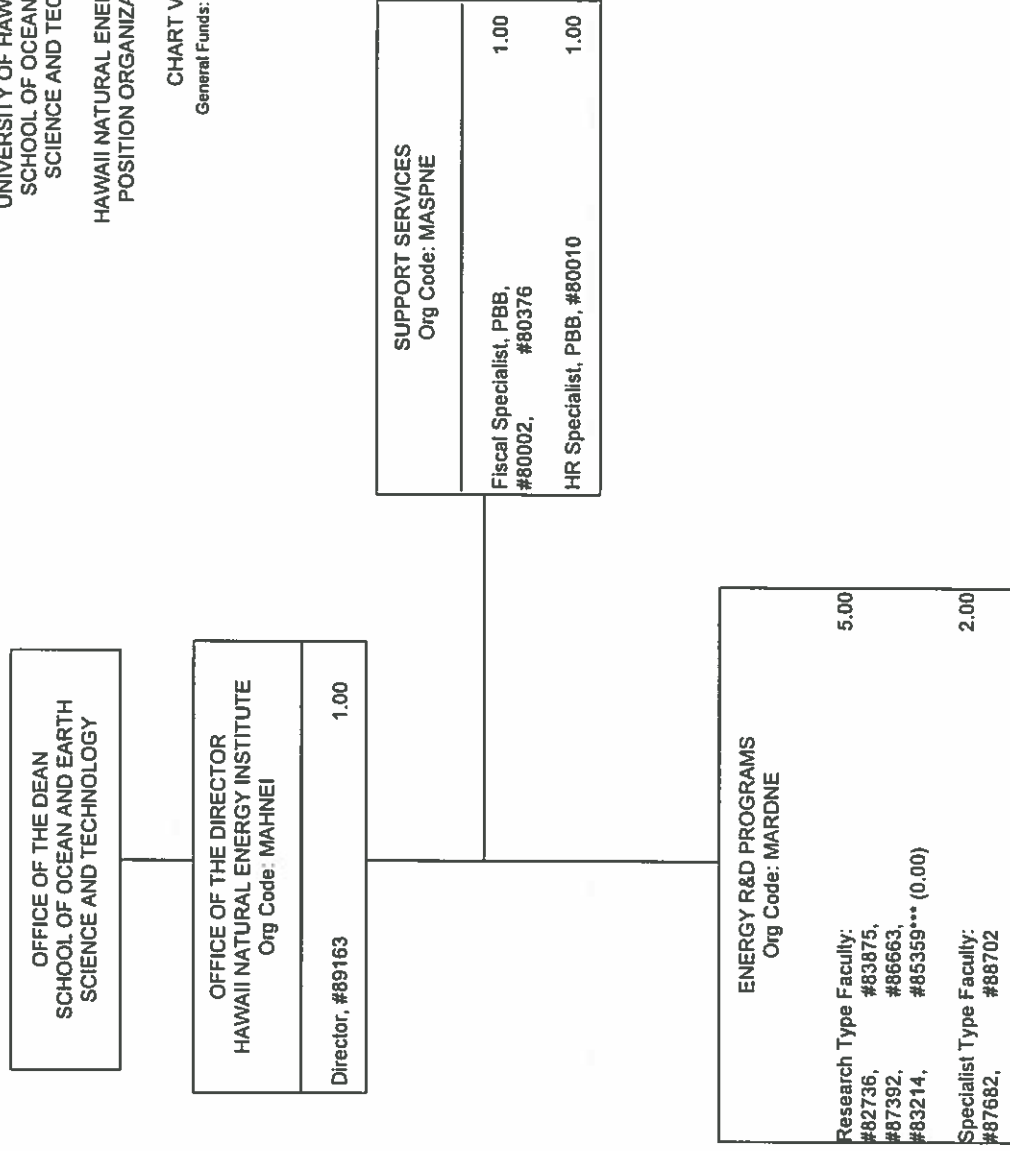
1. Will additional space outside own resources/allocations be required? If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? Explain outcome. None

**CURRENT
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY
HAWAII NATURAL ENERGY INSTITUTE
POSITION ORGANIZATION CHART

CHART VII
General Funds: 11.00



*** Place holder, position number and
FTE in the chancellor's pool

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR OF THE HAWAII NATURAL ENERGY INSTITUTE – Org Code: MAHNEI

The Hawaii Natural Energy Institute Director is responsible for coordinating research to provide visibility, focus, and encouragement in the development of renewable energy and ocean resources technology that will:

- Contribute to the technology base for finding solutions to national and global energy and environmental challenges;
- Reduce Hawaii's near-total dependence on imported fossil fuels with minimal environmental degradation;
- Coordinate the Institute's work with the energy resource coordinator in carrying out duties pursuant to section 196-4 in the area of research and development of renewable energy sources; and,
- Assist the state to utilize its ocean resources.

