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Colleges of Arts and Sciences
College of Natural Sciences

Office of the Dean

UNIVERSITY of HAWAI'I® MĀNOA

May 17, 2019

MEMORANDUM

TO: David Lassner
President

VIA: Michael Bruno
Provost

FROM: Aloysius Helminck
Dean, College of Natural Sciences

SUBJECT: Reorganization and Merge Proposal for the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences and Creation of the Pacific Cooperative Studies Unit within the College of Natural Sciences

SPECIFIC ACTION REQUESTED:
We request your approval of the reorganization and merge for the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences and addition of the Pacific Cooperative Studies Unit within the College of Natural Sciences.

RECOMMENDED EFFECTIVE DATE:
Upon your approval.

ADDITIONAL COST:
No additional costs are associated with this reorganization.

PURPOSE:
The purpose of this reorganization is to merge the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences and create the Pacific Cooperative Studies Unit within the College of Natural Sciences. As a result of the merger, students will benefit from a more cohesive set of undergraduate and graduate offerings in the life

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sciences, and faculty will have increased opportunities for collaboration and the pursuit of shared, interdisciplinary resources.

BACKGROUND:

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

a) do not have an impact on BOR policy and/or laws;
b) do not create, eliminate, or significantly change responsibilities of programs reporting directly to the Board or President;
c) do not incur significant additional expenses; or
d) do not have significant programmatic impact on the University

may be approved under delegated authority by the Chancellor for reorganizations that are two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with appropriate units and staff members. The details of the reorganization are outlined in the attached Executive Summary and proposal.

The unions of the effected employees (UHPA and HGEA) have been consulted. The reply from UHPA and the response to their concerns are appended to this proposal. No response was received from HGEA.

The Manoa Faculty Senate (MFS) voted in favor (50 votes in favor, 1 against, 1 abstention) of the resolution to support the merger, with reservations. These reservations were addressed with live testimony at the MFS meeting (May 8, 2019) by Botany Chair Alison Sherwood and Biology and Microbiology Chair Gert de Couet, prior to the vote. The MFS resolution is also appended to this proposal.

ACTION RECOMMENDED:

It is recommended that the attached proposal for the reorganization and merge for the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences and addition of the Pacific Cooperative Studies Unit within the College of Natural Sciences be approved.

APPROVED / DISAPPROVED:

David Lassner
President

6 Sep 2019
Date

Attachments:

1 - Executive Summary
2 - Narrative
3 - Current Organizational Charts and Functional Statements
4 - Proposed Organizational Charts and Functional Statements
5 - BJBT Position Worksheet
6 - Correspondence with HGEA
7 - Correspondence with UHPA
8 - MFS Resolution to endorse the SLS merger, with reservations

ATTACHMENT 1:

Executive Summary

Reorganization Proposal
College of Natural Sciences
Merging the Departments of Biology, Botany, and Microbiology into the School of Life Sciences
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 merge the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences within the College of Natural Sciences and create the Pacific Cooperative Studies Unit within the College of Natural Sciences. As a result of this merger, students will benefit from a more cohesive set of undergraduate and graduate offerings in the life sciences, and faculty will have increased opportunities for collaboration and the pursuit of shared, interdisciplinary resources.

II. Major Elements of the Proposal:

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

1. The proposed administrative structure includes a single Director and three Associate Directors with existing faculty and staff support. The Associate Directors would be for Curriculum, Instruction, and Research.
2. Revisions to the undergraduate and graduate curricula will be explored post-merger, with the goal of providing more cohesive and interdisciplinary training to students.
3. All existing staff will be maintained but duties may be re-described.

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?** No cost
2. **Are additional funds needed?** No. **If so, how will the cost of the reorg be funded?** N/A
3. **Will the reorg result in cost savings or be cost neutral?** Cost neutral.

B. Operational

1. **What is the overall impact on faculty and staffing responsibilities, if any?** Staff will report to the new Director of Life Sciences rather than the current Chair of one of the three life science departments. Likewise, faculty will be led by the Director of the School of Life Sciences. Staff responsibilities may evolve as more effective ways to accomplish tasks become evident, post-merger.
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?** No new positions are requested as part of this merger proposal.

3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation? There will be no reduction in faculty/staff as a result of this merger.

4. Identify faculty/staff positions impacted by the anticipated changes.

Given that this proposal involves the merger of three existing departments into a newly established unit, all existing faculty and staff positions in these departments will be impacted by the merger. These positions and the anticipated changes are detailed in the proposal.

C. Space

1. Will additional space outside own resources/allocations be required? No. If so, has the Vice Chancellor for Administration, Finance, and Operations (VCAFO) or designee been consulted? N/A

IV. Consultation:

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

Faculty, staff, and graduate students in the three Departments have been consulted. Faculty feedback was positive (at least 75% of faculty in each Department voted in favor of the merger). Staff have been consulted and expressed a range of opinions, from support, to confusion resulting from not knowing how duties might change over time. Graduate students have been consulted, and expressed opinions also ranging from support to concern over losing departmental identity. Further meetings will be held with graduate students and staff to address their concerns. UHPA was consulted in summer 2018 and was supportive of the merger, but emphasized the need to continue strong consultation with the faculty in lead-up discussions. Current life science chairs have attempted to set up a meeting with HGEA, but as of yet have received no reply.

V. Implementation:

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

The effective date of the merger would be upon approval by the Chancellor. Upon approval, staff reporting lines will be modified. Modifications to the undergraduate and graduate curricula will be explored by the faculty during the first two years of the new unit. Faculty by-laws for the School of Life Sciences (e.g. DPC Procedures, RTRF Distribution, Faculty Search Procedures) are currently being developed by the faculty, and will be voted on within the first year of the merger, with existing policies grandfathered in until that time.

ATTACHMENT 2:

Narrative

Reorganization Proposal
College of Natural Sciences
Merging the Departments of Biology, Botany, and Microbiology into the School of Life Sciences
University of Hawai'i at Mānoa

Narrative

I. INTRODUCTION:

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

The current Departments of Biology, Botany, and Microbiology provide instruction and undertake research across many subdisciplines of the Life Sciences. The three departments were established along historical lines of inquiry - the Department of Botany dates back to the early 1920's and was included in the College of Arts and Sciences when the College of Hawai'i became the University of Hawai'i. The Biology Program was established in 1966, and became a Department within the College of Natural Sciences (CNS) through a merger with the Department of Zoology, in 2010. The Department of Microbiology was established in the 1930s, as the Department of Bacteriology. These departments currently include three of a total of seven housed within CNS, and represent the units considered to be strictly life science in scope.

These three life science departments followed the then-accepted organization of life during their earlier decades - i.e., that living organisms could be classified as plants, animals, or microbes. With the advent of DNA sequence comparisons to reconstruct evolutionary history over the past few decades, life scientists have discovered that these groupings are both artificial and incorrect.

The Department of Biology is home to 19 tenure-track faculty, 14 staff, and 25 cooperating graduate faculty. The Department currently offers three undergraduate degree programs (Biology, Marine Biology, and Zoology, with the last one currently being stopped out), offers graduate degrees in Zoology, and participates in the joint CNS-SOEST Marine Biology graduate program (**Table 1**). These programs serve 1,067 undergraduate majors and 97 graduate students (with some of the Marine Biology graduate students advised by faculty in Botany or Microbiology). The Department of Biology is also home to the Marine Option Program (MOP), which is a University of Hawai'i system-wide certificate program offered on all UH campuses that provides educational opportunities for students from all disciplines who are interested in the ocean. Major areas of research in the Department of Biology include Conservation Biology, Ecology, Evolution, Developmental Biology, Genetics, Marine Biology, Neurobiology, and Systematic Biology. The Department of Biology has generated a total of $5,781,231 in external grant funding since 2013.

The Department of Botany hosts 12 tenure-track faculty, two staff, and 12 affiliate, cooperating, and adjunct faculty. The Department of Botany offers undergraduate Botany and Ethnobotany degrees (although the Ethnobotany degree has been stopped out), and MS and PhD degrees in Botany, serving 35 undergraduate majors and 34 graduate students (**Table 1**). Botany also has several faculty participating in the Marine Biology Graduate Program, and the program is

currently co-directed by a Botany faculty member representing CNS. Research foci in the Department of Botany include a wide range of botanical specialties, with emphasis placed on tropical botany and conservation. Major research areas include terrestrial and marine plant ecology, evolution, systematics, conservation, ethnobotany and plant-microbe interactions. The Department of Botany has generated a total of $114,153,532 in external grant funding since 2013, with $110,861,343 of this from the Pacific Cooperative Studies Unit (PCSU; see below).

The Pacific Cooperative Studies Unit (PCSU), a unit that is currently directed by Botany faculty (both the Director and Deputy Director), employs approximately 400 staff across the state, and manages hands-on conservation efforts on all islands. As part of this process, we propose to formally place PCSU directly under the Office of the Dean of CNS.

The Department of Microbiology currently includes four tenure-track faculty, one non-tenure track instructional faculty, four staff, and 13 affiliate, cooperating, and adjunct faculty. Two searches for a virologist and a medical microbiologist are currently underway. Undergraduate degree programs offered by the Department include both Microbiology (MICR) and Molecular Cell Biology (MCB), and graduate degrees are offered in Microbiology. These programs serve 123 undergraduate majors and 11 graduate students (**Table 1**). Research foci in the Department of Microbiology include essential areas that are vital to the State of Hawai'i, such as general and applied microbiology (including biotechnology), microbial genetics, microbial physiology (molecular biology), medical microbiology, microbial ecology, and bioremediation, food microbiology, immunology, animal virology (includes marine animal virology) and cell biology. The Department of Microbiology has generated a total of $2,458,899 in external grant funding since 2013.

Together, the academic programs of these three departments generated over 18,000 student semester hours (SSH) in the academic year 2017-2018, which represented 26.8% of the total for CNS, and 4.4% of the total for UH Mānoa. Additionally, the Departments of Biology, Botany, and Microbiology (along with their associated units and programs) generated 76.9% of the external research dollars by CNS for the period 2013-2018.

Table 1. Current undergraduate and graduate programs offered by the Departments of Biology, Botany, and Microbiology. Enrollment data are from Fall 2017.

Degree Program	Department locus	Number of majors
Undergraduate programs		
Biology BA/BS	Biology	747
Marine Biology BS	Biology	316
Zoology BA/BS*	Biology	4
Botany BA/BS	Botany	30
Ethnobotany BS*	Botany	5
Microbiology BA/BS	Microbiology	53
Molecular and Cell Biology	Microbiology	70

Total		1,225
Graduate Programs		
Zoology MS/PhD	Biology	37
Botany MS/PhD	Botany	34
Microbiology MS/PhD	Microbiology	11
Marine Biology MS/PhD	Joint CNS-SOEST degree	60
Total		142

*these degree programs are in the process of being stopped out and thus are not accepting new students.

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

This proposal for reorganization of the life science departments of CNS originated from the faculty within the Departments of Biology, Botany, and Microbiology. Although the idea of a life science merger has been periodically discussed among the Departments for decades, this most recent round of discussion, which began in spring 2017, represents the first time that faculty have resoundingly indicated their support for the process of merging. The drivers for this merger include a desire for increased collaborative opportunities in research and instruction, and to overcome the artificial barriers that remain in place with the maintenance of "silos" as three separate departments. This merger represents an important opportunity to unify the voice of the life sciences within CNS.

Broadly speaking, the goals of the newly structured unit are to promote the understanding, appreciation, and preservation of biological diversity through excellence in research, education, service, and outreach. A merged life sciences unit will also be in a better position to compete for federal funding opportunities that increasingly focus on convergent and trans-disciplinary approaches to training and discovery.

II. RATIONALE FOR THE REORGANIZATION:

A. Provide background and relevant historical information.

Historically, the biological sciences were organized by taxonomic criteria (e.g. botany, zoology, microbiology). The discovery of the molecular basis of inheritance made clear that all life forms on earth share the same fundamental mechanisms of encoding and translating genetic information into visible traits. At the same time, similar fundamental rules were discovered that predicted how organisms harvest, store and utilize energy at all levels of organization. The historic reductionism in biology has now given way to an understanding of how disparate organisms form interdependent associations and drive the evolution of life, refocusing research and teaching of the discipline on systems from cells to organs, and from organisms to populations. It is now well established that microbes form symbiotic associations with plants and animals and that disturbances of equilibria between metabolites, organisms and populations are involved in medical disorders and the collapse of ecosystems.

Biology has evolved from a largely descriptive science into a predictive and theory-driven discipline. This is reflected by how national scientific societies organize, in the focus of the literature, and in the organization of funding agencies: life sciences are now predominantly organized by scale, system, or mechanistic questions. Many important insights into fundamental mechanisms with agricultural, biomedical or ecological importance were derived from the interactions of researchers with expertise in diverse areas of biology that were traditionally kept in taxonomic silos. In short, the categorization of biology into taxonomic bins is becoming less important from a disciplinary perspective, and this is also reflected in changes of course content for undergraduate students across the life sciences. Fundamental principles or the "rules of life" are equally valid for courses across the biological sciences.

This proposal is partly the result of the realization that a united unit gains scientific strength by facilitating such interactions, and will provide our students with the important perspective that life on earth is a continuum. Scientific collaborations between the three departments have become more common over the past several decades and have already led to productive interactions and resulted in joint academic ventures. Biology and Botany departments have held joint departmental seminars. Faculties from the three departments coalesce around the Marine Biology Graduate Program and the Ecology, Evolution, and Conservation Biology (EECB) graduate specialization. The undergraduate degree program in Marine Biology is offered jointly by faculty from all three Departments and is managed by a steering committee constituted by members of the participating units. Similarly, the Bachelor of Science program in Molecular Cell Biology currently offered by the Department of Microbiology is taught jointly with faculty from the Department of Biology. Several courses from both undergraduate and graduate programs are cross-listed and taught jointly by faculty from different departments; e.g., BOT/BIOL 305, BOT/ZOOL 690 (with more courses formally proposed but not yet approved).

The life Sciences, while highly diverse, share a common intellectual basis in cellular and molecular biology, evolution and ecology, and physiology. In 1966 the life sciences departments recognized the need for an integrated common instructional core of the undergraduate degree programs in zoology, botany, and microbiology. In addition, the burgeoning field of molecular biology created a conceptual center for all life sciences which spawned the creation of a Biology Program. The program offered a two-semester sequence of introductory biology courses and second-year courses in evolutionary ecology, and molecular cell biology, providing a bridge to upper division courses offered by the life science departments under their respective degree programs. Significantly, this concept of common introductory and bridging courses was eventually adopted system-wide and allowed community college students to transition to one of the four-year degree programs at UH Mānoa. The Biology Program was managed by an advisory committee consisting of faculty from all stakeholder departments and faculty from the participating units rotated through the courses. As the popularity of the program grew it became increasingly difficult to manage instructors and teaching assistants without dedicated positions and resources, and without a defined academic home. In addition, the program took on an increasing student advising function that transcended the instructional role of the program. In the early 1990's these developments prompted early discussions about merging the departments and the former dean tasked a committee to look into exploring a mechanism to realize this goal. The life science merger did not proceed at that time, for a variety of reasons. Arguments against the merger included concerns over resource allocation, workload, as well as personality issues. In 2010, the Zoology Department merged with the Biology Program and established a student advising unit that would ultimately serve all life sciences departments. The reorganized unit took on the name 'Biology Department' to reflect the departure from a narrow

taxonomic definition and voted to accept future faculty with research interests other than Zoology. Thus, a first step towards a unified school of life sciences was taken, which has progressed to the present proposal.

