



UNIVERSITY  
of HAWAII®  
MĀNOA

Revised  
July 21, 2020

**MEMORANDUM**

TO: David Lassner  
President

VIA: Michael Bruno *Michael Bruno*  
Provost

VIA: Laura Lyons *Laura Lyons*  
Interim Associate Vice Chancellor for  
Academic Affairs

FROM: Denise Konan  
Dean, College of Social Sciences

*Denise Konan*  
Digitally signed by Denise  
Eby Konan  
Date: 2020.08.10  
07:51:29 -10'00'

SUBJECT: REORGANIZATION PROPOSAL FOR THE COLLEGE OF SOCIAL SCIENCES,  
SOCIAL SCIENCE RESEARCH INSTITUTE / DEPARTMENT OF ETHNIC STUDIES /  
CENTER FOR ORAL HISTORY

**SPECIFIC ACTION REQUESTED:**

We request your approval to re-locate the Center for Oral History from the Social Science Research Institute in the College of Social Sciences to the Department of Ethnic Studies in the College of Social 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 more effectively connect the collection, preservation and dissemination of the life histories of Hawai'i's people by the Center for Oral History (COH) to the curriculum, instruction and service activities of the College of Social Sciences (CSS) through the Department of Ethnic Studies (ES). The COH is currently located in a research unit (the Social Science Research Institute) where its focus has been primarily on research, albeit with a strong service component. The transfer of COH as a distinct unit under ES will sustain its autonomy, while connecting its programs with the instructional and service activities of the CSS. Research and teaching about major historical events and the life histories of Hawai'i's people is central to ES. The department is committed to dedicating a .50 FTE faculty, on a periodically rotating basis, for the

position of director of COH. The director will work with the ES faculty and other CSS faculty, such as in Anthropology, Communications, Public Policy and ACCESS to engage students in documenting, preserving and disseminating life histories of Hawai'i's people. Students will benefit by learning oral history principles, techniques, and practices as a research approach and methodology in their respective fields of study. Hopefully, students will develop a deep and meaningful appreciation for the struggles and accomplishments of Hawai'i's peoples and derive insightful lessons about social change.

#### BACKGROUND:

Personnel changes and a renewed vision for COH have precipitated the reorganization. The Director and Associate Director of the COH retired in May 2017, and the third half-time employee retired at the end of December 2017. These staff vacancies prompted an internal review of the mission and sustainability of COH and an assessment of whether the unit should be sustained, re-located, dissolved or revamped in any way. One APT position has been re-assigned to the office of the CSS Dean and .50 FTE APT will be assigned to CSS. Transferring COH to ES will now provide it with the advantage of an additional .50 FTE half time for a professor from the Department of Ethnic Studies.

This April 2019 reorganization proposal has been reviewed and discussed with faculty and staff in the affected units (SSRI and ES). SSRI has been consulted and supports the within-college transfer of COH to ES. Faculty and staff in ES welcome the additional unit and have developed procedures and goals for involving the COH with departmental activities.

In addition, consultation was conducted with the Hawai'i Government Employees Association and the Mānoa Faculty Senate. On August 26, 2019, the Hawai'i Government Employees Association responded and had no questions but did reserve the right to revisit the matter and raise concerns during implementation. On May 13, 2020, the Mānoa Faculty Senate passed a resolution in support to endorse with reservations. Since there were no impacted faculty positions and under OVCAFO's guidance, UHPA was not consulted.

We considered all comments submitted. The details of the reorganization are outlined in the attached Executive Summary and proposal, and proposed charts include the 2019 annual updates

#### ACTION RECOMMENDED:

It is recommended that the attached reorganization proposal to re-locate the Center for Oral History from the Social Science Research Institute to the Department of Ethnic Studies in the College of Social Sciences be approved.

Should you have any questions, please contact Dean Denise Konan at (x66570) or at (konan@hawaii.edu).

#### Attachments:

- Executive Summary
- Narrative

Current Organizational Charts and Functional Statements  
Proposed Organizational Charts and Functional Statements  
Attachment 3: BJBT Position Worksheet  
Letters and Responses

APPROVED / ~~DISAPPROVED~~.



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David Lassner  
President

8/13/2020

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Date

# EXECUTIVE SUMMARY

Reorganization Proposal  
College of Social Sciences  
Social Science Research Institute / Center for Oral History / Department of Ethnic Studies  
University of Hawai'i at Mānoa  
April 9, 2019

**Executive Summary**

**I. Purpose:**

The purpose of this reorganization is to more effectively connect the collection, preservation and dissemination of the life histories of Hawai'i's people by the Center for Oral History (COH) to the curriculum, instruction and service activities of the College of Social Sciences (CSS) through the Department of Ethnic Studies (ES). The COH is currently located in a research unit (the Social Science Research Institute) where its focus has been primarily on research, albeit with a strong service component. The transfer of COH as a distinct unit under ES will sustain its autonomy, while connecting its programs with the instructional and service activities of the CSS. Research and teaching about major historical events and the life histories of Hawai'i's people is central to ES. The department is committed to dedicating a .5 FTE, on a periodically rotating basis, for the position of director of COH. The director will work with the ES faculty and other CSS faculty, such as in Anthropology, Communications, Public Policy, and ACCESS to engage students in documenting, preserving and disseminating life histories of Hawai'i's people. Students will benefit by learning oral history principles, techniques, and practices as a research approach and methodology in their respective fields of study. Hopefully, students will develop a deep and meaningful appreciation for the struggles and accomplishments of Hawai'i's peoples and derive insightful lessons about social change.

**II. Major Elements of the Proposal:**

It is proposed that COH be moved from the Social Science Research Institute (SSRI) to the Department of Ethnic Studies (ES). The Department of Ethnic Studies will provide .50 FTE release time for one of its senior faculty to serve as Director. Of the initial 2.50 FTE APT assigned to COH, a 1.00 FTE, Educational Specialist, #80813 will be transferred to the Department of Ethnic Studies and a .50 FTE, Research Associate, #77024 will be transferred to the Dean's Office to be used for other programmatic needs. The third 1.00 FTE, Research Associate, #80935 was re-described to an Educational Specialist and transferred to the Dean's Office in the FY18 Annual Update.

The intent is to keep COH as a distinct center affiliated with the Department of Ethnic Studies. This will provide COH the benefit of having a .50 FTE faculty assigned to the position of director and of partnering with additional faculty in Ethnic Studies and other CSS departments, especially Communications, Anthropology, Public Policy and ACCESS to further develop the curriculum and service offerings of COH. The intent is to keep the 1.00 APT position dedicated to the COH. The COH APT's duties include administrative, fiscal,

educational, outreach and social media responsibilities related to the center and its workflow will entail coordination with the ES secretary and Shared Services.

### **III. Resource Impact:**

#### **A. Budget**

1. What is the estimated cost of the reorg?  
None
2. Are additional funds needed? If so, how will the cost of the reorg be funded?  
Additional funds will not be needed.
3. Will the reorg result in cost savings or be cost neutral?  
A cost savings is anticipated since only 1.00 FTE of the existing 2.50 FTE positions will be transferred.

#### **B. Operational**

1. What is the overall impact on faculty and staffing responsibilities, if any?  
A tenured faculty member in ES will become the Director of COH at .50 FTE. One full time Educational Specialist, PBB, #80813 will be included in the transfer to ES.
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 additional faculty or staff support will be required. A graduate assistantship will be provided by the Dean's Office to support Oral History collection related duties, which was previously executed by a full time Research Associate, PBB, #80935 that was reallocated out of COH.
3. Will there be a reduction in faculty/staff? If so, what steps are planned or have been taken to ensure proper consultation?  
Yes. 1.50 FTE APT positions in COH will not be transferred to ES. 1.00 FTE was moved to the Dean's Office. The remaining .50 FTE will be transferred to the Dean's Office. Positions were vacated due to retirement prior to reorganization proposal.
4. Identify faculty/staff positions impacted by the anticipated changes.  
F = Position filled                      V = Position vacant  
It is proposed that the reporting line of the COH be moved from SSRI to ES.  
Director, appointed from a faculty position in Ethnic Studies (F).  
    This new position will report to the Chair of the Department of ES, appointed from a faculty position (F). Director of COH will have a .50 FTE annual course reduction.  
Educational Specialist, PBB, #80813 (V).  
    The reporting line for this position will be transferred from the SSRI Director, #86226 (V), to the Department of Ethnic Studies, Director of COH (F).  
Research Associate, PBA, #77024 (V).  
    The reporting line for this position will be transferred from Educational Specialist, #80813 (V), to the Dean, #89199 (F).  
Research Associate, PBB, #80935 (V).  
    This COH position was vacated on May 2017. It was re-described to an Educational Specialist, PBB, and transferred to the Dean's Office. Reporting

line was transferred from Educational Specialist, #80813 (V), to the Dean, #89199 (F).

