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Myron B. Thompson School of Social Work
Office of the Dean

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May 27, 2016

MEMORANDUM:

TO: The Honorable Shan Tsutsui
Lieutenant Governor, State of Hawai'i

Randy Perreira, Executive Director
Hawai'i Government Employees Association

Kristeen Hanselman, Executive Director
University of Hawai'i Professional Assembly

✓ University Budget Office

UH System Office of Human Resources

FROM: Noreen Mokuau, Dean and Professor

SUBJECT: Notification of Approved Reorganization
University of Hawai'i at Mānoa
To place the Office of Public Health Studies and the Center on Aging within the
Myron B. Thompson School of Social Work

The reorganization proposal for the Myron B. Thompson School of Social Work has been approved by Interim Chancellor Robert Bley-Vroman of the University of Hawai'i at Mānoa. The full reorganization proposal as approved is available on the official campus website:

http://www.manoa.hawaii.edu/ovcafo/neworg_charts/index.html

If there are any questions regarding the approved reorganization, please contact me at 956-6300 and noreen@hawaii.edu.

c: Robert Bley-Vroman, Chancellor – UH Manoa
Reed Dasenbrock, Vice Chancellor for Academic Affairs



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Myron B. Thompson School of Social Work
Office of the Dean

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OFFICE

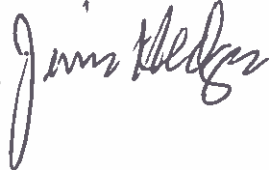
March 7, 2016


MEMORANDUM

TO: Robert Bley-Vroman
Interim Chancellor

VIA: Reed Dasenbrock 
Vice Chancellor for Academic Affairs

VIA: Michael Bruno 
Vice Chancellor for Research

VIA: Jerris Hedges 
Dean, John A. Burns School of Medicine

FROM: Noreen Mokuau 
Dean, Myron B. Thompson School of Social Work

SUBJECT: Reorganization Proposal to place the Office of Public Health Studies and the Center on Aging within the Myron B. Thompson School of Social Work

SPECIFIC ACTION REQUESTED:

We request your approval of this reorganization proposal to place the Office of Public Health Studies (OPHS) and the Center on Aging (COA) in the Myron B. Thompson School of Social Work (MBT SSW) to enhance organizational efficiency through the compatible missions of the three (3) academic units.

RECOMMENDED EFFECTIVE DATE:

The reorganization will be effective upon your approval.

ADDITIONAL COST:

The Department will request In-Grade Adjustments for #80297, Administrative Officer, PBB and #79579, Administrative Officer, PBA for increased scope and complexity in the work assigned. If approved, this would result in a combined annual salary increase in the amount of \$3500-6000. No additional funding is required as the requests for In-Grade Adjustments would be covered with existing funds.

PURPOSE:

The purpose of this reorganization is to enhance organizational efficiency through the integration of the above three (3) academic units with compatible missions. Benefits will be realized through the consolidation of administrative resources and support for interdisciplinary collaboration with instruction, research, and service.

The MBT SSW and the OPHS provide instruction across the educational continuum, conduct research, and contribute to service in social work and public health; and the COA engages in research, service activities, and educational support in gerontology. The reorganization will also clarify the present reporting line of the OPHS to the MBT SSW.

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 reorganization that are two (2) supervisory levels below (APM A3.101, Section 3b).

Effective July 1, 2015, the OPHS reports to the MBT SSW, but continues to be organized under the John A. Burns School of Medicine. Previously, from July 3, 2013 to June 30, 2015, the OPHS reported to the Office of the Vice Chancellor for Academic Affairs. The COA is organized under the Office of the Vice Chancellor for Research.

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 Office of Public Health Studies and the Center on Aging into the Myron B. Thompson School of Social Work to enhance organizational efficiency through the compatible missions of the three (3) academic units be approved.

Should you have any questions, please contact Dean Noreen Mokuau at x66300 or Noreen@hawaii.edu.

Attachments:

Executive Summary -- Attachment 1

Narrative -- Attachment 2

BJ/BT Position Worksheet -- Attachment 3

Current Organizational Charts and Functional Statements -- Attachment 4

Proposed Organizational Charts and Functional Statements -- Attachment 5

Letters and Responses

APPROVED/DISAPPROVED:

Robert Bley-Vroman
Interim Chancellor

Date

4/25/16

Reorganization Proposal
Myron B. Thompson School of Social Work (MBT SSW)
Office of Public Health Studies (OPHS) and the Center on Aging (COA)
University of Hawai'i at Mānoa

Executive Summary

I. Purpose:

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

The purpose of this reorganization is to enhance the organizational efficiency and integration of three academic units with compatible missions and functions while ensuring collaboration with instruction, research, and service. To accomplish this, it is proposed that the OPHS and the COA be placed in the Myron B. Thompson School of Social Work (MBT SSW). Presently, the OPHS is organizationally placed in the John A. Burns School of Medicine (JABSOM); however, OPHS reported to the Office of the Vice Chancellor for Academic Affairs (OVCAA) from July 3, 2013 to June 30, 2015 and effective July 1, 2015, now reports to the MBT SSW. Presently, the COA reports to and is organized under the Vice Chancellor of Research. Reorganization for the OPHS will result in an accurate reflection of the reporting line, and for COA will result in one less direct report to the OVCR.

II. Major Elements of the Proposal:

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

This reorganization proposes to move the OPHS and the COA, their functions, all associated funding, and all existing faculty and staff to the MBT SSW. OPHS will join the MBT SSW as a Level 5 line and the COA as a Level 4 line.

The reorganization also redescribes the OPHS' Office of Associate Dean to the Office of Associate Dean for all of MBT SSW and adds a Secretary position to report to the Associate Dean. It should be noted that these positions have yet to be established. There are no intentions to establish these positions in the near future.

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?

The Department will request In-Grade Adjustments for #80297, Administrative Officer, PBB and #79579, Administrative Officer, PBA for increased scope and complexity in the work assigned. If approved, this would

result in a combined annual salary increase in the amount of \$3500-6000. No additional funding is required as the requests for In-Grade Adjustments would be covered with existing funds.

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

No additional funds are needed for the reorganization. All requests for in-grade salary adjustments would be covered with existing funds.

3. Will the reorganization result in cost savings or be cost neutral?

The Department will request In-Grade Adjustments for #80297, Administrative Officer, PBB and #79579, Administrative Officer, PBA for increased scope and complexity in the work assigned. If approved, this would result in a combined annual salary increase in the amount of \$3500-6000. No additional funding is required as the requests for In-Grade Adjustments would be covered with existing funds.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any?

The reorganization restructures OPHS' Office of Associate Dean to the Office of Associate Dean for all of MBT SSW and adds a Secretary position to report to the Associate Dean. It should be noted that these positions have yet to be established. There are no intentions to establish these positions in the near future.

There will be expanded authority for #80297, the lead Administrative Officer, PBB in MBT SSW as it will now provide oversight for relevant administrative functions of OPHS and COA in addition to its current functions for MBT SSW, and an expanded scope of duties for the #79579, Administrative Officer, PBA in MBT SSW as it will now be responsible for performing contracts and grants functions for COA, which were formerly performed by personnel in the Office of the Vice Chancellor for Research. There will be no changes to said position's duties or responsibilities.

We do not anticipate changes to faculty responsibilities.

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?

The Administrative Officer, PBB of social work (#80297) will be redescribed to oversee all support services for the three departments/offices including supervision of the Administrative Officer, PBB of Public Health (#77047). Administrative Officer (#79579) will be redescribed to provide direct support for the Center on Aging and, when needed, assist with public health in addition to existing duties related to social work.

C. Space

1. Will additional space outside own resources/allocations be required? If so, has the Vice Chancellor of Administration, Finance, and Operations (VCAFO) or designee been consulted?

No

IV. Consultation:

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

All units have been informed and consulted. Early discussion of the proposed reorganization received strong support from the faculty and staff of the MBT SSW, the OPHS, and the COA. The OPHS began discussions in Fall 2014 and the MBT SSW and the COA joined discussions in Spring 2015. A 10-member "Reorganization Task Team" (RTT) with representatives from each of the three units developed the Reorganization Proposal during the Summer 2015. In August 2015, over 90% of faculty and staff from the MBT SSW, OPHS, and the COA voted to approve the Reorganization Proposal: MBT SSW faculty (21 in favor, 1 against), MBT SSW staff (3 in favor, 1 against, 1 abstention); OPHS (24 in favor, 1 against, 1 abstention), OPHS staff (5 in favor, 0 against); COA faculty (2 in favor, 0 against), COA staff (1 in favor, 0 against). Letters from the University of Hawai'i Professional Assembly (01.04.16) and the Hawai'i Government Employees Association (01.29.16) show support for the reorganization. The Mānoa Faculty Senate voted to support the reorganization, with 49 votes in support of approval, 1 vote against approval and no abstentions (02.17.16).

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
Myron B. Thompson School of Social Work (MBT SSW)
Office of Public Health Studies (OPHS) and the Center on Aging (COA)
University of Hawai'i at Mānoa

Narrative

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

I. INTRODUCTION:

- A. Provide an overview of the College/School/Department and a snapshot outlining the current situation of the unit(s) involved in the reorganization.

Presently, the Center on Aging (COA) reports to and is organized under the Vice Chancellor of Research (VCR). The Office of Public Health Studies (OPHS) is organized under the John A. Burns School of Medicine (JABSOM) and reported to the JABSOM Dean from 2000-2013. In July 2013, as a temporary arrangement, Chancellor Thomas Apple directed the OPHS to report directly to the Vice Chancellor of Academic Affairs (VCAA), with a long-range plan for OPHS to regain accreditation as an independent School of Public Health. With University of Hawai'i budget constraints in 2014, which are projected to continue for several years, plans for an independent School of Public Health have been put on hold.

The Myron B. Thompson School of Social Work (MBT SSW), the Office of Public Health Studies (OPHS), and the Center on Aging (COA) are small and highly productive units at the University of Hawai'i at Mānoa (UHM). The MBT SSW and the OPHS provide instruction across the educational continuum, conduct research, and contribute to service in social work and public health. The COA engages in research, service activities, and educational support in gerontology. All three units emphasize educational excellence that advances health and social justice for the global enterprise, with special attention to Native Hawaiians, the people of Hawai'i, and the Pacific-Asia region. Further, all units are dedicated to professional education that prepares a workforce for the application of interdisciplinary, community-based, and culturally-focused knowledge and skills to address societal challenges and promote population-based wellbeing. Because of shared missions and functions, it is the desire of the OPHS and the COA to be organized within the MBT SSW.

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

The proposed reorganization of the OPHS and the COA into the MBT SSW integrates three (3) units with compatible missions and functions into one (1). The objectives of the reorganization are to consolidate administrative resources for increased operational efficiencies and to foster and support interdisciplinary collaboration in the areas of instruction, research, and service. Synergies in instruction, research, and service assist in leveraging scarce resources for the cross-teaching of doctoral education, collaboration in research grant applications, and sponsorship of community

service activities. The benefit to students includes increased access to interdisciplinary faculty for mentoring, research, and service projects, with particular advantage in cross-course opportunities in doctoral education. The benefit to the University includes administrative efficiencies resulting from consolidation and enhanced services in fiscal, personnel, and contracts and grants.

II. RATIONALE FOR THE REORGANIZATION:

A. Provide background and relevant historical information.

The University of Hawai'i began offering social work courses in 1936 and established the School of Social Work in 1941. Full accreditation by social work's accrediting body, the Council on Social Work Education, has been continuous since 1948. Since inception, the MBT SSW has educated over 5,000 social workers with degrees from the Bachelor of Social Work (BSW), Master of Social Work (MSW), and Doctor of Philosophy (PhD) programs. In the BSW program, education focuses on the fundamental knowledge and skills to ensure a solid foundation to address the broad array of human needs. In the MSW program, the emphasis is on practice, policy and research with specializations in children and family, health, behavioral health, and gerontology. A distance education option in the MSW program affords the critical opportunity to educate students living on Hawai'i Island, Moloka'i, Kaua'i, Maui, Lana'i, and Guam. The PhD program prepares leaders in research and policy dedicated to resolving the most serious challenges confronting society. Currently, the MBT SSW enrolls over 300 students, with the majority being residents of Hawai'i committed to returning to their communities to do social work in ways that are interdisciplinary, culturally-anchored, and community-engaged. The MBT SSW currently employs 22 permanent faculty and staff and more than 13 temporary faculty to support its educational goals.

The former School of Public Health was established in 1960 to provide the Master of Public Health (MPH) degree. The school was downsized in 2000 and reorganized as OPHS under JABSOM, with the expectation that it would eventually reemerge as an autonomous school of public health. This would require a resource commitment by the University of Hawai'i, which is not feasible in these times of budget shortfall. Currently, the OPHS offers the BA in Public Health, the Master of Public Health (MPH), the Master of Science in Public Health (MS), the Doctor of Public Health (DrPH) in Community-Based and Translational Research, and the PhD in Epidemiology. The BA in Public Health prepares students for a wide array of careers and career paths in health and provides a macroscale perspective on health care. The MPH program emphasizes practice, policy, and research with specializations in Epidemiology, Health Policy and Management, Native Hawaiian and Indigenous Health, and Social Behavioral Health Sciences. The DrPH and the PhD programs prepare leaders in research and policy dedicated to resolving the most serious challenges confronting society. All degree programs are accredited by the Council for Education in Public Health. Since inception, more than 3,850 individuals have graduated with masters or doctoral degrees in public health. The BA was opened in 2014, and the first BA graduates are expected in December 2015. Currently, the OPHS has about 220 students. The majority are residents and reflect the indigenous and ethnic minorities of Hawai'i. The OPHS currently employs 24.5 permanent faculty and staff and more than 10 temporary faculty to support its educational goals.

COA was established in 1988 under the Vice President for Academic Affairs with 3.25 positions. In addition to conducting interdisciplinary research and service, the COA offered the Undergraduate Certificate in Aging and the Advanced (post-baccalaureate) Certificate in Gerontology. The COA

transferred to the School of Public Health in 1993, with staffing reduced to 1.00 permanent position (the secretary). Despite this, the extramurally funded research program was maintained, and the School of Public Health contributed a full-time faculty position to manage the COA and the certificate programs. Although the Certificate program ended in 2007, about 130 individuals (about 10 per year) earned certificates in aging/gerontology between 1995 and 2007. In 2008, the COA secretary position was reclassified as an Administrative, Professional, and Technical (APT) position, and the COA was transferred to the Office of the Vice Chancellor for Research (OVCR). The OVCR has since provided funding to support a half-time director to continue the COA extramurally funded research program. Following the establishment of the Barbara Cox Anthony (BCA) Endowed Co-Chairs in Aging in 2015, it is anticipated that the COA will fill its full-time director position, and recruitment for this faculty position is currently underway. The purpose of the BCA Endowment is to establish a Chair who provides leadership to COA and advances research, service, and educational initiatives in aging.

The budgets of the three units total about \$2,334,521 in g-funds, \$1,651,830 in s-funds, and \$4,479,288 in extramural funds.

- 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.