At this time, we propose to merge the three departments, Biology, Botany, and Microbiology, under one organizational structure as the **School of Life Sciences** within the College of Natural Sciences.

Below are the key components of this reorganization.

1. The proposed administrative structure includes a single Director and three Associate Directors with existing faculty and staff support. The Associate Directors will be for Curriculum, Instruction, and Research.
2. Revisions to the undergraduate and graduate curricula will be explored post-merger, with the goal of providing more cohesive and interdisciplinary training to students.
3. All existing staff will be maintained but duties may be re-described.
4. PCSU will be added as a unit directly under the Office of the Dean of CNS.

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.

This reorganization is a faculty-led initiative to address a number of existing problems in the life sciences within CNS. These problems were identified by faculty of the three departments, and represent impediments to life science education and research that will be addressed by the merger.

1. **Course redundancy among undergraduate programs in life sciences.**
The three departments currently offer seven undergraduate programs. A number of basic life science courses represent "variations on a theme" taught in different programs (e.g. ecology and evolution courses within the Biology and Botany programs). Merging the life science departments within CNS will provide increased opportunity to examine whether improved offerings can be developed that draw on the expertise of multiple faculty. Faculty in some of these programs are interested in exploring reducing the overall number of degrees offered, and instead establishing tracks within more general degrees as a means of offering more specialized opportunities for students.

2. **Limited availability for popular courses.**
With the three currently separate departments, the life sciences have limited opportunity among their own faculty to staff popular or oversubscribed courses. Within a single unit, a larger faculty body will allow more flexibility in meeting the demands of these kinds of courses, which will ultimately benefit our students by lessening their time-to-degree.

3. **Limited flexibility to meet course demands, including TA allocation.**
The current distribution of TA lines is uneven and reflects the size of the undergraduate programs administered by each unit (Biology = 45 lines, Botany = 9 lines, Microbiology = 15 lines). Although graduate students can apply for TAships in departments other than their own, each department prioritizes students within their own unit. A merged School of Life Sciences will

afford much greater flexibility to adjust TA allocations toward courses that need them as these needs change from semester to semester.

4. **Limited flexibility to allocate research and teaching space.**
The Department of Biology is located primarily in the Edmondson building, although the building is not large enough to house all Biology faculty and their research programs. Thus, some Biology faculty are located elsewhere, including Dean Hall, BioMed, and Snyder. The Department of Botany is entirely located in the St. John Plant Science Laboratory (shared with several departments in CTAHR), and the Department of Microbiology is located in Snyder. These buildings vary greatly in overall condition, availability of lecture and teaching lab space, quality and size of faculty offices and research labs, and presence of common areas for students. In addition, some faculty from these departments will be relocating to the new life science building (currently under construction and slated for completion in fall 2019), and Snyder Hall is slated for demolition, so space needs are still evolving for these departments. Operating the three departments as a merged School of Life Sciences will greatly increase flexibility in allocating faculty, graduate student, and teaching space.

5. **Artificial barriers to interdisciplinary research and scholarship.**
During one of the all-faculty retreats held in spring 2018, one of the most-cited reasons for faculty wanting to pursue this merger was the potential for increased research and scholarship opportunities. The Departments of Biology, Botany, and Microbiology, although collegial with one another, maintain artificial barriers to some degree. A School of Life Sciences will bring all faculty, researchers and graduate students together in common faculty meetings and seminars, will result in greater interaction through pursuit of interdisciplinary research grants, and will allow for more strategic faculty hiring in a way that builds complementary expertise.

6. **Artificial barriers to the pursuit of training and institutional grants.**
A united faculty that meets together regularly is much more likely to have the kinds of discussions and debates that will lead to collaborative training and research grant proposals than one that remains divided as three separate departments. In the spirit of aiming for the best possible outcomes of the merger, these discussions began in fall 2018, so that all parties involved have the opportunity to start envisioning such opportunities.

7. **Difficulty in meeting core research infrastructure needs.**
With the "siloed" approach of three separate units, each has come to regard both space and research/teaching instrumentation as purely their own. However, in some cases, viewing these resources as belonging and available to all three units may increase their efficiency of use.

8. **Difficulty in educational innovation without sufficient critical mass.**
Meeting regularly as a single faculty will promote frequent and ongoing assessment of the curriculum in the Life Sciences, and will provide a broader perspective of how to improve aspects of the undergraduate and graduate programs. In addition, the increase in size of the faculty will generate a critical mass for developing ideas about educational innovation and approaches to undertaking these ideas.

9. **Artificial barriers to cross-departmental teaching.**
Although some cross-departmental teaching already occurs (e.g. BOT/BIOL 305, BIOL/BOT 670, course instruction of Biology courses by Botany faculty, and Molecular and Cell Biology courses by Biology faculty), these represent individual efforts to bridge departments rather than a holistic view of the possibilities. By bringing faculty together into a life science unit, which will

be responsible for offering all of the undergraduate and graduate degree programs, opportunities for joint teaching and teaching across programs will be more easily administered, and encouraged.

10. **Unnecessary competition among sister departments in life sciences for limited resources.**
Resource competition is a direct result of the three life science departments being forced to promote individual departmental success. As a result of this, the three departments have created multiple degree programs in the past to capture small student pools whilst the total number of life sciences majors did not change significantly. As a merged unit, the success of all aspects of the Life Sciences will be critical and the growth of one program relative to another will not matter to the health of the entire unit.

11. **Dispersed fundraising opportunities.**
A School of Life Sciences is a cohesive unit with a broad, yet critical role for students, faculty, and staff. The School of Life Sciences will be a more efficient and effective vehicle for fundraising for several reasons: 1) it represents a modernized vision of the life sciences which may have more donor appeal than the traditional disciplinary lines, and 2) it demonstrates the collaborative nature of the members of the merging departments, who are enthusiastic about novel, interdisciplinary approaches to research and instruction.

Thus, the current organization of the three life science departments is inadequate because it maintains siloes where there should be none. As outlined above, a merged School of Life Sciences will promote cross-disciplinary research and instructional approaches, better use of resources, and improved fundraising opportunities.

In addition, the proposed merger is consistent with the University's strategic and program plans. The School of Life Sciences will be poised to make contributions to the UH strategic initiatives of Sustainability, Data Science, and Microbiome Research. Faculty in the current Botany and Biology Departments have begun discussions of new undergraduate and/or graduate curricula in the field of Applied Conservation and Sustainability, and are also pursuing a hiring plan under "Genome-to-Phenome-to-Biome", which has direct ties to systems biology and data science.

In order to work toward the merger of the Departments of Biology, Botany, and Microbiology as the School of Life Sciences, we propose the benchmarks and timeline outlined in **Appendix A**. This schedule will allow for timely consideration of important documents and policies that need to be put in place (e.g., DPC Procedures, Faculty Search Procedures, RTRF Distribution Policy), while moving forward with full consideration of the proposed merger on a realistic timeline.

Appendix B describes the proposed structure of the reorganized unit.

C. Explain other alternatives explored.

The alternative that was discussed was to remain as three separate departments and to attempt to foster more collaboration between units. However, faculty discussion and the final vote was in favor of merging the three departments, as this option is most likely to be effective in achieving the goals of the proposed merger.

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

The primary change will be from three departments, each with a Chair and one or more Associate Chairs, to a single school with one Director and three Associate Directors. Because faculty, staff, and students will still be housed in at least three separate buildings, we propose to maintain existing workflows within each building with existing staff continuing to serve faculty, staff, and students in their own buildings. As time passes, we anticipate that we will discover ways to improve efficiencies across buildings that will involve slight changes in staff duties.

We also anticipate that our collective teaching mission will become more efficient via the merging of several pairs of courses currently offered in different departments. Courses that have already been discussed for possible merging include: Ecology (courses already merged between Biology and Botany as BIOL/BOT 305) and Evolution (courses currently offered in Biology and Botany). Such mergers will include team teaching and will ultimately increase course availability because multiple faculty will be able to teach each course, providing the opportunity to offer courses more frequently. Courses that are applicable to multiple life science majors could also be adapted to serve a broader audience, such as Conservation Biology (Botany), where student interest extends far beyond the Botany major. Eliminating redundancy in the curriculum may also allow for flexibility for faculty to develop new courses for majors and non-majors. Ultimately, increasing course availability through decreased redundancy would positively impact the almost 1,300 life sciences majors' graduation rates.

We expect minimal to no change in relations with other University segments.

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.

Faculty, staff, and graduate students of each of the merging departments have all been consulted, as described below.

Concerns of all parties have been brought up with faculty through two joint retreats in August of 2017 and 2018, respectively (with a facilitator at the 2017 retreat to capture all of the issues and organizational tasks). Several working groups were created as a result of these discussions to identify possible obstacles and solutions, which resulted in short- and long-term plans and prioritized the most important issues, such as tenure and promotion rules and expectations, bylaws and procedures for faculty searches, selection of Associate Directors and the Director, and allocation of resources from return of overhead funds. In addition, faculty of the three life science departments have met and discussed the merits and issues of merging within their own faculties for the last two years. A faculty meeting of all life science faculty was held in November 2018 to discuss draft by-law policies and the merger proposal.

Current chairs have also met with both staff and students from all three life science departments to address concerns. The departments voted individually on the question of whether to move forward with the merger plan, and in each case the outcome was more than 60% favorable votes. The chairs of the departments met with the Executive Director of the University of Hawai'i Professional Assembly who encouraged the merger and offered assistance in matters affecting contractual issues with the faculty.

CNS Director of Operations convened two mini-retreats with office staff of the three departments to delineate current staff duties within each department and to discuss how the proposed merger might impact staff duties and workflows in a newly created school. Staff were supportive of an arrangement that would benefit the Life Sciences as whole, but had questions about potential re-structuring of physical office space and duty statements. A meeting with current life science chairs and HGEA is being attempted to address issues pertaining to staff as part of this proposed merger.

Graduate students in the three life science departments were concerned about the impact of the proposed merger on their degree programs. They were assured that all degree programs will remain intact. Similarly, staff were reassured that, while job descriptions may change, their positions are secure. Some junior faculty voiced concerns about the promotion and tenure process during the merger. To address this, we have consulted with OVCAA human resources and have identified a process to "grandfather in" pre-tenure faculty under the reorganization. One faculty member was concerned about the impact of the merger on the existing Microbiology program based on the small size of the department relative to the other two units. The current size of the Microbiology department is the result of unexpected resignations, retirements, a negative tenure decision, and personal tragedy. A joint faculty retreat in August 2018 voted with large majority that strengthening the microbiology and molecular cell biology (MCB) programs should be an immediate priority for the School of Life Sciences.

Since current undergraduate degree programs will remain intact, the merger will have no immediate impact on our undergraduate majors and non-majors enrolled in our courses. Ultimately, we anticipate positive impacts, as explained above, due to the increased ability to offer some classes more often and to offer new classes.

F. Outline the benefits that will be achieved by the reorganization, including efficiencies and service improvements. Explain whether the supervisor/subordinate reporting relationships are properly identified and how the reorganization will minimize confusion over authority, roles, and responsibilities.

The Biology program was originally conceived to give all life science students a common core of concepts and courses, which were staffed by faculty from all participating departments. As some of these units lost resources and faculty through attrition the burden of offering these courses consistently and regularly began to shift, leading to changes in the curriculum at cross purposes with the original concept. Merging the departments into one unit will allow faculty to reexamine existing programs and coursework and redeploy resources to improve delivery and develop new directions. A major immediate objective of the School of Life Sciences is a reform of the introductory biology courses to reflect modern didactic principles of active learning and to use web-based distance education tools developed by the UH Department of Education. The Department of Biology initiated this two years ago and is offering a revamped freshman course for the first time in Fall semester 2018.

Many life sciences programs across the US have already reorganized along conceptual lines, congruent with:

- Reducing barriers to collaboration among faculty will enable reorganization into core programmatic research themes, facilitate the pursuit of large programmatic and infrastructure grants, and more easily facilitate cross-disciplinary teaching.

- Providing broader appeal as a larger unit to a more diverse pool of talented graduate students.
- Promoting the ability of undergraduate students to explore life sciences with an interdisciplinary perspective.
- Improving quality and coordination of outreach efforts.
- Providing a better opportunity for branding of the life sciences - both on and off campus.
- Reducing redundancy in several courses.
- Increasing availability of popular courses.
- Better coordinating TA allocation across programs.

Reporting relationships are explained in Appendix B. Many important functions at the ground level, such as lab coordination, TA assignments, assessment, advising, and curriculum development that are currently managed by department-specific committees and which make recommendations to a department chair will report to one of the Associate Directors of the School of Life Sciences instead. Since the number of graduate programs will not change, program-specific committees and Graduate Chairs overseeing graduate instruction and admissions will continue to operate. However, they will be supported by a dedicated staff member, which currently exists only in one of the three departments.

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.

This proposal was designed to require no additional costs, and may improve efficiencies in costs associated with instruction, as described above, by allowing the development of new courses leading to increased enrollments and greater generation of student semester hours for the college.

Under this proposal, the total number of staff positions will not change. That is to say, all staffing lines currently employed in the Departments of Biology, Botany, and Microbiology will be maintained in the new School of Life Sciences. Over time, as operations of the new unit evolve, some of these staff positions may need to be re-described, but this is not anticipated to lead to a change in the costs of operation.

In recent years the Departments of Biology, Botany, and Microbiology have had a leadership structure consisting of one 11-month faculty as Chair, and one or more Associate Chairs compensated with one month of overload. The proposed restructuring will result in one 11-month faculty as Director, and three Associate Directors, which will yield a net savings in overload months for faculty leadership. However, we propose to make use of these savings through investments back into the new School of Life Sciences in the form of administrative, research and instructional support, as well as any physical changes to space required to support the new administrative office.

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

No additional funds are needed, and costs associated with the administrative restructuring will be covered by cost savings from the change from three life science department chairs to one Director.

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.

The primary impact of the merger will be the change from three Chairs to one Director and one or two Associate Chairs per current department to a total of three Associate Directors. The establishment of three Associate Directors will allow for specialization of duties for each that we anticipate will better serve the administrative, research, and teaching needs of the expanded unit. The addition of the PCSU under the Office of the Dean of CNS is part of an agreement between the current PCSU Director and CNS Dean.

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?

No additional faculty/support personnel will be required.

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?

There will be no reduction in faculty/staff as a result of the merger.

