

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I - WEST O'AHU

MAJOR FUNCTIONS

OFFICE OF THE CHANCELLOR

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

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

ADVISORY GROUPS TO THE CHANCELLOR

Labor Education Advisory Council

As mandated by Hawai'i Revised Statutes, the Council members are appointed by the President of the University of Hawai'i.

- Serves as an advisory council to the Chancellor on activities and programs of the Center for Labor Education and Research, and assists the Chancellor in the assessment and evaluation of program needs for implementation.

Nalimakui Council

This group is composed of faculty, staff, and students of Native Hawaiian ancestry who act as an advisory body to the Chancellor on matters important to Native Hawaiians.

Associated Students of UH West Oahu (ASUHWO)

This group is the student government representing all currently enrolled students at UHWO who act as an advisory body to the Chancellor on matters concerning the student body.

- Provides democratic representation for the students of UHWO and advocates on the behalf of students with various entities, including the university administration, faculty, staff, community groups, and government officials.
- Serves students by promoting quality campus life using student fees to support programs, activities, and events, and by voicing the needs, interests, and concerns of students through participation in institutional governance.

Executive Leadership Committee

This group is composed of business, education and community leaders who act as an advisory body to the Chancellor on matters important to the community.

ACADEMIC AFFAIRS OFFICE

Office of the Vice Chancellor for Academic Affairs

Provides leadership in the development, organization, planning, assessment, and evaluation of all academic programs, and academic support activities. The Vice Chancellor for Academic Affairs serves as the chief academic officer of the campus and advises the Chancellor on academic matters.

- Provides leadership in development of academic plans and curriculum for the university.

- Recommends promotion and tenure, and contract renewal for faculty.
- Monitors and coordinates the promotion/tenure and contract renewal process.
- Coordinates the University's reaccreditation and student learning assessment efforts.
- Represents the campus in system-wide committees and meetings concerning academic matters.
- Works with division chairs to assign faculty an equitable teaching loads and appropriate courses.
- Works with division chairs to schedule classes, plan curriculum, maintain and update articulation agreements, develop new programs, and to develop and implement academic policy and division budget.
- Works closely with the directors of the library, learning resource center, institutional research, and the center for labor education and research. Coordinates and provides support for library services, the learning resource center, institutional research, and the center for labor education and research.
- Coordinates the recruitment of full-time faculty, including the publicizing, interviewing, and advising on the selection of instructional personnel.
- Develops and implements all aspects of the instructional and academic support budgets.
- Coordinates faculty travel and conference attendance.
- Coordinates and plans faculty professional development.
- Serves as ex-officio member of faculty senate
- Works with the Vice Chancellor for Student Affairs to coordinate first-year experience, and coordinate activities to ensure enrollment and strengthen retention activities.
- Pursues extramural funding opportunities.

Instruction

- Teaches UHWO courses using traditional and distance education methods.
- Develops, assesses and revises innovative curriculum that will lead to a baccalaureate degree and related certificate programs.
- Participates in service activities at the campus, System and community level.
- Conducts research.
- Pursues extramural funding and research opportunities.
- Develops and delivers a summer session program.
- Provides academic advisement of program requirements to students.
- Participates in the recruitment and selection of faculty, lecturers, administrators, and staff.
- Participates in new student orientation, commencement ceremonies, and other campus activities.
- Serves as advisors to campus clubs and organizations.
- Provides assessment data and results of student learning outcomes for courses, academic programs and institutional outcomes.
- Provides and participates in student retention activities.

Library Services

- Works closely with faculty to acquire educational materials needed to implement the educational objectives of the University.
- Plans, develops and controls all aspects of the University library.
- Determines library requirements for instructional and research programs by maintaining regular contacts with academic departments and administration.
- Develops and coordinates a collection development program, with input from faculty that addresses current needs and future projections.
- Acquires, organizes, catalogs and maintains the necessary recorded information, both print and non-print, in those fields pertinent to the programs of UHWO.
- Provides effective and timely access to information not available in the Library's collections.
- Develops and maintains a strong, service-oriented staff able to assist students, faculty, and other library users in the effective retrieval of information.
- Teaches library competence and information literacy in support of academic work and lifelong learning.
- Publicizes and promotes library resources and services.
- Provides convenient, comfortable facilities for study and for use of library materials and services.

