

STATE OF HAWAII
UNIVERSITY OF HAWAII
UNIVERSITY OF HAWAII AT MANOA
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF SOCIAL SCIENCES

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNSS

The Office of the Dean plans, coordinates, and directs the academic, personnel, budget, and computer affairs of the College. Organizes and coordinates support component, including staff supervision, community relations, and grievance and litigation. The Office also has administrative oversight of the units within the college (see below).

Other functions of the Office include the following:

- Articulates and conveys to faculty, staff, students and others the College's basic values, directions and goals, and develops and implements policies governing the activities of the College.
- Guides and oversees the College's governance system, to ensure effective operation and equal access by all members of the College community.
- Manages day-to-day College operations and activities, and represents the College within the University and to the Hawaii community at large.
- Participates with Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, and the College of Natural Sciences in the Council of Arts and Sciences Deans, a body which is responsible for the planning and coordination of the Colleges of Arts and Sciences programs.
- Reports to the Office of the Vice Chancellor for Academic Affairs, University of Hawaii at Manoa and functions with the authority delegated by the Chancellor.
- Administers academic departments, programs, school and institutes in the College of Social Sciences.

1. Anthropology (department)
2. Communications (school)
3. Economics (department)
4. Ethnic Studies (department)
5. Geography (department)
6. Political Science (department)
7. Psychology (department)
8. Public Administration (program)
9. Social Science Research Institute
10. Sociology (department)
11. Social Sciences Public Policy Center
12. Urban and Regional Planning (department)
13. Women's Studies (department – rev 12/11)

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FUNCTIONAL STATEMENT

SUPPORT SERVICES – Org Code: MASPSS

This office is responsible for the administrative support functions for the academic departments, programs, school and institutes in the College of Social Sciences in the areas including budget development and execution, personnel, fiscal, curriculum planning, computer affairs and project.

ADMINISTRATIVE SERVICES – Org Code: MAASSS

This unit provides fiscal, personnel and administrative support to departments, programs, school and institutes in the College of Social Sciences.

ADVISING, CIVIC & COMMUNITY ENGAGEMENT IN THE SOCIAL SCIENCES (ACCESS) – Org Code: MASASS

This unit is focused on academic advising and engagement. This is in keeping with the College's deep commitment to undergraduate education and providing meaningful learning experiences to our students. Targeted, student-centered advising combined with an expansion of experiential learning opportunities are directly in line with goals stated in the University of Hawai'i at Mānoa 2011-2015 Strategic Plan and consistent with the learning outcomes developed by the Association of American Colleges and Universities LEAP (Liberal Education and America's Promise) initiative and adopted by the Mānoa Faculty Senate, i.e., integrative learning, collaborative assignments, and global and community-based learning that combine to foster deep learning which goes far beyond content mastery.

The Advising, Civic & Community Engagement in the Social Sciences (ACCESS) provides the infrastructure for professional staffing to ensure services are streamlined.

Functions of the Advising, Civic & Community Engagement in the Social Sciences (ACCESS) includes: recruitment; insuring the continual application of academic policies and procedures; assisting students with admittance/transfer/declaration; identifying various educational opportunities, e.g., internships, practicums, research, study abroad, civic engagement, etc.; conduct continual assessment of the undergraduate experience in the College to initiate appropriate improvements; assisting students in developing educational plans (academic with extracurricular); providing guidance in course selection in keeping with the student's interests, values and abilities; developing advising materials and programs; explaining general education and major requirements; identifying options for students to satisfy degree requirements; identifying the educational and career options appropriate for each student and assisting with the analysis of each option, including possible outcomes and their implications; monitoring student progress; assisting students with registration; auditing student records; processing administrative paperwork; overseeing academic actions and mandatory advising for at-risk students; processing and certifying students for graduation; assisting with certification for Financial Aid, VA, ROTC; maintains accurate records (including electronic records) of interactions with each student; coordinate entrance and exit surveys for declared majors, and enter and analyze these data, and maintain a database; coordinate communications to the students regarding registration and academic probation; act as a liaison with the community colleges to assist in recruiting and assisting transfer students into the major; serve as resource for faculty/staff for undergraduate issues and problem solving; work with departments and undergraduate chairs to discuss new initiatives that will enhance their Undergraduate Programs; and develop and maintain an alumni database.