The Director reports to the Dean of the School of Ocean and Earth Science and Technology, providing guidance and direction to the research faculty and staff of the Institute. To accomplish the mission of the institute, the Director:

- Provides direction and executive leadership to HNEI in administering its research activities;
- Ensures and maintains liaison and coordination with, and serves on committees in federal funding agencies, Hawaii Congressional Delegation, state agencies, and national and local energy consortiums and community groups;
- Exercises overall management responsibility including planning, development, implementation, supervision and evaluation of the approved programs and facilities;
- Serves as Principal Investigator on proposals/contracts for federal funding;
- Develops and stimulates scientific efforts toward significant research achievements;

SUPPORT SERVICES – Org Code: MASPNE

HNEI's R&D program is supported by operational elements in the areas of administrative, fiscal and human resource management, computer support (hardware and software) for internal mainframe server, project management support to all HNEI facilities, and planning and development and preliminary logistical support of new initiatives selected by the Director.

ENERGY R&D PROGRAMS – Org Code: MARDNE

HNEI conducts applied research and development activities primarily in the areas of renewable energy and ocean resources. Related high technology areas such as fuel cells, alternative vehicles, and materials research, for which expertise exists within HNEI and which can impact economic development in the State, are also addressed. HNEI actively seeks interdisciplinary research partnerships with the State and federal governments, national and international research institutes and laboratories, and industry. The objectives of HNEI are carried out by:

- Conducting sponsored research and development activities in the areas of energy and ocean resources;
- Administering State, federal, and private funds allocated for renewable energy and ocean resources technology research;
- Pursuing and developing national and international collaborative research efforts in the furtherance of the mandate and goals of HNEI and maintaining liaison with government funding agencies, industry, and private organizations with similar R&D interests;
- Interacting with State agencies, particularly DBEDT, to ensure coordination of university efforts with State goals and objectives;
- Providing representation on appropriate federal, State, and university committees;
- Disseminating pertinent information on its work to the university community and the public; and
- Sponsoring graduate students and post-doctoral fellows to provide training in renewable energy and ocean resources technology R&D.

HNEI's research and development activities are in several key areas.

- **Fuel cells**—Fuel cells, a high efficiency, clean power sources fueled by hydrogen are a key component of the current US Energy Plan with applications in both the commercial and military sectors. HNEI's programs support the development of advanced fuel cell technologies and the characterization of state-of-the-art cells in the Hawaii Fuel Cell Test Facility.
- **Hydrogen**—HNEI's research objectives include development of low-cost, high-efficiency processes for renewable hydrogen production, including direct solar conversion, biological hydrogen production, and the gasification of biomass. Considerable emphasis is placed on the development of partnerships with the State and federal governments, military, industry, and public utilities for the deployment and demonstration of state-of-the-art, commercial-scale hydrogen technologies, including fuel cells.
- **Biomass**—Research is directed at developing cost-effective technologies to produce gaseous, liquid, and solid fuels and high-value chemicals from biomass, particularly agricultural crops, for energy applications and to create new uses for Hawaii's crop lands.
- **Ocean resources**—Studies on the sequestration of greenhouse gases in the deep ocean and of methane hydrates, a potentially vast energy resource, are the major components of HNEI's ocean-related research.
- **Battery technology and electric vehicles**—HNEI is continuing its development of instrumentation and computer simulations and controls for power systems, with specific applications to electric and hybrid vehicles.
- **Photovoltaics**—HNEI conducts research on the development of advanced materials and cost-effective processes for the manufacture of high-efficiency solar cells and visible and infrared sensors. These programs utilize HNEI's expertise in thin-films processing and characterization.
- **Technology Integration** – HNEI conducts research and manages partnerships to address grid reliability and stability issues associated with the deployment of renewable and other distributed energy technologies with the objective of

allowing greater penetration of renewable energy technologies onto the electric grid.

HNEI's facilities include many state-of-the-art laboratories for the conduct of these research projects. HNEI researchers also cooperate on interdisciplinary projects with the College of Tropical Agriculture and Human Resources, College of Engineering, with other departments in SOEST and with industrial partners.

**PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

PROPOSED

APPROVED:

R Bley-Vroman 10/22/14
Robert Bley-Vroman, Interim Chancellor Date

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

HAWAII NATURAL ENERGY INSTITUTE
POSITION ORGANIZATION CHART

CHART VII

General Funds: 11.00

OFFICE OF THE DEAN
SCHOOL OF OCEAN AND EARTH
SCIENCE AND TECHNOLOGY

OFFICE OF THE DIRECTOR
HAWAII NATURAL ENERGY INSTITUTE
Org Code: MAHNEI

Director, #89163 1.00

SUPPORT SERVICES
Org Code: MASPNE

Fiscal Specialist, PBB, #80002* 1.00
Fiscal Specialist, PBB, #80376 1.00
HR Specialist, PBB, #80010** 1.00

ENERGY R&D PROGRAMS
Org Code: MARDNE

Research Type Faculty: 5.00
#82736, #83875,
#87392, #86663,
#83214,

Specialist Type Faculty: 2.00
#87682, #88702

*Position title will be changed to Senior Administrative Officer
**Position will be changed to Administrative Officer