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

See attached "Positions Impacted" spreadsheet.

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

The immediate changes proposed are: 1) office administrative staff will report to the Director of the School of Life Sciences. This change will streamline operations so that the administrative needs of the entire school are assessed and managed at a single point, rather than being dispersed across three departments; and 2) Director of PCSU will report directly to the Dean of CNS, which will streamline operations for that unit.

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.

This merger proposal does not include a request for additional space. However, the proposal to merge the life sciences departments coincides with the construction of a new life sciences building, which is projected to house part of PBRC, all current microbiologists, one botanist, and several current members of the biology department who require specialized laboratory facilities not available in Edmondson Hall. The department of Microbiology has historically been housed in Snyder Hall, adjacent to Edmondson Hall. Both buildings were constructed in 1963 and only received cosmetic upgrades until a fire in Edmondson Hall prompted a renovation - but no reconstruction. Since modern mechanical facilities and central air conditioning occupy substantially more space, Edmondson Hall cannot accommodate the same number of faculty and teaching facilities that it once housed. Snyder Hall classrooms and laboratories are still in a state of ~ 1980 and the top floor of the building has been condemned. Snyder Hall has, however, autoclaves that are essential for microbiological work and particular recombinant DNA experiments. These are not available in the adjacent Edmondson Hall but the new Life Sciences Building will provide these facilities, along with wet labs for work with marine organisms. Other than the facilities that will be available in the new building no additional resources and space are requested.

Appendix A. Benchmarks and timeline for merging the Departments of Biology, Botany, and Microbiology into the School of Life Sciences (College of Natural Sciences).

August 16, 2017 - A facilitated retreat for faculty in the Departments of Biology, Botany, and Microbiology was held to discuss the merits and issues associated with a potential merger of the three Departments.

Spring 2018 - An all-faculty vote indicated at least ⅔ majority support from each department for pursuing the process of the merger of the three departments into the School of Life Sciences.

June 2018 - Initial consultation with UHPA by current life science department chairs.

August 16, 2018 - A retreat for faculty in the Departments of Biology, Botany, and Microbiology was held to discuss the process, and key issues related to, developing critical policies for the School of Life Sciences (e.g. DPC Procedures, RTRF Distribution, Faculty Search Procedures, Workload).

July - September 2018 - current life science chairs draft the merger proposal document.

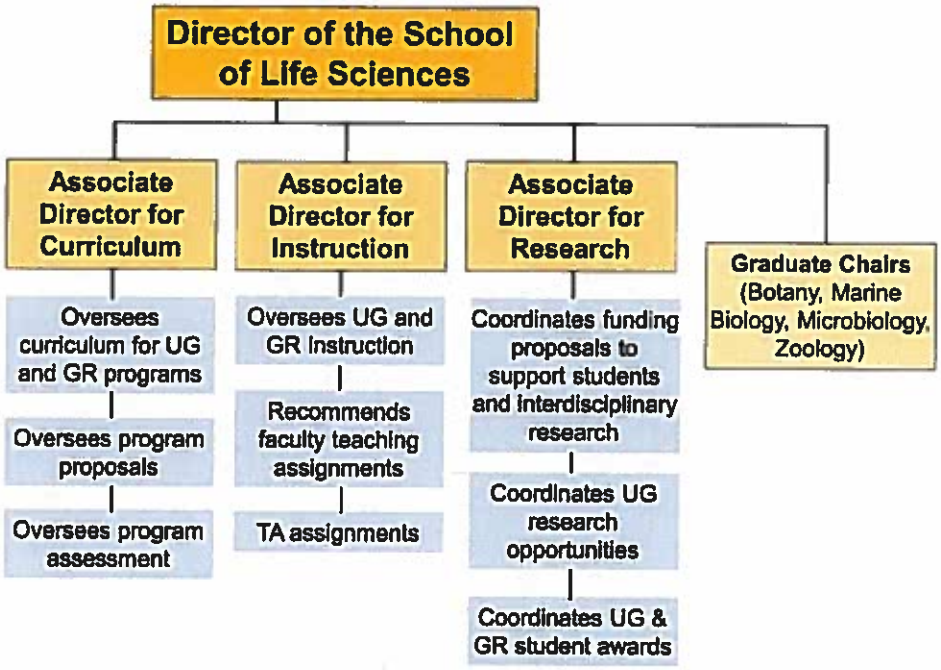
September - November 2018 - faculty committees convened to develop and propose policies for DPC Procedures, RTRF Distribution, and Faculty Search Procedures, as well as the Mission Statement and Strategic Planning of the new unit.

October - November 2018 - faculty review and comment on written proposal document.

November 16, 2018 – life science faculty meeting to discuss reports from by-laws committees and continue discussion of future directions.

December 2018 – current life science chairs to submit written merger proposal to CNS Dean Loek Helminck for consideration and forwarding to the next level in the process.

Appendix B. Proposed administrative structure of the School of Life Sciences.



*Graduate Chairs will be aided by a staff member dedicated to assisting the administration of the graduate programs

*Associate Directors will be aided by staff members assisting with program assessment and curriculum/instruction

ATTACHMENT 3:

Current organizational charts and functional statements

CURRENT

CHART UPDATED
JUL - 1 2018
University of Hawai'i at Mānoa

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
ORGANIZATION CHART
CHART I

DEPARTMENT TOTAL:	PERM	TEMP
General Funds:	234.00	7.50

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN
Org Code: MADNNS

Dean, #89197	1.00
Admin & Fiscal Supp, PBA, #77646	1.00

ACADEMIC AFFAIRS
Org Code: MAAANS

Associate Dean, #89487	1.00
Specialist-Type Faculty, #83579	1.00
IT Specialist, PBB, #79024	1.00
Educational Specialist, PBB, #81603	1.00
Educational Specialist, PBA, #80287	1.00

ADMINISTRATIVE SERVICES
Org Code: MAASNS

Administrative Services Manager, PBC, #80155	1.00	
Administrative Officer, PBB, #80400, #80710	2.00	
Administrative Officer, PBA, #80184, #80181,	2.00	
#78362T	1.00 (T)	1/
Human Resources Specialist, PBB, #77177	1.00	
Human Resources Specialist, PBA, #79708	1.00	
Admin & Fiscal Support Spec, PBA, #77375	1.00	

Department of Biology
Org Code: MABIOL
CHART II-A

Department of Botany
Org Code: MABOT
CHART II-B

Department of Chemistry
Org Code: MACHCH
CHART II-C

Department of Information and Computer Sciences
Org Code: MAICS
CHART II-D

Department of Mathematics
Org Code: MAMATH
CHART II-E

Hawai'i Cooperative Fishery Research Unit
Org Code: MACFZO

Marine Option Program
Org Code: MAMOP

Department of Microbiology
Org Code: MAMICR
CHART II-F

Department of Physics and Astronomy
Org Code: MAPA
CHART II-G

1/ Administrative Officer, #78362T in Administrative Services is an appropriated temporary position

CHART TOTAL:	PERM	TEMP
General Funds:	15.00	1.00

STATE OF HAWAI'I
UNIVERISTY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNNS

The Office of the Dean provides leadership and overall vision for the college, directs and coordinates the activities including curricular, personnel and budget management, program management, staff supervision, community relations, fundraising, grievance and litigation, and travel of the College. The Office of the Dean also manages the development of the College's research related programs and oversees curriculum development and reform, program review, and workload activities.

ACADEMIC AFFAIRS – Org Code: MAAANS

Coordinates major curricular policy activities on behalf of the Dean.

Review proposals for adding, deleting, or modifying courses, certificates and degrees.

Initiate college-wide curricular innovations, such as certificate programs, interdisciplinary/multidisciplinary programs, across college and school lines.

Assist in establishing and maintaining inter-college coordination relative to cross-disciplinary core requirements.

Provides academic advising services and programming to students from matriculation to graduation for the College of Natural Sciences.

ADMINISTRATIVE SERVICES – Org Code: MAASNS

Administrative Services supports and assists the Dean and the College units in personnel and fiscal affairs, budget planning and preparation, facilities, resource allocation, space management and activities coordination.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF BIOLOGY
POSITION ORGANIZATION CHART

CHART II-A

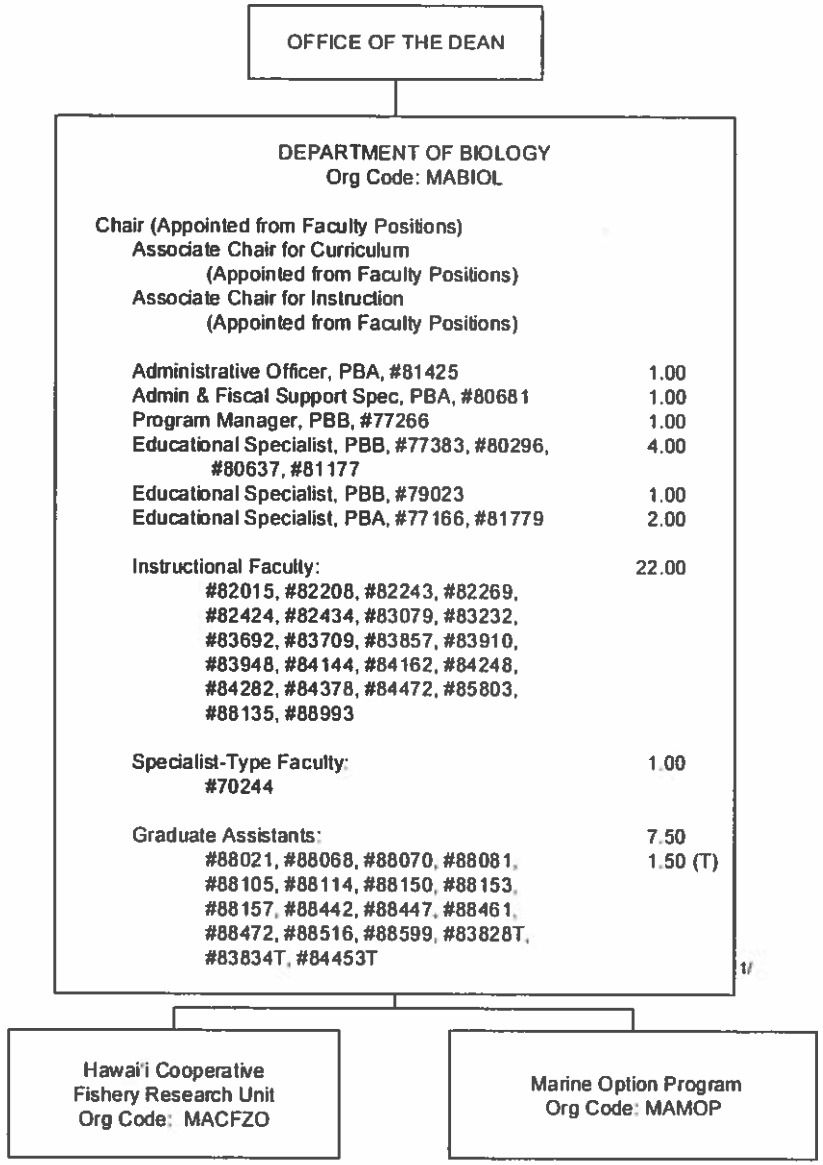


CHART TOTAL:	PERM	TEMP
General Funds:	40.50	1.50

1/ Graduate Asst, #83828T, #83834T and #84453T are appropriated temporary positions.

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF BIOLOGY

FUNCTIONAL STATEMENT

DEPARTMENT OF BIOLOGY – Org Code: MABIOL

The biology of Hawai'i is extraordinary, and offers unique opportunities for research, teaching and graduate education. The Department of Biology is the academic home for students who wish to pursue broad training in the biological sciences. The department offers BA and BS degrees in Biology, a BS degree in marine biology, a minor in biology, and certificates in Marine Options (see Marine Option Program below) and in Mathematical Biology. The Department of Biology offers MS and PhD degrees in zoology and participates in the Marine Biology Graduate Program and the graduate specialization in Ecology, Evolution and Conservation Biology.

Research by the faculty of the Department of Biology encompasses the range of modern biology, from molecular biology through macroevolution, with evolution providing a unifying theme. Much of this research deals with species endemic or indigenous to Hawai`i, in both marine and terrestrial habitats.

Hawai'i Cooperative Fishery Research Unit – Org Code: MACFZO

Established in 1966 the Hawai'i Cooperative Fishery Research Unit is a collaboration between the University of Hawai'i, the Department of Land and Natural Resources, and the U.S. Department of the Interior, U.S. Fish & Wildlife Service. The objective of the cooperative undertaking is for the advancement, pursuit, and application of research, management, education, extension, and demonstration programs concerned with sport fisheries.

Marine Option Program – Org Code: MAMOP

The Marine Option Program offers undergraduates of all majors throughout the University system, the opportunity to discover and develop their marine and marine-related interests and talents. The program is responsible for the development and management of one certificate-granting program offered at all UH campuses, including the Community Colleges, for those students who elect to complete selected academic seminars, symposia, field trips, workshops, baseline surveys and other hand-on experiences designed to promote marine education and training.

STATE OF HAWAI'I
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COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF BOTANY
POSITION ORGANIZATION CHART

CHART II-B

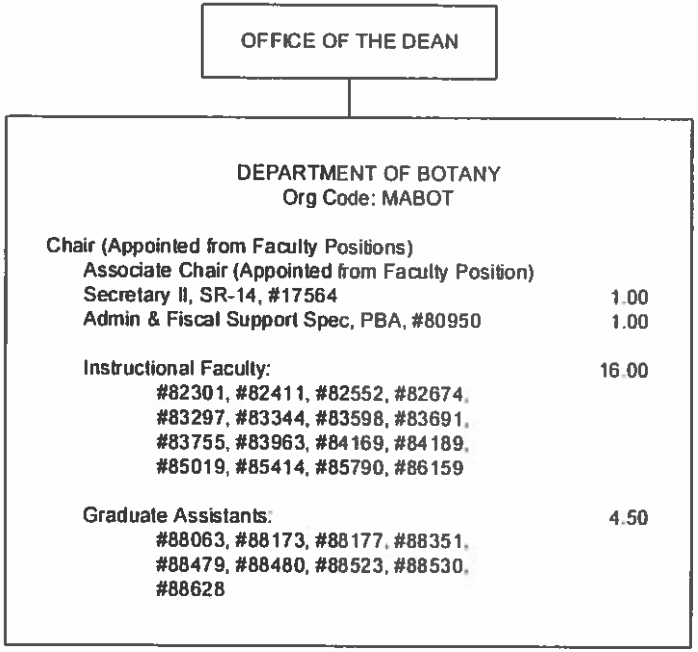

CHART TOTAL:	PERM	TEMP
General Funds:	22.50	--

STATE OF HAWAI'I
UNIVERISTY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF BOTANY

FUNCTIONAL STATEMENT

DEPARTMENT OF BOTANY – Org Code: MABOT

The UH Mānoa has the only botany department located in a tropical environment in the U.S. Both aquatic and terrestrial tropical ecosystems provide the subjects of research and teaching. The department is committed to broad-based botanical training that focuses on developing an understanding of Hawai'i's unique island environment. While it maintains traditional areas of botanical study, the department also uses new approaches and current technologies. It has faculty in ecology, systematics, ethnobotany, physiology, and population and evolutionary biology. Participation in the interdepartmental undergraduate biology program and the graduate program in ecology, evolution and conservation biology provides interactions with other departments and expands opportunities for breadth in research and instruction. The department offers BA, BS, and minor degrees in botany, and MS and PhD degrees in botany.