UNIVERSITY OF HAWAII
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SOCIAL SCIENCE RESEARCH INSTITUTE

FUNCTIONAL STATEMENT

OFFICE OF THE DIRECTOR – Org Code: MASSRI

The Office of the Director oversees the research programs of the Social Science Research Institute (SSRI) and the sponsored research enterprise in the College of Social Sciences (CSS). The Office of the Director provides leadership in promoting sponsored research on social, behavioral, economic, and environmental issues and collaborates with instructional and research units within the College and across campus to foster excellence in research. The Director of SSRI is responsible for the programmatic direction of the Institute, serves as the head of sponsored research in the Institute and College, conducts research, and serves as the chief advisor to the Dean of the CSS in these areas.

FISCAL SERVICES – Org Code: MAASRI

As the sponsored research unit of the CSS, the Office of the Director is also responsible for fiscal and administrative management of all research and training grants and contracts in the College. Fiscal/administrative responsibilities include proposal review and coordination, procurement, personnel, inventory, reports, budget management and monitoring, compliance oversight, management of the College's Research and Training Revolving Funds and other intramural funds, and consultations to the College's faculty and staff on grants management.

ECONOMIC RESEARCH ORGANIZATION (UHERO) – Org Code: MARSRI

The University of Hawaii Economic Research Organization (UHERO) conducts rigorous, independent economic research on the people, environment, and economies of Hawai'i and the Asia Pacific region. Dissemination of research results help inform public and private sector decision making that impact Hawai'i's citizens, policymakers, business and community organizations who make daily choices that impact social welfare, the environment, and prospects for sustainable economic development.

CENTER FOR ORAL HISTORY – Org Code: MAOHRI

The Center for Oral History collects, preserves, and disseminates life history data from segments of the Hawaiian community using oral history methodology. Statewide objectives include: (a) research, conduct, and disseminate life history interviews with individuals on social issues and other topics related to Hawaii's history; (b) publish transcripts, books, articles, videos, and newsletters on COH research; (c) train individuals and groups in the community on oral history methodology; (d) present lectures to the general community on topics relating to oral history and local Hawaii history; and (e) serve as resource clearinghouse for oral history activity statewide.

CENTER FOR YOUTH RESEARCH – Org Code: MAYRRI

The Center for Youth Research conducts research using a science-practitioner model to integrate research and service/intervention targeting at-risk youth in Hawaii. Youth-related research areas include juvenile justice, delinquency, substance abuse, suicide prevention, and youth violence. The CYR is also involved in policy and program development and in the evaluation of youth programs. The CYR focuses on social and cultural issues affecting youth and advises youth-service agencies on incorporating this information in program planning and decision-making to improve the lives of youth in Hawaii.

**TELECOMMUNICATIONS AND SOCIAL INFORMATICS (TASI) RESEARCH
PROGRAM/PEACESAT – Org Code: MAPSAT**

The TASI/PEACESAT program conducts sponsored interdisciplinary and applied research on social informatics, information technology, communication and education application and experiments in Hawaii and the Pacific Islands region. Research areas include information and communication technology (ICT), policy, regulation, and development; telehealth and health information technologies. Other interdisciplinary areas of inquiry include distance learning, disaster management and humanitarian assistance in organizations and society. This program undertakes community services relating to ICT systems, services, policies, and applications.

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FUNCTIONAL STATEMENT

DEPARTMENT OF ANTHROPOLOGY – Org Code: MAANTH

The Department of Anthropology offers degrees in B.A., M.A. and Ph.D., as well as an MA track in Applied Archaeology that trains professional archaeologists for careers in historic preservation and cultural resource management in Hawaii and the Pacific. Faculty and students also participate actively in numerous certificate programs including Historic Preservation, Museum Studies, International Cultural Studies, and others.

The Department offers training in three major subfields of anthropology: cultural anthropology, archaeology, and biological anthropology. In addition, the program's specialization in the study of Asian and Pacific regions, including Hawai'i and the U.S. prepares students for a variety of careers concerned with intercultural and international relations. Faculty and graduate students are involved with teaching, advising, and cooperative research in all of the centers for area studies in the School of Pacific and Asian Studies.

Our undergraduate curriculum is not designed solely for majors, but attracts students from across the University. This service begins with the UH Mānoa general education core courses, including those designated in the Foundations (Multi-Cultural and Global Perspectives), Diversification (Social Sciences, Humanities, Biological Science, Physical Science), and Focus (Hawaiian, Asian, and Pacific Issues) areas. A significant number of anthropology majors go on to study for graduate degrees and professional careers applying anthropological skills.

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SCHOOL OF COMMUNICATIONS – Org Code: MACOMS

Under the College of Social Sciences, the School of Communications shares the missions of excellence of scholarship in teaching, research, application, and service. The school develops and teaches curriculum leading to undergraduate degrees in Journalism and Communication, and graduate degrees in Communication.