NO CHANGE

**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY**

FUNCTIONAL STATEMENT

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- Ensures and maintains liaison and coordination with, and serves on committees in federal funding agencies, Hawaii Congressional Delegation, state agencies, and national and local energy consortiums and community groups;
- Exercises overall management responsibility including planning, development, implementation, supervision and evaluation of the approved programs and facilities;
- Serves as Principal Investigator on proposals/contracts for federal funding;
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ENERGY R&D PROGRAMS – Org Code: MARDNE

HNEI conducts applied research and development activities primarily in the areas of renewable energy and ocean resources. Related high technology areas such as fuel cells, alternative vehicles, and materials research, for which expertise exists within HNEI and which can impact economic development in the State, are also addressed. HNEI actively seeks interdisciplinary research partnerships with the State and federal governments, national and international research institutes and laboratories, and industry. The objectives of HNEI are carried out by:

- Conducting sponsored research and development activities in the areas of energy and ocean resources;
- Administering State, federal, and private funds allocated for renewable energy and ocean resources technology research;
- Pursuing and developing national and international collaborative research efforts in the furtherance of the mandate and goals of HNEI and maintaining liaison with government funding agencies, industry, and private organizations with similar R&D interests;
- Interacting with State agencies, particularly DBEDT, to ensure coordination of university efforts with State goals and objectives;
- Providing representation on appropriate federal, State, and university committees;
- Disseminating pertinent information on its work to the university community and the public; and
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- **Ocean resources**—Studies on the sequestration of greenhouse gases in the deep ocean and of methane hydrates, a potentially vast energy resource, are the major components of HNEI's ocean-related research.
- **Battery technology and electric vehicles**—HNEI is continuing its development of instrumentation and computer simulations and controls for power systems, with specific applications to electric and hybrid vehicles.
- **Photovoltaics**—HNEI conducts research on the development of advanced materials and cost-effective processes for the manufacture of high-efficiency solar cells and visible and infrared sensors. These programs utilize HNEI's expertise in thin-films processing and characterization.

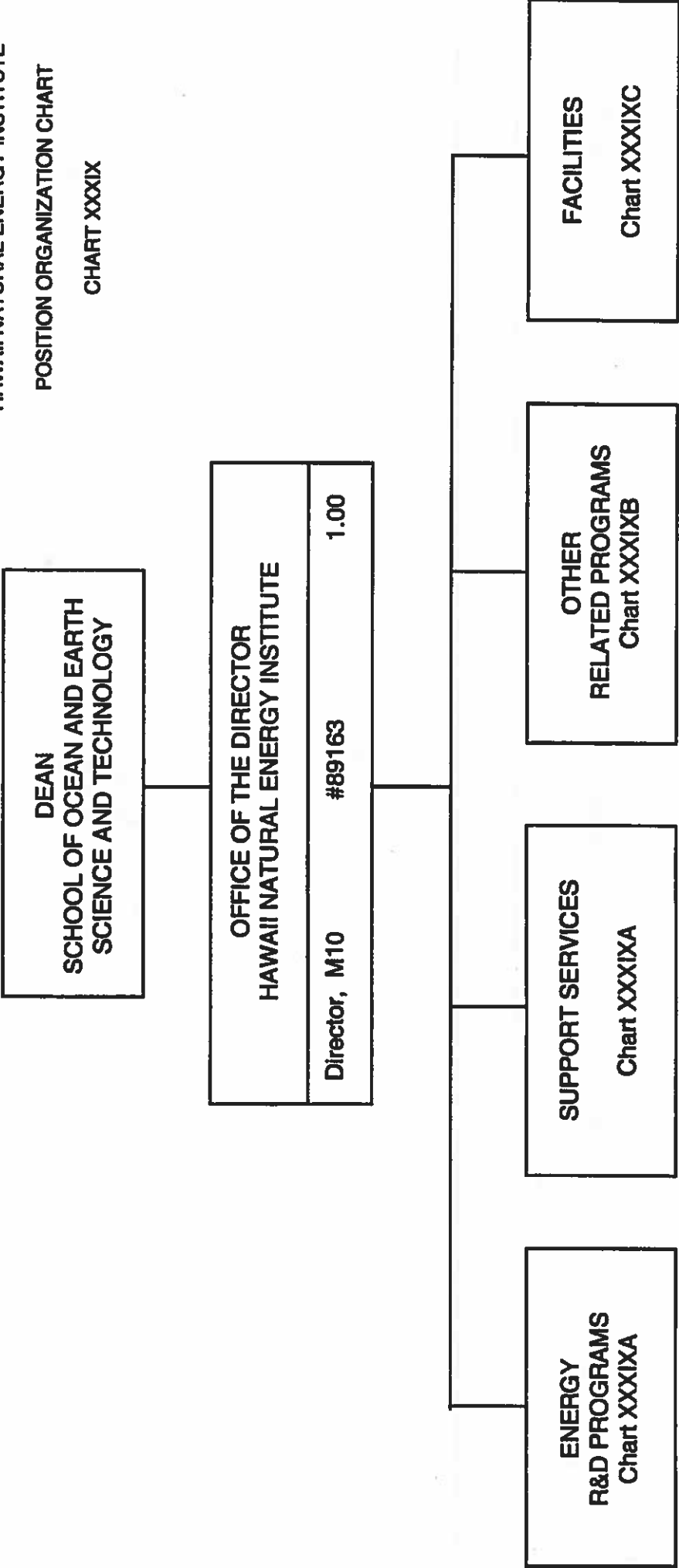
- **Technology Integration – HNEI conducts research and manages partnerships to address grid reliability and stability issues associated with the deployment of renewable and other distributed energy technologies with the objective of allowing greater penetration of renewable energy technologies onto the electric grid.**