Research programs focus on the ecology and evolution of Hawai'i's unique plants, algae, and fungi; the conservation and restoration of natural communities facing global threats from invasive plants, animals, and microbes, habitat alteration, and climate change; and ethnobotany.

STATE OF HAWAI'I
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COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF CHEMISTRY
POSITION ORGANIZATION CHART

CHART II-C

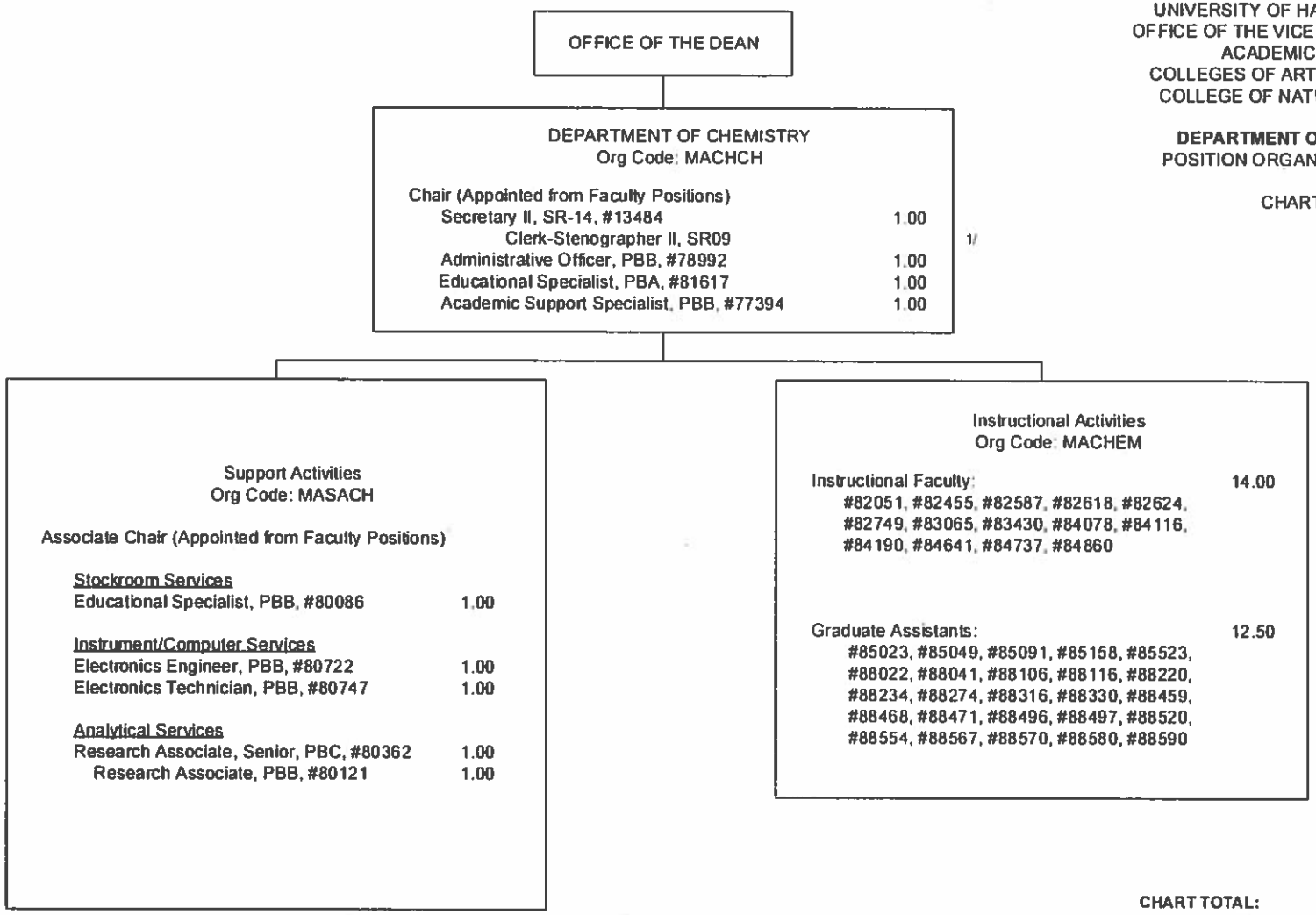

CHART TOTAL:	PERM	TEMP
General Funds:	35.50	--

1/ Clerk Steno II in Department of Chemistry abolished, pending re-establishment.

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF CHEMISTRY

FUNCTIONAL STATEMENT

DEPARTMENT OF CHEMISTRY – Org Code: MACHCH

Chemistry stands at the crossroads between physics and biology and provides a fundamental knowledge base for further training in diverse fields including medicine, pharmacy, engineering, oceanography, and environmental studies. The Chemistry Department provides instruction, conducts sponsored and unsponsored research, and provides support and analytical services related to chemical structure determination. Instructional activities include service courses for undergraduate science and engineering majors, advanced courses for undergraduate chemistry and biochemistry majors, and highly specialized courses for graduate students. Research activities serve an essential educational function by training advanced undergraduate and graduate students in the specialized methods for carrying out chemical research projects.

Instructional Activities – Org Code: MACHEM

The department offers BA, BS and minor degrees in chemistry, BA and BS degrees in biochemistry, and MS and PhD degrees in chemistry. The department also teaches large service courses in general chemistry and organic chemistry that support other majors in the natural sciences, as well as in the Colleges of Engineering and Tropical Agriculture and Human Resources, and the Schools of Nursing and Ocean and Earth Science and Technology.

Department faculty have research interests in organic, inorganic, physical, and analytical chemistry, as well as biochemistry and biophysics. Sponsored research conducted by faculty plays a central role in undergraduate and graduate student education. The graduate faculty participate in a number of collaborative research efforts with colleagues at the UH Cancer Center, the John A. Burns School of Medicine, the College of Tropical Agriculture and Human Resources, the Hawai'i Natural Energy Institute, the NASA Astrobiology Institute, and the W.M. Keck Astrochemistry Laboratory.

Support Activities – Org Code: MASACH

Associate Chair
The Associate Chair of the Department of Chemistry manages the support activities of the department which include stockroom services; instrument/computer services; and analytical services.

Stockroom Services
The Department of Chemistry is home to two well-supplied stockrooms, containing an array of materials necessary for undergraduate instructional courses and graduate research for the entire University of Hawai'i community.

Instrument/Computer Services
The Department of Chemistry provides services for design, construction, and repair of devices and scientific instruments not available commercially, and provides repair and maintenance of departmental instruments used for Gas and Liquid Chromatography, UV-Visible and Infrared Spectroscopy, X-ray Diffractometry, and Mass Spectrometry. Support services include the instrument shop, the machine shop and the electronics shop.

Analytical Services
The Department has a strong commitment to maintaining state-of-the-art instruments for molecular structure determination. Instrumentation includes Nuclear Magnetic Resonance and Electron Paramagnetic Resonance Spectrometers, Mass Spectrometers, and X-ray Diffractometers. These facilities are regularly used by members of the Department of Chemistry, other research units within the University of Hawai'i system, and scientists from across the State of Hawai'i.

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COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES
POSITION ORGANIZATION CHART

CHART II-D

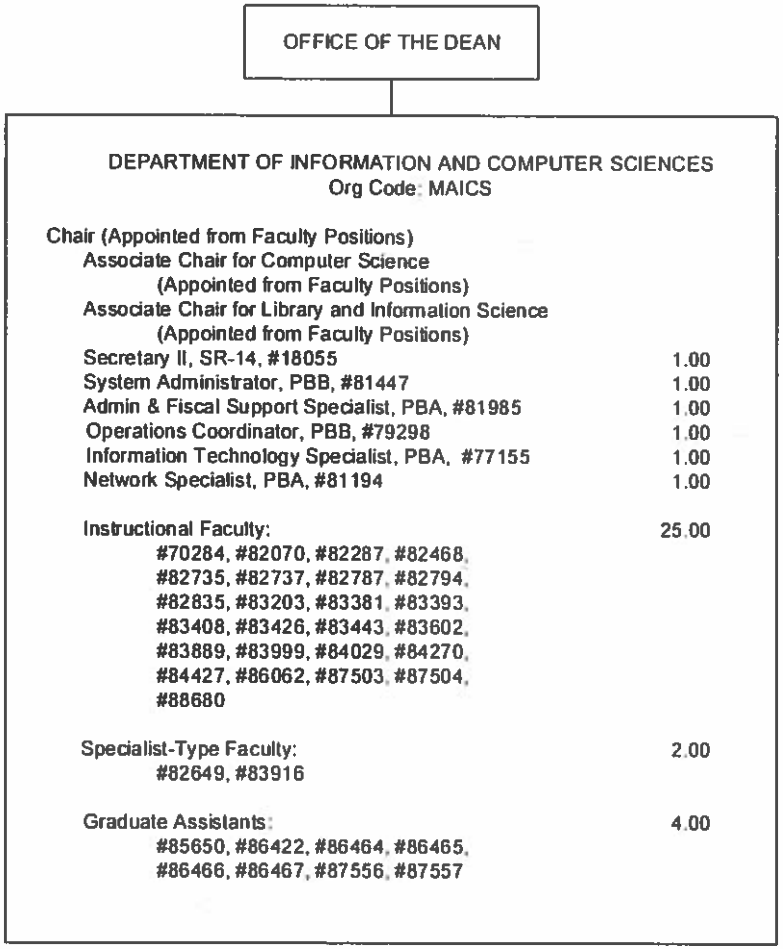


CHART TOTAL:	PERM	TEMP
General Funds:	37.00	–

STATE OF HAWAI'I
UNIVERISTY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES

FUNCTIONAL STATEMENT

DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES – Org Code: MAICS

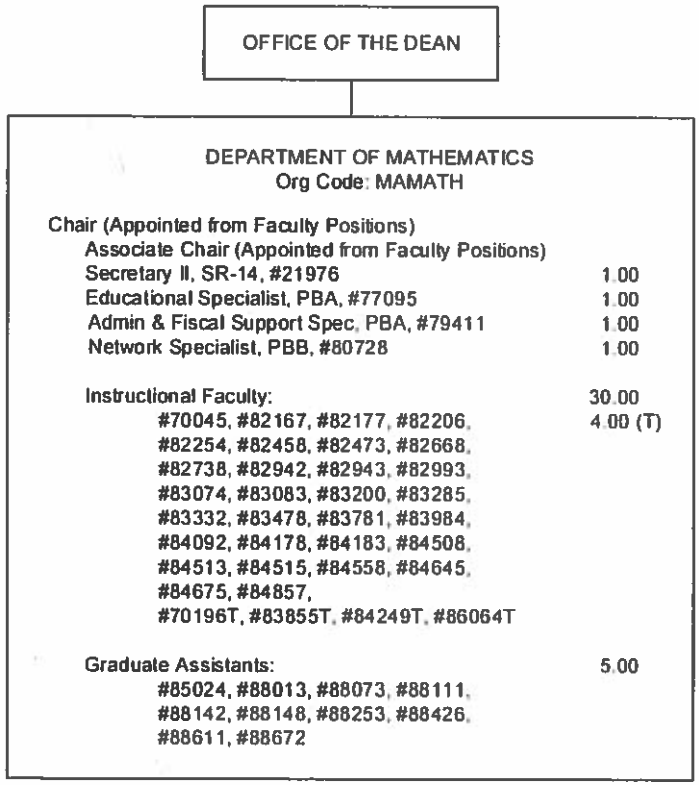
Information and Computer Sciences is the study of the description and representation of information and the theory, design, analysis, implementation, and application of algorithmic processes that transform information. The curriculum covers all major areas of computer science with special emphasis on software engineering, computer networks, artificial intelligence, human-computer interaction and bioinformatics. Information and Computer Sciences offers BA, BS, and minor degrees in information and computer science, MS in computer sciences, MLISc in library and information science, PhD in computer science, and PhD in communication and information sciences (interdisciplinary).

Information and Computer Sciences faculty members have research interests in algorithms; artificial intelligence and robotics; biomedical informatics and bioinformatics; collaborative systems; compilers; computer vision; databases; human computer interaction; library and information science; machine learning; mobile and ubiquitous computing; security and information assurance; software engineering, and systems, networking, and high-performance computing.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF MATHEMATICS
POSITION ORGANIZATION CHART

CHART II-E



1/ Instructional Faculty, #70196T, #83855T, #84249T and #86064T are appropriated temporary positions.

CHART TOTAL:	PERM	TEMP
General Funds:	39.00	4.00

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF MATHEMATICS

FUNCTIONAL STATEMENT

DEPARTMENT OF MATHEMATICS – Org Code: MAMATH

The Department of Mathematics offers preparation in the full spectrum of mathematical sciences, including algebra, geometry, differential equations, real and complex analysis, topology, logic, number theory, and probability and statistics, as well as various topics in applied mathematics. The math department offers BS, BA and minor degrees in mathematics, and MA and PhD degrees in mathematics.