Major Functions of the School:

- Offers instruction leading to the Bachelor of Arts degree in Journalism.
- Offers instruction leading to the Bachelor of Arts degree in Communication.
- Offers instruction leading to the Master of Arts degree in Communication.
- Offers instruction leading to the Doctor of Philosophy degree in Communication and Information Science, an interdisciplinary program in collaboration with Information and Computer Science, Decision Sciences, and Library and Information Sciences.
- Conducts international fellowship program in Journalism Education for journalists from the People's Republic of China.
- Conducts an annual Carol Burnett Fundraiser event for program in Responsible Journalism Ethics.
- Conducts an annual outreach program in Journalism Education for high school students.
- Houses the Media Lab, a college resource in media production.

Major Functions of the Faculty:

- Develop new and innovational curriculum and pedagogy that reflects the latest advancements in knowledge in the field.
- Conduct or participate in research initiatives that advance the fundamental knowledge in Communication and Journalism.
- Maintain contact with other researchers worldwide, keep abreast with current literature and incorporate state-of-the-art developments into research agendas.
- Provide academic advising and career counseling to all Communication and Journalism majors, and research guidance to graduate students in the School and other University units.
- Consult, and often collaborate with, faculty in other University units in instruction and research in Communication and Journalism.
- Consult, and often collaborate with, Communication and Journalism professionals in developing training programs and undertaking projects.
- Develop criteria for and participate in peer review process for professional development.
- Participate in other academic or educational activities of the College and University as appropriate.
- Participate in the governance of the School, the College and the University.

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DEPARTMENT OF ECONOMICS – Org Code: MAECON

The Department of Economics is an academic department offering B.A., M.A. and Ph.D. degrees in economics within an integrated research and education program for both undergraduate and graduate students under the direction of a faculty engaged in funded and unfunded research projects and extensive outreach activities.

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DEPARTMENT OF ETHNIC STUDIES – Org Code: MAES

The Ethnic Studies Department is an interdisciplinary unit with emphasis on undergraduate education. It was founded in 1970 with a mandate to provide a research, institutional and community service unit which integrated the concerns of race, ethnicity and class. The focus is on Hawaii, with its rich legacy of multiethnic heritages. The research, teaching, and service components, however, also involve the United States and comparative studies of societies around the globe.

Ethnic Studies has developed a unique academic presence at Mānoa. It is the only unit whose concentration is wholly upon race and ethnic relations, both in Hawaii and the U.S., as well as comparative studies of groups around the world. The Ethnic Studies Department is also unique in that it maintains a research and teaching philosophy emphasizing praxis: the application of intellectual theories to the complex programs in our local communities.

This includes being committed to an ongoing interaction with local communities, through civic engagement and service learning, on the basis of mutual respect and a two-way exchange of learning and information. We have also continued to engage undergraduates as teaching assistants in our classes to provide peer instruction, a program has produced outstanding "publicly oriented" citizens in a variety of fields including politics, law, labor, education, business, culture, and human services.

Our faculty has special expertise in the history of Native Hawaiians, Japanese, Chinese, Filipinos, African Americans, Native Americans and Caucasians; ethnic and race relations in the United States; political economy and ethnic issues in the Middle East, North America, and the Pacific Islands, and offers courses and conducts research in these areas.

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DEPARTMENT OF GEOGRAPHY – Org Code: MAGEOG

Under the auspices of the College of Social Sciences, the Department of Geography's mission is to create, examine critically, preserve, and disseminate the discipline's knowledge, wisdom and integrating insights. Provides undergraduate and graduate instruction; conducts sponsored and unsponsored research in areas of human and cultural geography, physical and environmental geography, and geo-technologies; and provides consultation services to an array of institutions, public, private, or governmental.

Instruction

- The Chair and faculty plan, develop and implement curricula and courses leading to: Bachelor of Arts degree in Geography, Graduate Ocean Policy Certificate, Master of Arts degree in Geography, Doctor of Philosophy in Geography.
- Provide service courses for students from other departments in the College of Social Sciences, and other colleges in the University.
- Provide academic advising and related career counseling to undergraduate, graduate, and unclassified students.