- Maintains an awareness of developments in librarianship and information technology, and utilizes new techniques and systems where feasible.
- Promotes constructive working relationships with other libraries, participates in cooperative projects of bibliographic access, and develops mutually advantageous approaches to collection policies and interlibrary cooperation.
- Improves staff performance and job satisfaction by encouraging internal communication, shared decision making, career development, and staff participation in workshops, conferences and other professional activities.
- Engages in systematic planning and reviewing of library policies, systems and services.

Institutional Research

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

Center for Labor Education and Research

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

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

`Ulu`ulu: The Henry Ku`ualoha Giugni Moving Image Archive of Hawai`i

`Ulu`ulu is designated by the Hawai`i State Legislature and the Governor as the state's official Moving Image Archive. `Ulu`ulu was incubated and developed beginning in 2008

as part of the Academy for Creative Media System and continues to be part of ACM System at the University of Hawai'i - West O'ahu.

- Perpetuates and shares the rich moving image heritage of Hawai'i through the preservation of film and videotape related to the history and culture of Native Hawaiians and the people of Hawai'i.
- Acquires, organizes, catalogs, digitizes and maintains archival moving image collection material with cultural or historical significance to implement the educational objectives of the University.
- Provides a searchable catalog of collection items and all associated metadata using content management software specifically designed for audiovisual materials.
- Maintains an integrated cataloging and analog-to-digital video migration system to manage digital preservation processes.
- Digitizes videotapes and films according to archival best practices to create digital preservation files that are stored and administered on servers.
- Provides a temperature and humidity controlled environment for the safe long-term storage of physical collections.
- Provides access to catalog and digital video files for students, faculty and other archive users via public website and in the library.
- Develops and maintains a strong professional staff that keeps abreast of emerging technologies and developments in moving image and digital archives, and leads in innovative archival practices.
- Publicizes and promotes moving image archival resources and services to encourage the use of primary-source research material in University curricula.

STUDENT AFFAIRS

Office of the Vice Chancellor for Student Affairs

Provides leadership in the development, organization, planning, assessment, and evaluation of all student affairs programs and activities.

- Responsible for recruitment, admissions, financial aid, advising and counseling services, and veteran's affairs programs.
- Responsible for student registration, records, and ensures students meet graduation requirements.
- Responsible for programs and initiatives relating to first year student success, retention, and graduation.
- Develops and coordinates Student Government, student activities, clubs, and organizations.
- Responsible for planning student housing and campus center expansion. Develops and implements related policies and procedures.
- Develops and coordinates the implementation of student health services, residence life programs, and other student related activities.

Enrollment Management

- Provides seamless delivery of services to new and transferring students.
- Develops campus enrollment goals and a comprehensive enrollment management plan.
- Manages and oversees recruitment and admissions, registrar, student records, and financial aid.
- Oversees new student orientation and activities related to the transitioning to college life.
- In conjunction with Office of the Vice Chancellor for Academic Affairs, coordinates the implementation of articulation agreements with other schools.

Recruitment

- Represents the University, its programs and admission criteria to external and internal constituencies.
- Travels to high schools, college fairs and workshops. Makes presentations to small and large groups about UHWO programs, admission criteria, financial aid and student life.
- Provides outreach and support to programs targeted to serve and assist low-income, first generation college students, and students with disabilities to progress through the academic pipeline.
- Coordinates special admissions programs (e.g. Running Start, Early Admit).

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

Admissions

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

Registrar

- Coordinates and implements pre-registration and registration activities for all students.
- Maintains academic records, verifies eligibility for graduation
- Processes and issues grades, enrollment and graduation verifications, UHWO transcripts and diplomas.
- Reports enrollment and graduation information to the National Student Clearinghouse.
- Reviews and evaluates student records to determine satisfactory academic progress.

Financial Aid & Student Employment

- Determines eligibility for and administers all federal, state, and institutional financial aid programs, including scholarships and loans.
- Places students in college work-study and general funded positions on-campus.
- Oversees and coordinates student employment for the campus.

Student Development

- Provides programs and services that optimize student learning and leadership, and fosters the emotional growth and personal development of students.
- Cultivates opportunities that promote lifelong learning, academic success, leadership and personal development.
- Provides opportunities for students to be active and responsible members of the campus and global community.