Fiscal challenges confronting higher education in the nation and at UHM necessitate new ways of increasing efficiencies through the merger of small units that serve critical missions. At the same time, MBT SSW, OPHS, and the COA have realized that their missions are closely aligned and that the units' teaching, research, and service could be enhanced by closer interdisciplinary collaboration. Although each unit has demonstrated competence and productivity as a free-standing unit, we believe that a merger would allow us to synergize and leverage shared resources to better serve students, the professions, and the community. For example, all three units separately conduct continuing education activities for community-based professionals in social work, public health, and gerontology. A merger would allow continuing education activities to be offered in a more coordinated and efficient manner. In another example, the merger would facilitate the sharing of courses and faculty for the PhD in Social Welfare and the DrPH in Community-Based and Translational Research, two doctoral degrees with similar aims and curricula.

The proposed reorganization is consistent with the University's strategic goals to increase experiential learning opportunities across the curriculum; to expand and create transdisciplinary opportunities; to increase student success; to promote scholarly work that informs policies and practices that benefit communities; and to increase partnerships and sharing of expertise with community organizations. It is also consistent with the UHM's financial plans to increase efficiency.

- C. Explain other alternatives explored.

Under Chancellor Tom Apple, it was proposed that the OPHS reemerge as a free-standing School of Public Health. With University of Hawai'i budget constraints, which are projected to continue for

several years, plans for an independent School of Public Health have been put on hold. Another alternative for OPHS was to remain under JABSOM. However, this is not desirable for several reasons. For example, it has been difficult for OPHS to report to JABSOM because of the physical separation of the campuses and lack of easy parking for cross-campus visits. While OPHS could be invited to move to Kakaʻako, with the opening of the BA in Public Health, it is preferable to keep OPHS on the Mānoa campus where many undergraduate courses are provided. In fact, the OPHS offers very different degree programs from JABSOM—the BA, the MS, the MPH, the DrPH, and the PhD—and in this way OPHS is more closely aligned with the MBT SSW, which offers a similar array of degrees. Most JABSOM faculty members are 11-month employees, have much higher salaries than the OPHS faculty, and maintain clinical practices and contribute financially through UCERA. (UCERA stands for University Clinical, Education, and Research Associates, which is a non-profit corporation that exists to support JABSOM and through which JABSOM physicians provide insurance-reimbursable health care services.) Most of the OPHS faculty members are 9-month employees, and none participate in UCERA. Related to this, the annual review criteria for JABSOM faculty members are much different from those of the OPHS faculty, with faculty evaluated on areas like clinical practice, tutoring in JABSOM's Problem-Based Learning program, and grand rounds. The scale of budgets for JABSOM and OPHS are quite different, making it easy for OPHS to get lost in JABSOM. Finally, JABSOM now has substantial responsibility for UH Cancer Center, and that reorganization effort is taking a considerable amount of JABSOM's time and effort.

The COA remaining under the OVCR was also considered but a move to Social Work was favored because it will provide a synergy of the core gerontology faculty in the MBT SSW, the OPHS, and the COA who are dedicated to social gerontological research across the Mānoa campus. Further, the re-assessment and re-launching of the certificate program in aging enhances the fit of the COA with an instructional unit such as the MBT SSW. Finally, the current co-chairs for the Barbara Cox Anthony Endowment in Aging are from Social Work and Public Health, with three year terms.

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

This reorganization proposes to move the OPHS and the COA, their functions, all associated funding, and all existing faculty and staff to the MBT SSW. OPHS will join the MBT SSW as a Level 5 budget line and the COA as a Level 4 budget line. This reorganization will accurately reflect the current reporting line for the OPHS from JABSOM to the MBT SSW. Reorganization will move the reporting line for the COA to the MBT SSW from the OVCR, and result in one less direct report to the OVCR which has substantial authority and responsibility for campus-wide research. The direction of COA with its multi-foci on research, service, and instructional support is better aligned with the MBT SSW than the OVCR with its exclusive focus on research. For example, in 2014-2015, the COA was contracted to lead a consultant team to the Honolulu Mayor's Office on its Age-Friendly City initiative. COA's involvement in this initiative was more service than research oriented, bringing critical expertise to the City and County's efforts to translate research to practice. This type of project is ideal for the engagement of OPHS and MBT SSW students through practica and service learning projects. Further, at least a third of the leading and emerging gerontology researchers at UHM are employed in the MBT SSW, the OPHS, and the COA. In fact, these gerontologists already work together on projects in aging, including the evaluation of an evidence-based caregiver support model called TCARE (MBT SSW and COA), the work of the Hā Kūpuna

National Resource Center for Native Hawaiian Elders (MBT SSW and OPHS), and the hosting of the annual Careers in Aging Week (CIAW) event to attract students to gerontology. This last event (CIAW) is participated in by gerontologists across campus who have worked collegially together for decades. We believe the merger of the COA with the MBT SSW and OPHS will help strengthen relationships among faculty members working in gerontology, develop interest in gerontology in other faculty members, and facilitate the development of new projects that can engage faculty and students interested in gerontology.

- 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 groups impacted by the reorganization include the faculty and staff of MBT SSW, OPHS, and COA along with JABSOM and OVCR. All units have been informed and consulted. In particular, the proposed reorganization received strong support from the faculty and staff of the MBT SSW, the OPHS, and the COA, with the OPHS beginning discussions in Fall 2014 and the MBT SSW and the COA joining discussions in Spring 2015. A "Reorganization Task Team" (RTT) with representatives from each of the three units was convened in Spring 2015 to develop the reorganization proposal. The RTT is comprised of 10 members, including Dean Noreen Mokuau and 3 representatives from the MBT SSW faculty, Director Kathryn Braun and 3 representatives from the OPHS faculty, Interim Director Christy Nishita of the COA, and the administrative officer of the MBT SSW. In addition, there has been consultation with the accrediting bodies for both social work and public health education. The proposal will be shared with faculty and staff in Fall 2015 and a vote taken.

- 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.

As noted above, the benefits include increased organizational efficiency and increased opportunities for synergy and leveraging in teaching, research, and service. The proposed changes in reporting and function are small. For example:

- Maintain the Functional Unit for Associate Dean. This functional unit exists in the current OPHS Organization Chart. Although there is no funding for this position in 2015-2016, our plan is to fill this position when funding and position count becomes available.
- Consolidate the Functional Unit on Administrative Services. Current Organizational Charts for OPHS and MBT SSW show functional units for Administrative Services. Administrative services for the COA are currently covered by the Vice Chancellor of Research and are not a part of the COA. After reorganization, the functions and staff from these units will be combined into a single unit that will also serve the COA. The COA Admin and Fiscal Support Specialist, PBA (#79381) position was created to serve as the coordinator for the COA program and project activities, which includes the preparation of administrative, procurement, fiscal and personnel documents for submittal to the Fiscal Authority. Given the fact that its duties and responsibilities are more aligned with the day to day operations of COA, #79381 will remain organizationally located with COA. This merger will not result in a reduction of staffing. However, the merger of the functional

units into one increases the efficiency of the Administrative Services, with the plan that staff can be cross trained and fill in for each other when someone is sick or on vacation.

- Consolidate the Functional Unit on Students Services. Current Organizational Charts for OPHS and MBT SSW show functional units for Student Services. After reorganization, the functions and staff from these two units will be combined into a single unit, but will operate with sufficient autonomy to fulfill accreditation requirements and respond to the unique needs of social work and public health students. There will be no reduction of staff in the reorganization.
- Maintain the Functional Unit for Continuing Education (CE). This functional unit exists in the current MBT SSW Organization Chart. After reorganization, the units will work on developing the plan and activities for CE. We will use existing resources to accomplish CE.
- Maintain the Functional Unit for the OPHS and Create the Department of Social Work. Faculty will remain in their respective units – the OPHS and the Department of Social Work will report to the Associate Dean and in his/her absence, report to the Dean of the MBT SSW. Existing Bachelor of Social Work Program, Master of Social Work Program, and PhD in Social Welfare Program will be combined under the Department of Social Work. As a part of reorg a Chair will be appointed for the Department of Social Work. This position will assume many of the administrative duties now assigned to the Chairs of the MSW and PhD program. Currently, the Chairs of these graduate programs are Associate Professors in position numbers #85887 and #83941. With the reassignment of administrative duties these positions would be changed from 11-month to 9-month appointments. Department of Public Health Sciences and Epidemiology and Public Health Graduate Program will be absorbed by OPHS.
- Maintain the Functional Unit for COA. The Director of the COA reports to the Associate Dean and in his/her absence, reports to the Dean of MBT SSW.
- Eliminate the Functional Unit on Curriculum Development Services. This functional unit exists in the current MBT SSW Organization Chart. Upon consultation with faculty, after reorganization this unit will be eliminated as most of its services have been embedded in the educational programs of the MBT SSW. No positions will be lost.

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.

Upon approval of this reorg proposal, the school will seek in-grade salary adjustments for positions Administrative Officer, PBB, #80297 and Administrative Officer, PBA, #79579 to match the increase in scope and complexity of work assigned as a result of the reorg. This may result in a combined annual salary increase in the amount of \$3,500 to \$6,000. The Administrative Officer, PBB, #80297 position will qualify for an in-grade adjustment due to the increased supervisory duties with the addition of public health and the increased responsibility of overseeing the budgetary, personnel, and administration of two additional

units. The Administrative Officer, PBA, #79579 position will qualify for an in-grade adjustment since the position will serve as the administrator for the Center on Aging processing all personnel and fiscal documents in addition to maintaining all current duties with social work.

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

No additional funds are needed for the reorganization. All requests for in-grade salary adjustments would be covered with existing funds.

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.

We do not anticipate changes to faculty responsibilities. There will be expanded authority for #80297, the lead Administrative Officer, PBB in MBT SSW as it will now provide oversight for relevant administrative functions of OPHS and COA in addition to its current functions for MBT SSW, and an expanded scope of duties for the #79579, Administrative Officer, PBA in MBT SSW as it will now be responsible for performing contracts and grants functions for COA, which were formerly performed by personnel in the Office of the Vice Chancellor for Research. It should be noted that OPHS' Administrative Officer, PBB (#77047) is currently vacant. There will be no changes to said position's duties or responsibilities.

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?

We do not anticipate immediate need for additional faculty/support personnel.

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?

We do not anticipate a reduction in faculty/staff.

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

The reorganization restructures OPHS' Office of Associate Dean to the Office of Associate Dean for all of MBT SSW and adds a Secretary position to report to the Associate Dean. It should be noted that these positions have yet to be established. There are no intentions to establish these positions in the near future.

There will be expanded authority for #80297, the lead Administrative Officer, PBB in MBT SSW as it will now provide oversight for relevant administrative functions of OPHS and COA in addition to its current functions for MBT SSW, and an expanded scope of duties for the #79579, Administrative Officer, PBA in MBT SSW as it will now be responsible for performing contracts and grants functions for COA, which were formerly performed by personnel in the Office of the Vice Chancellor for Research. It should be noted that OPHS' Administrative Officer, PBB (#77047) is currently vacant. There will be no changes to said position's duties or responsibilities.

We do not anticipate changes to faculty responsibilities.

Please see Attachment 3 of this proposal for all positions affected by the reorg.

5. Will there be changes to supervisory/subordinate relationships? If so, identify the impact. Will the changes streamline operations, reduce supervisory span of control, etc.?

Yes, there will be changes to supervisory/subordinate relationships as reflected in Attachment 3. The reorganization simplifies and accurately clarifies the reporting line for the OPHS from the dean of JABSOM to the dean of MBT SSW. The reporting line for COA changes from the Vice Chancellor of Research to the dean of the MBT SSW. Administrative staff of OPHS will report to the administrative officer of MBT SSW. This is to streamline administrative operations. The clerical position in MBT SSW Student Academic Services will be removed eliminating a level of supervision. No impact is expected since the position had previously been reallocated to the chancellor's pool.

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.

We do not anticipate a need for additional space outside current allocation.

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

UHM Attachment 3

Program Title: MYRON B THOMPSON SCHOOL OF SOCIAL WORK/OFFICE OF PUBLIC HEALTH STUDIES/CENTER ON AGING

Item No.	Chart No.(s)	Affected Position No.(s)	Classification/Organizational/Functional Change Identify whether position is vacant (V) or filled (F)		Basis for Change/ Impact on Position
			From:	To:	
1	III, I	81521(F), 81748(F)	JABSON Chart III Org Code MASSPH	MBTSSW Chart I Org Code MASSSW	Consolidation of Student Services Offices for increased efficiency/No impact on positions
2	III, I	77047(F), 77088(F), 77180(F)	JABSON Chart III Org Code MAASPH	MBTSSW Chart I Org Code MAASSW	Consolidation of Administrative Services Offices for increased efficiency/Change in supervisory reporting lines from Associate Dean to MBTSSW Administrative Officer A0287
3	III, I	34214(V), 70277(F), 70278(V), 82080(F), 82390(F), 82399(F), 82783(F), 82806(F), 82975(F), 83319(F), 83987(V), 84013(F), 84187(F), 84572(V), 84814(F), 84814(V), 84847(F), 85852(F), 84196(F), 82856(F)	JABSON Chart III Org Code MASEPH	MBTSSW Chart I Org Code MAADPH	Reorganization of the Office of Public Health Studies to the Myron B Thompson School of Social Work and the consolidation of public health programs and departments to streamline structural/Change in supervisory reporting line to the Dean of MBTSSW
4	III, I	70174(F), 79381(F)	OVCR Chart III Org Code MACOA	MBTSSW Chart I Org Code MACOA	Reorganization of the Center on Aging to the Myron B Thompson School of Social Work/Change in supervisory reporting line to the Associate Dean of MBTSSW when established and filled
5	I, I	82844(F)	MBTSSW Chart I Org Code MABSSW	MBTSSSW Chart I Org Code MAMASW	Consolidation of social work programs into one department to streamline structure/Change in supervisory reporting line to the Associate Dean of MBTSSW when established and filled
6	I, I	83037(F), 83089(V), 83301(F), 83599(V), 83841(F), 84200(F), 85478(F), 85879(F), 85880(F), 85882(F), 85887(F), 85889(F), 83422(F), 83524(F)	MBTSSW Chart I Org Code MAMASW, Master of Social Work Program	MBTSSSW Chart I Org Code MAMASW, Department of Social Work	Consolidation of social work programs into one department to streamline structure/Change in supervisory reporting line to the Associate Dean of MBTSSW when established and filled
7	I, I	88232(F), 80378(F)	MBTSSW Chart I Org Code MASSSW Student Academic Services	MBTSSW Chart I Org Code MASSSW Student Services	Consolidation of Student Services Offices for increased efficiency/Change in supervisory reporting line to the Associate Dean of MBTSSW when established and filled