HNEI's facilities include many state-of-the-art laboratories for the conduct of these research projects. HNEI researchers also cooperate on interdisciplinary projects with the College of Tropical Agriculture and Human Resources, College of Engineering, with other departments in SOEST and with industrial partners.

SUPPORTING DOCUMENTS
LETTERS AND RESPONSES

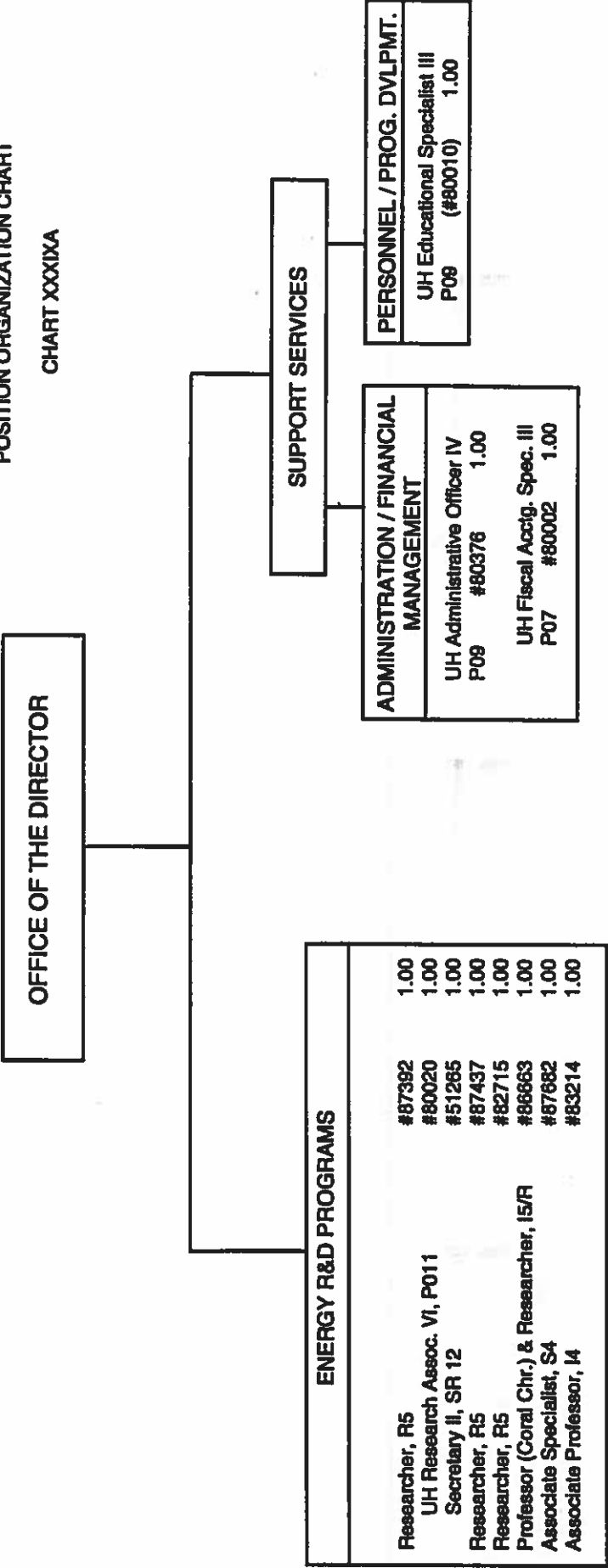
STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
HAWAII NATURAL ENERGY INSTITUTE

POSITION ORGANIZATION CHART
CHART XXXIX



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
HAWAII NATURAL ENERGY INSTITUTE

