

STATE OF HAWAII
UNIVERSITY OF HAWAII

FUNCTIONAL STATEMENT

The University of Hawaii provides instruction, research and public service in the fields of the liberal arts and sciences, agriculture, professional education, medicine, law, health sciences, business administration, engineering sciences and such other branches of higher learning as the Board of Regents prescribes.

The University administers and operates a system of community colleges; coordinates academic programs which include college transfer, general education, vocational, technical, semi-professional, and continuing education programs; coordinates community service programs with the various campuses, community agencies and groups; and coordinates student-related programs and services.

Operates a summer session which gives variety and flexibility to the instructional programs of the University; provides college-level instruction to students who wish to obtain it during the summer; accommodates teaching institutes, workshops, and special courses with schedules of varying lengths; sponsors lecture series and other cultural events during the summer and supervises overseas study tours offered for credit.

Provides key personnel in the government policy-making process with timely research, analyses and data concerning governmental and related problems to enable them to make informed decisions among alternative courses of action.

Participates in intercollegiate athletics programs for men and women; contributes toward the availability of non-academic cultural, social, recreational and intellectual programs made available to the students, faculty and community at large; and provides a limited intercollegiate program for a variety of minor sports.

The following agencies are placed within the University of Hawaii for administrative purposes:

- State Postsecondary Education Commission - may cooperate with the federal government in order to qualify the State to receive funds made available under the Higher Education Act of 1965, as amended. May serve as the state agency for the receipt of federal funds where federal legislation dealing with higher education or postsecondary education requires such.

Is also responsible for inspecting and approving schools and training programs for which eligible recipients (veterans and dependents, in-service persons and reservists) can receive federal educational assistance.
- Western Interstate Commission for Higher Education - administers the Western Regional Education Compact. Sponsors educational conferences and symposia, conducts research and publishes studies on higher education problems in the Western United States.
- Research Corporation of the University of Hawaii - the purposes of the Research Corporation include, but are not limited to the promotion of all educational, scientific, and literary pursuits by encouraging, initiating, aiding, developing, and conducting training, research, and study in the physical, biological, and social sciences, and humanities, and all other branches of learning. Encourages and aids in the education and training of persons for the conduct of such training, investigation, research, and study, by furnishing means, methods, and agencies by which the training, investigation, research, and study may be conducted.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
BOARD OF REGENTS

FUNCTIONAL STATEMENT

INTRODUCTION

The Board of Regents serves as the governing board for the Statewide public higher education system and the State Board for Career and Technical Education. In exercising its broad powers in these areas, the Board formulates educational and administrative policies and exercises control over the Statewide operations through the President of the University of Hawai'i.

MAJOR FUNCTIONS

- Provides the necessary planning, coordination, and administrative support services to the Board.
- Prepares, approves, and distributes the agenda for each of the regular, special, and committee meetings of the Board.
- Prepares minutes and reports for each of the regular, special, and committee meetings of the Board.
- Researches and analyzes policy proposals submitted to the Board.
- Secures requisite information from the University administration on policy proposals.
- Analyzes and answers correspondence directed to the Board.
- Reviews rules and regulations affecting the University of Hawai'i in accordance with the Hawai'i Administrative Procedure Act and prepares legal notices to comply with the Act.
- Serves as a liaison between the University administration and the Board of Regents.

STATE OF HAWAII
UNIVERSITY OF HAWAII
SYSTEMWIDE ADMINISTRATION
BOARD OF REGENTS
OFFICE OF INTERNAL AUDIT

FUNCTIONAL STATEMENT

INTRODUCTION

The Office of Internal Audit provides advice and assistance to the Board of Regents, the President, administrators and staff on auditing, internal control, and other related matters.

MAJOR FUNCTIONS

- Plans, supervises and coordinates the University's internal audit function.
- Develops an annual internal audit plan that is submitted to the Committee on Independent Audit (Audit Committee) for review.
- Implements the approved annual audit plan, including, as appropriate, any special tasks or projects requested by the Audit Committee and/or University Management.
- Advises the Audit Committee on the status of internal audits.
- Plans, supervises and coordinates teams of internal auditors in performing internal audits of selected University examinees.
- Prepares an annual report of the Office of Internal Audit to be submitted to the Audit Committee for review.
- Develops and administers comprehensive System wide internal auditing to report on the quality of examinee' system of internal control and quality of performance in carrying out assigned responsibilities, adequacy of safeguards of assets, detection of variations or deficiencies for early corrective action, and extent of compliance with internal and external audit recommendations accepted by the University.
- Provides advice and assistance to various University offices in evaluating and reporting on the economy and efficiency in the use of resources, accomplishment of established objectives and goals for operations and programs, detection of unmet needs, as well as extent of compliance with policies, procedures, statutes, rules and regulations.

UNIVERSITY OF HAWAII
OFFICE OF THE PRESIDENT
FUNCTIONAL STATEMENT

INTRODUCTION

The president of the University of Hawai'i is the chief executive officer (CEO) of the Board of Regents, the University of Hawai'i (UH) System and University of Hawai'i at Mānoa (UH Mānoa).

The Office of the President supports the fulfillment of all these duties and is the central administrative and coordinating unit for all programs of the University authorized by the State of Hawai'i Constitution, Hawai'i Revised Statutes, and Board of Regents policies.

MAJOR FUNCTIONS

- A. In supporting the duties of the chief executive officer of the board, the Office of the President shall:
 - 1. Support the board in fulfilling its fiduciary responsibilities in a manner consistent with all applicable Regents Policies.
 - 2. Ensure that board policies are implemented and adhered to throughout the organization.
 - 3. Keep the board informed on all matters related to attainment of the mission and purpose of the university as set forth in RP 4.201.
 - 4. Report regularly on processes and progress toward attaining strategic goals.
 - 5. Provide notice, to the extent practical, of decisions or actions within delegated authority that are likely to cause public controversy.