Research

- Plan, develop and conduct sponsored and unsponsored research projects to advance knowledge in areas of human and cultural geography (economic geography, food and agriculture, marine conservation, political ecology, political geography, social theory, and urban geography), physical and environmental geography (biogeography, climatology, geomorphology, environmental impact assessment, hydrology, coastal and water resource systems), and geo-technologies (computer cartography, geographical information systems [GIS], and remote sensing).
- Network with and develop collaborative relationships with other researchers and professionals within Hawaii, nationally and internationally to create new knowledge and conduct joint research endeavors in areas of mutual benefit.
- Supervise the research of undergraduate students, and graduate students conducting MA thesis and PhD dissertation projects.
- Publish new knowledge in the form of peer-reviewed articles written in journals, monographs, scholarly and professional books, chapters in scholarly and professional books, proceedings, policy papers, and technical and project reports for clients of applied research.
- Present papers at scholarly meetings, and publication of associated abstracts of those presentations, and hearings and presentation of the results of applied research to interested groups.

Service and Application

- Share our knowledge through unpaid consulting activities, and respond in various ways to a variety of geographically related queries.
- Provide geographic source information, data, maps, GIS and remote sensing data to the public, private sector, and governmental agencies.
- Provide valuable services to the community at various levels, within the College, University, State and their individual professional communities. We play a key role in the peer review process for journals and books, and for grant reviewing. Additionally, we organize conferences, hold regional, national or international professional offices, and conduct government commissions.
- Participate in the governance of the Department, the College, the University of Hawaii at Manoa, and the University System as a whole.
- Participate in other appropriate academic and educational activities of the College, the University of Hawaii at Manoa, and the University System as a whole.

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DEPARTMENT OF POLITICAL SCIENCE – Org Code: MAPOLS

The Department of Political Science offers programs of study leading to degrees at the undergraduate, master's and doctoral levels. The department provides instruction in the areas of American Politics, Hawaii Politics, International Relations, Comparative Politics, Law and Society, Indigenous Politics and Future Studies. Political Science faculty conducts both sponsored and unsponsored research in the aforementioned areas, focusing on the Asia-Pacific region. Among the major sponsors/funders of research are the National Science Foundation, the Japan Foundation, the Ford Foundation, the Mellon Foundation, and the Korea Foundation. Political science graduates enter numerous professions including journalism, foreign service, social services, government, law, law enforcement, teaching, civil service, business, librarianship and research.

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DEPARTMENT OF PSYCHOLOGY – Org Code: MAPSY

Provides instruction at the graduate and undergraduate levels in psychological topic areas, methodology, statistics, and history, including general education and courses for majors; conducts sponsored and unsponsored research in the major areas of Psychology; provides clinical training intended to lead to licensure for Ph.D. degree recipients; supports the dissemination and application of psychological knowledge to benefit the public; provides consultation and clinical service to the field, to schools, and to the general public.

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PUBLIC ADMINISTRATION PROGRAM – Org Code: MAPUBA

The Public Administration Program is a graduate level academic program within the College of Social Sciences. Its mission is to educate individuals to play leadership roles in whatever positions they occupy in the public sector, non profit sector, and civil society. Through its research and applied scholarship, the program also strives to increase the capacity of organizations to meet their public purposes. The program emphasizes interdisciplinarity in its faculty and in its curriculum; the application of scholarly knowledge to public issues; carefully designed learning environments; and close bonds among and between students, practitioners and faculty. The student population is intentionally diverse and comes from the Islands, the Asia-Pacific region, and the U.S. Mainland. The program is actively engaged with Hawaii's public institutions, and its work significantly includes Asia and the Pacific.

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DEPARTMENT OF SOCIOLOGY – Org Code: MASOC

The department provides graduate and undergraduate instruction; conducts sponsored and non-sponsored research into topics of social relevance with a primary focus on Comparative Asian Societies, Criminology, Medical Sociology, and Race and Ethnic Relations; and, provides community service and consultation to state government and private non-profit organizations. The Department performs its functions in collaboration with other Social Science Departments, other University of Hawaii at Manoa Departments and Programs, Community Colleges, International Agencies, Universities and Programs, State and Federal agencies, and Agencies of the City and County of Honolulu.

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DEPARTMENT OF URBAN AND REGIONAL PLANNING – Org Code: MAPLAN

The Department of Urban and Regional Planning (DURP) offers the Master of Urban and Regional Planning (MURP) degree, a Ph.D. in Urban and Regional Planning, a Certificate in Disaster Management and Humanitarian Assistance, a Certificate in Planning Studies and a Professional Certificate in Urban and Regional Planning as well as a limited number of undergraduate courses. The Department emphasizes theory, methodology and practice in the following areas: community planning and social policy; environmental planning and natural resource management; urban and regional planning in Asia and the Pacific; and land use, transportation and infrastructure planning. DURP faculty and students engage in both funded and unfunded research on environmental issues, sustainability, policy research on urban issues in Asia, transportation, important agricultural lands, climate change, and natural resources management in Hawaii, the Pacific and Asia. Department faculty also provides professional planning services to communities, non-profit organizations, local and state agencies and international organization and foundations.

