

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MĀNOA  
OFFICE OF THE PROVOST  
**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: MAADSW**

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), 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. All degree programs are accredited by the Council for Education in Public Health. 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 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 SHORT TERM PROGRAM – 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 and other professions.