- B. In supporting the duties of the chief executive officer of the UH System, the Office of the President shall:
 - 1. Direct the development and recommend to the board for approval of strategic, integrated academic, facilities, and financial plans and policies designed to promote student success and advance the instructional, research and service goals of the university overall, as well as its component units. Oversee the implementation of such plans and policies.
 - 2. Lead collaborative and collegial budget development processes that recognize the unique contributions and requirements of all parts of the UH System based on budget priorities and the need for effective, efficient and accountable use of all resources. Allocate resources and promote efficient management across the institution.
 - 3. Oversee and coordinate the work of officers of the university that report directly to the president, and define appropriateness and clarity of roles and responsibilities among the academic and non-academic units.
 - 4. Maintain effective working relationships between the university and governing officials at the county, state, and federal levels; collective bargaining leaders; and university affiliated organizations such as the Research Corporation of the University of Hawai'i and the UH Foundation.
 - 5. Build support for the university with the general public, including alumni, and business and community organizations and leaders; articulate priorities and collaborate with the UH Foundation to ensure a robust advancement program that provides resources for financial support of students, enhancements to university research and programs, and assists in long-range development and modernization of facilities in accordance with applicable policies.
 - 6. Resolve questions as they may arise concerning the proper application of a policy, rule, or regulation, with the understanding that the interpretation of board policies rests exclusively with the Board of Regents.
 - 7. Promote and participate in leading a system of shared governance across the university that is based on the values of collegiality, transparency, and excellence; cultivate frequent communication with systemwide student, faculty, and staff advisory groups including the All Campus Council of Faculty Senate Chairs, UH Student Caucus, and Pūko'a Council as well as with campus shared governance groups.
 - 8. As set forth in policy the president is responsible for consultations with campus governance groups on matters at the System level to the extent that the campuses are affected by System actions such as, but not limited to: a) administrative policies and procedures, proposals for reorganizations, responsibilities of major positions and filling of these positions; b) administration's policies and procedures on the overall budget and

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matters relating to the distribution and expenditure of funds; c) University policies pertaining to academic decision making and policy development; and d) physical facilities and proposals for capital improvements and their implementation. The President is furthermore responsible for ensuring that the System officials consult with campus shared governance groups on the above matters whenever campuses may potentially be impacted.

C. In supporting the duties of the chief executive officer of UH Mānoa, the Office of the President shall:

1. In collaboration with the provost, senior officials, and the broad campus community, develop high level strategies and directions for: UH Mānoa student success; faculty and staff excellence and success; relevant high-quality academic programs; excellence in research and scholarship; impactful outreach and service to the community; maintenance and modernization of facilities; and stewardship of public resources that is responsible and accountable.
2. With the provost as a full partner, lead collaborative and collegial campus budget development processes that recognize the unique contributions and requirements of all academic and non-academic campus programs and the need for effective, efficient and accountable use of all resources that result in the top-level allocation of UH Mānoa resources through the UH Mānoa leadership team.
3. Delegate full budgetary authority to and fully support the provost in overseeing, managing and budgeting for all academic/research/academic support units, including committing that there will be no campus culture that permits or rewards circumvention of the authority of the provost to the president.
4. Responsibly execute budget authority, accountability and regulatory compliance for the UH Mānoa campus functions that report directly to the president, such as: Intercollegiate Athletics, Native Hawaiian Affairs, Business & Administration, as well as for hybrid functions that serve the Mānoa campus as well as the system.
5. Define appropriateness and clarity of roles and responsibilities among the academic, research, and non-academic units that support Mānoa and report to the president.
6. Serve as the public voice, advocate and liaison for the UH Mānoa campus to broad external constituencies.
7. Build support for UH Mānoa with the general public, including alumni, and business and community organizations and leaders; articulate priorities and collaborate with the UH Foundation to ensure a robust advancement program that provides resources for financial support of students, enhancements to university research and programs, and assists in long-range development and modernization of facilities.
8. Foster collaboration and mutual support among UH Mānoa campus administrators and all vice presidents to advance campuswide goals, imperatives and priorities that are beneficial to the UH Mānoa campus.
9. Foster a culture that maintains the decision-making independence of the provost and provides, to the president's best abilities, the necessary resources for the provost to implement these decisions.
10. Promote and participate in leading a system of shared governance across the campus that is based on the values of collegiality, transparency, and excellence; cultivate frequent communication with student, faculty, and staff advisory groups including: Mānoa Faculty Senate, Associated Students of the University of Hawai'i, Graduate Student Organization, Kūali'i Council, and Staff Senate.

D. The Office of the President assumes responsibility for other duties and responsibilities that may be prescribed by the Board of Regents.

Authority delegated to the president may at the president's discretion be further delegated unless the board specifically limits such further delegation.

STATE OF HAWAI'I
UNIVERSITY OF HAWAI'I
SYSTEMWIDE ADMINISTRATION
REGENTS CANDIDATE ADVISORY COUNCIL

FUNCTIONAL STATEMENT

INTRODUCTION

In conformity with Article X, Section 6 of the Hawai'i State Constitution, the 2007 Legislature passed Act 56 to establish the Candidate Advisory Council (Council) for the Board of Regents, University of Hawai'i. In accordance with provisions of Action 56, the Council was attached to the Office of the President for administrative purposes.

MAJOR FUNCTIONS

- The Council shall present to the governor pools of qualified candidates from which candidates for membership on the Board of Regents shall be nominated and, by and with the consent of the Senate, appointed by the Governor.
- The Council shall establish criteria for qualifying, screening, and presenting to the Governor candidate for membership on the Board of Regents.