POSITION ORGANIZATION CHART
CHART XXXIXA

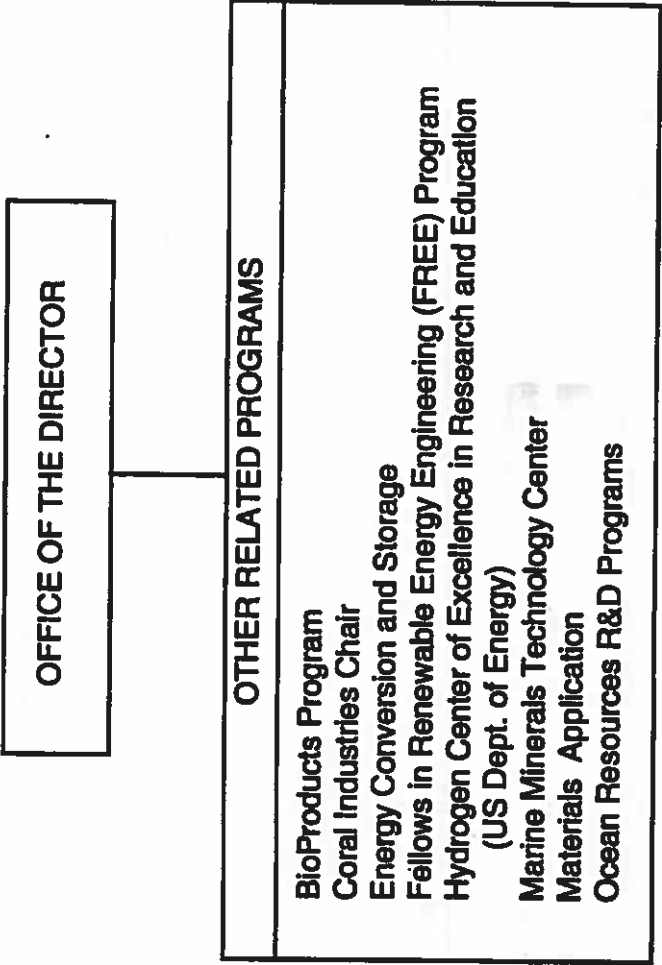


General Funds 12.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
HAWAII NATURAL ENERGY INSTITUTE

POSITION ORGANIZATION CHART

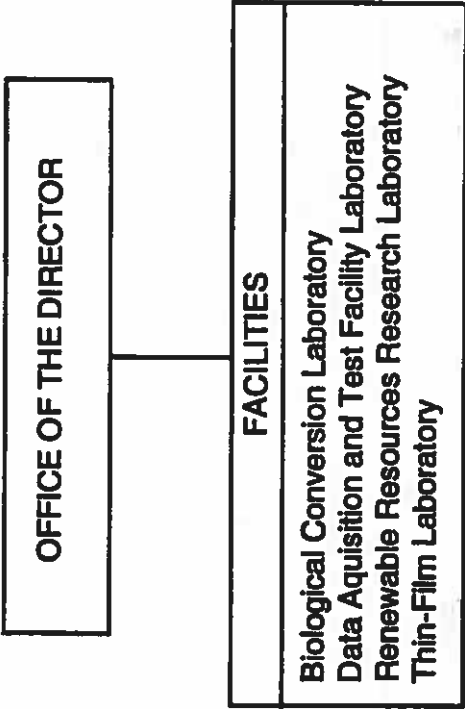
CHART XXXIXB



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
HAWAII NATURAL ENERGY INSTITUTE

POSITION ORGANIZATION CHART

CHART XXXIXC



**STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF OCEAN AND EARTH SCIENCE AND TECHNOLOGY
HAWAII NATURAL ENERGY INSTITUTE**

FUNCTIONAL STATEMENT

Director

The Hawaii Natural Energy Institute Director is responsible for providing visibility, focus, and encouragement in the development of renewable energy and ocean resources technology that will:

- (1) Diminish Hawaii's total dependence on imported fossil fuels;
- (2) Meet the State's increasing energy demands with little or no environmental degradation;
- (3) Help the State utilize its ocean resources; and
- (4) Contribute to the technology base for finding solutions to the national and global energy and environmental challenges.

The Director reports to the Dean of the School of Ocean and Earth Science and Technology and the Vice President for Research and Graduate Education, providing guidance and direction to the research faculty and staff of the Institute.

Energy R&D and Other Related Programs

HNEI interacts with and supports UH faculty and staff in renewable energy and ocean resources related activities. The objectives of HNEI are carried out through:

- Conducting and sponsoring research and development activities related to its energy and ocean directives;
- Administering state, federal, and private funds allocated for renewable energy and ocean resources technology research;
- Maintaining cognizance over ocean resources and renewable energy related projects campus-wide and encouraging cooperative research among academic programs and research institutes;
- Maintaining liaison with government funding agencies, industry and private foundations with similar R&D interests;
- Pursuing and developing national and international collaborative research efforts in the furtherance of the mandate and goals of HNEI;
- Providing representation on appropriate federal, state, and university committees;
- Interacting with state agencies to ensure compatibility of university efforts with state goals and objectives;
- Providing the university community and the public with pertinent information on ocean resources technology and renewable energy research matters;
- Encouraging the development of institutional courses and programs on renewable energy and ocean resources;
- Providing background data information on sources of material for educational program development;

- Sponsoring graduate programs to encourage top caliber students to participate in ocean resources and renewable energy research projects leading toward theses.

Facilities

HNEI has helped to develop, or has access to, a number of research facilities in the islands that have been vital to actual field-testing of energy and ocean technologies. They include the Thin Films Laboratory, center for research on the use of thin films for the photoelectrochemical production of hydrogen and marine applications; Renewable Resources Research Laboratory, center for the production of fuels and chemicals from renewable resources; and Look Laboratory, the headquarters for the Marine Minerals Technology Center, the site of a major HNEI research project on the dispersal of carbon dioxide in ocean water, and the base for the institute's Bioresources Research Laboratory, where studies are being conducted on thermochemical and biochemical production of hydrogen. HNEI researchers also have labs at the College of Tropical Agriculture and Human Resources and College of Engineering, where inter-disciplinary research is conducted.