**C. Space**

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?

No. Since the transfer of COH from SSRI to ES occurs within the same College, space and facilities for the COH are expected to be provided from existing College resources.

**IV. Consultation:**

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

All personnel in the affected units were consulted and supportive of the move: SSRI Director and staff and ES chair, faculty and staff. The Director/Chair of Public Policy Center and the School of Communications were consulted and also are in support of the reorganization.

**V. Implementation:**

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

The reorganization will be implemented upon approval by the Chancellor.

NARRATIVE



Reorganization Proposal  
College of Social Sciences  
Social Science Research Institute / Center for Oral History / Department of Ethnic Studies  
University of Hawai'i at Mānoa  
April 9, 2019

**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.

Center for Oral History (COH)

The Center for Oral History (COH), a unit of the Social Science Research Institute (SSRI), College of Social Sciences (CSS), University of Hawai'i at Mānoa (UHM), has conducted, transcribed and disseminated life history interviews of more than 800 men and women on a variety of historical, political, and cultural topics, and deposited in archives and libraries a collection of over 30,000 transcript pages.

The only state-supported center of its kind in the islands, and one of only a few centers nationally, COH staff has trained community members in oral history methods; teaches credit courses in the departments of Anthropology, Ethnic Studies, and Educational Foundations; presents lectures and facilitates dialogue on Hawai'i history throughout the state; and serves as a clearinghouse for oral history research relating to Hawai'i. It has a digital platform on Hamilton Library's ScholarSpace on five broad topics (1) communities in transition, (2) historical events, (3) ethnic groups in Hawai'i, (4) occupations, and (5) organizations and institutions. The COH has published three books. It serves as a resource for scholars and the community.

The COH had 2.50 FTE positions—they were vacated due to retirement of its Director, Educational Specialist, PBB, #80813, Research Associate, PBB, #80935, and Research Associate, PBA, #77024. Position #80935 was reallocated to the Dean's Office. COH has a physical presence adjacent to the Department of Ethnic Studies (ES).

Department of Ethnic Studies

Established in 1970 to teach "*Our History, Our Way*," the Department of Ethnic Studies (ES) is the only unit at UH Mānoa that concentrates on race and ethnic relations in Hawai'i, the United States, and the Pacific. ES at UH Mānoa focuses on the intersections of race, ethnicity, indigeneity, culture, class, migration, gender, and sexuality in Hawai'i, the United States, and Oceania. It conducts interdisciplinary, transnational, and comparative analyses of identities of and inequalities among social groups. Foregrounding civic engagement, Ethnic Studies research and teaching foster thoughtful and compassionate leaders and stewards of the 'āina (land). Students are trained to imagine and craft responsible alternatives to local, regional, national, and global problems.

- B. Specify the objectives/goals of the new/restructured unit(s) involved in the reorganization.
- C. The purpose of this reorganization is to more effectively connect the collection, preservation and dissemination of the life histories of Hawai'i's people by the Center for Oral History (COH) to the curriculum, instruction and service activities of the College of

Social Sciences (CSS) through the Department of Ethnic Studies (ES). The COH is currently located in a research unit (the Social Science Research Institute) where its focus has been primarily on research, albeit with a strong service component. The transfer of COH as a distinct unit under ES will sustain its autonomy, while connecting its programs with the instructional and service activities of the CSS. Research and teaching about major historical events and the life histories of Hawai'i's people is central to ES. The department is committed to dedicating a .5 FTE, on a periodically rotating basis, for the position of director of COH. The director will work with the ES faculty and other CSS faculty, such as in Anthropology, Communications, Public Policy and ACCESS, to engage students in documenting, preserving and disseminating life histories of Hawai'i's people. Students will benefit by learning oral history principles, techniques, and practices as a research approach and methodology in their respective fields of study. Hopefully, students will develop a deep and meaningful appreciation for the struggles and accomplishments of Hawai'i's peoples and derive insightful lessons about social change.

The intent is to keep COH as a distinct center affiliated with the Department of Ethnic Studies. This will provide COH the benefit of having a .50FTE faculty assigned to the position of director and of partnering with additional faculty in Ethnic Studies and other CSS departments, especially Communications, Anthropology, Public Policy and ACCESS to further develop the curriculum and service offerings of COH. The intent is to keep the 1.00 APT position dedicated to the COH. The COH APT's duties include administrative, fiscal, educational, outreach and social media responsibilities related to the center and its workflow will entail coordination with the ES secretary and Shared Services.

## **II. RATIONALE FOR THE REORGANIZATION:**

### **A. Provide background and relevant historical information.**

In 1971, the Hawai'i State Legislature created the oral history program through Act 163 of the Session Laws of Hawai'i, which states: *The legislature . . . recognizes that the key to much of cultural knowledge is in the people themselves, particularly the older persons who lived through crucial transition periods in the State's history.* The state legislature emphasized the need for the University of Hawai'i to document the history of Hawai'i's working people of the different ethnic groups that make up the Islands.

COH has interviewed more than 800 men and women on a variety of historical, political, and cultural topics, and deposited in archives and libraries a collection of over 30,000 transcript pages. These transcripts are also available on UHM Hamilton Library's ScholarSpace under five broad topics (1) communities in transition (2) historical events, (3) ethnic groups in Hawai'i, (4) occupations, and (5) organizations and institutions. For scholars, teachers, writers, students and community members the oral histories are unique and invaluable because they provide first-person perspectives on life in the Islands from the turn of the twentieth century to the present. Works utilizing COH interviews include scholarly and popular history books; doctoral dissertations; master's theses; journal articles; newspaper and magazine pieces; radio and television

documentaries, theatrical plays, and motion pictures. In addition to providing researchers with first-person, primary-source documents about everyday life in Hawai'i of the twentieth and twenty-first centuries, the Center for Oral History, itself, has produced scholarly and popular journal and newspaper articles, videos, and theatrical dramatizations.

- 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.

Personnel changes and a renewed vision for COH have precipitated the reorganization. The Director and Associate Director of the COH retired in May 2017, and a third employee retired in December 2017. These staff vacancies prompted an internal review of the mission and sustainability of COH and an assessment of whether the unit should be sustained, re-located, dissolved or revamped in any way. One APT position has been re-assigned to the office of the CSS Dean and .5 APT will be assigned to CSS. Transferring COH to ES will now provide it with the advantage of an additional .5 half time for a professor from the Department of Ethnic Studies.

- C. Explain other alternatives explored.

Several options were explored. One option was to close the unit and transfer existing position counts to other programs or departments in the College. Relocating the COH to the Department of Ethnic Studies, the Public Policy Center, or the School of Communications within the College of Social Sciences was explored and evaluated. The option of keeping it where it is, in the Social Science Research Institute, was never considered a viable option, due to the renewed vision for COH as less of a research unit and more of an academic unit with the potential to interface more closely with students and instructional faculty. SSRI is not an instructional unit and does not provide courses, degrees or instructional activities.

- D. Explain how the proposed changes will affect current relationships and workflows, including impact on services and relations with other University segments.
- The COH, as an integral part of the ES department, can fuel ES curricular innovations. Similar to the service learning and civic engagement (SL/CE) model, oral history-based research can be incorporated into the curriculum of the ES courses. Students who select oral history collection as a project can work directly with the COH Associate Director, whose responsibilities would include training them, supervising the collection process, and utilizing the research to keep building the center's collections. This would strengthen the research and community engagement skills of the ES students.