Noreen Mokuau, Dean & Professor
Administrator's Signature, Name and Title

03/07/16

Date

x66300

Telephone Number

HR Review _____
OFA Review _____

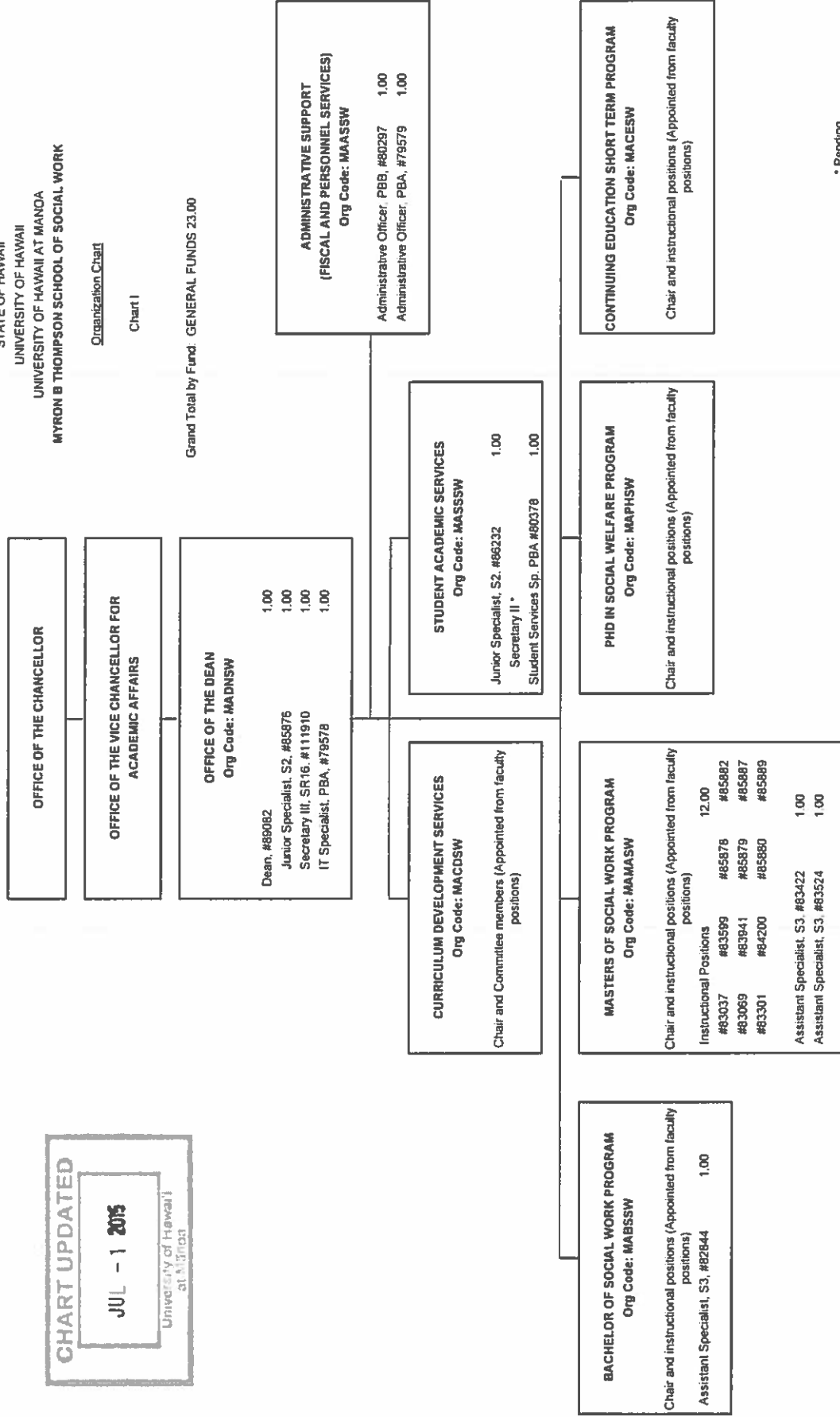
**CURRENT
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

CHART UPDATED
JUL - 1 2015
University of Hawaii
at Manoa

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
MYRON B THOMPSON SCHOOL OF SOCIAL WORK

Organization Chart

Chart I



* Pending

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
SCHOOL OF SOCIAL WORK

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNSW

Directing the administrative, academic, research, and community relations activities in the School of Social Work. Overall responsibility for fiscal and personnel policies, admissions and student services, registration services, doctoral program, master's program, undergraduate program, and continuing education -- short-term programs.

- Responsible for providing leadership in formulation of School's missions, goals and objectives and future directions.
- Responsible for providing leadership in development of academic and administrative policies and implementation of diverse programs.
- Overall responsibility for budget, fiscal and personnel policies and decisions.
- Overall responsibility for grants development and administration.
- Overall responsibility for practicum program.
- Responsible for providing leadership in curriculum, development coordination, and ensuring quality educational program of the doctoral program.
- Responsible for providing leadership in curriculum, development coordination, and ensuring quality educational programs, and ongoing successful accreditation of the Bachelor's and Master's programs.
- Responsible for research and publications individually and providing leadership in faculty research and publication activities.
- Responsible for providing leadership in interpreting School's policies and programs to the community and ensuring that educational programs are responsive to community and student needs.
- Responsible for developing and maintaining ongoing professional relations with appropriate local, national, and international agencies and bodies.

CURRICULUM DEVELOPMENT SERVICES – Org Code: MACDSW

Providing staff support for curriculum review, development and coordination.

- Ensuring the development of an educational continuum in social work education and facilitating linkage between undergraduate, master's and doctoral levels of study.
- Coordinating planning efforts in the development and implementation of a doctoral program.
- Providing support for developing program review material, accreditation material and other curriculum educational resources.

ADMINISTRATIVE SUPPORT (FISCAL AND PERSONNEL SERVICES) – Org Code: MAASSW

Providing administrative support services in general administration, services requisite to the administration of instructional, research, and public service programs and objectives of the School, under the overall direction of the Dean.

General Administration:

- Assistance to Dean in arriving at administrative and program decisions by providing information, and/or recommendations.
- Analysis and preparation of administrative memos, letters, and reports.

- Assistance to Dean in analyzing policies and procedures to identify problematic areas and recommending alternative solutions.
- Assistance to Dean in working with relevant university/community agencies and public offices on joint activities and programs.

Fiscal Administration:

- Assistance in development and control of budget
- Procurement of services and goods
- Maintenance of accounts
- Contract administration
- Support for grant administration
- Maintenance, control and inventory of property
- Consultation on fiscal matters
- Liaison with U.H. and community institutions relating to fiscal matters

Personnel Administration:

- Implementation of personnel policies
- Preparation of personnel documents
- Facilitating employee relations
- Maintenance of personnel records
- Maintenance of safety groups
- Consultation on personnel matters
- Liaison with U.H. and community institutions relating to personnel matters

STUDENT ACADEMIC SERVICES – Org Code: MASSSW

Providing administrative staff support services in general administration. Services requisite to the administration of instructional, research, and public service programs and objectives of the School, under the overall direction of the Dean.

General Administration:

- Assistance to the Dean in arriving at administrative and program decisions by providing information and/or recommendation.
- Analysis and preparation of administrative memos, letters and reports.
- Assistance to the Dean in analyzing policies and procedures to identify problematic areas and recommending alternative solutions.
- Assistance to the Dean in working with relevant university/community agencies and public offices on joint activities and programs.

Student Admissions/Advisement:

- Responsible for admissions process, coordination of review and disposition of all applications and correspondence, and reviewing and implementation of policies and procedures.
- Responsible for School's recruitment efforts, including group presentations and individual counseling.

- Chairing Admissions and Financial Aid Committee.
- Developing and maintaining liaison with Graduate Division and other U.H. and community agencies regarding admissions and other student services.
- Coordinating the reviewing and awarding of student traineeships and loans.
- Responsible for student advisement program.
- Coordinating the student orientation program and maintaining ongoing liaison with students.
- Counseling unclassified students.
- Responsible for academic advisement procedures.

Registration/Class Scheduling:

- Coordinating the scheduling of courses and classrooms.
- Coordinating pre-registration process of students prior to U.H. registration.
- Serving as custodian of student records.
- Developing and maintaining liaison activities with Graduate Division regarding registration and academic advisement matters.
- Serving on U.H. Academic Advisory Committee and Academic Procedures Committee.

Job Placement:

- Liaison with agencies and alumni.
- Coordinating placement services for graduates and alumni.

BACHELOR OF SOCIAL WORK PROGRAM – Org Code: MABSSW

Responsible for the educational aspects of the Bachelor of Social Work Program under the overall direction of the Dean.

- Facilitate development, implementation, and evaluation of the Bachelor of Social Work curriculum policies.
- Facilitate development of priorities and future direction of the educational aspects of the bachelor's program.
- Stimulation and development of new courses, and reviewing of existing courses to ensure an integrated, quality curriculum.
- Development and overseeing of practicum placements, and maintenance of relationships with community social agencies.
- Advisement and counseling of students on academic and school related matters.
- Supervision of faculty workload arrangements and participation in evaluation of faculty performance.
- Development and maintenance of liaison with appropriate U.H. and community groups with regard to the BSW.

MASTERS OF SOCIAL WORK PROGRAM – Org Code: MAMASW

Responsible for the educational aspects of the master's program under the overall direction of the Dean.

- Facilitate development, implementation and evaluation of the Master of Social Work curriculum policies.

- Facilitate development of priorities and future directions of the educational aspects of the master's program.
- Stimulation and development of new courses, reviewing of existing courses and coordination of the curriculum.
- Stimulation and development of practicum policies and integration of class and field learning.
- Maintenance of close contact with students on academic and School related matters.
- Supervision of faculty workload arrangements and participation in evaluation of faculty performance.
- Liaison with appropriate U.H. community groups.

PHD IN SOCIAL WELFARE PROGRAM – Org Code: MAPHSW

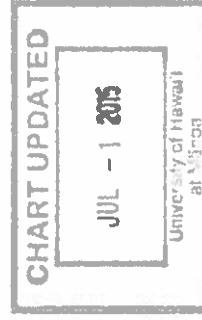
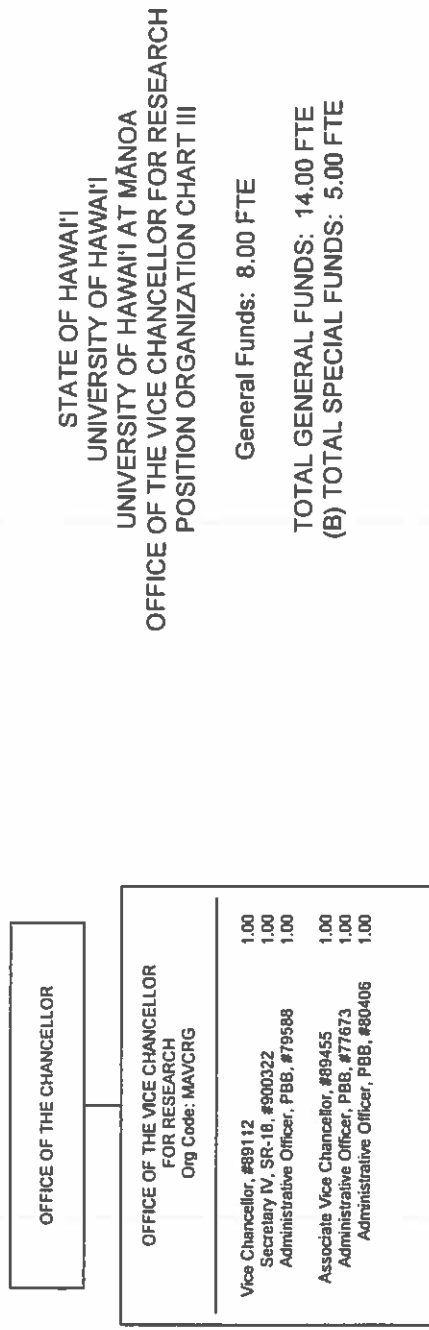
Responsible for the educational aspects of the doctoral program under the overall direction of the Dean.

- Facilitate development, implementation and evaluation of the Ph.D. in Social Welfare curriculum policies.
- Facilitate development of priorities and future directions of the educational aspects of the doctoral program.
- Stimulation and development of new courses, reviewing of existing courses and coordination of the curriculum.
- Maintenance of close contact with students on academic and School related matters.
- Supervision of faculty workload arrangements and participation in evaluation of faculty performance.
- Liaison with appropriate U.H. community groups.

CONTINUING EDUCATION SHORT TERM PROGRAM – Org Code: MACESW

Coordinate the instruction and training activities to upgrade professional competence of social work practitioners, under the overall direction of the Dean.

- Develop, plan and implement training programs for improving competency of social welfare personnel.
- Coordinate course offerings through continuing education and special institutes and workshops in the community.
- Provide consultation to social welfare agencies in staff development.
- Develop and maintain liaison with community in collaborative efforts to deal with social welfare issues and problems.
- Develop grant proposals for extramural funds.



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:
MAYCRG**

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
- UH Cancer Center – Org Code: MACRCH
- Waikīkī Aquarium – Org Code: MAWA
- Lyon Arboretum – Org Code: MALYON
- Institute for Astronomy – Org Code: MAIFA
- Water Resources Research Center – Org Code: MAWRRC
- Environmental Health & 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 students 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

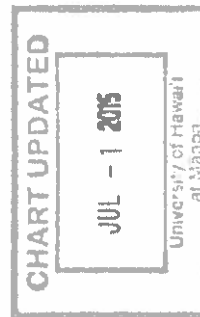
OFFICE OF RESEARCH COMPLIANCE Org Code: MARGCP	
Assistant Vice Chancellor, #89119	1.00
Administrative Officer, PBB, #81801	1.00 (B)
Administrative Officer, PBB, #80504	1.00 (B)
Admin & Fiscal Support Spec, PBA, #81431	1.00 (B)

HUMAN STUDIES PROGRAM Org Code: MARCHS	
Research Associate, PBD, #80751	1.00

ANIMAL WELFARE AND BIOSAFETY PROGRAM Org Code: MARCAW	
Research Associate, PBD, #81657	1.00
Environmental Sty Sp, PBC, #81109	1.00
Research Associate, PBB, #80261	1.00

ANIMAL AND VETERINARY SERVICES PROGRAM Org Code: MARCAV	
Specialist Type Faculty, #86262	1.00
Research Associate, PBB, #80369	1.00 (B)
Research Associate, PBA, #81179	1.00 (B)

RESEARCH INTEGRITY PROGRAM Org Code: MARCRI	
Non-appropriated Funds	



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 participants, 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 participants
3. Oversees the initial and continuing review of all non-exempt research protocols involving human participants or their private identifiable information
4. Provides education, training, consultation and support to UH faculty and others who perform human participant 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.
8. Conducts on-site monitoring visits of active protocols involving human participants.

Animal Welfare and Biosafety Program – Org Code: MARCAW

The Animal Welfare and Biosafety Program 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 Services (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.
4. Provides consultation on fish health management through its fish diagnostic laboratory and providing education for the UH fish facilities and the community.