Faculty of the Department of Mathematics has research interests in algebra & number theory, analysis; applied mathematics; geometry & topology; and logic, lattices & universal algebra.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF MICROBIOLOGY
POSITION ORGANIZATION CHART

CHART II-F

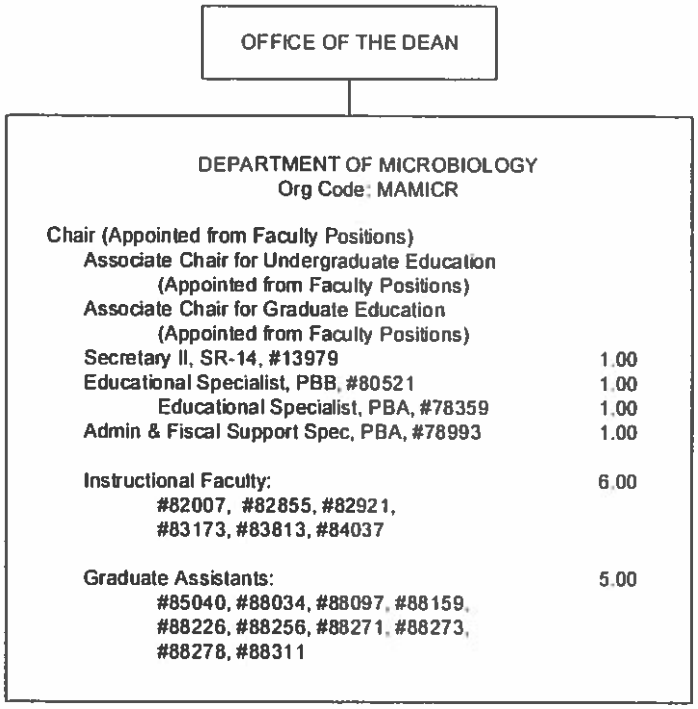


CHART TOTAL:	PERM	TEMP
General Funds:	15.00	--

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF MICROBIOLOGY

FUNCTIONAL STATEMENT

DEPARTMENT OF MICROBIOLOGY – Org Code: MAMICR

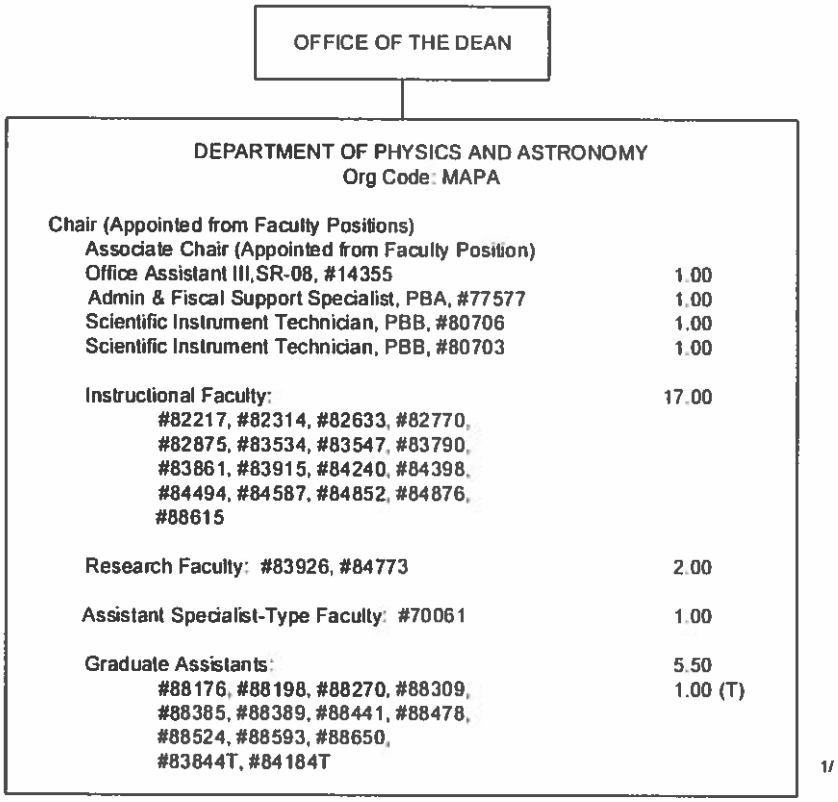
Microbiology, one of three basic fields in the biological sciences, is an extremely diverse and complex field. It is essential to the fabric of medicine, the allied health sciences, agriculture, ocean sciences, and the vital growing biotechnology industry (genetics, cell and molecular biology, etc.) of the present era. The Department of Microbiology has concentrated on highly essential areas vital to the State of Hawai'i such as general and applied microbiology (including biotechnology), microbial genetics, microbial physiology (molecular biology), medical microbiology, microbial ecology, and bioremediation, food microbiology, immunology, animal virology (includes marine animal virology) and cell biology. The Department of Microbiology offers BS, BA, minor degrees in microbiology, and MS and PhD degrees in microbiology.

Faculty of the Department of Microbiology have research interests in microbial signal transduction; prokaryotic biology; marine microbiology; medical microbiology; biochemistry, physiology, and genetics of bacterial systems; molecular virology; and invasive bacterial pathogens.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF PHYSICS AND ASTRONOMY
POSITION ORGANIZATION CHART

CHART II-G



1/ Graduate Asst, #83844T and #84184T are appropriated temporary positions.

CHART TOTAL:	PERM	TEMP
General Funds:	29.50	1.00

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF PHYSICS AND ASTRONOMY

FUNCTIONAL STATEMENT

DEPARTMENT OF PHYSICS AND ASTRONOMY – Org Code: MAPA

Physics is the study of matter and energy and how they interact at the most basic levels. It is the ideal major for those who want to understand the universe from the smallest to the largest scales. Areas include mechanics, electricity and magnetism, thermodynamics, optics and lasers, computational physics, electronics for physicists, quantum theory, atomic and nuclear phenomena, condensed matter, and elementary particles. Astronomy is the branch of science that studies the structure and development of the physical world beyond earth. It includes the study of planets and other objects of the solar system; the sun and stars and their evolution; the interstellar medium; the nature and dynamics of star clusters, galaxies, and clusters of galaxies; and the study of the nature and history of the universe itself - of the physical world taken in its largest extent in space and time. Faculty members in Physics are joined by faculty members from the Institute for Astronomy to present a balanced academic program. The Department of Physics and Astronomy offers BS, BA, and minor degrees in physics, and MS and PhD degrees in physics as well as BS in Astrophysics, BA in Astronomy, minors in both Astrophysics and Astronomy, and MS and PhD degrees in astronomy.

Faculty of the Department of Physics and Astronomy has research interests in elementary particle physics, free-electron laser physics, condensed matter physics, nanophysics, particle astrophysics and high energy physics.

ATTACHMENT 4:

Proposed organizational charts and functional statements

PROPOSED

APPROVED:

David Lassner
President

10-Sep-2019
Date

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
ORGANIZATION CHART
CHART I

DEPARTMENT TOTAL: **PERM** **TEMP**
General Funds: 235.00 7.50

OFFICE OF THE CHANCELLOR

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

OFFICE OF THE DEAN
Org Code: MADNNS

Dean, #89197	1.00
Admin & Fiscal Supp, PBA, #77646	1.00

ACADEMIC AFFAIRS
Org Code: MAAANS

Associate Dean, #89487	1.00
Specialist-Type Faculty, #83579	1.00
IT Specialist, PBB, #79024	1.00
Educational Specialist, PBB, #81603	1.00
Educational Specialist, PBA, #80287	1.00

ADMINISTRATIVE SERVICES
Org Code: MAASNS

Administrative Services Manager, PBC, #80155	1.00
Administrative Officer, PBB, #80400, #80710	2.00
Administrative Officer, PBA, #80184, #80181,	2.00
#78362T	1.00 (T) 1/
Human Resources Specialist, PBB, #77177	1.00
Human Resources Specialist, PBA, #79708	1.00
Admin & Fiscal Support Spec, PBA, #77375	1.00

School of Life Sciences
Org Code: TBA
CHART II-A

Department of Chemistry
Org Code: MACHCH
CHART II-B

Department of Information and Computer Sciences
Org Code: MAICS
CHART II-C

Department of Mathematics
Org Code: MAMATH
CHART II-D

Department of Physics and Astronomy
Org Code: MAPA
CHART II-E

Pacific Cooperative Studies Unit
Org Code: TBA
CHART II-F

Hawai'i Cooperative Fishery Research Unit
Org Code: MACFZO

Marine Option Program
Org Code: MAMOP

1/ Administrative Officer, #78362T in Administrative Services is an appropriated temporary position

CHART TOTAL: **PERM** **TEMP**
General Funds: 15.00 1.00

PROPOSED

APPROVED:

David Lassner
President

16-Sep-2019
Date

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

SCHOOL OF LIFE SCIENCES
POSITION ORGANIZATION CHART

CHART II-A

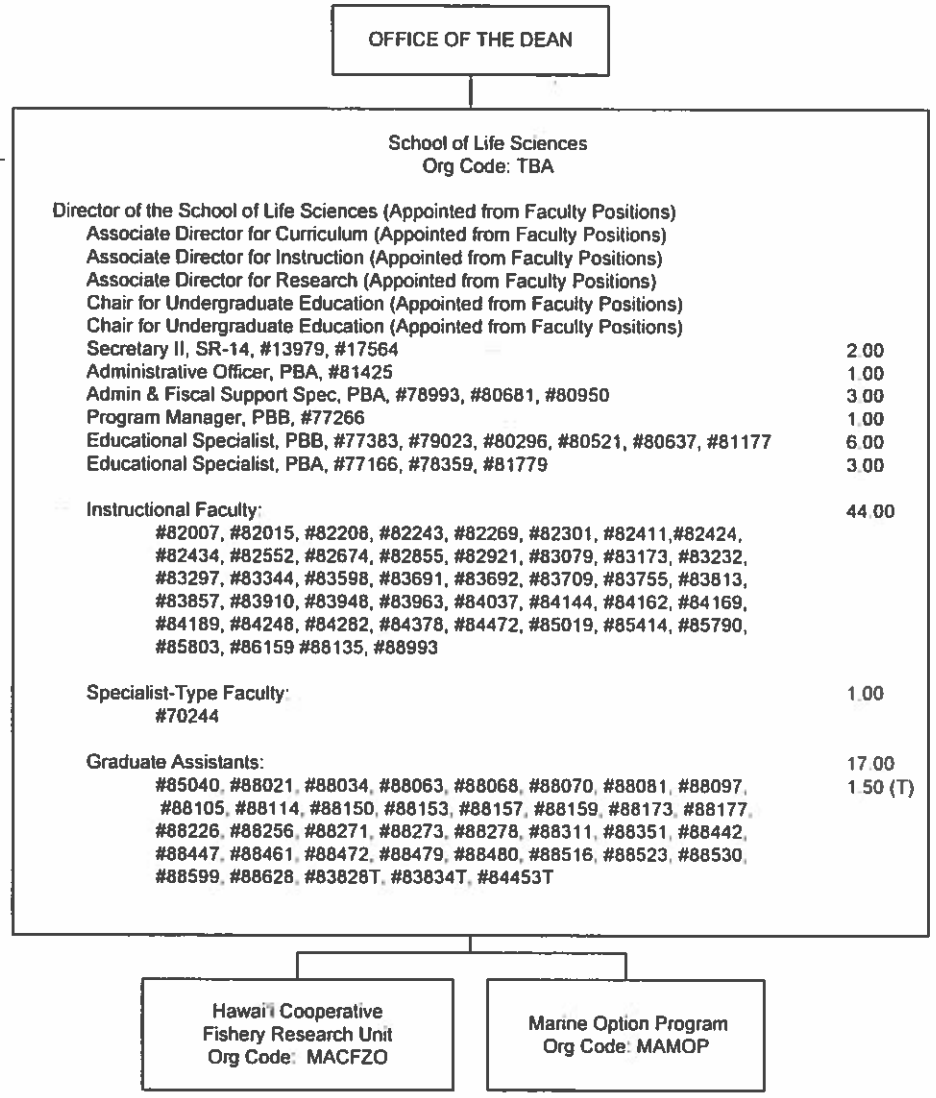


CHART TOTAL:	PERM	TEMP
General Funds:	78.00	1.50

1/ Graduate Asst, #83828T, #83834T and #84453T are appropriated temporary positions.

NO CHANGE

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF CHEMISTRY
POSITION ORGANIZATION CHART

CHART II-B

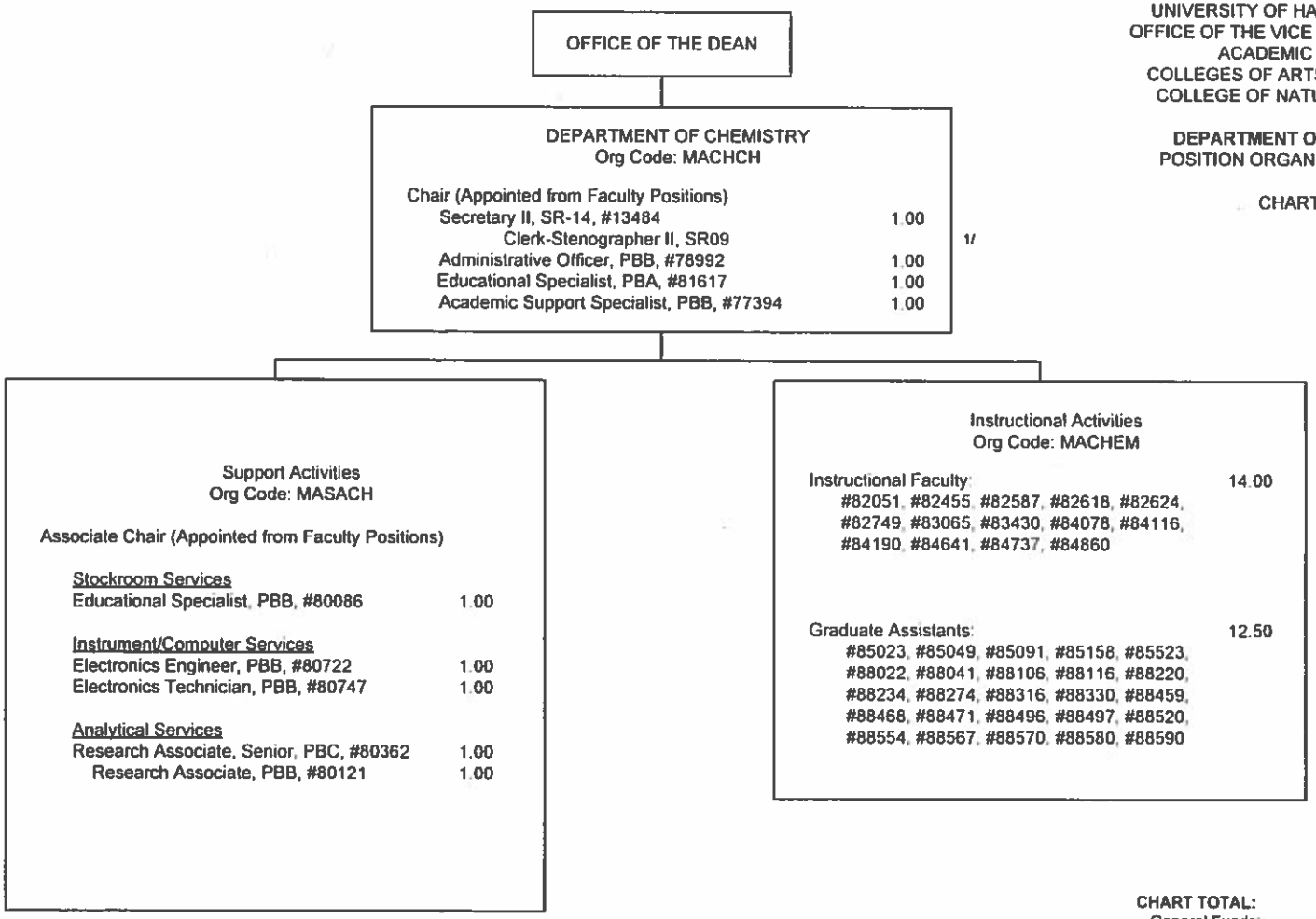


CHART TOTAL:	PERM	TEMP
General Funds:	35.50	- -

1/ Clerk Steno II in Department of Chemistry abolished, pending re-establishment.