An ES faculty will be provided .50 FTE release time per academic year, with fulltime summer overload funded by grants, to serve as the Director of the COH. The Director will be responsible for continuing to work on existing oral history projects; developing new projects; and coordinating long-range planning to execute the mission of the COH. The Director will identify sources of funding; secure grants, contracts, and gifts for projects and operations; approve expenditures; manage fiscal and administrative matters, such as budgeting and hiring; and hire and supervise the Center's Associate

Director (Educational Specialist, PBB, #80813). The COH Director will work with ES and other Social Sciences departments and faculty to integrate oral history into their courses and schedule and teach Oral History courses. An Oral History track within ES and/or a graduate certificate in Oral History may be developed. The Associate Director will conduct oral history projects; work with CSS departments on Oral History initiatives; oversee the work of a graduate assistant and undergraduate student help; sustain and update the COH website and conduct public programs for the campus and the broader community. A temporary half-time graduate research assistant, to be funded from external fund sources, will support the work of the Associate Director.

The COH will establish an Advisory Committee comprised of a core group of faculty from the College of Social Sciences including the Department of Ethnic Studies, School of Communications, the Public Policy Center, Social Science Research Institute and CSS ACCESS. Since the COH will work with other units across the Mānoa campus, faculty from other key departments can also be invited to serve on the committee and provide their expertise.

- 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.

SSRI: The Director and staff were consulted; no impacts are anticipated. The Director supports the reorganization. Faculty in SSRI work in programs and projects that do not involve COH and hence will not be impacted by the reorganization.

Ethnic Studies: The Chair, faculty, and staff were consulted. Faculty welcome and support COH into their department with the clarification that the department's priorities for instructional faculty shall not be diluted by the inclusion of the 1.00 FTE APT staff of COH with ES. ES will need increased administrative support and will utilize CSS Shared Services and Research Services.

- 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 following goals will be achieved:

1. Faculty leadership will provide seasoned and scholarly support.
2. The COH will be integrated into the curriculum, instruction, research and service of the CSS, directly with ES courses, research and service learning and, through ACCESS, with other CSS courses.
3. COH life history and transcript collection will be expanded.
4. The number of students, community groups and individuals trained in oral history research will be expanded.
5. Expanded resources for scholars and the community on the COH web site and Hamilton Library's ScholarSpace platform will be available.
6. A network of community oral history initiatives will be sustained.
7. Public programs featuring oral history projects will be conducted.
8. The renewed vision will increase the Center's national and international visibility through professional networking and projects.
9. The COH fund at UH foundation will be expanded for current use funding with the development of a grant portfolio and consistent and systematic outreach to donors.

As described above, an ES faculty will serve as the director for COH. A job description for an Associate Director has been designed for advertising and hiring in fiscal year 2019. As noted above, the COH Director will identify sources of funding; secure grants contracts and gifts for projects and operations; approve expenditures; manage fiscal and administrative matters, such as budgeting and hiring and hire and supervise the Center's Associate Director. The Director will also schedule and teach the Oral History course and work with ES and other Social Sciences faculty to integrate oral history into their courses. The Associate Director will conduct oral history projects; work with CSS departments on Oral History initiatives; oversee the work of a graduate assistant and undergraduate student help; sustain and update the COH website and conduct public programs for the campus and the broader community. A temporary half time graduate research assistant, supported by external funds, will support the work of the Associate Director. The Director of COH, who is a faculty member, will report to the Chair of ES. The ES Chair and COH Director will consult regularly to align the teaching, research, service and administrative priorities of the department with the priorities of the COH.

### **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.

#### **Personnel/Operational Costs**

Director.

ES will provide a .50 FTE release time for a faculty member to assume the responsibility of Director for the COH. The faculty member will secure grants and contracts to provide for fulltime overload during the summer.

Associate Director.

Upon approval of availability of funds, position description will be updated and recruitment will commence for the Educational Specialist, PBB, #80813.

#### **Cost Savings**

Research Associate, PBB, #80935 was transferred from SSRI to the Dean's office.

Upon approval of the proposal Research Associate, PBA, #77024 will be moved to the Dean's Office for reallocation within the College.

#### **Resources**

Office Space.

Space in George Hall will serve as the COH workspace and repository. It will be utilized to conduct interviews and transcribe taped interviews. It will continue to be used as a library for COH books and manuscripts and as a repository for COH photographs, tapes, and videotapes. The operations staged in this space are essential to the process of transcribing, indexing, cataloging, and archiving the oral history interviews.

Digital Platform.

The UHM Hamilton Library provides a web site through ScholarSpace for the COH transcriptions to be uploaded and accessed by the public. The statistics indicates that there is a high demand and level of interest in these documents.

Access to Media Lab.

The School of Communications has agreed to make its media lab available to COH for the conduct of life history interviews. The Media Lab is in high-demand and both the lab and George Hall will be used to conduct interviews.

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

No additional funds will be needed. ES will provide .50 FTE release time for the Director of COH, as well as supplies and materials for the Center's operations. The Director will have summer overload funded as available through extramural funds. The APT is expected to attend oral history conferences, trainings and workshops.

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.

One ES faculty will have .50 FTE release time to assume the responsibilities of Director of COH and have summer overload funded as available through extramural funds. Shared services and research services of CSS will provide for administrative and grant support for COH operations.

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?

An .50 FTE faculty release time will be assigned to COH by the Department of Ethnic Studies from among its current faculty.

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?

One of the full time APT positions (Associate Director) was transferred out of COH to the CSS Dean's Office. .50 FTE APT position will also be reallocated to the Dean's Office upon approval of the proposal. A new .50 FTE faculty release time will be dedicated to the position of director of COH. All COH positions were vacant prior to the reorganization proposal.

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

F = Position filled

V = Position vacant

It is proposed that the reporting line of the COH be moved from SSRI to ES.

Director, appointed from a faculty position in Ethnic Studies (F).

This new position will report to the Chair of the Department of ES, appointed from a faculty position (F). Director of COH will have a .50 FTE annual course reduction.

Educational Specialist, PBB, #80813 (V).

The reporting line for this position will be transferred from the SSRI Director, #86226 (V), to the Department of Ethnic Studies, Director of COH (F).

Research Associate, PBA, #77024 (V).

The reporting line for this position will be transferred from the Educational Specialist, #80813 (V), to the Dean, #89199 (F).

Research Associate, PBB, #80935 (V).

This COH position was vacated on May 2017. It was re-described to an Educational Specialist, PBB, and transferred to the Dean's Office. The reporting line for this position was transferred from the Educational Specialist, #80813 (V), to the Dean, #89199 (F).

Graduate Research Assistant (V), Temporary.

Allocated through a competitive application process to the COH from the CSS pool of funded graduate students enrolled in the College's graduate programs.

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.?

Currently, all positions in the COH are APT positions. The Director of COH reports to the SSRl Director, and all staff in COH report to the Director of COH. In the reorganization proposal, the Director of COH, appointed from a faculty position, will report to the Chair of the Department of Ethnic Studies. The 1.00 APT staff position will report to the Director of COH. The new reporting lines are expected to ensure coordination between activities of COH and the department, and ensure that COH activities complement the instructional mission of ES.

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.

For the smooth functioning of the COH, current space of the COH will need to be maintained, as explained above. Additional space will not be needed.