Research Integrity Program – Org Code: MARCRI

Staff 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

General Fund FTE: 239.83 General Fund
(Authorized Temp FTE): 1.00

CHART UPDATED

JUL - 1 2015

University of Hawai'i
at Manoa

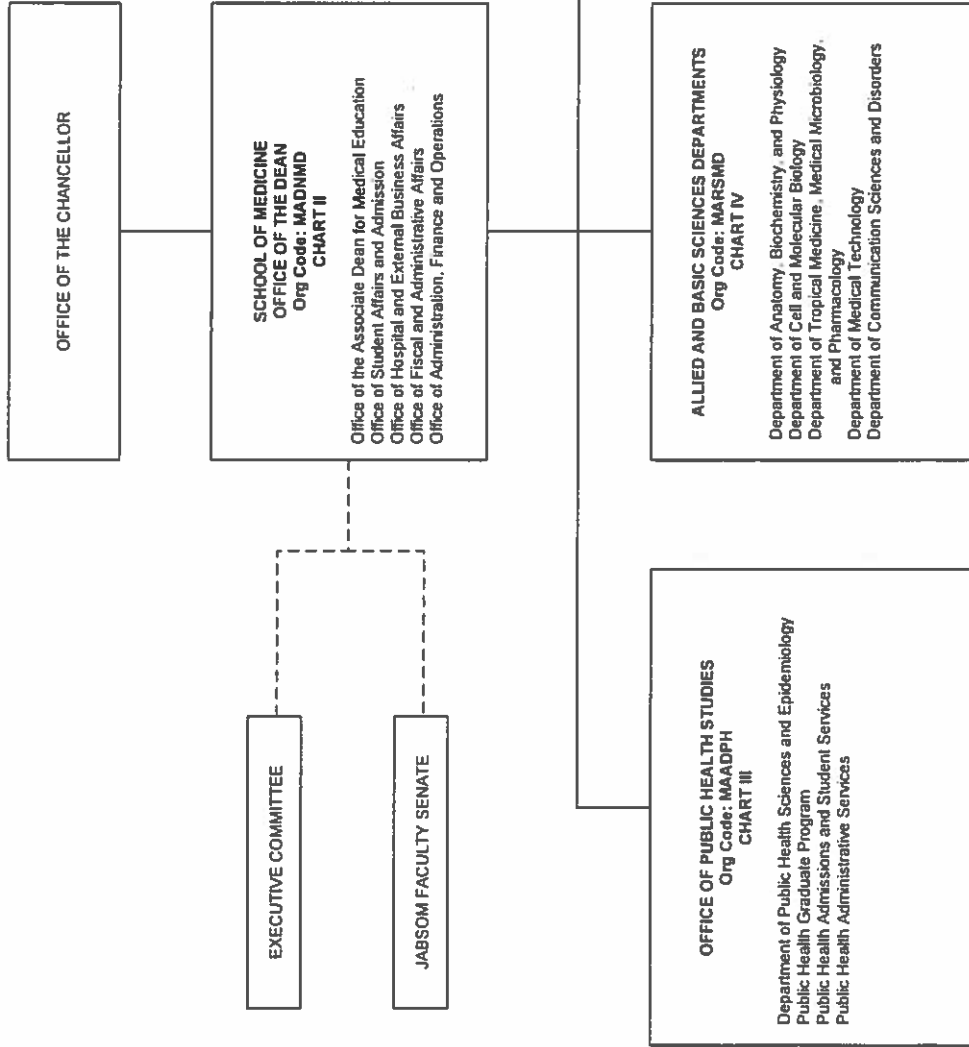


CHART UPDATED
JUL - 1 2015
University of Hawaii
at Manoa

University of Hawaii
at Manoa

To be re-established



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNMD

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. It is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. It establishes policies with the Schools' Executive Committee to develop and implement the academic programs and coordinate continuing medical education, conducts accredited graduate medical education programs in community hospitals, and is responsible for general program development in accord with Legislative mandate and University policies.

Advisory Groups to the Dean:

Executive Committee: The JABSOM Executive Committee is responsible for recommending policies to the Dean and for serving as the liaison between the Dean and the faculty by discussing all matters brought before it.

JABSOM Faculty Senate: The JABSOM Faculty Senate, which operates under separate bylaws, functions as a representative body of the JABSOM faculty. It obtains broadly based faculty input regarding affairs of JABSOM and makes recommendations to or advises the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

OFFICE OF ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAASMD

The Office of Administration, Finance, and Operations provides leadership and management over administrative functions, services, and operations for all of JABSOM in the functional areas of budget, finance and administration, human resources, facilities, information technology, and hospital/external business affairs. This office assists the Dean in overseeing all financial operations and the day-to-day administration of JABSOM. Finally, this office works under the Dean's direction to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, develop compensation research and teaching incentive plans, provide overall property and space management, and serves as JABSOM's financial liaison to the school's affiliated non-profit organizations (i.e. UCERA, Kapi'olani Medical Specials, Hawai'i Residency Programs).

OFFICE OF THE ASSOCIATE DEAN FOR MEDICAL EDUCATION – Org Code: MAADMD

The Office of the Associate Dean for Medical Education assists the Dean in overseeing all of the medical education operations. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of education, including post-baccalaureate (Imi Ho'ola) program, medical school, residency/fellowship, and post-graduation continuing medical educational formats. It is also responsible for working and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the departments and Office of Medical Student Education.

Office of Medical Student Education – Org Code: MAMSMD

The Office of Medical Student Education (MSE) is responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum.

Center for Clinical Skills – Org Code: MACCMD

The Center for Clinical Skills (CCS) is responsible for the provision of standardized patient training for core educational activities in the required curricular unit for the first two years of medical school; clinical skills evaluation for three of the six required third year clinical rotations in pediatrics, internal medicine, and family medicine; and the required fourth year geriatrics rotation. This includes training for a comprehensive clinical examination that is a JABSOM graduation requirement and providing testing for the School of Nursing and the Uniform Services University of the Health Sciences at Tripler Army Medical Center.

Kaka'ako Health Sciences Library – Org Code: MAKLMD

The Kaka'ako Health Sciences Library serves as the sole UHM on campus medical library providing information resources such as web-accessible materials and collections and a wide variety of print and electronic resources, primarily in the clinical sciences.

Office of Facilities Management and Planning – Org Code: MAFMMD

The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors' performance, landscaping, janitorial services, security and research building health and safety certification.

Parking and Auxiliary Services – Org Code: MAPAMD

Responsible for the management of the three parking lots, physical access security to all Kaka'ako facilities and auxiliary services for the Kaka'ako campus.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM

Responsible for providing custodial, grounds keeping and building maintenance services to the JABSOM Kaka'ako campus.

OFFICE OF STUDENT AFFAIRS AND ADMISSIONS – Org Code: MASSMD

This major academic support program is under the direction of a Director, coordinating many student services and activities which include the following:

Student advising, counseling, registration, etc.

Financial Aid – in close collaboration with UH Manoa Financial Aid Office.

Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.

Past and current student records.

Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).

Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

OFFICE OF HOSPITAL AND EXTERNAL BUSINESS AFFAIRS – Org Code: MAEXMD

The Office of Hospital and External Business Affairs (HEBA) is responsible for developing, managing, and monitoring contracts and relationships with JABSOM's affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 percent of the School's annual all funds operating budget and thus are of crucial importance to the School's education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM's operations.

OFFICE OF FISCAL AND ADMINISTRATIVE AFFAIRS – Org Code: MAFAMD

The Office of Fiscal and Administrative Affairs (OFAA) approves and controls expenditures, initiates, oversees, and tracks all personnel transactions, acquires and monitors all equipment and property assigned to JABSOM, procures and pays for all supplies needed for JABSOM's operations. The office also prepares periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA assists in the implementation and administration of research and training contracts and grants. Finally, OFAA is responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology – Org Code: MAITMD

The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, A/V and graphic design, website management, and bioinformatics resources.

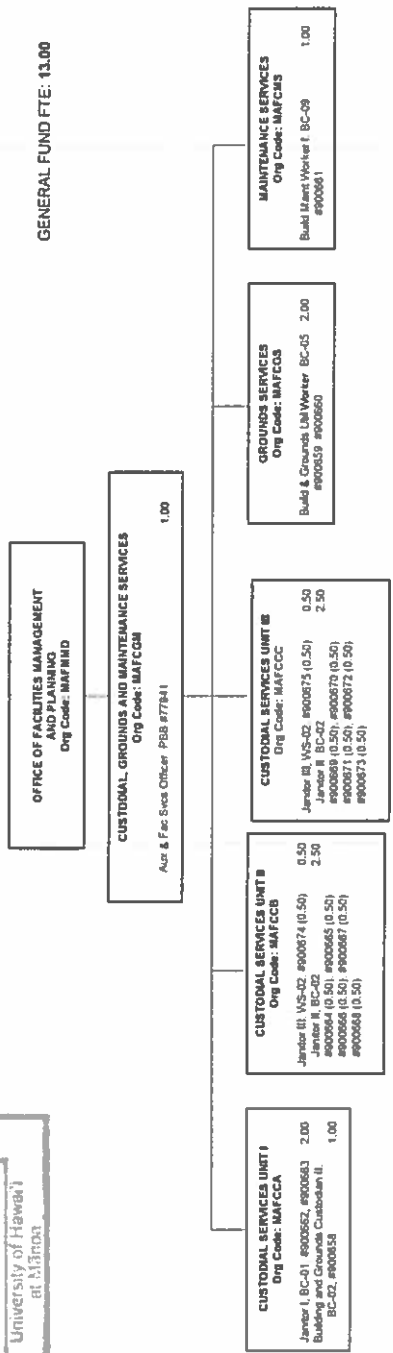
Office of Human Resources – Org Code: MAHRMD

The Office of Human Resources (HR) provides human resources management for all personnel matters within JABSOM.

CHART UPDATED
JUL - 1 2015
 University of Hawai'i
 at Manoa

State of Hawai'i
 University of Hawai'i
 University of Hawai'i at Manoa
SCHOOL OF MEDICINE
OFFICE OF THE DEAN
OFFICE OF FACILITIES MANAGEMENT AND PLANNING
CUSTODIAL, GROUNDS AND MAINTENANCE SERVICES
ORGANIZATION CHART
CHART I-A

GENERAL FUND FTE: 13.00



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF FACILITIES MANAGEMENT AND PLANNING

FUNCTIONAL STATEMENT

Office of Facilities Management and Planning – Org Code: MAFMMD

The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors' performance, landscaping, janitorial services, security and research building health and safety certification.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM

Custodial, Grounds and Maintenance Services will provide custodial, grounds keeping and building maintenance services to the entire JABSOM Kaka'ako campus.

Custodial Services Unit I – Org Code: MAFCCA

Custodial Services Unit I will provide daytime custodial services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Custodial Services Unit II – Org Code: MAFCCB

Custodial Services Unit II will provide afternoon/evening custodial services to the JABSOM Medical Education Building and the Ancillary Building.

Custodial Services Unit III – Org Code: MAFCCC

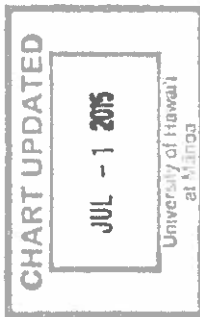
Custodial Services Unit III will provide afternoon/evening custodial services to the JABSOM Bio-Sciences Building and the Central Plant.

Grounds Services – Org Code: MAFCGS

Grounds Services will provide grounds keeping services to all JABSOM Kaka'ako outdoor areas and building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

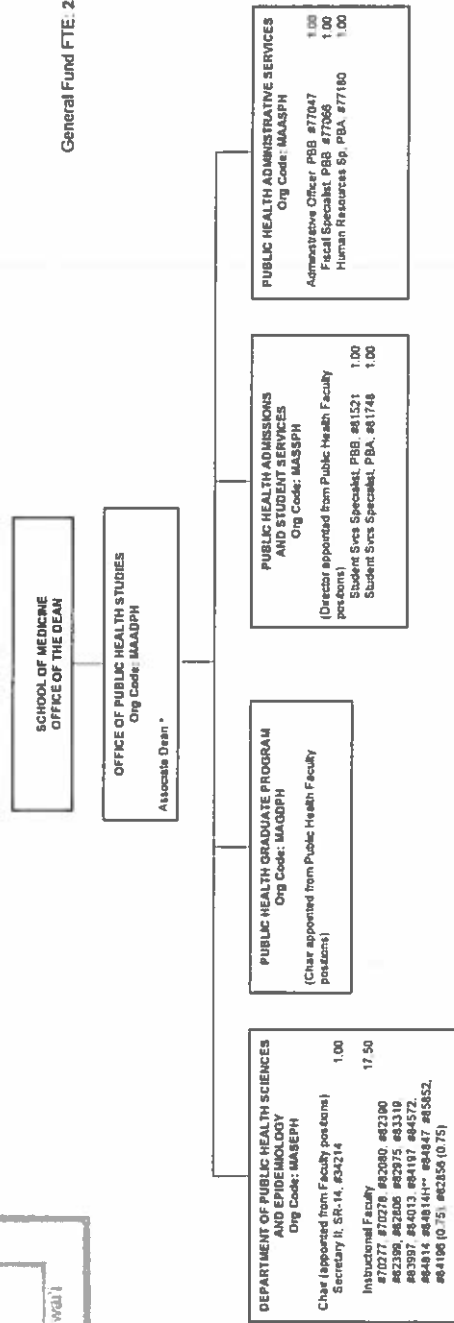
Maintenance Services – Org Code: MAFCMS

Maintenance Services will provide building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.



State of Hawai'i
University of Hawai'i
University of Hawai'i at Manoa
SCHOOL OF MEDICINE
OFFICE OF PUBLIC HEALTH STUDIES
ORGANIZATION CHART
CHART III

General Fund FTE: 23.50



* To be established
** To be enumerated

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF PUBLIC HEALTH STUDIES

FUNCTIONAL STATEMENT

OFFICE OF PUBLIC HEALTH STUDIES – Org Code: MAADPH

The Associate Dean for Public Health Studies is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment; retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department; and the administration of the School of Medicine, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-School of Medicine and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out these responsibilities, the Associate Dean plans, organizes, directs, and coordinates the department's programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean also develops and implements a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavior sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

DEPARTMENT OF PUBLIC HEALTH SCIENCES AND EPIDEMIOLOGY – Org Code: MASEPH

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical sciences, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with the School of Medicine, with other UH units, and with the local and global community.

PUBLIC HEALTH GRADUATE PROGRAM – Org Code: MAGDPH

The Graduate Program of the Office of Public Health Studies is functionally separated into a masters of public health, which is a predominantly professional degree, and the masters of science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.

PUBLIC HEALTH ADMISSIONS AND STUDENT SERVICES – Org Code: MASSPH

Functional responsibilities are in support of non-M.D. graduate student-related activities of the administrative and instructional functions of the School of Medicine. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs Office and International Students Office.

PUBLIC HEALTH ADMINISTRATIVE SERVICES – Org Code: MAASPH

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances and telephone installation. This office will also provide direct support to the School of Medicine Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.