NO CHANGE

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
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OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES
POSITION ORGANIZATION CHART

CHART II-C

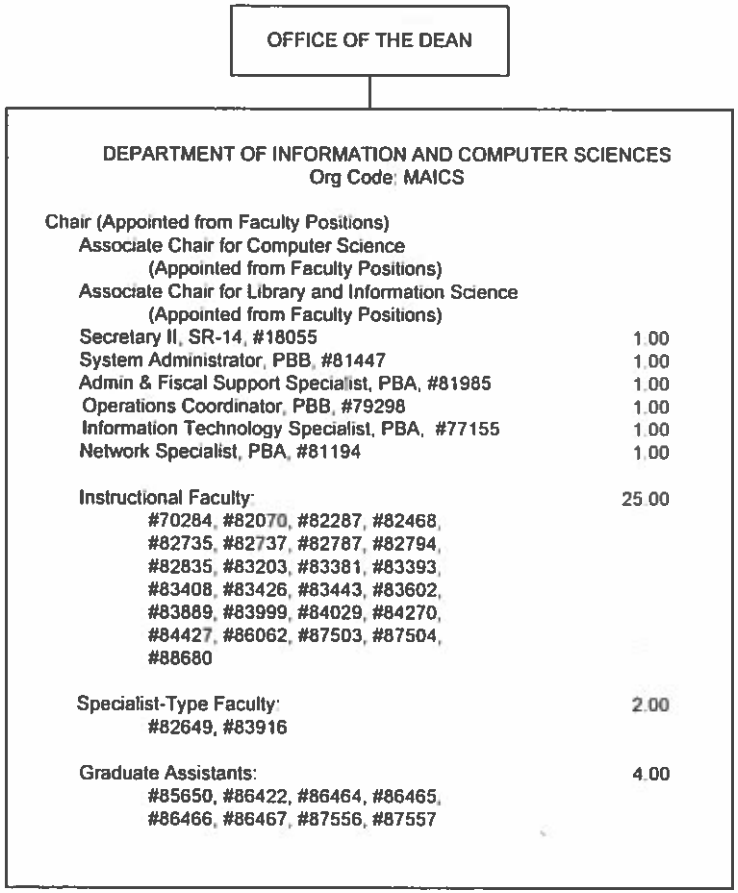


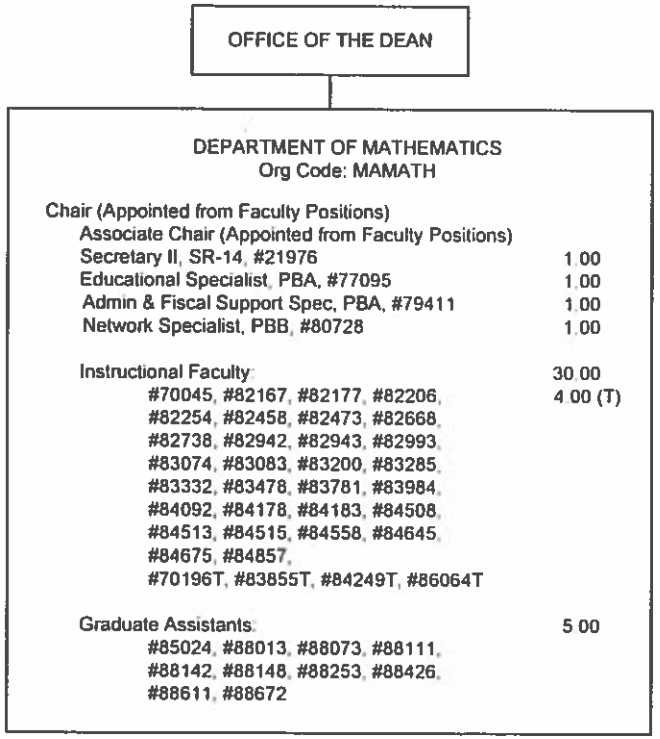
CHART TOTAL:	PERM	TEMP
General Funds:	37.00	–

NO CHANGE

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF MATHEMATICS
POSITION ORGANIZATION CHART

CHART II-D



1/ Instructional Faculty, #70196T, #83855T, #84249T and #86064T are appropriated temporary positions.

CHART TOTAL:	PERM	TEMP
General Funds:	39.00	4.00

PROPOSED

APPROVED:

David Lassner
President

16-Sep-209
Date

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR
ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

DEPARTMENT OF PHYSICS AND ASTRONOMY
POSITION ORGANIZATION CHART

CHART II-E

OFFICE OF THE DEAN

DEPARTMENT OF PHYSICS AND ASTRONOMY
Org Code: MAPA

Chair (Appointed from Faculty Positions)	
Associate Chair (Appointed from Faculty Position)	
Office Assistant III,SR-08, #14355	1.00
Admin & Fiscal Support Specialist, PBA, #77577	1.00
Scientific Instrument Technician, PBB, #80706	1.00
Scientific Instrument Technician, PBB, #80703	1.00
Instructional Faculty:	17.00
#82217, #82314, #82633, #82770, #82875, #83534, #83547, #83790, #83861, #83915, #84240, #84398, #84494, #84587, #84852, #84876, #88615	
Research Faculty: #84773	1.00
Assistant Specialist-Type Faculty: #70061	1.00
Graduate Assistants:	5.50
#88176, #88198, #88270, #88309, #88385, #88389, #88441, #88478, #88524, #88593, #88650,	1.00 (T)
#83844T, #84184T	

1/

1/ Graduate Asst, #83844T and #84184T are appropriated temporary positions.

CHART TOTAL:	PERM	TEMP
General Funds:	28.50	1.00

PROPOSED

APPROVED:

David Lassner
President

16-Sep-2009
Date

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

PACIFIC COOPERATIVE STUDIES UNIT
POSITION ORGANIZATION CHART

CHART II-F

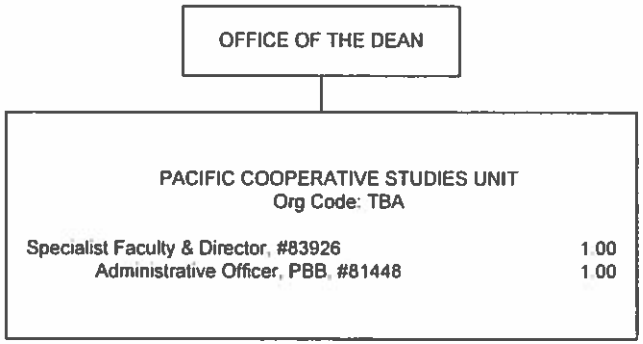


CHART TOTAL:	PERM	TEMP
General Funds:	2.00	0.00

NO CHANGE

STATE OF HAWAI'I
UNIVERISTY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES

FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNNS

The Office of the Dean provides leadership and overall vision for the college, directs and coordinates the activities including curricular, personnel and budget management, program management, staff supervision, community relations, fundraising, grievance and litigation, and travel of the College. The Office of the Dean also manages the development of the College's research related programs and oversees curriculum development and reform, program review, and workload activities.

ACADEMIC AFFAIRS – Org Code: MAAANS

Coordinates major curricular policy activities on behalf of the Dean.

Review proposals for adding, deleting, or modifying courses, certificates and degrees.

Initiate college-wide curricular innovations, such as certificate programs, interdisciplinary/multidisciplinary programs, across college and school lines.

Assist in establishing and maintaining inter-college coordination relative to cross-disciplinary core requirements.

Provides academic advising services and programming to students from matriculation to graduation for the College of Natural Sciences.

ADMINISTRATIVE SERVICES – Org Code: MAASNS

Administrative Services supports and assists the Dean and the College units in personnel and fiscal affairs, budget planning and preparation, facilities, resource allocation, space management and activities coordination.

PROPOSED

STATE OF HAWAI'I
UNIVERISTY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
SCHOOL OF LIFE SCIENCES

FUNCTIONAL STATEMENT

SCHOOL OF LIFE SCIENCES – Org Code: TBA

The School of Life Sciences consists of three academic disciplines, Biology, Botany, and Microbiology within the College of Natural Sciences. The three disciplines offer a cohesive set of undergraduate and graduate programs for BS, BA, MS, and PhD degrees. The School of Life Sciences promotes the understanding, appreciation and preservation of biological diversity through excellence in research, education, service and outreach. The School promotes the ability of undergraduate students to explore life sciences with an interdisciplinary perspective and innovative learning experience that will provide them with the important outlook that life on earth is a continuum.

Hawai'i Cooperative Fishery Research Unit – Org Code: MACFZO

Established in 1966 the Hawai'i Cooperative Fishery Research Unit is a collaboration between the University of Hawai'i; the Department of Land and Natural Resources; and the U.S. Department of the Interior, U.S. Fish & Wildlife Service. The objective of the cooperative undertaking is for the advancement, pursuit, and application of research, management, education, extension, and demonstration programs concerned with sport fisheries.

Marine Option Program – Org Code: MAMOP

The Marine Option Program offers undergraduates of all majors throughout the University system, the opportunity to discover and develop their marine and marine-related interests and talents. The program is responsible for the development and management of one certificate-granting program offered at all UH campuses, including the Community Colleges, for those students who elect to complete selected academic seminars, symposia, field trips, workshops, baseline surveys and other hand-on experiences designed to promote marine education and training.

APPROVED:

SEP 1 6 2019

David Lassner
President

Date

NO CHANGE

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF CHEMISTRY

FUNCTIONAL STATEMENT

DEPARTMENT OF CHEMISTRY – Org Code: MACHCH

Chemistry stands at the crossroads between physics and biology and provides a fundamental knowledge base for further training in diverse fields including medicine, pharmacy, engineering, oceanography, and environmental studies. The Chemistry Department provides instruction, conducts sponsored and unsponsored research, and provides support and analytical services related to chemical structure determination. Instructional activities include service courses for undergraduate science and engineering majors, advanced courses for undergraduate chemistry and biochemistry majors, and highly specialized courses for graduate students. Research activities serve an essential educational function by training advanced undergraduate and graduate students in the specialized methods for carrying out chemical research projects.

Instructional Activities – Org Code: MACHEM

The department offers BA, BS and minor degrees in chemistry, BA and BS degrees in biochemistry, and MS and PhD degrees in chemistry. The department also teaches large service courses in general chemistry and organic chemistry that support other majors in the natural sciences, as well as in the Colleges of Engineering and Tropical Agriculture and Human Resources, and the Schools of Nursing and Ocean and Earth Science and Technology.

Department faculty have research interests in organic, inorganic, physical, and analytical chemistry, as well as biochemistry and biophysics. Sponsored research conducted by faculty plays a central role in undergraduate and graduate student education. The graduate faculty participate in a number of collaborative research efforts with colleagues at the UH Cancer Center, the John A. Burns School of Medicine, the College of Tropical Agriculture and Human Resources, the Hawai'i Natural Energy Institute, the NASA Astrobiology Institute, and the W.M. Keck Astrochemistry Laboratory.

Support Activities – Org Code: MASACH

Associate Chair
The Associate Chair of the Department of Chemistry manages the support activities of the department which include stockroom services; instrument/computer services; and analytical services.

Stockroom Services
The Department of Chemistry is home to two well-supplied stockrooms, containing an array of materials necessary for undergraduate instructional courses and graduate research for the entire University of Hawai'i community.

Instrument/Computer Services
The Department of Chemistry provides services for design, construction, and repair of devices and scientific instruments not available commercially, and provides repair and maintenance of departmental instruments used for Gas and Liquid Chromatography, UV-Visible and Infrared Spectroscopy, X-ray Diffractometry, and Mass Spectrometry. Support services include the instrument shop, the machine shop and the electronics shop.

Analytical Services
The Department has a strong commitment to maintaining state-of-the-art instruments for molecular structure determination. Instrumentation includes Nuclear Magnetic Resonance and Electron Paramagnetic Resonance Spectrometers, Mass Spectrometers, and X-ray Diffractometers. These facilities are regularly used by members of the Department of Chemistry, other research units within the University of Hawai'i system, and scientists from across the State of Hawai'i.

NO CHANGE

STATE OF HAWAI'I
UNIVERISTY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES

FUNCTIONAL STATEMENT

DEPARTMENT OF INFORMATION AND COMPUTER SCIENCES – Org Code: MAICS

Information and Computer Sciences is the study of the description and representation of information and the theory, design, analysis, implementation, and application of algorithmic processes that transform information. The curriculum covers all major areas of computer science with special emphasis on software engineering, computer networks, artificial intelligence, human-computer interaction and bioinformatics. Information and Computer Sciences offers BA, BS, and minor degrees in information and computer science, MS in computer sciences, MLISc in library and information science, PhD in computer science, and PhD in communication and information sciences (interdisciplinary).

Information and Computer Sciences faculty members have research interests in algorithms; artificial intelligence and robotics; biomedical informatics and bioinformatics; collaborative systems; compilers; computer vision; databases; human computer interaction, library and information science; machine learning; mobile and ubiquitous computing; security and information assurance; software engineering; and systems, networking, and high-performance computing.

NO CHANGE

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF MATHEMATICS

FUNCTIONAL STATEMENT

DEPARTMENT OF MATHEMATICS – Org Code: MAMATH

The Department of Mathematics offers preparation in the full spectrum of mathematical sciences, including algebra, geometry, differential equations, real and complex analysis, topology, logic, number theory, and probability and statistics, as well as various topics in applied mathematics. The math department offers BS, BA and minor degrees in mathematics, and MA and PhD degrees in mathematics.

Faculty of the Department of Mathematics has research interests in algebra & number theory; analysis; applied mathematics; geometry & topology; and logic, lattices & universal algebra.

NO CHANGE

STATE OF HAWAI'I
UNIVERISTY OF HAWAI`I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
DEPARTMENT OF PHYSICS AND ASTRONOMY

FUNCTIONAL STATEMENT

DEPARTMENT OF PHYSICS AND ASTRONOMY – Org Code: MAPA

Physics is the study of matter and energy and how they interact at the most basic levels. It is the ideal major for those who want to understand the universe from the smallest to the largest scales. Areas include mechanics, electricity and magnetism, thermodynamics, optics and lasers, computational physics, electronics for physicists, quantum theory, atomic and nuclear phenomena, condensed matter, and elementary particles. Astronomy is the branch of science that studies the structure and development of the physical world beyond earth. It includes the study of planets and other objects of the solar system; the sun and stars and their evolution; the interstellar medium; the nature and dynamics of star clusters, galaxies, and clusters of galaxies; and the study of the nature and history of the universe itself - of the physical world taken in its largest extent in space and time. Faculty members in Physics are joined by faculty members from the Institute for Astronomy to present a balanced academic program. The Department of Physics and Astronomy offers BS, BA, and minor degrees in physics, and MS and PhD degrees in physics as well as BS in Astrophysics, BA in Astronomy, minors in both Astrophysics and Astronomy, and MS and PhD degrees in astronomy.

Faculty of the Department of Physics and Astronomy has research interests in elementary particle physics, free-electron laser physics, condensed matter physics, nanophysics, particle astrophysics and high energy physics.