# CURRENT ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS

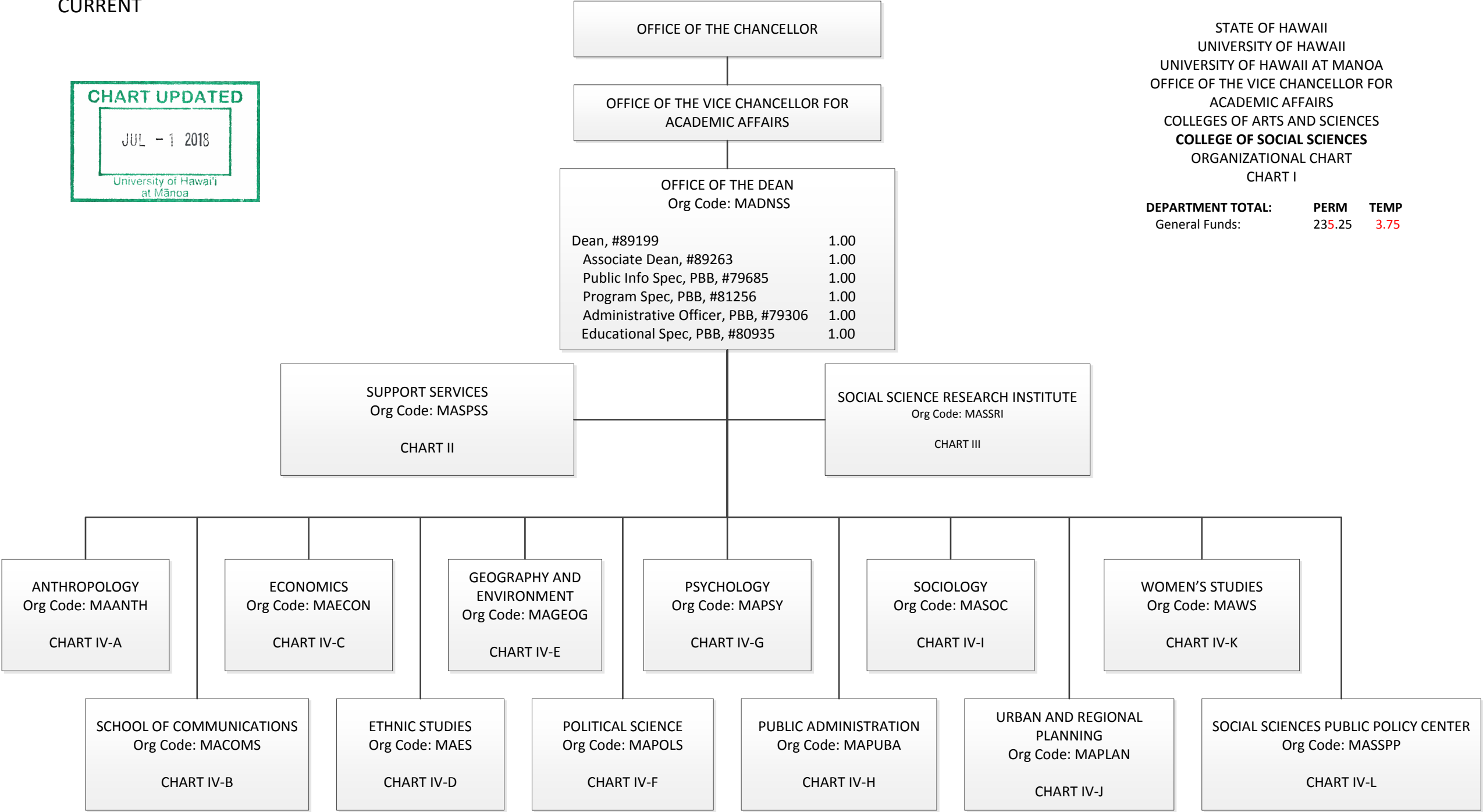


CURRENT

CHART UPDATED

JUL - 1 2018

University of Hawai'i  
at Mānoa



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS  
COLLEGES OF ARTS AND SCIENCES  
**COLLEGE OF SOCIAL SCIENCES**  
ORGANIZATIONAL CHART  
CHART I

DEPARTMENT TOTAL:	PERM	TEMP
General Funds:	235.25	3.75

CHART TOTAL:	PERM	TEMP
General Funds:	6.00	--

CURRENT

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**SOCIAL SCIENCE RESEARCH INSTITUTE**  
ORGANIZATIONAL CHART  
CHART III

OFFICE OF THE DEAN

SOCIAL SCIENCE RESEARCH INSTITUTE  
OFFICE OF THE DIRECTOR  
Org Code: MASSRI

Director, #862261.00

Specialist Type Faculty:  
#88743, #88751 (0.75)1.75

Adm & Fiscal Support Sp, PBA, #800871.00

#80819T (0.25)0.25T

1/

FISCAL SERVICES  
Org Code: MAASRI

Administrative Officer, PBB3.00

#77767, #80107, #81943

Admin & Fiscal Support Sp, PBA, #774651.00

ECONOMIC RESEARCH ORGANIZATION  
Org Code: MARSRI

Instr Type Faculty, #84797 (0.50)0.50

Instr Type Faculty, #848711.00

Specialist Type Faculty:  
#84643, #84870, #88744 (0.50)2.50

IT Specialist, PBB, #795471.00

CENTER FOR ORAL HISTORY  
Org Code: MAOHRI

Ed Specialist, PBB, #808131.00

Research Assoc, PBA, #77024 (0.50)0.50

CENTER FOR YOUTH RESEARCH  
Org Code: MAYRRI

Instr Type Faculty, #84797 (0.50)0.50

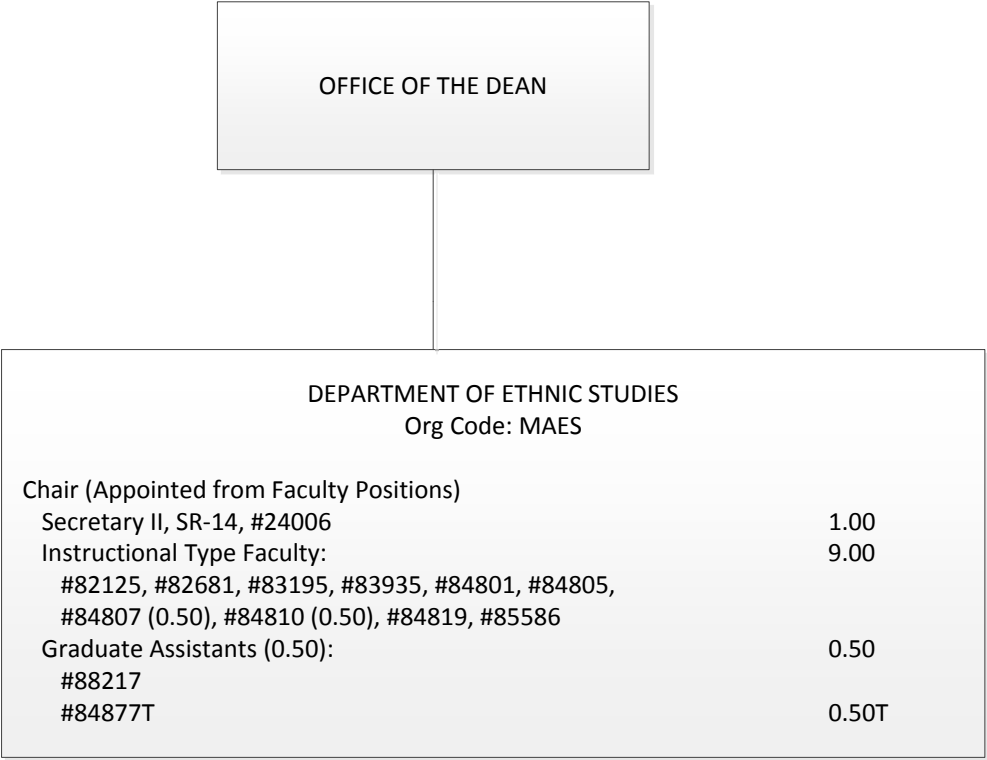
Ed Specialist, PBB, #805311.00

TELECOMMUNICATIONS AND SOCIAL INFORMATICS (TASI)  
RESEARCH PROGRAM / PACIFIC HEALTH INFORMATICS AND  
DATA CENTER (PHIDC)  
Org Code: MAPSAT

Specialist Type Faculty, #83924, #862252.00

1/ #80819T abolished, to be established

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELLOR FOR  
ACADEMIC AFFAIRS  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**DEPARTMENT OF ETHNIC STUDIES**  
ORGANIZATIONAL CHART  
CHART IV-D



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGES OF ARTS AND SCIENCES  
**COLLEGE OF SOCIAL SCIENCES**

FUNCTIONAL STATEMENT

**OFFICE OF THE DEAN – Org Code: MADNSS**

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

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- Manages day-to-day College operations and activities, and represents the College within the University and to the Hawaii community at large.
- Participates with Deans of the College of Arts and Humanities, the College of Languages, Linguistics and Literature, and the College of Natural Sciences in the Council of Arts and Sciences Deans, a body which is responsible for the planning and coordination of the Colleges of Arts and Sciences programs.
- Reports to the Office of the Vice Chancellor for Academic Affairs, University of Hawaii at Manoa and functions with the authority delegated by the Chancellor.
- Administers academic departments, programs, school and institutes in the College of Social Sciences.