State of Hawaii
University of Hawaii
SCHOOL OF MEDICINE
ALLIED AND BASIC SCIENCES DEPARTMENTS
ORGANIZATION CHART
CHART IV

GENERAL FUND FTE: 56.62

SCHOOL OF MEDICINE
OFFICE OF THE DEAN

ALLIED AND BASIC SCIENCES DEPARTMENTS
Org Code: MARSMB
Associate Dean (Research) *

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY Org Code: MAABPM	
Chair (appointed from Faculty positions)	2.00
Admin Officer: PBA #70141	1.00
Lab Coordinator: PBA #70141	13.60
Instructional Faculty	
#82182 (0.50), #82535 (0.75)	
#82720 (0.75), #83577 (0.50)	
#84128 #4628 #4451 (0.10)	
#85871 #86520 #87156 #88875	
#88558	
Specialist Type Faculty	1.00
#84195	
Graduate Assistant	1.50
#83413 #88138 #88458	

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY Org Code: MACMB	
Chair (appointed from Faculty positions)	1.00
Educational Specialist: PBA #60009	10.00
Instructional Faculty	
#82551 #83468 #83467	
#83991 #84435 #84636 #85705	
#85719 #86089	
Researcher Type Faculty	1.47
#82423 (0.19), #82632 (0.49),	
#88664 (0.49)	
Graduate Assistants	1.00
#86703 #86942	

DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY AND PHARMACOLOGY Org Code: MATMPM	
Chair (appointed from Faculty positions)	1.00
Admin Officer: PBA #70325	1.00
Admin Officer: PBA #80981	1.00
Instructional Faculty	10.49
#70172 #82985 #82388 #82541,	
#82834 #82158 #83391	
#84143 #85568 (0.49), #86862,	
#87509	
Researcher Type Faculty	1.00
#83283	
Specialist Type Faculty	0.90
#83976	

DEPARTMENT OF MEDICAL TECHNOLOGY Org Code: MAMEDT	
Chair (appointed from Faculty positions)	1.00
Secretary II: SR-14, #15267	3.00
Instructional Faculty	
#82728 (0.45), #84340 (0.20)	
#84355 (0.35), #86213 (0.35)	
#86735 #87251 (0.45), #88866 (0.20)	

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS Org Code: MACSD	
Chair (appointed from Faculty positions)	4.25
Secretary II *	
Instructional Faculty	
#82140 (0.25), #82457 (0.50)	
#83500 (0.10), #83668 #8444	
#85304 (0.50), #86186 (0.50)	
Specialist Type Faculty	1.00
#83586	
Graduate Assistant	0.41
#88361	

INSTITUTE FOR BIOGENESIS RESEARCH Org Code: IMBGS	
Non-Appropriated Funds	

* To be established



STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
ALLIED AND BASIC SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

ALLIED AND BASIC SCIENCES DEPARTMENTS – Org Code: MARSMD

These departments provide training and education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure. These department also include the basic sciences required to help medical students better understand what causes a disease, to analyze how current treatments work, and to develop potential new therapies. It usually involves basic research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies.

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY – Org Code: MAABPM

The department provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. It also provides undergraduate level instruction in anatomy for paramedical and biological science programs. It maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control.

The department also provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post doctorate, and continuing education students. Besides the various A.B., B.S., Ph.D., and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program. It provides instructional services in physiology to undergraduate, graduate and medical students; trains graduate students toward M.S. and Ph.D. degrees in physiology; engages in both basic and applied research in Physiology; and renders services as needed by the local, national and international communities. Our faculty is on the forefront of investigative programs dealing with the care, treatment, and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

Institute for Biogenesis Research – Org Code: MAIBGS

The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and to support the academic pursuit of research in these fields.

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB

The department provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large. Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawai'i Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.

DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY, AND PHARMACOLOGY – Org Code: MATMPM

The department works toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine, and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology, and public health. Teaching efforts in pharmacology are directed toward first and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

Development of a program addressing the linkages between environmental and human health will directly benefit ecological and human health in Hawai'i and the Pacific region, will complement the biomedical research component of the School of Medicine's vision, will have both direct and indirect economic benefits, and will generate research results applicable to addressing environmental and human health problems worldwide.

DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: MAMEDT

It is the goal of this department to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawai'i and areas in the Pacific Basin. Specific objectives of this department are: to graduate students with a B.S. degree in Medical Technology who are prepared to enter an AMA approved School of Medical Technology for the additional professional education for national certification; develop and implement mechanisms to expand enrollment in the medical technology program; to provide special programs on education for the academic and clinical faculty; to implement special retraining programs for persons reentering the field; to develop a Master's level degree program for medical technologists.

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code: MACSD

Objectives of this department are as follows: to provide training for undergraduate (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; and to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.

State of Hawaii
University of Hawaii
University of Hawaii at Manoa
SCHOOL OF MEDICINE
CLINICAL SCIENCES DEPARTMENTS
ORGANIZATION CHART
CHART V

GENERAL FUND FTE: 87.25
GENERAL FUND (Authorized Temp FTE): 1.00

SCHOOL OF MEDICINE
OFFICE OF THE DEAN

CLINICAL SCIENCES DEPARTMENTS
Org Code: MACSMD
Associate Dean (Clinical Affairs) #89508

DEPARTMENT OF MEDICINE
Org Code: MAMED

Chair (appointed from Faculty positions)
Database Manager, PBB, #40186
Academic Support Sp. PBA, #75882
Instructional Faculty
#70171 (0.40), #2104, #22791,
#23002 (0.15), #2276, #3077 (0.30),
#3215 (0.08), #3236 (0.49),
#3237 (0.25), #3238 (0.25),
#4100 (0.25), #4152 (0.45),
#4684, #4981 (0.25), #4104 (0.25),
#4500, #4502 (0.45), #4548 (0.25),
#4564 (0.25), #4576 (0.30),
#4579 (0.05), #4570 (0.25),
#4571 (0.35), #4575 (0.25),
#4574 (0.45), #4517 (0.40),
#4842 (0.60), #4856 (0.20),
#4874 (0.45), #4870 (0.25),
#4878 (0.45), #4888 (0.05)
Specialist Type Faculty
#4568
0.25

DEPARTMENT OF OBSTETRICS
GYNECOLOGY AND WOMEN'S HEALTH
Org Code: MAOBGM

Chair (appointed from Faculty positions)
Instructional Faculty
#63818 (0.50), #4032 (0.20),
#4134 (0.50), #4438 (0.50),
#4485 (0.50), #4525, #4543 (0.50),
#4940 (0.50), #4716 (0.45),
#4726 (0.75), #4552 (0.50)

DEPARTMENT OF PATHOLOGY
Org Code: MAPATH

Chair (appointed from Faculty positions)
Secretary II, SR-14, #15608
Instructional Faculty
#62651 (0.50), #2817 (0.25), #2839 (0.20),
#3278 (0.05), #3373 (0.25), #3349 (0.50),
#4455, #4450 (0.60), #3247 (0.25),
#4573 (0.25), #4559 (0.45), #4720 (0.45),
#4727 (0.50), #46631

DEPARTMENT OF PEDIATRICS
Org Code: MAPED

Chair (appointed from Faculty positions)
Secretary II, SR-14, #29273
Instructional Faculty
#22805 (0.20), #3315 (0.25),
#4056, #4317, #4543 (0.08),
#4524, #4574 (0.50), #4575 (0.50),
#4570 (0.05), #4723 (0.25),
#4500 (0.25)

DEPARTMENT OF PSYCHIATRY
Org Code: MAPSYT

Chair (appointed from Faculty positions)
Instructional Faculty
#70040 (0.25), #42041 (0.49),
#42210, #4215 (0.49),
#43048 (0.49), #43505 (0.49),
#43540, #43564, #43443 (0.49),
#44257 (0.50), #4543 (0.50),
#45561 (0.49), #45765 (0.05),
#47235, #48372 (0.25), #48880 (0.10)

DEPARTMENT OF SURGERY
Org Code: MASURG

Chair (appointed from Faculty positions)
Secretary II, SR-14, #23085
Instructional Faculty
#27225 (0.25), #43533,
#43540 (0.25), #43736, #44146 (0.40),
#44444 (0.20), #4543 (0.50),
#4681 (0.25), #45413 (0.20),
#45432 (0.05), #45505 (0.15),
#45641, #46052 (0.05),
#46069, #46099 (0.60),
#46435 (0.10), #46453 (0.25),
#46541 (0.10), #46700 (0.45),
#46789 (0.10), #46782 (0.10),
Specialist Type Faculty
#44253
1.00

DEPARTMENT OF FAMILY MEDICINE
AND COMMUNITY HEALTH
Org Code: MAFMCH

Chair (appointed from Faculty positions)
Instructional Faculty
#42013 (0.50), #43400 (0.20),
#43070, #43058 (0.49), #43731 (0.50),
#43831 (0.25), #43944, #45760 (0.49),
#46208 (0.49), #48454 (0.45)

DEPARTMENT OF NATIVE
HAWAIIAN HEALTH
Org Code: MAHHH

Chair (appointed from Faculty positions)
Instructional Faculty
#42013 (0.49), #4228, #42997,
#43536 (0.49), #45030 (0.75),
#45668 (0.50), #45814,
#48473 (0.49), #48663 (0.49)
Specialist Type Faculty
#44554, #45449
2.00

DEPARTMENT OF COMPLEMENTARY
AND ALTERNATIVE MEDICINE
Org Code: MACAAM

Chair (appointed from Faculty positions)
Secretary II, SR-14, #23081
Instructional Faculty
#42529, #43176, #43526 (0.25),
#45571 (0.20)
Researcher Type Faculty
#43651
1.00

DEPARTMENT OF GERIATRIC MEDICINE
Org Code: MAGERI

Chair (appointed from Faculty positions)
Secretary II, SR-14, #41474
Administrative Off. PBB, #79197
Instructional Faculty
#42506 (0.25), #47520 (0.10),
#47730 (0.49), #47849 (0.45),
#48025 (0.25), #43099 (0.10),
#43177 (0.39), #43575 (0.10),
#43588 (0.10), #45315 (0.49),
#45489, #45665 (0.25), #45805 (0.24),
#47130 (0.50), #48559 (0.34), #48894,
#48895 (0.49), #48791 (0.15),
#48872 (0.49)

MAGNETIC
RESONANCE
IMAGING
CENTER
Org Code: MAMRIC
Non-appropriated
funds

HAWAIIAN CENTER
FOR RESEARCH
Org Code: MAHCR
Non-appropriated
funds

CENTER FOR
CARDIOVASCULAR
RESEARCH
Org Code: MACCR
Non-appropriated
funds

NATIVE HAWAIIAN CENTER
OF EXCELLENCE
Org Code: MANHCE
Instructional Faculty
#43300 (0.50)*, #43906 (0.50)*,
#47034*
Specialist Type Faculty
#43871*, #43750*, #44030*
1.00

IMI HOLOLA PROGRAM
Org Code: MAHIP
Instructional Faculty
#42824, #45893 (0.50),
#46057 (0.50), #46332
Specialist Type Faculty
#48902
3.00

CHART UPDATED

JUL - 1 2015

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
CLINICAL SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD

These departments include the areas of practical study of medical principles or investigations using controlled procedures to evaluate results. These often deal with physical therapeutic sciences, medical sciences, and other sciences applied to physical therapy practice. These departments comprise of contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Center for Cardiovascular Research – Org Code: MACCR

The Center for Cardiovascular Research uses transgenic and molecular methods to improve the understanding of cardiovascular biology and to inform new therapeutic approaches with the following primary aims:

- (1) The development of a strong mentoring group of established investigators with interdisciplinary but complementary backgrounds in vascular and cardiovascular biology, to support the career growth of a select group of young investigators.
- (2) The development of a strategic plan to assist in the recruitment and retention of talented and funded young faculty and established investigators in faculty positions in order to promote the continued growth of a cardiovascular research program into a major research discipline with stable funding opportunities to not only parallel but to eventually replace COBRE funding.

Hawai'i Center for AIDS Research – Org Code: MAHCAR

The Center provides a vehicle for scientific study and policy development related to HIV-AIDS in Hawai'i, as well as Asia and the Pacific. Research involves studying HIV's affect on metabolism and its role in neurological and cardiovascular conditions.

Magnetic Resonance Imaging Center – Org Code: MAMRIC

The Center conducts NIH-funded research in some of the following areas: brain activation in patients with early HIV dementia, early brain development after prenatal "ice" exposure, creating a pediatric imaging neurocognition and genomics data resource, neuroimaging to assess the effects of therapy in children with acute lymphoblastic leukemia, impact of marijuana exposure on brain maturation, parallel MRI for high field neuroimaging, spectral spatial RF pulses for gradient echo fMRI, and factors for enhanced neurotoxicity in methamphetamine abuse and HIV infection.

DEPARTMENT OF OBSTETRICS, GYNECOLOGY, AND WOMEN'S HEALTH – Org Code: MAOBGN

The department trains medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology, and Women's Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various

disease processes, and the pathology of the reproductive organs. Also develops seminars and training programs for the practicing physician.

DEPARTMENT OF PATHOLOGY – Org Code: MAPATH

The department provides instruction for medical students in basic, systematic, and clinical pathology, which bridges the basic sciences with clinical medicine. It also makes available specialized topics in pathology to third- and fourth-year medical students, graduate students, and residents in pathology, as well as integrates and instructs pathology at the community hospitals. The University's involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

DEPARTMENT OF PEDIATRICS – Org Code: MAPED

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawai'i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally, this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY

The department provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry. It also provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen's Medical Center, Kapiolani Medical Center for Women and Children, Hawai'i State Hospital, and community mental health centers on the islands of Hawai'i, Molokai, Maui, Kauai, and Lanai.

The department conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawai'i Psychiatric Society, and president of the Hawai'i Council of Child Psychiatry. Members of the department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

DEPARTMENT OF SURGERY – Org Code: MASURG

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery

residency program, an orthopaedic residency program, and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH – Org Code: MAFMCH

The department provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological, and social health. Long range objectives for the department are as follows: to increase access to primary care in Hawai'i and American Samoa; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; and to provide a realistic view of primary care medicine as a career.

DEPARTMENT OF NATIVE HAWAIIAN HEALTH – Org Code: MANHH

The Department of Native Hawaiian Health (NHH) is concerned with the healthcare of Native Hawaiians. Through research and education, this department helps to develop a comprehensive program that addresses the healthcare status of Native Hawaiians. JABSOM will provide assistance in educating the community on health issues of Native Hawaiians. This department will also house two (2) divisions related to Native Hawaiian health and welfare – the Imi Ho'ola Program and the Native Hawaiian Center of Excellence.

Native Hawaiian Center of Excellence – Org Code: MANHCE

The Native Hawaiian Center of Excellence (NHCOE) seeks to improve the healthcare status of the Hawaiian community through educational initiatives. This program will train academic faculty of Hawaiian descent, as well as develop a domestic violence prevention initiative and other programs designed to educate Hawai'i and Hawaiians about the richness of their medical heritage.

Imi Ho'ola Program – Org Code: MAHIP

The Imi Ho'ola Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE – Org Code: MACAAM

The Department of Complementary and Alternative Medicine (CAM) is responsible for the development and dissemination of alternative medical therapy, as well as the investigation and research of the scientific foundation of these techniques. The medical traditions of many of the cultures represented in Hawai'i have endured for centuries and have given solace and comfort to millions through the ages. It is only now that Western medicine is beginning to investigate the scientific foundation of many of these techniques, but much still remains to be learned. There is a great dearth of credible scientific information available to guide patients in the choice of appropriate alternative therapies. This has become a major public health issue as recognized by the National Institutes of Health (NIH). Hawai'i has a well-established community of alternative medicine practitioners and a number of resident experts in the integration of western complementary therapies. Given Hawai'i's unique environment and population, JABSOM can become a world leader in the scientific investigation of alternative therapies, providing insights into the potential application and pitfalls of these techniques.