PROPOSED

STATE OF HAWAI'I
UNIVERISTY OF HAWAI'I
UNIVERSITY OF HAWAI'I AT MĀNOA
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
COLLEGES OF ARTS AND SCIENCES
COLLEGE OF NATURAL SCIENCES
PACIFIC COOPERATIVE STUDIES UNIT

FUNCTIONAL STATEMENT

PACIFIC COOPERATIVE STUDIES UNIT – Org Code: TBA

PCSU is a research unit focusing on basic and applied research on natural resources and biodiversity in Hawaii and the Pacific, working with an expanded range of state and federal agencies, private foundations and private landowners. PCSU's main focus has been the Hawaiian islands where it has projects on all the main islands. Its projects are mostly cooperative, linking agencies that might otherwise have difficulty working together and achieving economies of scale in addressing problems at the landscape level. PCSU projects such as watershed partnerships and island invasive species committees are community-based, with informal steering committees of interested landowners, local and state officials, and the public. PCSU supplies the onsite and administrative expertise and logistical support. In addition, PCSU works with state, federal and NGOs on restoring degraded natural ecosystems and conserving endangered species.

APPROVED:

SEP 1 6 2019

David Lassner
President

Date

ATTACHMENT 5:

BJBT Position Worksheet

University of Hawai'i at Mānoa

Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

Program Title: School of Life Sciences (re-organization of the Departments of Biology, Biology, and Microbiology)

Item No.	Chart No.(s)	Affected Position No.(s)	Classification/Organizational/Functional Change identify whether position is vacant (V) or filled (F) From:	To:	Position description	Basis for Change/ Impact on Position
1		83297	BOTANY (F)	School of Life Sciences (F)	ASSOC PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
2		85790	BOTANY (F)	School of Life Sciences (F)	ASSOC PROF & ASSOC CHAIR	Transfer to School of Life Sciences / Report to Director
3		17564	BOTANY (F)	School of Life Sciences (F)	SECRETARY II	Transfer to School of Life Sciences / Report to Director
4		88479	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
5		88083	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
6		88173	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
7		82874	BOTANY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
8		83691	BOTANY (F)	School of Life Sciences (F)	WILDER CHAIR & PROF	Transfer to School of Life Sciences / Report to Director
9		84189	BOTANY (F)	School of Life Sciences (F)	PROF & DIRECTOR	Transfer to School of Life Sciences / Report to Director
10		88530	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
11		88351	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
12		83598	BOTANY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
13		83344	BOTANY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 11-MO	Transfer to School of Life Sciences / Report to Director
14		82301	BOTANY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
15		88523	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
16		82411	BOTANY (F)	School of Life Sciences (F)	PROF & CHAIR	Transfer to School of Life Sciences / Report to Director
17		88177	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
18		82552	BOTANY (F)	School of Life Sciences (F)	PROF & CO-DIRECTOR MBGP	Transfer to School of Life Sciences / Report to Director
19		88828	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
20		83755	BOTANY (F)	School of Life Sciences (F)	PROF & WILDER CHAIR	Transfer to School of Life Sciences / Report to Director
21		88480	BOTANY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
22		83963	BOTANY (F)	School of Life Sciences (F)	ASSOC PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
23		80950	BOTANY (F)	School of Life Sciences (F)	INSTITUTIONAL SUPPORT	Transfer to School of Life Sciences / Report to Director
24		85019	BOTANY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
25		84169	BOTANY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
26		88159	BOTANY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 11-MO	Transfer to School of Life Sciences / Report to Director
27		85414	BOTANY (V)	School of Life Sciences (V)	ASST PROF, UHM, 9-MO (Plant Genomics, to be filled this academic year)	Transfer to School of Life Sciences / Report to Director
28		80521	MICROBIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
29		88256	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
30		88034	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
31		88273	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
32		88271	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
33		84037	MICROBIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
34		82921	MICROBIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
35		78359	MICROBIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
36		82007	MICROBIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
37		88097	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
38		88311	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
39		13979	MICROBIOLOGY (F)	School of Life Sciences (F)	SECRETARY II	Transfer to School of Life Sciences / Report to Director
40		88226	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
41		83813	MICROBIOLOGY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
42		88278	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
43		88159	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
44		82855	MICROBIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
45		85040	MICROBIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
46		83173	MICROBIOLOGY (V)	School of Life Sciences (V)	ASST PROF, UHM, 9-MO (Medical Microbiologist, to be filled this academic year)	Transfer to School of Life Sciences / Report to Director
47		78993	MICROBIOLOGY (V)	School of Life Sciences (V)	INSTITUTIONAL SUPPORT	Transfer to School of Life Sciences / Report to Director
48		88150	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
49		81779	BIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
50		88088	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
51		83709	BIOLOGY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
52		88599	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
53		84162	BIOLOGY (F)	School of Life Sciences (F)	ASSOC PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
54		88157	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
55		83948	BIOLOGY (F)	School of Life Sciences (F)	CHAIR & PROF	Transfer to School of Life Sciences / Report to Director

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

Program Title: School of Life Sciences (re-organization of the Departments of Biology, Biology, and Microbiology)

Item No.	Chart No.(s)	Affected Position No.(s)	Classification/Organizational/Functional Change Identify whether position is vacant (V) or filled (F) From:	To:	Position description	Basis for Change/ Impact on Position
56		77286	BIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
57		88070	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
58		88516	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
59		80681	BIOLOGY (F)	School of Life Sciences (F)	INSTITUTIONAL SUPPORT	Transfer to School of Life Sciences / Report to Director
60		82015	BIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
61		83857	BIOLOGY (F)	School of Life Sciences (F)	PROF & GRAD CHAIR	Transfer to School of Life Sciences / Report to Director
62		85803	BIOLOGY (F)	School of Life Sciences (F)	ASSOC PROF & DIR OF MOP	Transfer to School of Life Sciences / Report to Director
63		81177	BIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
64		88153	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
65		70244	BIOLOGY (F)	School of Life Sciences (F)	ASST SPECIALIST, UHM, 11-MO	Transfer to School of Life Sciences / Report to Director
66		82434	BIOLOGY (F)	School of Life Sciences (F)	ASSOC PROF & ASSOC CHAIR	Transfer to School of Life Sciences / Report to Director
67		88447	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
68		0083828T	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
69		83232	BIOLOGY (F)	School of Life Sciences (F)	ASSOC PROF & ASSOC CHAIR	Transfer to School of Life Sciences / Report to Director
70		88105	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
71		88021	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
72		82208	BIOLOGY (F)	School of Life Sciences (F)	ASSOC PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
73		88135	BIOLOGY (F)	School of Life Sciences (F)	ASSOC PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
74		81425	BIOLOGY (F)	School of Life Sciences (F)	INSTITUTIONAL SUPPORT	Transfer to School of Life Sciences / Report to Director
75		88081	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
76		80296	BIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
77		88461	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
78		80837	BIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
79		0083834T	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
80		79023	BIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
81		88993	BIOLOGY (F)	School of Life Sciences (F)	ASSOC PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
82		83078	BIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
83		88472	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
84		83910	BIOLOGY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
85		0084453T	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
86		84144	BIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
87		88114	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
88		84378	BIOLOGY (F)	School of Life Sciences (F)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
89		88442	BIOLOGY (F)	School of Life Sciences (F)	GRADUATE ASSISTANT, 9-MO	Transfer to School of Life Sciences / Report to Director
90		82424	BIOLOGY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
91		77168	BIOLOGY (F)	School of Life Sciences (F)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
92		84282	BIOLOGY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
93		84472	BIOLOGY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
94		84248	BIOLOGY (F)	School of Life Sciences (F)	ASST PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
95		77383	BIOLOGY (F)	School of Life Sciences (V)	ACADEMIC SUPPORT	Transfer to School of Life Sciences / Report to Director
96		82243	BIOLOGY (F)	School of Life Sciences (V)	PROFESSOR, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
97		82269	BIOLOGY (F)	School of Life Sciences (V)	ASSOC PROF, UHM, 11-MO	Transfer to School of Life Sciences / Report to Director
98		83692	BIOLOGY (F)	School of Life Sciences (V)	ASSOC PROF, UHM, 9-MO	Transfer to School of Life Sciences / Report to Director
99		83928	PHYSICS & ASTRONOMY (V)	PCSU (V)	SPECIALIST, UHM, 11-MO (incoming Director of PCSU, to be filled this ac. year)	Transfer to Office of the Dean / Report to Dean
100		81448	NEW (V)	PCSU (V)	INSTITUTIONAL SUPPORT	Transfer to Office of the Dean / Report to Specialist

Aloysius Helminck, Dean — 2/20/2019 — (808) 956-8451

Administrator's Signature, Name and Title — Date — Telephone Number

HR Review _____

OFA Review _____

ATTACHMENT 6:

Correspondence with HGEA

UNIVERSITY of HAWAI'I SYSTEM

Alison Sherwood <asherwoo@hawaii.edu>

Reorganization Proposal: UHM College of Natural Sciences

Frelen Gacillos <frelen@hawaii.edu> Fri, Feb 22, 2019 at 8:40 AM
To: rperreir@hgea.org
Cc: Michael Bruno <mbruno2@hawaii.edu>, Sheila Kanemaru <sheilak3@hawaii.edu>, Aloysius Helminck <helminck@hawaii.edu>, Alison Sherwood <asherwoo@hawaii.edu>, H Couet <couet@hawaii.edu>, Llewelyn Yee <llewelyn@hawaii.edu>, Corey Nakamoto <cknakamo@hawaii.edu>

Aloha Mr. Randy Perreira,

The University of Hawai'i at Mānoa (UHM), College of Natural Sciences, is proposing a reorganization to merge the Departments of Biology, Botany and Biology to form a School of Life Sciences and formally create the Pacific Cooperative Studies Unit within the college.

As part of the University's sustainability efforts, we have loaded the proposal and supporting documentation onto the UHM website at:
http://www.manoa.hawaii.edu/ovcafo/neworg_charts

Your comments on the proposal would be appreciated by Monday, April 8, 2019. If additional time is needed, please contact us prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganizational proposal.

Should there be any questions, please contact Ms. Alison Sherwood at 956-3930 (phone) or asherwoo@hawaii.edu (email). Thank you for your support and assistance with this reorganization proposal.

Mahalo,

Frelen Gacillos

--

Frelen Gacillos
Assistant to the Dean
College of Natural Sciences
University of Hawai'i at Mānoa
2565 McCarthy Mall, Keller Hall 208
Honolulu, HI 96822
Office: 808.956.6451

ATTACHMENT 7:

Correspondence with UHPA

UNIVERSITY of HAWAI'I SYSTEM

Alison Sherwood <asherwoo@hawaii.edu>

Reorganization Proposal: UHM College of Natural Sciences

Frelen Gacillos <frelen@hawaii.edu> Fri, Feb 22, 2019 at 8:40 AM
To: kris@uhpa.org
Cc: Michael Bruno <mbruno2@hawaii.edu>, Sheila Kanemaru <sheilak3@hawaii.edu>, Aloysius Helminck <helminck@hawaii.edu>, Alison Sherwood <asherwoo@hawaii.edu>, H Couet <couet@hawaii.edu>, Llewelyn Yee <llewelyn@hawaii.edu>, Corey Nakamoto <cknakamo@hawaii.edu>

Aloha Ms. Kristeen Hanselman,

The University of Hawai'i at Mānoa (UHM), College of Natural Sciences, is proposing a reorganization to merge the Departments of Biology, Botany and Biology to form a School of Life Sciences and formally create the Pacific Cooperative Studies Unit within the college.

As part of the University's sustainability efforts, we have loaded the proposal and supporting documentation onto the UHM website at:
http://www.manoa.hawaii.edu/ovcafo/neworg_charts

Your comments on the proposal would be appreciated by Monday, April 8, 2019. If additional time is needed, please contact us prior to the above deadline. If we do not hear from you by the above date, we will assume there are no comments on the reorganizational proposal.

Should there be any questions, please contact Ms. Alison Sherwood at 956-3930 (phone) or asherwoo@hawaii.edu (email). Thank you for your support and assistance with this reorganization proposal.

Mahalo,

Frelen Gacillos

--

Frelen Gacillos
Assistant to the Dean
College of Natural Sciences
University of Hawai'i at Mānoa
2565 McCarthy Mall, Keller Hall 208
Honolulu, HI 96822
Office: 808.956.6451

April 12, 2019

Aloysius Helminck
Dean, College of Natural Sciences
University of Hawaii at Manoa
2565 McCarthy Mall
Keller 201
Honolulu, HI 96822

Subject: Proposed Reorganization Merging Biology, Botany, and Microbiology to form a School of Life Sciences and create the Pacific Cooperative Studies Unit within the College of Natural Sciences

Aloha Dean Helminck:

The University of Hawaii Professional Assembly (UHPA) appreciates the opportunity to provide feedback on the proposed reorganization of the University of Hawai'i at Mānoa College of Natural Sciences. UHPA has reviewed the proposal, and has received some faculty feedback, and have outlined our observations and concerns below.

The Executive Summary provides the purpose and key changes of the proposal as follows:

Purpose

- Merge the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences within the College of Natural Sciences
- Create the Pacific Cooperative Studies Unit within the College of Natural Sciences
- Improve student experience through a more cohesive set of undergraduate and graduate offerings in life sciences
- Increase opportunities for shared interdisciplinary resources

Key Changes

- Single Director with three Associate Directors with existing staff support
- Post-merger revisions to the undergraduate and graduate curricula
- All existing staff maintained with duties possibly being re-described

In reviewing the proposed reorganization, UHPA received feedback from impacted faculty members.

UNIVERSITY OF HAWAII
PROFESSIONAL ASSEMBLY

1017 Palm Drive • Honolulu, Hawaii 96814-1928
Telephone: (808) 593-2157 • Facsimile: (808) 593-2160
Website: www.uhpa.org

Faculty Feedback

The reorganization document indicates that it is a faculty-led initiative to address problems in the life sciences within the College of Natural Sciences. Faculty from the three departments identified the problems and believe the merger will address them.

The faculty that contacted UHPA raised concerns regarding having a "School" within a "College" and the impact it would have on Article X, Tenure, Promotion and Contract Renewal, Article XII, Tenure and Service, and Article XIV, Promotion of the 2017-2021 UHPA-BOR Agreement.

These concerns may be premature but need to be considered when considering the reorganization because of the potential impact it could have on these areas of the UHPA-BOR Agreement.

UHPA Observations and Concerns

UHPA appreciates this faculty led initiative but does share the concerns raised by the faculty on the tenure, promotion and contract renewal process. These impacts need to be reviewed and discussed prior to any implementation of the proposed reorganization.

UHPA also notes that the document indicates that although existing staff will be maintained, "duties may be re-described." Based upon this statement, UHPA has concerns on any possible workload impact this proposed reorganization has on faculty members and would ask that these impacts be reviewed and discussed with faculty prior to the implementation of the proposed reorganization.

We greatly appreciate the opportunity to provide our review and input. As always, please do not hesitate to contact me at (808) 593-2157 should you have any questions or concerns.