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

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**SOCIAL SCIENCE RESEARCH INSTITUTE**

FUNCTIONAL STATEMENT

**OFFICE OF THE DIRECTOR - MASSRI**

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

**FISCAL SERVICES – MAASRI**

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

**ECONOMIC RESEARCH ORGANIZATION (UHERO) - MARSRI**

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

**CENTER FOR ORAL HISTORY - MAOHRI**

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

**CENTER FOR YOUTH RESEARCH - MAYRRI**

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

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## CURRENT

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELOR FOR ACADEMIC AFFAIRS  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**DEPARTMENT OF ETHNIC STUDIES**

### FUNCTIONAL STATEMENT

#### **DEPARTMENT OF ETHNIC STUDIES – Org Code: MAES**

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

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

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

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

# PROPOSED ORGANIZATIONAL CHARTS AND FUNCTIONAL STATEMENTS



PROPOSED

Approved:

*David Lassner*

8/13/2020

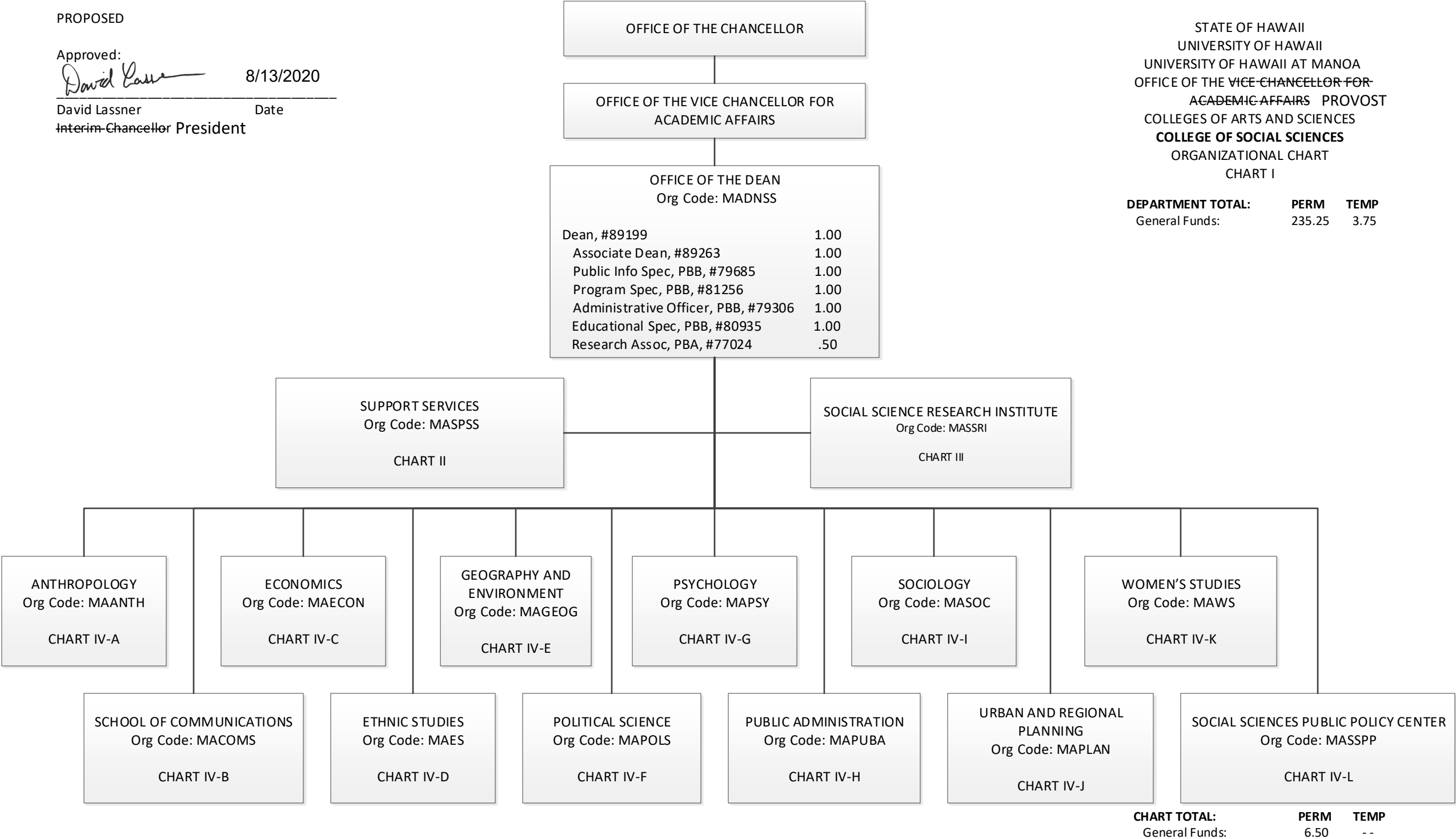
David Lassner

Date

~~Interim Chancellor~~ President

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
~~OFFICE OF THE VICE CHANCELLOR FOR~~  
~~ACADEMIC AFFAIRS~~ PROVOST  
COLLEGES OF ARTS AND SCIENCES  
**COLLEGE OF SOCIAL SCIENCES**  
ORGANIZATIONAL CHART  
CHART I

<b>DEPARTMENT TOTAL:</b>	<b>PERM</b>	<b>TEMP</b>
General Funds:	235.25	3.75

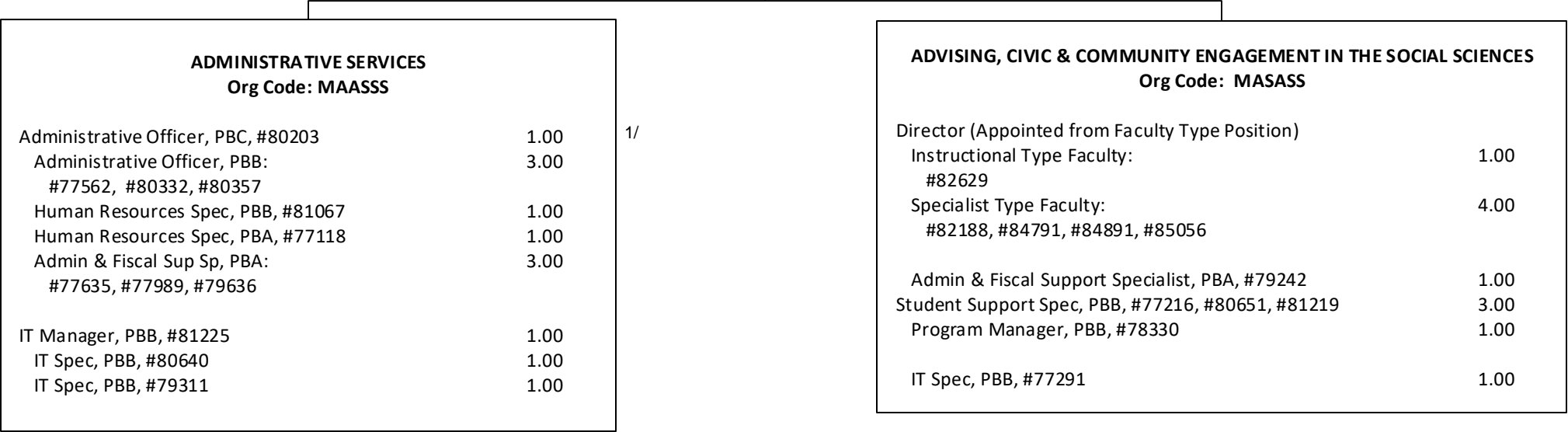


<b>CHART TOTAL:</b>	<b>PERM</b>	<b>TEMP</b>
General Funds:	6.50	--

OFFICE OF THE DEAN  
COLLEGE OF SOCIAL SCIENCES  
Org Code: MADNSS

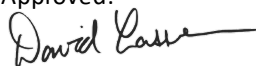
SUPPORT SERVICES  
Org Code: MASPSS

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE-CHANCELLOR-  
FOR ACADEMIC AFFAIRS PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
SUPPORT SERVICES  
ORGANIZATIONAL CHART  
CHART II