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FUNCTIONAL STATEMENT

DEPARTMENT OF WOMEN'S STUDIES – Org Code: MAWS

The Department of Women's Studies is an academic entity that offers an interdisciplinary transnational feminist approach to the study of gender issues. The purpose of the department is to provide a rigorous and integrated academic experience for students interested in feminist research and teaching, giving them a coherent program of study in contemporary scholarship with a special emphasis on Asia-Pacific and Hawaii. With a faculty trained in a variety of fields, the program is a productive research unit that investigates gender as it intersects with race, class, sexuality, and other vectors of power in shaping the study of history, psychology, anthropology, economics, sociology, political science, philosophy, literature, law, and biology.

Functions of this department include:

- Provide educational and training opportunities for both undergraduate and graduate students in the field of gender studies.
- Conduct research, public service and disseminate studies in the field of gender studies.
- Serve the community by addressing issues concerning gender in the Asia-Pacific region.

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FUNCTIONAL STATEMENT

SOCIAL SCIENCES PUBLIC POLICY CENTER – Org Code: MASSPP

The Social Sciences Public Policy Center is an academic center within the College of Social Sciences focused on enhancing the quality of community life through instruction, non-partisan research and civic engagement designed to encourage community-based policy dialogs. The Center is aligned with the University's strategic plan to engage multi-disciplinary elements of the U.H. system and diverse communities to provide educational initiatives for students, (e.g. the Graduate Certificate in Public Policy and opportunities to work on grants and contracts); conduct research and facilitate and support community collaborations and networks. More specifically, it builds on the college's existing research strengths, collaborates across disciplines and provides the administrative leadership, support and infrastructure to facilitate strong partnerships within the university and with public and private sector partners. Two instructional positions (two tenured positions) teach in the Public Administration Program and Social Sciences Public Policy Center and are split funded (50% FTE). For tenure purposes these two positions are reflected under the Public Administration Program. A limited term specialist position has been converted to a tenure track specialist position.

FUNCTIONS

- To provide education and training opportunities in policy studies for both undergraduate and graduate students, promoting and developing effective and reflective practitioners and leaders in public policy and public affairs.
- To provide graduate students course work and internship opportunities to hone their skills in policy analysis by offering a Graduate Certificate in Public Policy.
- To conduct research, publish and disseminate studies and reports useful to policy makers so they can make sound policy decisions.
- To become a responsible repository and clearinghouse for data bases, information systems and other reference material critical to public policy analyses.
- To support and promote the programs of the Matsunaga Institute for Peace and Conflict Resolution (See MIPCR functional statement).

SPARK M. MATSUNAGA INSTITUTE FOR PEACE – Org Code: MAPACE

The Spark M. Matsunaga Institute for Peace and Conflict Resolution offers opportunities to link the fields of peace studies, human rights, and conflict resolution with public policy issues. It is aligned with the University's strategic plan to initiate learning centers that respond to society needs and, by design, focuses on interdisciplinary teaching and areas of inquiry. MIPCR offers a wide array of undergraduate, graduate and outreach college courses. It offers a Graduate Certificate in Conflict Resolution, a BA in Peace Studies and Conflict Resolution (through Interdisciplinary Studies) and a certificate in Peace Studies (equivalent to a minor). The Institute has built a reputation for leadership in dispute resolution and facilitation of community dialogs which provide student/faculty engagement in community-based problem solving. Inherently interdisciplinary and international in perspective, these programs encourage critical thinking and further the University's mission of expanding leadership in international affairs and advancing stable, peaceful, prosperous and democratic relations in the region (UHM Strategic Plan, 2002-2010, pp 8-9). MIPCR has two full time, tenured FTEs, one tenured track position which is split .50% with the Richardson School of Law, and one full time, tenure track specialist position.

FUNCTIONS

- To provide education and training opportunities for both undergraduate and graduate students, promoting and developing effective and reflective practitioners and leaders in conflict analysis, peacemaking, mediation, facilitation, human rights, and international dispute resolution.
- To provide opportunities for students to learn through practicum and internships with hands-on skills as the MIPCR works to resolve conflicts within the campus and in the broader community.
- To conduct and publish research in relevant fields, including alternative dispute resolution, culture and conflict resolution, war powers, international law, and human rights.
- To serve the community by providing educational forums, training programs, and conflict resolution services.