DEPARTMENT OF GERIATRIC MEDICINE – Org Code: MAGERI

The department provides the instruction, research, and community service activities in geriatric medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents, and medical students, the program is also very productive in biomedical research. Given the fact that Hawai'i is an aging State with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State's healthcare community.

**PROPOSED
ORGANIZATIONAL CHARTS
AND
FUNCTIONAL STATEMENTS**

PROPOSED

APPROVED:

Robert Bley-Vroman 4/25/16

Robert Bley-Vroman,
Interim Chancellor Date

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN
Org Code: MADNSW

Dean, #89082 1.00
Secretary III, SR16, #111910 1.00
Specialist Faculty:
#85876 1.00
IT Specialist, PBA, #79578 1.00

OFFICE OF THE ASSOCIATE DEAN
Org Code: TBA

Associate Dean *
Secretary II *

STUDENT SERVICES
Org Code: MASSSW

Specialist Faculty: 1.00
#86232
Student Svcs Specialist, PBB, #81521 1.00
Student Svcs Specialist, PBA, #81748 1.00
Student Svcs Specialist, PBA, #80378 1.00

OFFICE OF PUBLIC HEALTH STUDIES
Org Code: MAADPH

Director (appointed from faculty positions) 1.00
Secretary II, SR-14, #34214 18.50
Instructional Faculty:
#70277, #70278, #82080, #81390,
#82399, #82763, #82806, #81975,
#83319, #83997, #84013, #84197,
#84572, #84814, #84814H **, #84847,
#85852, #84196 (0.75), #82856 (0.75)

DEPARTMENT OF SOCIAL WORK
Org Code: MAMASW

Chair (appointed from faculty positions) 12.00
Instructional Faculty:
#83037, #83069, #83301, #83599,
#83941, #84200, #85878, #85879,
#85880, #85882, #85887, #85889
Specialist Faculty:
#82844, #83422, #83524 3.00

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
MYRON B THOMPSON SCHOOL OF SOCIAL WORK
Organizational Chart

Chart I
Grand Total by Fund: 49.50 GENERAL FUNDS

ADMINISTRATIVE SERVICES
Org Code: MAASSW

Administrative Officer, PBB, #80297 1.00
Administrative Officer, PBA, #79579 1.00
Administrative Officer, PBB, #77047 1.00
Fiscal Specialist, PBB, #77066 1.00
Administrative Officer, PBA, #77180 1.00

CONTINUING EDUCATION SHORT TERM PROGRAM
Org Code: MACESW

CENTER ON AGING
Org Code: MACOA

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

* - to be established
** - to be renumbered

STATE OF HAWAII
UNIVERSITY OF HAWAII

UNIVERSITY OF HAWAII AT MĀNOA
MYRON B. THOMPSON SCHOOL OF SOCIAL WORK

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNSW

The Myron B. Thompson School of Social Work (MBT SSW) provides high quality education that is grounded in instruction, research, and service for social work, public health, and aging. The Office of the Dean directs administrative, academic, research, and community activities in the MBT SSW. It is responsible for establishing and enforcing policies and practices to develop and implement the academic programs (including baccalaureate, masters, doctoral programs), distance education, continuing education, and student services. It is responsible for fiscal and personnel management and decision making. It is also responsible for collaborating with intra-university entities such as the College of Health Sciences and Social Welfare and the University of Hawai'i Foundation, as well as community organizations, professional organizations, State and Federal government agencies, and relevant alumni groups.

ADMINISTRATIVE SERVICES – Org Code: MAASSW

Administrative Services manages all administrative functions requisite to the instruction, research, and service programs of the MBT SSW. It is responsible for functional areas of budget, expenditure control, purchasing, property management, facilities, human resources, and contracts and grants administration. Administrative Services assists in all financial operations and the day-to-day administration of the MBT SSW.

OFFICE OF THE ASSOCIATE DEAN – Org Code: TBA

The Office of the Associate Dean assists the Dean in the overall administration of the MBT SSW, with specific leadership in academic programs, accreditation, and student services for social work, public health, and aging. It also is responsible for assuring that policies and procedures related to faculty recruitment, retention, workload, and improvement are implemented accurately and in a timely manner.

STUDENT SERVICES – Org Code: MASSSW

Student Services manages all student support activities for the MBT SSW academic programs. The continuum of services includes recruitment, admission, registration, assisting with course scheduling, academic advisement, graduation, and alumni engagement. The office also supports student success by functioning as a liaison with other University areas, such as the Office of the Vice Chancellor for Academic Affairs, the Office of the Vice Chancellor for Students, and specifically, Offices of Graduate Education, Undergraduate Education, Office of the Registrar, Financial Aid Services, KOKUA Program, Office of Title IX, Veterans Affairs, and International Students Services.

OFFICE OF PUBLIC HEALTH STUDIES - Org Code: MAADPH

The Office of Public Health Studies provides a comprehensive program of undergraduate and graduate education in public health. The unit advances the health of the peoples of Hawai'i, the nation, and the Asia-Pacific region through knowledge, discovery, innovation, engagement, inclusion, and leadership. The unit offers the BA in public health, the masters of public health (MPH) in four specializations (Epidemiology, Health Policy and Management, Native Hawaiian and Indigenous Health, and Social and Behavioral Health Sciences), the doctorate of public health (DrPH) in community-based and translational research, the masters of science (MS) in public health, and the PhD in Epidemiology. The Council for Education in Public Health (CEPH) accredits all degree programs. Faculty in this unit: develop, implement, and evaluate curriculum for the degree-granting programs; develop, oversee, and evaluate practicum placements and maintain relationships with practicum sites; advise and counsel students on admission, academic progress, school-related matters, and career goals; conduct research in public health and disseminate findings; participate in evaluation of faculty performance; and collaborate with and provide service to the department, school, university, profession, state, national and international partners.

DEPARTMENT OF SOCIAL WORK – Org Code: MAMASW

The Department of Social Work provides a comprehensive program of undergraduate and graduate education in social work. The unit emphasizes educational excellence that advances social work with its focus on social justice. The principal responsibility is the generation, transmission, and application of knowledge for the global enterprise with special attention to Native Hawaiian, other Pacific Islander, and Asian populations in our state and region. The unit offers the bachelors in social work (BSW), the masters of social work (MSW), and a PhD in social welfare. The BSW and MSW are accredited by the Council for Social Work Education. Faculty in this unit: develop, implement, and evaluate curriculum for the degree-granting programs; develop, oversee, and evaluate practicum placements and maintain relationships with practicum sites; advise and counsel students on admission, academic progress, school-related matters, and career; conduct research in social welfare and disseminate findings; participate in evaluation of faculty performance; and collaborate with and provide service to the department, school, university, profession, state, national and international partners.

CENTER ON AGING – Org Code: MACOA

The Center on Aging is committed to improving the health and quality of life of older adults in Hawai'i through innovative research, education, and service in aging. The unit is responsible to catalyze and organize intra- and inter-disciplinary aging research, education, and service. The unit also is responsible to secure extramural grants and contracts, conduct research, and disseminate findings. Research activities extend to the community by conducting community

engaged and culturally relevant applied research with state, local, non-profit, and private partners. The unit will develop curricular and educational programs in order to advance interest and knowledge in gerontology. The unit is responsible for collaborating with community organizations, professional organizations, State and Federal government agencies, and relevant alumni groups in gerontology.

CONTINUING EDUCATION – Org Code: MACESW

Continuing Education collaborates with community partners to identify educational needs of Hawai'i residents working in the fields of social work, public health, and aging. The unit is responsible to develop, coordinate, and evaluate continuing education and professional development activities that meet identified needs. It promotes continuing education initiatives internally and externally with consistent branding and marketing mechanisms. It also ensures compliance with applicable rules and standards governing continuing education for social workers, public health professionals, gerontologists and other professions.

APPROVED:

 4/25/16
Robert Bley-Vroman, Interim Chancellor Date

PROPOSED

APPROVED:

Robert Bley-Vroman 4/25/16

Robert Bley-Vroman,
Interim 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, #79568	1.00
Associate Vice Chancellor, #89455	1.00
Administrative Officer, PBB, #77673	1.00
Administrative Officer, PBB, #60406	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: 6.00 FTE

TOTAL GENERAL FUNDS: 12.00 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

WAIKĪ 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

Footnotes:

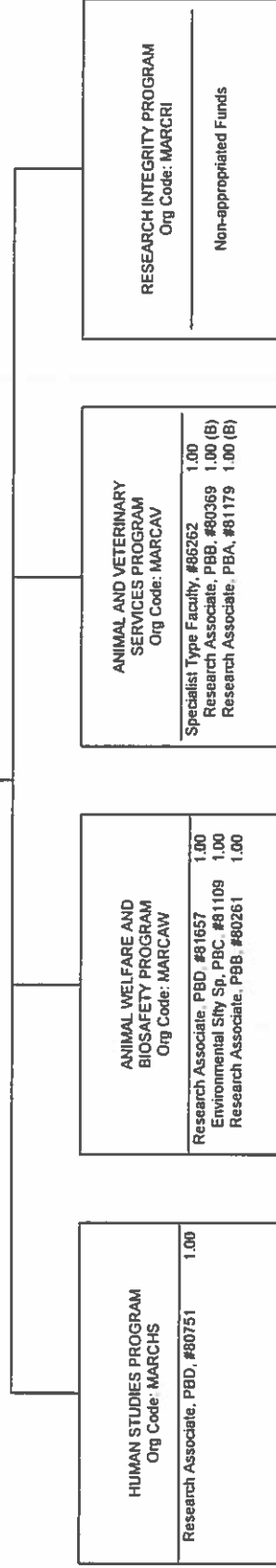
+ Academic matters within the School of Ocean and Earth Science and Technology will be administered in coordination with the Vice Chancellor for Academic Affairs

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

OFFICE OF RESEARCH COMPLIANCE Org Code: MARGCP	
Assistant Vice Chancellor, #89119	1.00
Administrative Officer, PBB, #81901	1.00 (B)
Administrative Officer, PBB, #80504	1.00 (B)
Admin & Fiscal Support Spec, PBA, #81431	1.00 (B)



PROPOSED

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 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
- 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 4/25/16

Robert Bley-Vroman, Interim Chancellor

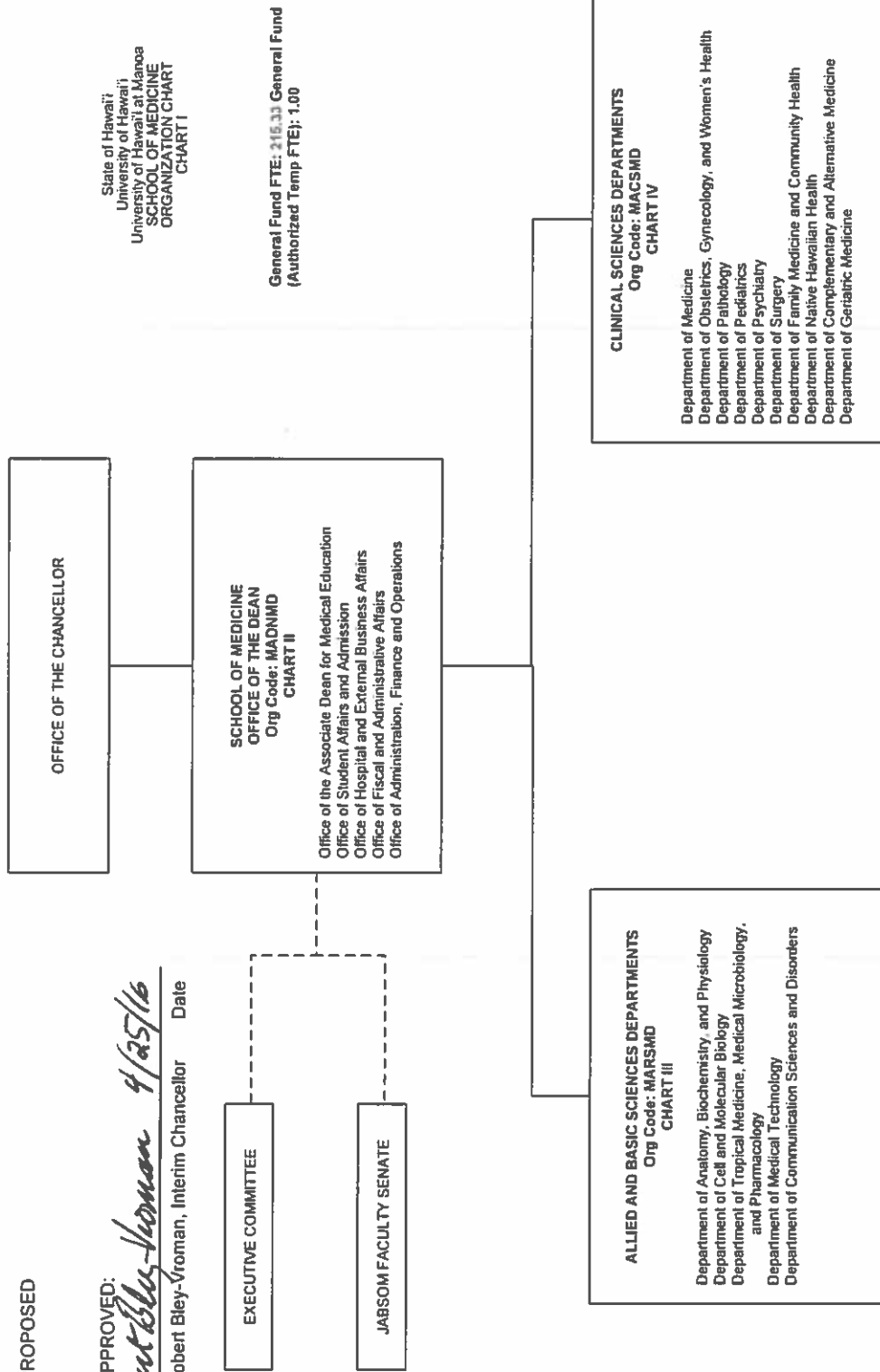
Date

PROPOSED

APPROVED:

Robert Bley-Vroman 4/25/16

Robert Bley-Vroman, Interim Chancellor Date



PROPOSED

APPROVED:

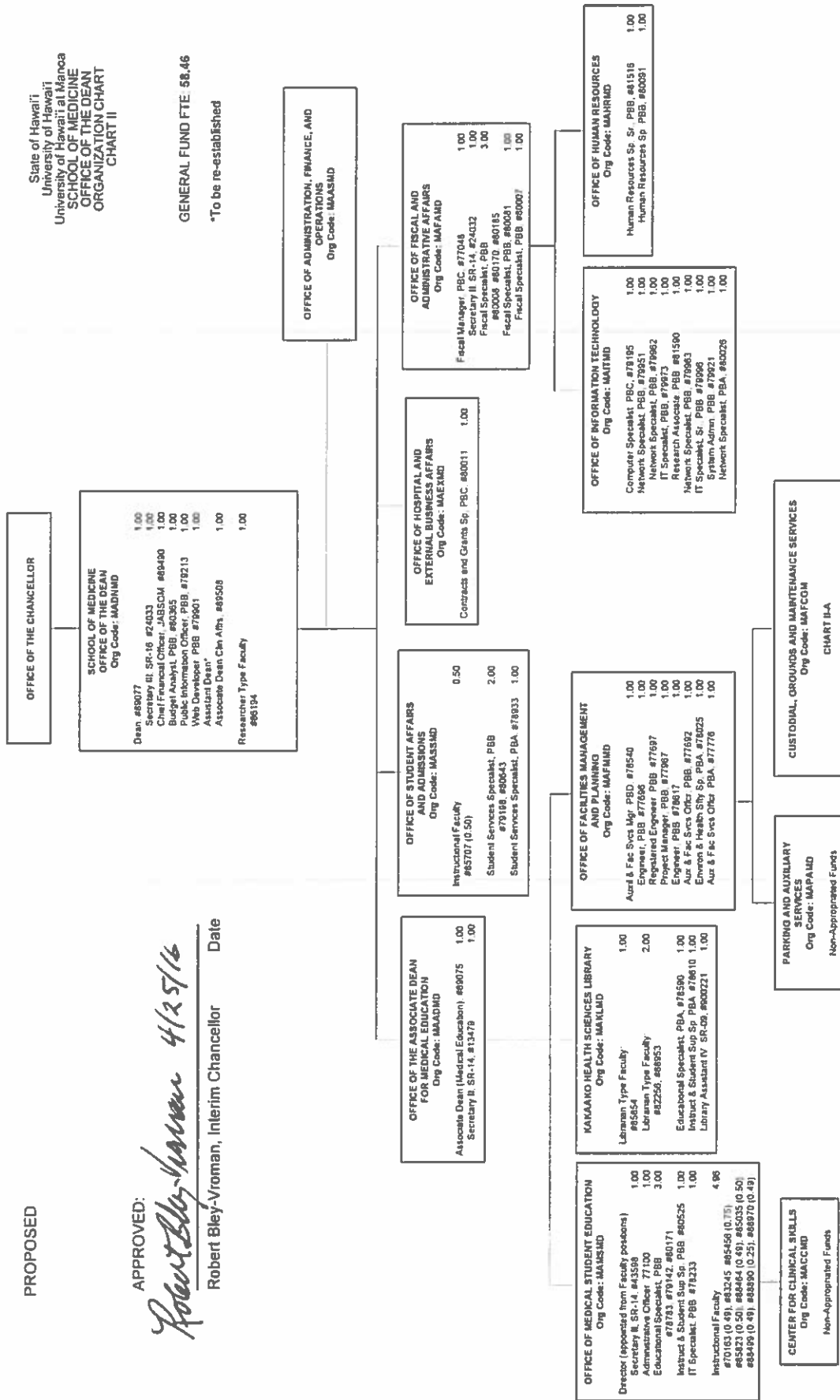
Robert Bley-Vroman 4/25/16

Robert Bley-Vroman, Interim Chancellor Date

State of Hawai'i
University of Hawai'i at Manoa
SCHOOL OF MEDICINE
OFFICE OF THE DEAN
ORGANIZATION CHART
CHART II

GENERAL FUND FTE: 58.46

*To be re-established



PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNMD

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. It is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. It establishes policies with the Schools' Executive Committee to develop and implement the academic programs and coordinate continuing medical education, conducts accredited graduate medical education programs in community hospitals, and is responsible for general program development in accord with Legislative mandate and University policies.

Advisory Groups to the Dean:

Executive Committee: The JABSOM Executive Committee is responsible for recommending policies to the Dean and for serving as the liaison between the Dean and the faculty by discussing all matters brought before it.

JABSOM Faculty Senate: The JABSOM Faculty Senate, which operates under separate bylaws, functions as a representative body of the JABSOM faculty. It obtains broadly based faculty input regarding affairs of JABSOM and makes recommendations to or advises the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

OFFICE OF ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAASMD

The Office of Administration, Finance, and Operations provides leadership and management over administrative functions, services, and operations for all of JABSOM in the functional areas of budget, finance and administration, human resources, facilities, information technology, and hospital/external business affairs. This office assists the Dean in overseeing all financial operations and the day-to-day administration of JABSOM. Finally, this office works under the Dean's direction to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, develop compensation research and teaching incentive plans, provide overall property and space management, and serves as JABSOM's financial liaison to the school's affiliated non-profit organizations (i.e. UCERF, Kapi'olani Medical Specials, Hawai'i Residency Programs).

OFFICE OF THE ASSOCIATE DEAN FOR MEDICAL EDUCATION – Org Code: MAADMD

The Office of the Associate Dean for Medical Education assists the Dean in overseeing all of the medical education operations. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of education, including post-baccalaureate (Imi Ho'Ola) program, medical school, residency/fellowship, and post-graduation continuing medical educational formats. It is also responsible for working and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the departments and Office of Medical Student Education.

Office of Medical Student Education – Org Code: MAMSMD

The Office of Medical Student Education (MSE) is responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum.

Center for Clinical Skills – Org Code: MACCMD

The Center for Clinical Skills (CCS) is responsible for the provision of standardized patient training for core educational activities in the required curricular unit for the first two years of medical school; clinical skills evaluation for three of the six required third year clinical rotations in pediatrics, internal medicine, and family medicine; and the required fourth year geriatrics rotation. This includes training for a comprehensive clinical examination that is a JABSOM graduation requirement and providing testing for the School of Nursing and the Uniform Services University of the Health Sciences at Tripler Army Medical Center.

Kaka'ako Health Sciences Library – Org Code: MAKIMD

The Kaka'ako Health Sciences Library serves as the sole UHM on campus medical library providing information resources such as web-accessible materials and collections and a wide variety of print and electronic resources, primarily in the clinical sciences.

Office of Facilities Management and Planning – Org Code: MAFMMD

The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors' performance, landscaping, janitorial services, security and research building health and safety certification.

Parking and Auxiliary Services – Org Code: MAPAMD

Responsible for the management of the three parking lots, physical access security to all Kaka'ako facilities and auxiliary services for the Kaka'ako campus.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM

Responsible for providing custodial, grounds keeping and building maintenance services to the JABSOM Kaka'ako campus.

OFFICE OF STUDENT AFFAIRS AND ADMISSIONS – Org Code: MASSMD

This major academic support program is under the direction of a Director, coordinating many student services and activities which include the following:

Student advising, counseling, registration, etc.

Financial Aid – in close collaboration with UH Manoa Financial Aid Office.

Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.

Past and current student records.

Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).

Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

OFFICE OF HOSPITAL AND EXTERNAL BUSINESS AFFAIRS – Org Code: MAEXMD

The Office of Hospital and External Business Affairs (HEBA) is responsible for developing, managing, and monitoring contracts and relationships with JABSOM's affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 percent of the School's annual all funds operating budget and thus are of crucial importance to the School's education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM's operations.

OFFICE OF FISCAL AND ADMINISTRATIVE AFFAIRS – Org Code: MAFAMD

The Office of Fiscal and Administrative Affairs (OFAA) approves and controls expenditures, initiates, oversees, and tracks all personnel transactions, acquires and monitors all equipment and property assigned to JABSOM, procures and pays for all supplies needed for JABSOM's operations. The office also prepares periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA assists in the implementation and administration of research and training contracts and grants. Finally, OFAA is responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology – Org Code: MAITMD

The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, A/V and graphic design, website management, and bioinformatics resources.

Office of Human Resources – Org Code: MAHRMD

The Office of Human Resources (HR) provides human resources management for all personnel matters within JABSOM.

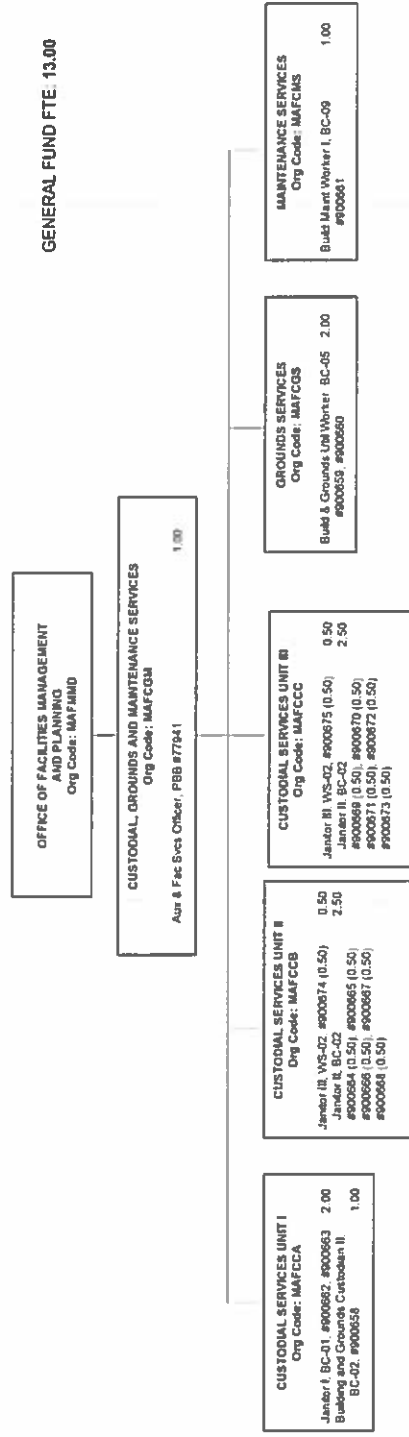
APPROVED:

A handwritten signature in black ink, reading "Robert Bley-Vroman". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Robert Bley-Vroman, Interim Chancellor

NO CHANGE

State of Hawai'i
University of Hawai'i
University of Hawai'i at Manoa
SCHOOL OF MEDICINE
OFFICE OF THE DEAN
OFFICE OF FACILITIES MANAGEMENT AND PLANNING
CUSTODIAL, GROUNDS AND MAINTENANCE SERVICES
ORGANIZATION CHART
CHART II-A



NO CHANGE

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF FACILITIES MANAGEMENT AND PLANNING

FUNCTIONAL STATEMENT

Office of Facilities Management and Planning – Org Code: MAFMMD

The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors' performance, landscaping, janitorial services, security and research building health and safety certification.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM

Custodial, Grounds and Maintenance Services will provide custodial, grounds keeping and building maintenance services to the entire JABSOM Kaka'ako campus.

Custodial Services Unit I – Org Code: MAFCCA

Custodial Services Unit I will provide daytime custodial services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Custodial Services Unit II – Org Code: MAFCCB

Custodial Services Unit II will provide afternoon/evening custodial services to the JABSOM Medical Education Building and the Ancillary Building.

Custodial Services Unit III – Org Code: MAFCCC

Custodial Services Unit III will provide afternoon/evening custodial services to the JABSOM Bio-Sciences Building and the Central Plant.

Grounds Services – Org Code: MAFCGS

Grounds Services will provide grounds keeping services to all JABSOM Kaka'ako outdoor areas and building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Maintenance Services – Org Code: MAFCMS

Maintenance Services will provide building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

PROPOSED

APPROVED: *Robert Bley-Vroman* 4/25/16

Robert Bley-Vroman, Interim Chancellor

Date

State of Hawai'i
University of Hawai'i
SCHOOL OF MEDICINE
ALLIED AND BASIC SCIENCES DEPARTMENTS
ORGANIZATION CHART
CHART III

GENERAL FUND FTE: 56.62

SCHOOL OF MEDICINE
OFFICE OF THE DEAN

ALLIED AND BASIC SCIENCES DEPARTMENTS
Org Code: MARSMD
Associate Dean (Research) *

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY Org Code: MAABPM	
Chair (appointed from Faculty positions) #7021, #81037	2.00
Admin Officer, PBB #79141	1.00
Lab Coordinator, PBA #81468	13.60
Instructional Faculty #82182 (0.50), #82535 (0.75), #83021, #83463, #83677, #83978, #84128, #84628, #84851 (0.10), #85571, #85520, #87150, #88875, #89558	
Specialist Type Faculty #84195	1.00
Graduate Assistants #83413, #88139, #88458	1.50

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY Org Code: MACMB	
Chair (appointed from Faculty positions) Educational Specialist, PBS #80009	1.00
Instructional Faculty #81251, #82535, #83468, #83557, #83981, #84435, #84635, #85705, #85719, #86089	10.00
Researcher Type Faculty #82423 (0.49), #82652 (0.49), #88584 (0.49)	1.47
Graduate Assistants #85203, #88942	1.00

DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY AND PHARMACOLOGY Org Code: MATMPM	
Chair (appointed from Faculty positions) Admin Officer, PBB #79325	1.00
Admin Officer, PBA #80981	1.00
Instructional Faculty #70172, #82295, #82388, #82541, #82834, #82858, #83391, #84143, #85666 (0.48), #86862, #87009	10.49
Researcher Type Faculty #83293	1.00
Specialist Type Faculty, #83379	0.60

DEPARTMENT OF MEDICAL TECHNOLOGY Org Code: MAHEDT	
Chair (appointed from Faculty positions) Secretary II, SR-14, #15267	1.00
Instructional Faculty, #82728 (0.45), #84349 (0.20), #84355 (0.35), #86213 (0.35), #86733, #8723 (0.45), #88996 (0.20)	3.00

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS Org Code: MACSD	
Chair (appointed from Faculty positions) Secretary II *	
Instructional Faculty #82146 (0.25), #82457 (0.50), #82501 (0.50), #82502, #8444, #85304 (0.50), #86189 (0.50)	4.25
Specialist Type Faculty #83586	1.00
Graduate Assistant #88361	0.41

INSTITUTE FOR BIOGENESIS RESEARCH
Org Code: MABIGS
Non-Appropriated Funds

* To be established

PROPOSED

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
ALLIED AND BASIC SCIENCES DEPARTMENTS

FUNCTIONAL STATEMENT

ALLIED AND BASIC SCIENCES DEPARTMENTS – Org Code: MARSMD

These departments provide training and education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure. These department also include the basic sciences required to help medical students better understand what causes a disease, to analyze how current treatments work, and to develop potential new therapies. It usually involves basic research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies.

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY – Org Code: MAABPM

The department provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. It also provides undergraduate level instruction in anatomy for paramedical and biological science programs. It maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control.

The department also provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post doctorate, and continuing education students. Besides the various A.B., B.S., Ph.D., and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program. It provides instructional services in physiology to undergraduate, graduate and medical students; trains graduate students toward M.S. and Ph.D. degrees in physiology; engages in both basic and applied research in Physiology; and renders services as needed by the local, national and international communities. Our faculty is on the forefront of investigative programs dealing with the care, treatment, and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

Institute for Biogenesis Research – Org Code: MAIBGS

The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and to support the academic pursuit of research in these fields.

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB

The department provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large. Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawai'i Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.

**DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY, AND
PHARMACOLOGY – Org Code: MATMPM**

The department works toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine, and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology, and public health. Teaching efforts in pharmacology are directed toward first and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

Development of a program addressing the linkages between environmental and human health will directly benefit ecological and human health in Hawai'i and the Pacific region, will complement the biomedical research component of the School of Medicine's vision, will have both direct and indirect economic benefits, and will generate research results applicable to addressing environmental and human health problems worldwide.

DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: MAMEDT

It is the goal of this department to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawai'i and areas in the Pacific Basin. Specific objectives of this department are: to graduate students with a B.S. degree in Medical Technology who are prepared to enter an AMA approved School of Medical Technology for the additional professional education for national certification; develop and implement mechanisms to expand enrollment in the medical technology program; to provide special programs on education for the academic and clinical faculty; to implement special retraining programs for persons reentering the field; to develop a Master's level degree program for medical technologists.

**DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code:
MACSD**

Objectives of this department are as follows: to provide training for undergraduate (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; and to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.

APPROVED:

 4/25/16

Robert Bley-Vroman, Interim Chancellor

Date

APPROVED:

APPROVED: Robert Bley-Vroman 4/25/16 Date
Robert Bley-Vroman, Interim Chancellor

Robert Bley-Vroman, Interim Chancellor

Date _____

State of Hawai'i
University of Hawai'i
University of Hawai'i at Manoa
SCHOOL OF MEDICINE
CLINICAL SCIENCES DEPARTMENTS
ORGANIZATION CHART
CHART IV

GENERAL FUND FTE: 87.25
GENERAL FUND (Authorized Temp FTE): 1.00

SCHOOL OF MEDICINE
OFFICE OF THE DEAN

CLINICAL SCIENCES DEPARTMENTS
Qtr Code: MACSMD

Associate Dean (Clinical Affairs), 889508

<p>DEPARTMENT OF MEDICINE Org Code: MAMED</p> <p>Chair (appointed from Faculty positions) Database Manager: PDB, #80186 Academic Support: PDB, #71862</p> <p>1.00 1.00</p>	<p>DEPARTMENT OF OBSTETRICS, GYNECOLOGY AND WOMEN'S HEALTH Org Code: MAOBON</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #81032 (0.20) #81134 (0.50) #84339 (0.50) #84985 (0.50) #86325 (0.50) #86453 (0.50) #86940 (0.50) #87176 (0.45) #87368 (0.75) #86562 (0.50)</p> <p>5.90 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00</p>	<p>DEPARTMENT OF PATHOLOGY Org Code: MAPATH</p> <p>Chair (appointed from Faculty positions) Secretary II: SR-14, #15609</p> <p>1.00</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>NATIVE HAWAIIAN CENTER OF EXCELLENCE Org Code: MANHCE</p> <p>Instructional Faculty #83300 (0.50) #83906 (0.50) #87034</p> <p>3.00</p>
<p>DEPARTMENT OF MEDICINE Org Code: MAMED</p> <p>Chair (appointed from Faculty positions) Database Manager: PDB, #80186 Academic Support: PDB, #71862</p> <p>1.00 1.00</p>	<p>DEPARTMENT OF OBSTETRICS, GYNECOLOGY AND WOMEN'S HEALTH Org Code: MAOBON</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #81032 (0.20) #81134 (0.50) #84339 (0.50) #84985 (0.50) #86325 (0.50) #86453 (0.50) #86940 (0.50) #87176 (0.45) #87368 (0.75) #86562 (0.50)</p> <p>5.90 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00</p>	<p>DEPARTMENT OF PATHOLOGY Org Code: MAPATH</p> <p>Chair (appointed from Faculty positions) Secretary II: SR-14, #15609</p> <p>1.00</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>NATIVE HAWAIIAN CENTER OF EXCELLENCE Org Code: MANHCE</p> <p>Instructional Faculty #83300 (0.50) #83906 (0.50) #87034</p> <p>3.00</p>
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<p>DEPARTMENT OF MEDICINE Org Code: MAMED</p> <p>Chair (appointed from Faculty positions) Database Manager: PDB, #80186 Academic Support: PDB, #71862</p> <p>1.00 1.00</p>	<p>DEPARTMENT OF OBSTETRICS, GYNECOLOGY AND WOMEN'S HEALTH Org Code: MAOBON</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #81032 (0.20) #81134 (0.50) #84339 (0.50) #84985 (0.50) #86325 (0.50) #86453 (0.50) #86940 (0.50) #87176 (0.45) #87368 (0.75) #86562 (0.50)</p> <p>5.90 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00</p>	<p>DEPARTMENT OF PATHOLOGY Org Code: MAPATH</p> <p>Chair (appointed from Faculty positions) Secretary II: SR-14, #15609</p> <p>1.00</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>NATIVE HAWAIIAN CENTER OF EXCELLENCE Org Code: MANHCE</p> <p>Instructional Faculty #83300 (0.50) #83906 (0.50) #87034</p> <p>3.00</p>
<p>DEPARTMENT OF MEDICINE Org Code: MAMED</p> <p>Chair (appointed from Faculty positions) Database Manager: PDB, #80186 Academic Support: PDB, #71862</p> <p>1.00 1.00</p>	<p>DEPARTMENT OF OBSTETRICS, GYNECOLOGY AND WOMEN'S HEALTH Org Code: MAOBON</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #81032 (0.20) #81134 (0.50) #84339 (0.50) #84985 (0.50) #86325 (0.50) #86453 (0.50) #86940 (0.50) #87176 (0.45) #87368 (0.75) #86562 (0.50)</p> <p>5.90 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00</p>	<p>DEPARTMENT OF PATHOLOGY Org Code: MAPATH</p> <p>Chair (appointed from Faculty positions) Secretary II: SR-14, #15609</p> <p>1.00</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>DEPARTMENT OF NATIVE HAWAIIAN HEALTH Org Code: MANHH</p> <p>Chair (appointed from Faculty positions) Instructional Faculty #70164 (0.48) #82226, #82967 #83536 (0.48) #85030 (0.75) #85589 (0.50) #85814, #84773 (0.48) #86633 (0.48)</p> <p>6.21</p>	<p>NATIVE HAWAIIAN CENTER OF EXCELLENCE Org Code: MANHCE</p> <p>Instructional Faculty #83300 (0.50) #83906 (0.50) #87034</p> <p>3.00</p>

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
CLINICAL SCIENCES DEPARTMENTS
FUNCTIONAL STATEMENT

CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD

These departments include the areas of practical study of medical principles or investigations using controlled procedures to evaluate results. These often deal with physical therapeutic sciences, medical sciences, and other sciences applied to physical therapy practice. These departments comprise of contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Center for Cardiovascular Research – Org Code: MACCR

The Center for Cardiovascular Research uses transgenic and molecular methods to improve the understanding of cardiovascular biology and to inform new therapeutic approaches with the following primary aims:

- (1) The development of a strong mentoring group of established investigators with interdisciplinary but complementary backgrounds in vascular and cardiovascular biology, to support the career growth of a select group of young investigators.
- (2) The development of a strategic plan to assist in the recruitment and retention of talented and funded young faculty and established investigators in faculty positions in order to promote the continued growth of a cardiovascular research program into a major research discipline with stable funding opportunities to not only parallel but to eventually replace COBRE funding.

Hawaii Center for AIDS Research – Org Code: MAHCAR

The Center provides a vehicle for scientific study and policy development related to HIV-AIDS in Hawaii, as well as Asia and the Pacific. Research involves studying HIV's affect on metabolism and its role in neurological and cardiovascular conditions.

Magnetic Resonance Imaging Center – Org Code: MAMRIC

The Center conducts NIH-funded research in some of the following areas: brain activation in patients with early HIV dementia, early brain development after prenatal "ice" exposure, creating a pediatric imaging neurocognition and genomics data resource, neuroimaging to assess the effects of therapy in children with acute lymphoblastic leukemia, impact of marijuana exposure on brain maturation, parallel MRI for high field neuroimaging, spectral spatial RF pulses for gradient echo fMRI, and factors for enhanced neurotoxicity in methamphetamine abuse and HIV infection.

DEPARTMENT OF OBSTETRICS, GYNECOLOGY, AND WOMEN'S HEALTH – Org Code: MAOBGN

The department trains medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology, and Women's Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, and the pathology of the reproductive organs. Also develops seminars and training programs for the practicing physician

DEPARTMENT OF PATHOLOGY – Org Code: MAPATH

The department provides instruction for medical students in basic, systematic, and clinical pathology, which bridges the basic sciences with clinical medicine. It also makes available specialized topics in pathology to third- and fourth-year medical students, graduate students, and residents in pathology, as well as integrates and instructs pathology at the community hospitals. The University's involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

DEPARTMENT OF PEDIATRICS – Org Code: MAPED

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawai'i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally, this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY

The department provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry. It also provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen's Medical Center, Kapiolani Medical Center for Women and Children, Hawai'i State Hospital, and community mental health centers on the islands of Hawai'i, Molokai, Maui, Kauai, and Lanai.

The department conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawai'i Psychiatric Society, and president of the Hawai'i Council of Child Psychiatry. Members of the department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

DEPARTMENT OF SURGERY – Org Code: MASURG

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery

residency program, an orthopaedic residency program, and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH – Org Code: MAFMCH

The department provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological, and social health. Long range objectives for the department are as follows: to increase access to primary care in Hawai'i and American Samoa; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; and to provide a realistic view of primary care medicine as a career.

DEPARTMENT OF NATIVE HAWAIIAN HEALTH – Org Code: MANHH

The Department of Native Hawaiian Health (NIH) is concerned with the healthcare of Native Hawaiians. Through research and education, this department helps to develop a comprehensive program that addresses the healthcare status of Native Hawaiians. JABSOM will provide assistance in educating the community on health issues of Native Hawaiians. This department will also house two (2) divisions related to Native Hawaiian health and welfare – the Imi Ho'ola Program and the Native Hawaiian Center of Excellence.

Native Hawaiian Center of Excellence – Org Code: MANHCE

The Native Hawaiian Center of Excellence (NHCOE) seeks to improve the healthcare status of the Hawaiian community through educational initiatives. This program will train academic faculty of Hawaiian descent, as well as develop a domestic violence prevention initiative and other programs designed to educate Hawai'i and Hawaiians about the richness of their medical heritage.

Imi Ho'ola Program – Org Code: MAIHP

The Imi Ho'ola Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE – Org Code: MACAAM

The Department of Complementary and Alternative Medicine (CAM) is responsible for the development and dissemination of alternative medical therapy, as well as the investigation and research of the scientific foundation of these techniques. The medical traditions of many of the cultures represented in Hawai'i have endured for centuries and have given solace and comfort to millions through the ages. It is only now that Western medicine is beginning to investigate the scientific foundation of many of these techniques, but much still remains to be learned. There is a great dearth of credible scientific information available to guide patients in the choice of appropriate alternative therapies. This has become a major public health issue as recognized by the National Institutes of Health (NIH). Hawai'i has a well-established community of alternative medicine practitioners and a number of resident experts in the integration of western complementary therapies. Given Hawai'i's unique environment and population, JABSOM can become a world leader in the scientific investigation of alternative therapies, providing insights into the potential application and pitfalls of these techniques.

DEPARTMENT OF GERIATRIC MEDICINE – Org Code: MAGERI

The department provides the instruction, research, and community service activities in geriatric medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents, and medical students, the program is also very productive in biomedical research. Given the fact that Hawai'i is an aging State with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State's healthcare community.

APPROVED:

Robert Bley-Vroman 4/25/16

Robert Bley-Vroman, Interim Chancellor

Date



Presented to the Mānoa Faculty Senate by the Committee on Administration and Budget for a vote of the full Senate on Wednesday, February 17, 2016. A resolution on the proposed re-organization of the Myron B. Thompson School of Social Work. Approved by the Mānoa Faculty Senate on February 17, 2016 with 49 votes in support of approval, 1 vote against approval and no abstentions.

**RESOLUTION ON THE PROPOSED RE-ORGANIZATION OF THE
MYRON B. THOMPSON SCHOOL OF SOCIAL WORK**

WHEREAS, Executive Policy A3.101 calls for the Mānoa Faculty Senate to review any proposed reorganization; and

WHEREAS, the Mānoa Faculty Senate (MFS) has delegated to the MFS Committee on Administration and Budget (CAB) the duty to review reorganization proposals and, based on a Reorganization Proposal Consultation Review Checklist, to present their recommendations to the MFS Executive Committee; and

WHEREAS, the CAB, in order to make a determination on the appropriateness of a re-organization and an assessment of the accuracy of the information provided in the proposal, completes the Reorganization Proposal Consultation Review Checklist with detailed comments working from material submitted in the formal reorganization document and with material gathered from other sources; and

WHEREAS, the three affected units (The Myron B. Thompson School of Social Work, the Office of Public Health Studies and the Center on Aging) share similar missions that emphasize educational excellence that advances health and social justice in addition to educating and preparing a workforce for the application of interdisciplinary, community-based, and culturally-focused knowledge and skills to address societal challenges and promote population-based wellbeing; and

WHEREAS, given the similarity in missions, a reorganization of the three units under a single entity provides the potential for increased interdisciplinary collaboration in the areas of instruction, research, and service as well as increased administrative efficiencies; and

WHEREAS, significant faculty consultation occurred through the formation of a ten (10) member Reorganization Task Team that was comprised of representatives from each of the three units; and

WHEREAS, the cost of the reorganization is purported to be minimal at \$3500 - \$6000 for in-grade salary adjustments for two administrative positions and covered under existing funds; therefore

BE IT RESOLVED, that the Mānoa Faculty Senate supports the proposed re-organization of the Myron B. Thompson School of Social Work.

Supporting Documents:

1. MFS Reorganization Checklist
2. Reorganization proposal for the Myron B. Thompson School of Social Work (MBTSSW), the Office of Public Health Studies (OPHS), and the Center on Aging (COA)
3. Memo to SEC Chair Cooney regarding Reorganization Proposal of MBTSSW, OPHS, and COA



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January 29, 2016

Ms. Noreen Mokuau
Dean and Professor
School of Social Work
University of Hawaii at Manoa
2430 Campus Road, Gartley Hall
Honolulu, HI 96822

Re: Proposed Reorganization of Office of Public Health Studies and Center on Aging within
the Myron B. Thompson School of Social Work.

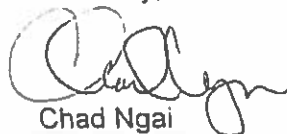
Dear Ms. Mokuau,

This in response to your letter dated November 20, 2015, proposing reorganization of the Office
of Public Health Studies and Center on Aging within the Myron B. Thompson School of Social
Work.

We have distributed the proposal and solicited comments. Based on our responses received,
we do not have any questions at this time. However, should any unforeseen issues arise during
the implementation of the reorganization, it is our expectation that the University will be willing to
meet and discuss any concerns.

Thank you once again for the opportunity to provide input.

Sincerely,



Chad Ngai
Union Agent



January 4, 2016

Noreen Mokuau, Dean
School of Social Work
University of Hawaii at Manoa
2430 Campus Road, Gartley 204D
Honolulu, HI 96822

Dear Dean Mokuau:

UHPA has reviewed the reorganization proposal which expands the programs of the Myron B. Thompson School of Social Work to include Public Health Studies and the Center on Aging. UHPA notes this reorganization addresses a long term problem of inadequate organizational presence for Public Health and Center on Aging to maintain and advance their programs. Based upon discussions with affected faculty members, UHPA supports the necessity of this reorganization.

If you have further questions, please let me know.

Sincerely,

A handwritten signature in black ink, reading "Kristeen Hanselman".

Kristeen Hanselman
Executive Director

UNIVERSITY OF HAWAII
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