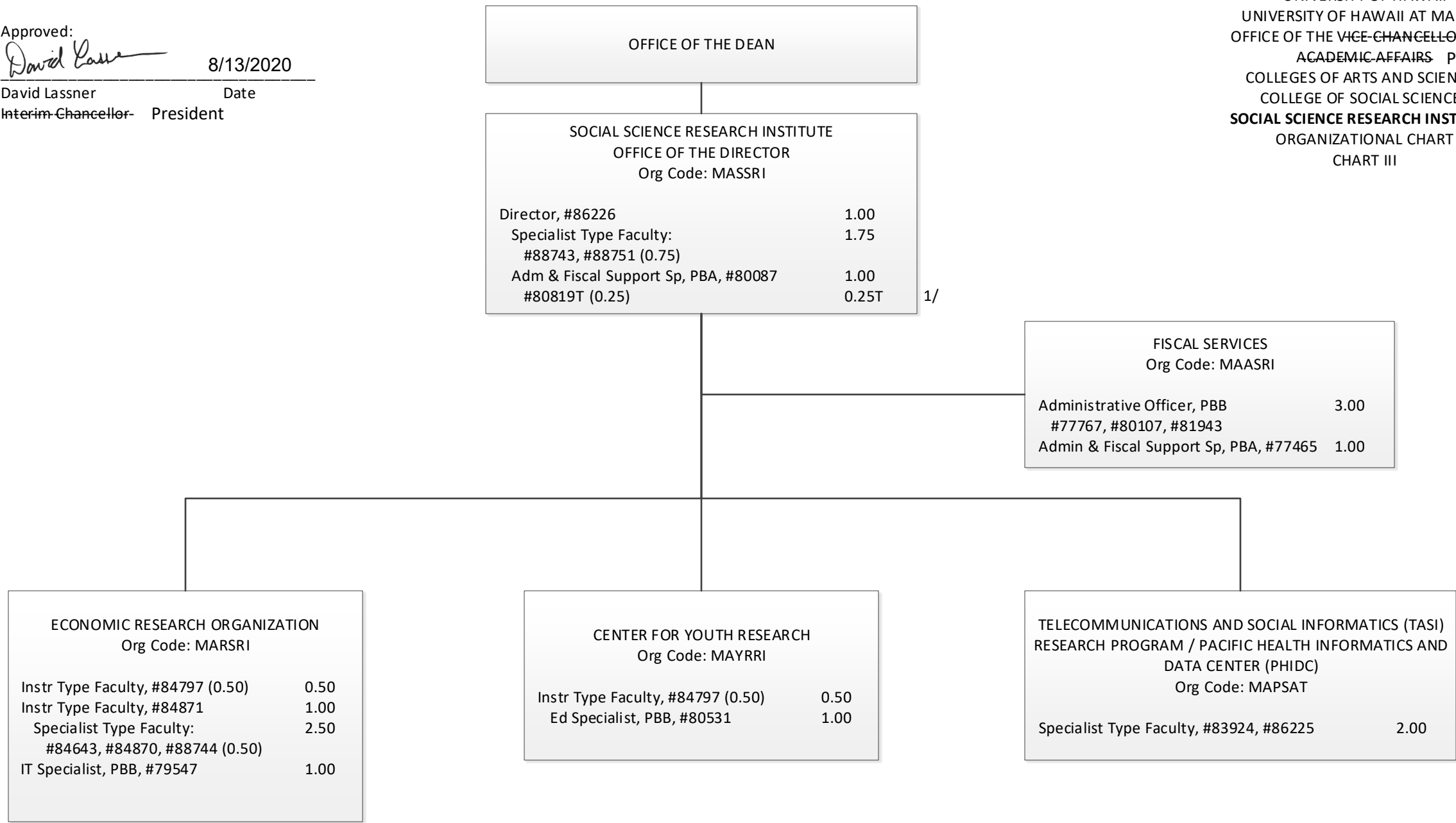


1/ Admin Ofcr, #80203 in Administrative Services provides technical supervision to positions #77767, #80107, #81943 (Chart III)

PROPOSED

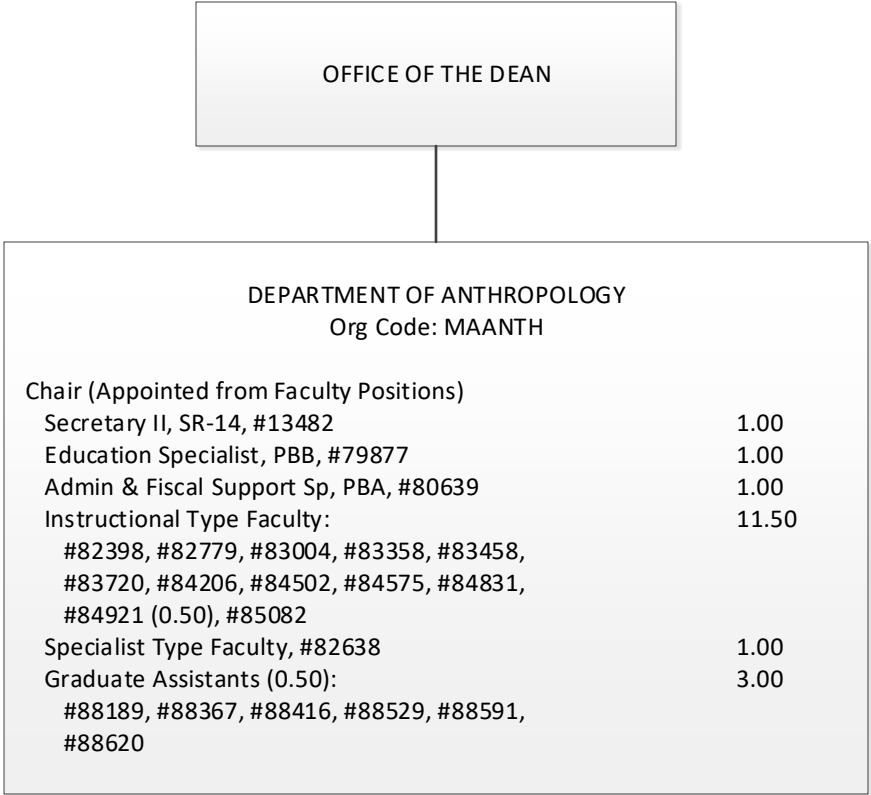
Approved:  8/13/2020  
David Lassner Date  
Interim Chancellor- President

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
~~OFFICE OF THE VICE-CHANCELLOR-FOR-ACADEMIC AFFAIRS~~ PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**SOCIAL SCIENCE RESEARCH INSTITUTE**  
ORGANIZATIONAL CHART  
CHART III