Me ke aloha,

Christian L. Fern
Associate Executive Director

cc: Interim Vice Chancellor/Vice Chancellor Michael Bruno
Sheila Kanemaru, Executive Assistant, OVCAFO
Tammy Kuniyoshi, Director, UHM Human Resources
Llewelyn Yee, Chief Administrative Officer, College of Natural Science
Alison Sherwood, Professor and Chair for Department of Botany

UNIVERSITY of HAWAI'I SYSTEM

Alison Sherwood <asherwoo@hawaii.edu>

Proposed Reorganization Merging Biology, Botany, and Microbiology to form a School of Life Sciences and create the Pacific Cooperative Studies Unit within the College of Natural Sciences

Alison Sherwood <asherwoo@hawaii.edu> Mon, May 6, 2019 at 12:13 PM
To: Christian Fern <fern@uhpa.org>
Cc: "helminck@hawaii.edu" <helminck@hawaii.edu>, Michael Bruno <mbruno2@hawaii.edu>, Kathy Yamashita <kathy@uhpa.org>, "sheilak3@hawaii.edu" <sheilak3@hawaii.edu>, "tammy.kuniyoshi@hawaii.edu" <tammy.kuniyoshi@hawaii.edu>, "llewelyn.yee@hawaii.edu" <llewelyn.yee@hawaii.edu>

Dear Associate Executive Director Fern,

Thank you very much for your thoughtful comments on the proposed merger of the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences within the College of Natural Sciences (UHM campus). We appreciate the concerns that were raised.

We assure you that the faculty of the departments included in the proposed merger have been heavily involved in the entire process. Over the last academic year (AY18-19) faculty committees have been drafting policies for the School of Life Sciences (including DPC Procedures) that would be voted upon by the entire faculty upon approval of the merger. We recently met with Beverly McCreary (AVCAA) to review these draft DPC procedures, and to ensure that they are entirely consistent with the UHPA-BOR contract.

We can also assure you that faculty workloads will not be impacted by any changes in staffing duties. On the contrary, because of a potential reduction in redundant and duplicate course offerings by the three constituting departments and their programs we hope to streamline our curricula. By the same token, the number of departmental committees to govern the merged unit will likewise be reduced. We will not be reducing the number of staff as a result of this merger, and any changes in staffing duties will be to aid the work flow of the staff; all staff duties will continue to be covered by staff.

Thank you again for your comments.
Regards,

Alison Sherwood and Gert de Couet

[Quoted text hidden]

ATTACHMENT 8:

MFS Resolution to Endorse SLS Merger, with reservations

UNIVERSITY of HAWAI'I® MĀNOA

MĀNOA FACULTY SENATE

May 13, 2019

MEMORANDUM VIA E-MAIL

TO: Lee Putnam, Chair
Board of Regents

David Lassner, President & UHM CEO
University of Hawai'i

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

Michael Bruno, Provost
University of Hawai'i at Mānoa

Aloysius Helminck, Dean College of Natural Sciences
University of Hawai'i at Mānoa

FROM: Brian Powell, Chair
Mānoa Faculty Senate

RE: **Resolution to Endorse with Reservations the Merger of Biology, Botany, and Microbiology in the College of Natural Sciences**

The Mānoa Faculty Senate approved the **Resolution to Endorse with Reservations the Merger of Biology, Botany, and Microbiology in the College of Natural Sciences** [DOC] at the May 8, 2019 Senate meeting with 50 votes in favor of support; 1 vote against; and 1 abstention.

Supporting documents:

- *Reorganization and Merge Proposal for the Departments of Biology, Botany, and Biology to form the School of Life Sciences and Creation of the Pacific Cooperative Studies Unit within the College of Natural Sciences [DOC]*
- *CAB Checklist Natural Sciences Reorganization [DOC]*

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

Brian Powell, Ph.D.
Mānoa Faculty Senate Chair

Stacey Roberts, Ph.D.
Mānoa Faculty Senate Secretary

UNIVERSITY OF HAWAI'I AT MĀNOA FACULTY SENATE
2500 Campus Road • Hawai'i Hall 208 • Honolulu, Hawai'i 96822
Phone: (808) 956-7725 • Fax/Polycom: (808) 956-9813
E-Mail: uhmfs@hawaii.edu • Website: http://www.hawaii.edu/uhmfs/

Presented to the Mānoa Faculty Senate by the Committee on Administration and Budget (CAB) for a vote of the full Senate on May 8, 2019, a resolution to endorse with reservations the merger of Biology, Botany, and Microbiology in the College of Natural Sciences. Approved by the Mānoa Faculty Senate on May 8, 2019 with 50 votes in favor of support; 1 vote against; and 1 abstention.

Resolution to Endorse with Reservations the Merger of Biology, Botany, and Microbiology in the College of Natural Sciences

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

WHEREAS, the 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, it has been proposed to merge the Departments of Biology, Botany and Microbiology, and incorporate the Hawai'i Cooperative Fishery Research Unit and Marine Option Program into a School of Life Sciences within the College of Natural Sciences, and,

WHEREAS, such a merger has been proposed on numerous occasions over the last fifteen years, and,

WHEREAS, a majority of faculty in the three departments have discussed this merger in depths and are in agreement, and,

WHEREAS, the proposed integration of course offerings and degree programs will give a much more focus instructional program removing duplication and overlap in course offering, and,

WHEREAS, the proposal is silent on how the Unit's Personnel Committee for Faculty Contract Renewals, Tenure and Promotion will be handled, and,

WHEREAS, it is unclear in this proposal what policies are to be put in place for faculty hiring searches, faculty assignment and workload especially related to instruction, and,

WHEREAS, as the proposed School is primarily an academic unit, more commonly referred to as departments at Mānoa, and academic units are headed by Deans and Chairs and not by Directors, and,

WHEREAS, concerns have been raised by that the title "School of Life Sciences" is inappropriate because it does not include the life sciences faculty, courses, and research found in the John A. Burns School of Medicine, the School of Ocean and Earth Science and Technology, and the College of Tropical Agriculture and Human Resources; and,

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E-Mail: uhmfs@hawaii.edu • Website: http://www.hawaii.edu/uhmfs/

WHEREAS, the faculty in John A. Burns School of Medicine, the School of Ocean and Earth Science and Technology, and the College of Tropical Agriculture and Human Resources, were not consulted on this proposed merger; and,

WHEREAS, the use of "School of Life Sciences" can be misleading to students expecting broad and comprehensive course and degree options and potentially negatively impact enrollments in other life sciences across campus; therefore,

BE IT RESOLVED, that the Mānoa Faculty Senate endorses with reservations the proposal to merge the Departments of Biology, Botany and Microbiology, and incorporate the Hawai'i Cooperative Fishery Research Unit and Marine Option Program within the College of Natural Sciences; and,

BE IT RESOLVED, that the faculty of the merged Units adopt a less misleading name for the new school; and,

BE IT FURTHER RESOLVED, that the merged Unit adopt a leadership title in line with other academic units at Mānoa.

Supporting Documents:

- *Reorganization and Merge Proposal for the Departments of Biology, Botany, and Biology to form the School of Life Sciences and Creation of the Pacific Cooperative Studies Unit within the College of Natural Sciences [DOC]*
- *CAB Checklist Natural Sciences Reorganization [DOC]*

UNIVERSITY OF HAWAI'I AT MĀNOA FACULTY SENATE
2500 Campus Road • Hawai'i Hall 208 • Honolulu, Hawai'i 96822
Phone: (808) 956-7725 • Fax/Polycom: (808) 956-9813
E-Mail: uhmfs@hawaii.edu • Website: http://www.hawaii.edu/uhmfs/

UNIVERSITY of HAWAI'I MĀNOA

Colleges of Arts and Sciences
College of Natural Sciences
Office of the Dean

June 4, 2019

MEMORANDUM

TO: David Lassner
President

VIA: Michael Bruno
Provost

FROM: Aloysius Helminck
Dean, College of Natural Sciences

SUBJECT: Addition of HGEA response and CNS reply to HGEA to the Proposal to reorganize and merge the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences and to add the Pacific Cooperative Studies Unit within the College of Natural Sciences (CNS)

Please find attached a hardcopy of the HGEA response to the Proposal to reorganize and merge the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences and to add the Pacific Cooperative Studies Unit within the College of Natural Sciences, which was received by CNS on May 28, 2019. The reply, which was sent on May 30, 2019, is also attached here. Please consider these documents as an addition to the proposal.

Attachments:

HGEA response to the Proposal to reorganize and merge the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences and to add the Pacific Cooperative Studies Unit within the College of Natural Sciences
CNS reply to HGEA response

2565 McCarthy Mall, Keller Hall 201
Honolulu, Hawai'i 96822
Telephone: (808) 956-6451
Fax: (808) 956-9111
http://www.hawaii.edu/natsci/

AFSCME
LOCAL 152, AFL-CIO

888 Mililani Street, Suite 401
Honolulu, Hawaii 96813-2991

Telephone 808 543 0000

www.hgea.org

May 23, 2019

Mr. Aloysius Helminck
Dean, College of Natural Sciences
University of Hawaii at Manoa
2565 McCarthy Mall, Keller Hall 201
Honolulu, Hawaii 96822

Dear Mr. Helminck:

RE: **Reorganization and Merge Proposal for the Departments of Biology, Botany and Microbiology to form a School of Life Sciences and formally create the Pacific Cooperative Studies Unit within the College of Natural Sciences**

This is in response to your letter dated February 22, 2019, regarding the reorganization and merge proposal for the Departments of Biology, Botany and Microbiology to form a School of Life Sciences and create the Pacific Cooperative Studies Unit within the College of Natural Sciences.

We have reviewed the information provided and while we don't have any objections to the college moving forward with this reorganization, we do have the following questions and comments and we also reserve the right to revisit this matter and raise any unforeseen issues that may arise as this reorganization is implemented.

1. Within the new proposed Pacific Cooperative Studies Unit in the College of Natural Sciences, there is an Administrative Officer position, #81448, noted as 'NEW'. Has this position already been established? If so, where is this position currently located?

2. On page 2 of the executive summary, it is noted that *'Current life sciences chairs have attempted to set up a meeting with HGEA, but as of yet have received no reply'*. I'm not sure if there has been some miscommunication, but we do not recall receiving any such request. At this point, given the statement in the narrative that *'Over time, as operations of the new unit evolve, some of these staff positions may need to be re-described,..'*, we would recommend that the chairs and leadership meet regularly with their respective staff as this reorganization moves forward to keep staff updated and to give staff an opportunity to raise questions and issues.

Thank you for the opportunity to provide input and we look forward to your response.

Please contact me at 543-0070 or schun@hgea.org if there are any questions.

Sincerely,

Sanford Chun
Executive Assistant

UNIVERSITY of HAWAI'I SYSTEM

Alison Sherwood <asherwoo@hawaii.edu>

HGEA Response | Consultation Regarding the Reorganization and Merge Proposal for the Departments of Biology, Botany & Microbiology to form a School of Life Sciences

Alison Sherwood <asherwoo@hawaii.edu> Thu, May 30, 2019 at 12:28 PM
To: "Hata, Cyndee" <chata@hgea.org>
Cc: _Consultations Team <consultationsteam@hgea.org>, Aloysius Helminck <helminck@hawaii.edu>, Frelen Gacillos <frelen@hawaii.edu>, Llewelyn Yee <llewelyn@hawaii.edu>

Dear HGEA Executive Assistant Chun,
Thank you very much for your response and thoughtful comments on the proposed merger of the Departments of Biology, Botany, and Microbiology to form the School of Life Sciences within the College of Natural Sciences (UHM campus). We appreciate the concerns that were raised (in bold), and our responses to these are indicated below (in plain text).

1. Within the new proposed Pacific Cooperative Studies Unit in the College of Natural Sciences, there is an Administrative Officer position, #81448, noted as 'NEW'. Has this position already been established? If so, where is this position currently located?

This position was recently established under the Office of the Dean of the College of Natural Sciences, and it will be moved to the Pacific Cooperative Studies Unit upon approval of the merger. The position is currently vacant.

2. On page 2 of the executive summary, it is noted that 'Current life sciences chairs have attempted to set up a meeting with HGEA, but as of yet have received no reply'. I'm not sure if there has been some miscommunication, but we do not recall receiving any such request. At this point, given the statement in the narrative that 'Over time, as operations of the new unit evolve, some of these staff positions may need to be re-described,..', we would recommend that the chairs and leadership meet regularly with their respective staff as this reorganization moves forward to keep staff updated and to give staff an opportunity to raise questions and issues.

Thank you for this comment. We agree with this approach, and will be starting to meet regularly over the summer with all staff affected by the merger to begin to move forward with defining operations as a merged unit, and to incorporate feedback from staff in this process.

Thank you for the opportunity to respond. We hope we have adequately addressed your concerns. Please feel free to contact me should you have any further concerns.

Sincerely,

Alison Sherwood

--
Interim Associate Dean, College of Natural Sciences
Professor and Interim Chair, Department of Botany
University of Hawai'i at Mānoa
http://sherwoodalgalbiodiversitylab.weebly.com/

[Quoted text hidden]

Michael Ng
Budget Director

UNIVERSITY of HAWAI'I SYSTEM

September 10, 2019

TO: Michael Bruno
Provost

FROM: Michael Ng
Budget Director

SUBJECT: College of Natural Sciences Reorganization and Name Change

This is in response to the August 28, 2019 request regarding the proposed merger of the departments of Biology, Botany and Microbiology into a newly created School of Life Sciences.

Per the referenced APM A3.101.9 consultation request, the University Budget Office is of the opinion that the proposed change in the organizational segment title presented in the above referenced Memorandum does not duplicate and will not be confused with the title of any other organization or unit within the University.

If you have any questions, please contact me (ng23@hawaii.edu).

Attachment

2442 Campus Road
Admin Services Bldg 1, Room 101
Honolulu, Hawai'i 96822
Telephone: (808) 956-8071
Fax: (808) 956-9002

UNIVERSITY of HAWAI'I MĀNOA

Office of the Provost

August 28, 2019

MEMORANDUM

TO: Michael Ing
Budget Director
UH System Office of Budget and Finance

FROM: Michael Bruno
Provost

SUBJECT: PENDING REORGANZATION AND NAME CHANGE IN THE COLLEGE OF NATURAL SCIENCES

We are in the process of reviewing a reorganization proposal for the College of Natural Sciences. One element of the proposal is to merge the departments of Biology, Botany and Microbiology into a newly created School of Life Sciences. Before moving forward, we would like to ensure that this change will not duplicate or be redundant with any other organizational units within the University of Hawai'i. Your guidance would be much appreciated.

If you have any questions, please contact Program Officer Goodwin at agoodwin@hawaii.edu.

Attachment:
PendingReorg20190220_NatSci.pdf

c. April Goodwin, Program Officer, OVCAA

2500 Campus Road, Hawai'i Hall
Honolulu, Hawai'i 96822
Telephone: (808) 956-8447