Academic Advising

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

Disability Services

- Serve as the point contact for students with disabilities at UHWO.
- Assess the needs of students with disabilities and provide the necessary accommodations for these students.
- Collaborate with faculty and other co-curricular programs to increase success and access for students with disabilities at UHWO.
- Serve as the primary consultant for UHWO staff regarding students with disabilities.
- Conduct in-service training for UHWO staff to support students with disabilities.

Co-Curricular Programs

- Coordinates, provides advice and support for Registered Student Organizations (RSO) & Chartered Student Organizations (CSO).

- Facilitates extracurricular events, on and off campus.

Veterans Affairs

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

International Students

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

Testing Services

- Conduct math and English placement testing for all incoming students at UHWO.
- Evaluate and assess the validity of the tests that are utilized to establish placement in math and English.
- Proctor tests for UHWO faculty.
- Proctor additional tests as needed; i.e. GRE, GMAT, ASVAB, Nelson Denny, etc.
- Evaluate Testing services

Data / Records Management

- In collaboration with UHWO staff, plan, develop, implement, and enforce a data / records retention policy.
- Compile a report of all data that is being retained at UHWO annually.
- Digitize records that are being stored at UHWO.
- Conduct yearly inventory and audit of existing records and design and implement organization and categorization schemes to ensure efficient retrieval of archived records.
- Conduct training regarding data/records management.
- Respond to all inquiries regarding records/data management.

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

- Facilitates face-to-face individual and small group tutoring sessions in writing, math, and statistics to help students succeed at UHWO.
- Facilitates online tutoring sessions in writing to help distance and online students improve their writing skills.
- Provides accessible online resources on website to guide distance and online students regarding grammar, style, and other topics.
- Monitors tutoring center usage through tracking of student data as well as satisfaction surveys.
- Works closely with instructors to develop relevant skills improvement workshops for students, to be delivered either in-class or out of class.
- Works closely with instructors of Writing Intensive (WI) classes to provide effective faculty and student support. Provides mandatory orientation and training for WI class instructors.
- Collaborates with Student Affairs staff to support advising efforts, to accommodate all students, and to extend outreach to first year students.
- Recruits, develops, and retains a skilled staff of peer tutors to effectively assist students.
- Publicizes and promotes all services, through class visits, print and social media and online.
- Collaborates with student groups to deliver specialized academic or career-related workshops to enhance students' skills.
- Promotes the value of literacy and learning through activities and publications.

Career Services

- Ensures a successful transition into the workplace.
- Provides student employment opportunities, career development activities and internships.
- Provides career counseling to assist student in making appropriate decisions and choices.

- Promotes UHWO through career fairs.
- Develops business relationships and partnerships for student placements.
- Assists in the development of service learning opportunities.
- Maintains close relationships with Alumni to provide students with networking opportunities.

ADMINISTRATION

Office of the Vice Chancellor for Administration

Plans and provides leadership and direction in the administrative management of the University and exercises direction, control and coordination over all aspects of non-academic administrative and support functions, including budgeting, fiscal, human resources, facilities, auxiliary services, and information management.

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

Government Relations

- Serves as liaison with the Legislature.
- Coordinates the preparation of and reviews the testimonies relating to the institution's programs.
- Coordinates responses to all legislative requests.
- Interprets and disseminates university-wide policies and guidelines for legislative and campus operations activities.

Business Office

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

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

Campus Services

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

- Manages the overall campus physical infrastructure.
- Oversees the repairs and renovations of buildings.
- Maintains and landscapes grounds.
- Manages the daily operations of the campus mailroom.
- Manages the contract for reprographic services.
- Manages the contract for security guard services.
- Manages the vending machine program.
- Manages university vehicles for use by various campus members.

- Manages the bookstore and enterprise operations.
- Manages the dining and food service operations.
- Coordinates special events parking for students, faculty, staff and visitors.

Human Resources

The Human Resources Office is responsible for all human resources management and deals with issues related to compensation, hiring, performance management, organization development, safety, wellness, benefits, employee motivation, communication, administration, and training. The office develops and implements policies and procedures for the campus in accordance with BOR and Executive policies.

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

Information Technology

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

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