Support Services

Operational support for research conducted at the institute is provided through fiscal management and oversight, all personnel functions, various clerical functions, assistance with proposal and report preparations, coordination of meetings and symposia, and other administrative services.



UNIVERSITY
of HAWAII
MĀNOA

MĀNOA FACULTY SENATE

August 6, 2014

MEMORANDUM

TO: Tom Apple, Chancellor
University of Hawai'i at Mānoa

Brian Taylor, Interim Vice Chancellor for Research and Graduate Education
University of Hawai'i at Mānoa

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

FROM: Ron Bontekoe, Chair *Ron Bontekoe*
Mānoa Faculty Senate

RE: **Hawai'i Natural Energy Institute Reorganization Proposal**

Provided that sufficient funds are available to accomplish the reorganization of the Hawai'i Natural Energy Institute (HNEI), the Senate Executive Committee, on behalf of the Mānoa Faculty Senate, endorsed the proposed reorganization of HNEI at its meeting on August 6, 2014.

The Senate Executive Committee reviewed the issue and will provide a report to the Senate at its first meeting of the academic session on September 18, 2014. You can access additional information pertaining to this motion/resolution at the following links:

- Issues Index: Issue #1.15: <http://www.hawaii.edu/uhmfs/issues/index.html#issue1.15>
- Minutes Index: http://www.hawaii.edu/uhmfs/minutes/2014_15/index.html#sec

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



UNIVERSITY
of HAWAII
MĀNOA

July 21, 2014

Randy Perreira, Executive Director
Hawai'i Government Employees Association
888 Mililani Street, Suite 601
Honolulu, Hawai'i 96813-2991

Dear Mr. Perreira:

The University of Hawai'i is proposing a reorganization of School of Ocean and Earth Science and Technology, Hawai'i Natural Energy Institute, Support Services Section 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 by **September 4, 2014**. If additional time is needed, please contact me prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganization proposal.

Should there be any questions, I can be reached at 956-8346 or via email at rochelea@hawaii.edu. Mahalo for your support and assistance with this reorganization proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Rocheleau".

Richard Rocheleau
Director

c: Juanita Andaya, SOEST
Tammy Kuniyoshi, Manoa HR
Ann Sakuma, OVCAFO

14-078



888 Mililani Street, Suite 601
Honolulu, Hawaii 96813-2991

Telephone: 808.543.0000
Facsimile: 808.528.4059

www.hgea.org

September 18, 2014

Richard Rocheleau
Director of Hawaii Natural Energy Institute
1680 East-West Rd
POST 109
Honolulu, HI 96822

Dear Director Rocheleau,

The Hawaii Government Employees Association is in receipt of your proposed reorganization of the Hawaii Natural Energy Institute, Support Services Section. First of all, we would like to thank you for granting an extension to our response.

It is our understanding that there are 2 encumbered positions and 1 vacant position affected by this reorganization. The purpose is to streamline the reporting line within the Support Services section so not all three positions report to the director but to a lead fiscal specialist. We have the following questions and concerns with the proposal:

- With the information gathered from the proposal, it is our understanding that vacant position #80010, formally an HR specialist is to be redescribed to an Admin Officer. In accordance to Chapter 89-6(f)(5) HRS, employees concerned with confidential matters affecting employee-employer matters shall NOT be included in a bargaining unit. With the former position being an HR Specialist, who will take on the personnel responsibilities of that position if #80010 is to be redescribed to be included in BU08 as an Admin Officer?
- How did the program decide who the "Senior Administrative Officer" would be?
- What are the years of service for incumbents in positions #80002 and #80376?
- The proposal states that in-grade adjustments are possible for positions #80002 and #80376, how will that be decided?
- Please provide proposed job descriptions for positions #80002, #80376 and #80010.

Thank you for the opportunity to respond to your proposal and we look forward to your response in writing.

Sincerely,



Lena Fernandes

Field Services Officer



UNIVERSITY
of HAWAII
MĀNOA

School of Ocean and Earth Science and Technology
Hawai'i Natural Energy Institute

October 9, 2014

Lena Fernandes
Field Services Officer
Hawaii Government Employees Association
888 Mililani Street, Suite 601
Honolulu, HI 96813-2991

Dear Ms. Fernandez,

Thank you for your review of our proposed reorganization of the Hawaii Natural Energy Institute's Support Services Section and the opportunity to address your questions. I hope the following provides sufficient explanation and will allow us to move forward to fill this critical position.

In response to the first question, vacant position #80010, although currently classified as an HR Specialist, is not an excluded position. Reclassifying the position to an Admin Officer would not eliminate the position's personnel (HR) responsibilities. Reclassification allows the position to be aligned with other positions on campus that have shared HR and fiscal responsibilities. The dual responsibility is critical for the efficient operation of the unit. On average, HR type activities would make up roughly 20% of this position's weekly workload.

In response to your second question, our reorganization proposal states that the senior Fiscal Specialist (position #80002) would oversee all support services functions, including the supervision of the Fiscal Specialist (#80376) and the newly reclassified Admin Officer (#80010). Although HNEI currently attracts substantial extramural funding it operates with only a three person Support Services Section. Our current Senior Fiscal Specialist is the only member of this staff with the experience to serve as Senior Administrative Officer (see below). In addition, the selection of the senior Fiscal Specialist to become the Senior Administrative Officer makes practical sense since the position description of #80002 already reflects an oversight role of the other Fiscal Specialist position in the Section.

The incumbent of position #80002 (David Oride) has 29 years of University service including both personnel and fiscal operations, at both the community college and Manoa campus. The incumbent of position #80376 (Michele Nuibe) has 15 years of University service.

The approval of in-grade adjustments will be decided by the Manoa Human Resource Office. Upon submission of the reclassification of position #80002, from a senior Fiscal Specialist to a Senior Administrative Officer, a request will be submitted for an in-grade adjustment to reflect

Lena Fernandes
October 9, 2014
Page 2

the additional duties and responsibilities of the Senior Administrative Officer classification. An in-grade adjustment will also be requested for position #80376 to reflect the additional duties and responsibilities brought on by the reorganization.

The proposed job descriptions for positions #80002, #80376, and #80010 are attached.

I hope the responses provided have addressed your questions and concerns. If there are any further questions, please feel free to contact me at 956-8346 or rochelea@hawaii.edu. If no further questions are received by October 17, 2014, we will move forward with the approval process of the proposed reorganization.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Rocheleau". The signature is fluid and cursive, with the first name "Richard" and last name "Rocheleau" clearly distinguishable.

Richard Rocheleau

comparable scope & difficulty in support of the program operations, & makes written/oral recommendations to mgt/staff.

- Develops action plans that are difficult due to multiple funding sources for related work & need to sequence program elements to ensure deliverables are met.
- Conducts planning, analysis, & implementation that results in major impact for large high visibility energy programs.
- Resolves &/or develops methods to resolve unusual situations such as those arising from complex multi-partner relationships.
- Reviews all contractual agreements to ensure compliance w/state, federal & UH policies & procedures & oversees monitoring & evaluation of budgetary compliance & deliverable fulfillment by the PIs.
- Prepares written policies, reports, analyses, administrative procedures, instructions, guidelines, interpretations, financial statements, cost & evaluation reports, & statements of condition.
- Provides staff support for all capitalization projects, & repair & maintenance contracts for institute's research facilities, including off-campus locations when applicable.
- Keeps abreast of laws, directives, business manual instructions, & policy decisions that affect the research activities of the institute.
- Develops, monitors & maintains database of research contracts & patents/licenses, & assists PIs in the monitoring of contract deliverables.
- Actively volunteers & serves on campus and Systemwide focus groups; and policy or procedure forming committees.
- Good oral & written communications skills that can adapt/function in various environments & work with various stakeholders to execute necessary transactions.
- Other Duties As Assigned

Judgment Exercised

- Judgments and decisions impact the college or program or its organizational segments relating to operations, functions, programs, management, or policies of significant complexity and/or scope.
- Judgments in written and oral communication and tact and diplomacy impacts working relationships with personnel inside/outside the department.
- Work is expected to be technically thorough, creative, correct, and reliable and result in the development of technically sound products, judgments, studies, recommendations, and documentation of high quality output.
- Professional judgments and decisions are relied on to such an extent that recommendations are ordinarily followed and accepted by the University managers and sponsors with minimal technical review.
- Judgments contribute to the development of new and/or improved techniques and procedures, approaches, equipment, materials, products, processes, tests and evaluation, or scientific methods.

Originality

- Develops, defines, or applies new or improved techniques, methods, practices, or strategies in the specialty area.
- Leads, assigns, organizes, plans, and/or coordinates specific tasks requiring thought and foresight to develop an appropriate product.
- Uses seasoned judgment and refers to past practices and University policy in order to develop conclusions and recommendations for resolving problems.
- Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area.

Controls Over Position

- The incumbent works independently without close supervision and performs assignments with instructions on the general results expected.
- The incumbent may recommend or establish policy and procedures applicable to an assignment.

Supervision Exercised

- Directs, coordinates, monitors, provides training for, and reviews the work of a small staff of professional associates and/or nonprofessionals.
- Estimates staffing needs, and schedules and assigns work to meet milestones.

Basic Minimum Qualifications:

Education and Professional Work Experience

- Possession of a baccalaureate degree in Business Administration and 3 year(s) of progressively responsible professional experience with responsibilities for financial and contract management; or equivalent education/training or experience.

Knowledge, Skills and Abilities

- Considerable working knowledge of principles, practices and techniques in the assigned specialty areas as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
- Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with work specialty.
- Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
- Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.
- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- Demonstrated ability to operate a personal computer and apply word processing software.
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

Equivalencies

- Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Supplemental Minimum Qualifications

- Substantial experience in the development and negotiation of subawards, service agreements and other multi-party agreements.
- Extensive knowledge of and experience with federal regulations pertaining to administering grants, contracts and cooperative agreements and with applicable state regulations.
- Extensive knowledge of the administrative services policies and procedures of the University of Hawaii at the Research Corporation of the University of Hawaii.

Desirable Qualifications

- Professional work experience in a research environment of a technical nature in higher education.

institute based on the evaluation of the program's budget & fiscal operations.

- In absence of the Senior Administrative Officer, assists in the review of proposals/contracts for accuracy, completeness & conformance.
- Trains, evaluates & supervises student assistant(s) as necessary.
- Other Duties as Assigned

Judgment Exercised

- Judgments and decisions impact operations, functions, programs, management, or policies of the program or its organizational segments.
- Judgments are recognized as sound, accurate, and knowledgeable and are generally accepted and followed after general review.
- Work is expected to be technically thorough, creative, correct, and reliable, and result in the development of technically sound products, judgments, studies, recommendations, and documentation.
- Judgments may impact decisions relative to the management policies or organizational, functional or program group.

Originality

- Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area.
- Develops, defines, and applies new and improved techniques, strategies, and original methods to the solution of important problems in the specialty area.

Controls Over Position

- The incumbent may recommend or establish policy and procedures applicable to an assignment.
- Guidance is given on unusual or complex problems and procedures as needed.
- The incumbent's supervisor is kept informed of general plans and progress of work.

Supervision Exercised

- Coordinates, monitors, and/or supervises the work of clerical personnel and/or student assistants who require assistance and guidance on specific assignments.
- May review the work product from specific task assignments of other professional, clerical, technical personnel and/or student assistants.

Basic Minimum Qualifications:

Education and Professional Work Experience

- Possession of a baccalaureate degree in business administration, accounting or finance and 2 year(s) of progressively responsible professional experience with responsibilities for fiscal management and cost accounting; or equivalent education/training or experience.

Knowledge, Skills and Abilities

- Considerable working knowledge of principles, practices and techniques in the field of financial management as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
- Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with financial management and/or government accounting, specifically the UH and RCUH policies and procedures.
- Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
- Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials.

- Demonstrated ability to establish and maintain effective working relationships with internal and external organizations, groups, team leaders and members, and individuals.
- Demonstrated ability to operate a personal computer and apply word processing software.
- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

Equivalencies

- Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Supplemental Minimum Qualifications

- Demonstrated ability to interpret and present information and ideas clearly and accurately in writing, verbally, and by preparation of reports.
- Demonstrated ability to establish and maintain effective working relationships with faculty and staff, internal and external organizations, and the general public.
- Demonstrated ability to navigate, manipulate, and utilize the required online systems through the UH and RCUH, including KFS, myGrant, eThority, etc.
- Ability to meet critical deadlines and be flexible to on-going changes due to the nature of research.
- Proficient in Windows operating systems, MS Office software and internet use.

technically sound products, judgments, studies, recommendations, and documentation.

- Judgments may impact decisions relative to the management policies or organizational, functional or program group.

Originality

- Recommends constructive ideas to increase the efficiency, effectiveness, and productivity within a specialty area.
- Develops, defines, and applies new and improved techniques, strategies, and original methods to the solution of important problems in the specialty area.

Controls Over Position

- The incumbent may recommend or establish policy and procedures applicable to an assignment.
- Guidance is given on unusual or complex problems and procedures as needed.
- The incumbent's supervisor is kept informed of general plans and progress of work.

Supervision Exercised

- Coordinates, monitors, and/or supervises the work of clerical personnel and/or student assistants who require assistance and guidance on specific assignments.
- May review the work product from specific task assignments of other professional, clerical, technical personnel and/or student assistants.

Basic Minimum Qualifications:

Education and Professional Work Experience

- Possession of a baccalaureate degree in business administration, accounting or finance and 4 year(s) of progressively responsible professional experience with responsibilities for fiscal management and cost accounting; or equivalent education/training or experience.

Knowledge, Skills and Abilities

- Considerable working knowledge of principles, practices and techniques in the field of financial management as demonstrated by the broad knowledge of the full range of pertinent standard and evolving concepts, principles and methodologies.
- Considerable working knowledge and understanding of applicable federal and state laws, rules, regulations and theories and systems associated with public administration.
- Demonstrated ability to resolve wide ranging complex problems through the use of creative reasoning and logic to accurately determine the cause of the problems and the resolution of the problems in an effective, innovative and timely manner.
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- For supervisory work, demonstrated ability to lead subordinates, manage work priorities and projects, and manage employee relations.

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- Any equivalent combination of education and/or professional work experience which provides the required education, knowledge, skills and abilities as indicated.

Supplemental Minimum Qualifications

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- Demonstrated ability to navigate, manipulate, and utilize the required online systems through the UH and RCUH, including KFS, myGrant, eThority, etc.
- Ability to meet critical deadlines and be flexible to on-going changes due to the nature of research.
- Proficient in Windows operating systems, MS Office software and internet use.