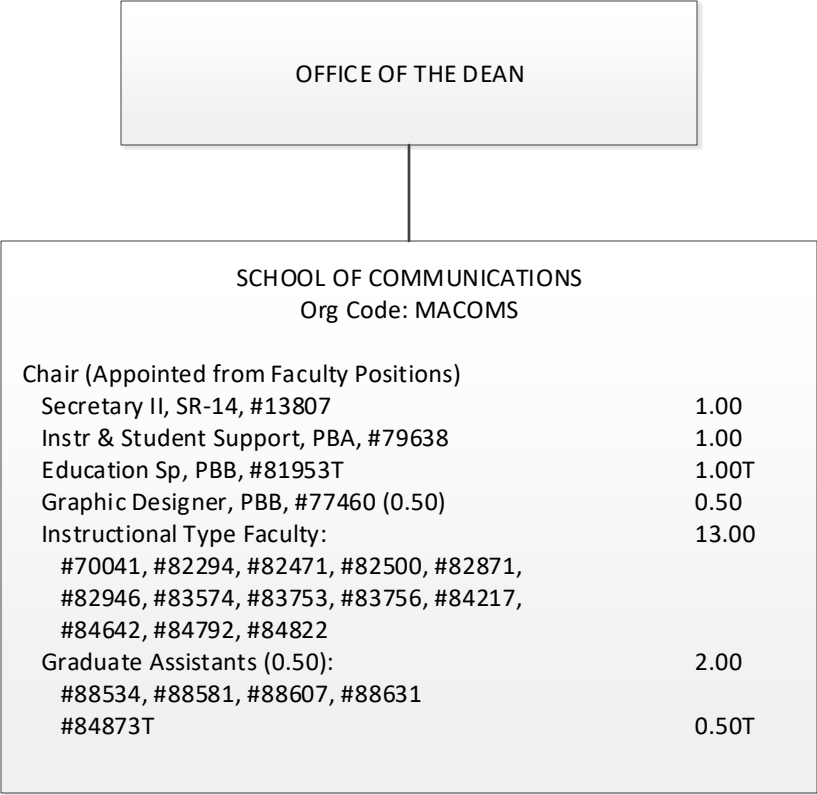


1/ #80819T abolished, to be established

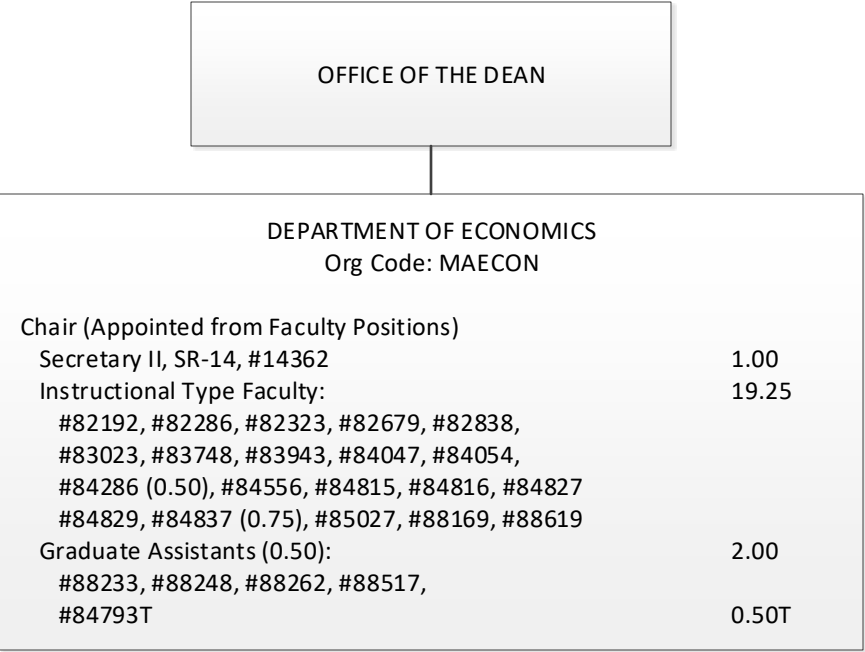
CHART TOTAL:	PERM	TEMP
General Funds:	16.25	0.25



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
~~OFFICE OF THE VICE CHANCELLOR FOR~~  
~~ACADEMIC AFFAIRS~~ PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**DEPARTMENT OF ANTHROPOLOGY**  
ORGANIZATIONAL CHART  
CHART IV-A

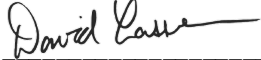


STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE CHANCELLOR FOR  
~~ACADEMIC AFFAIRS~~ PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**SCHOOL OF COMMUNICATIONS**  
ORGANIZATIONAL CHART  
CHART IV-B



PROPOSED

Approved:



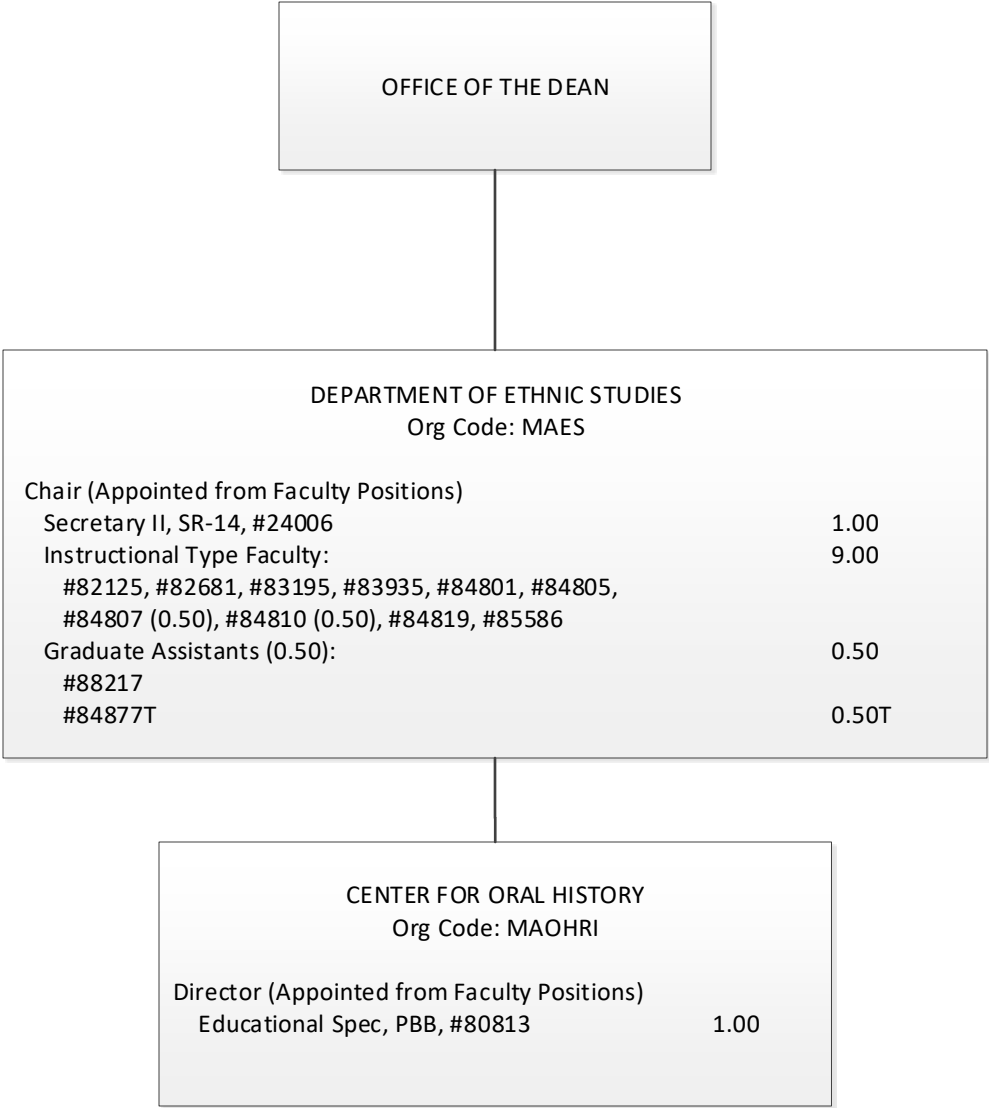
8/13/2020

David Lassner

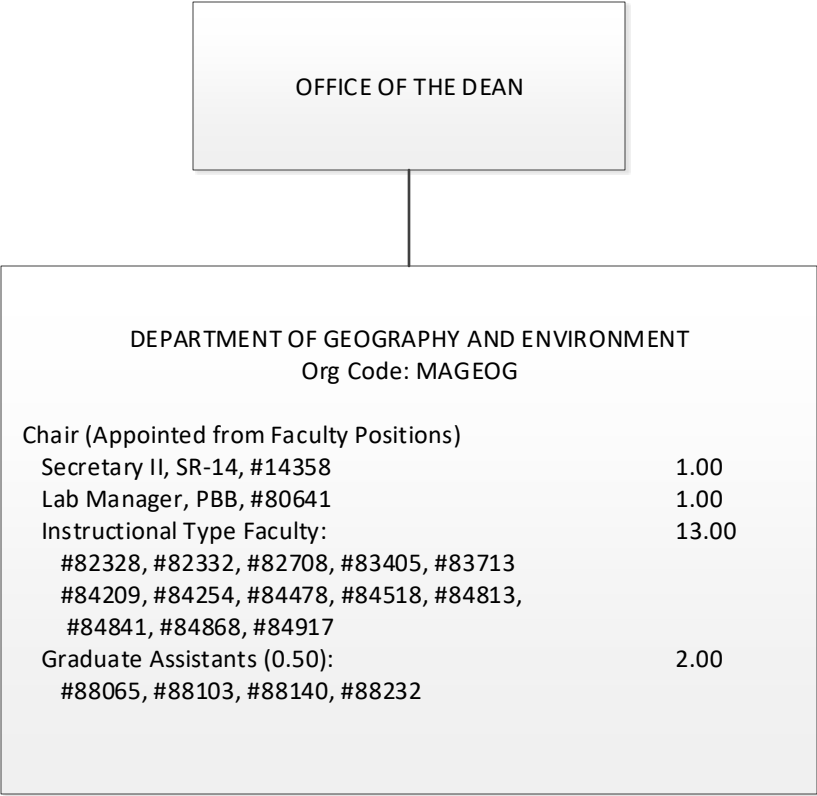
Date

~~Interim Chancellor~~ President

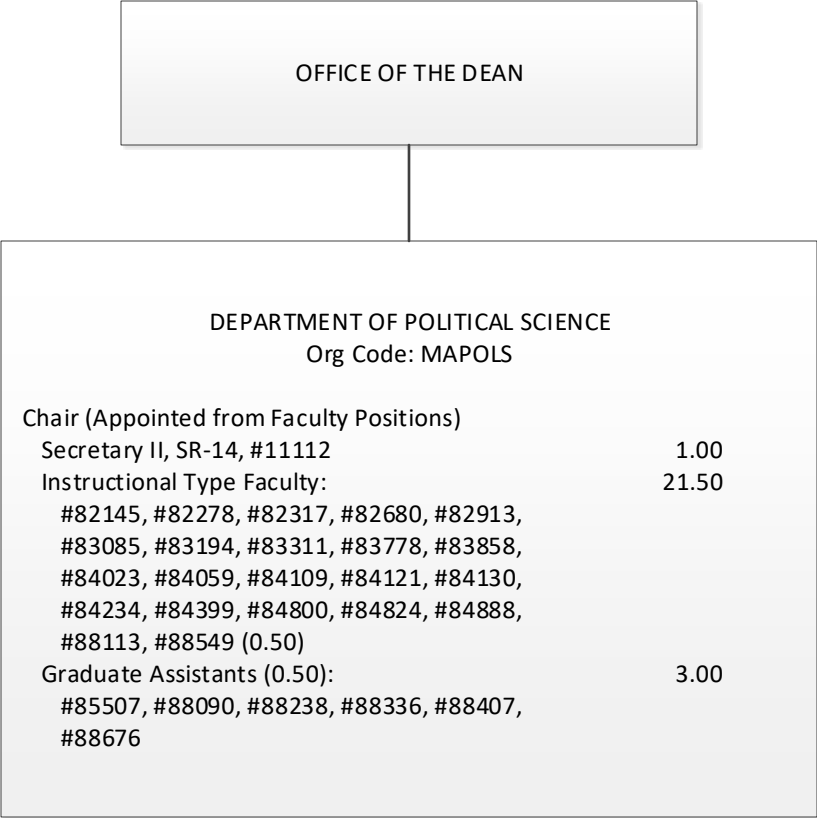
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
~~OFFICE OF THE VICE-CHANCELLOR FOR~~  
~~ACADEMIC AFFAIRS~~ PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**DEPARTMENT OF ETHNIC STUDIES**  
ORGANIZATIONAL CHART  
CHART IV-D



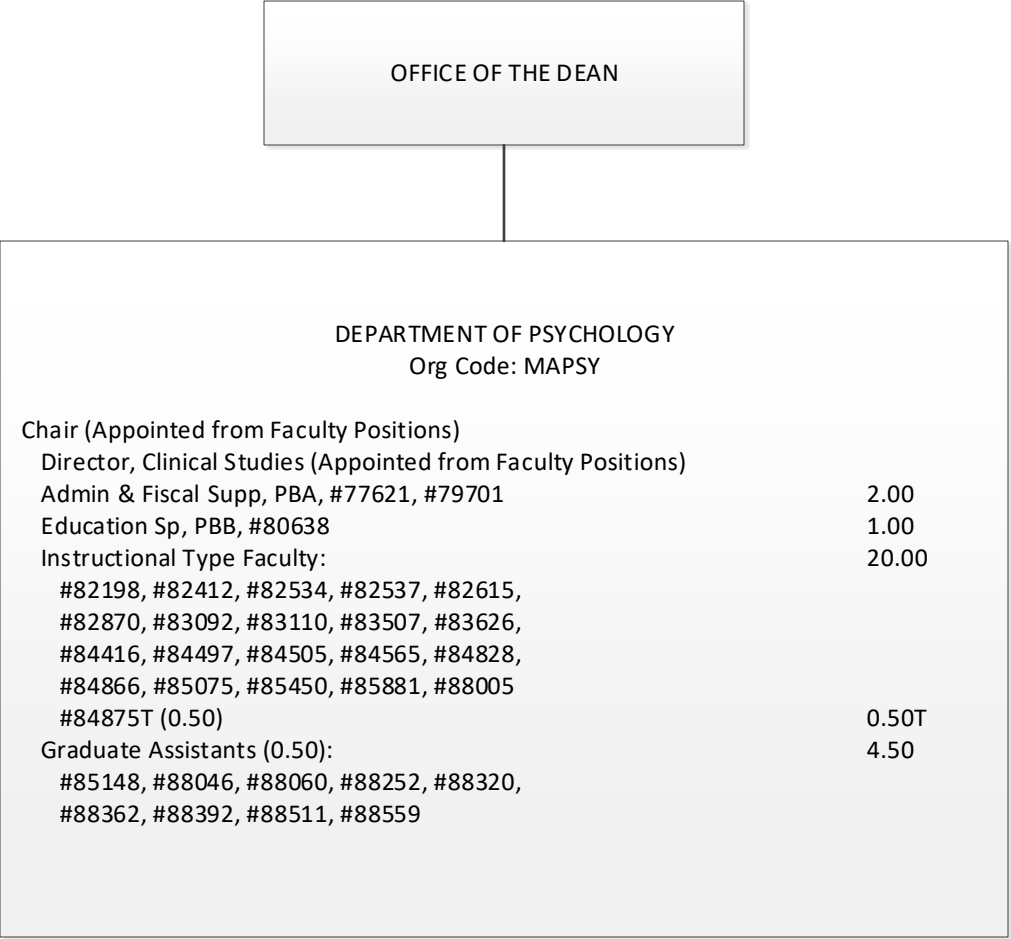
<b>CHART TOTAL:</b>	<b>PERM</b>	<b>TEMP</b>
General Funds:	11.50	0.50





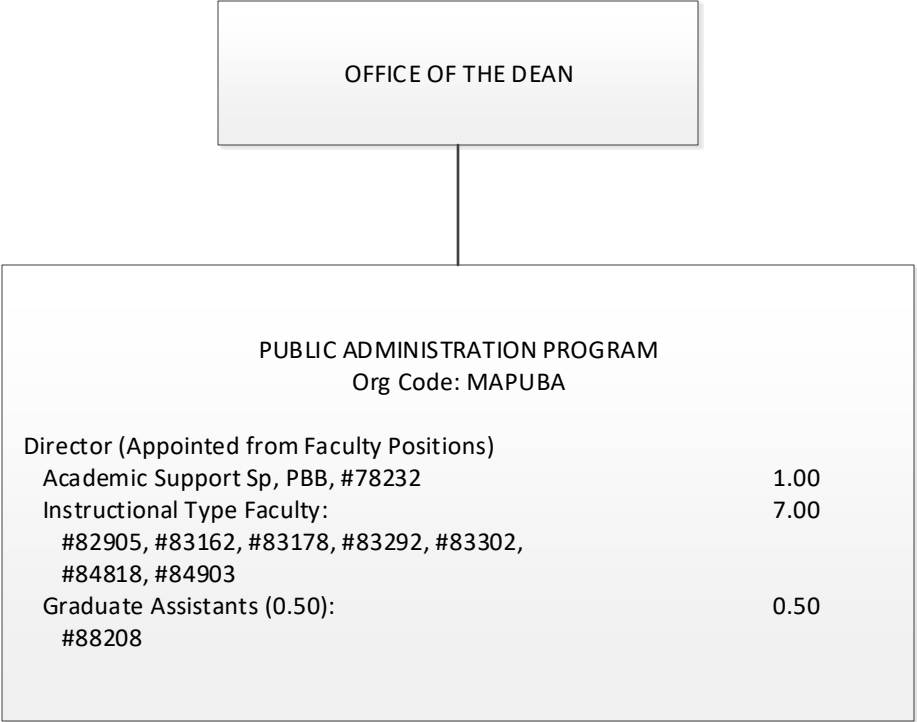


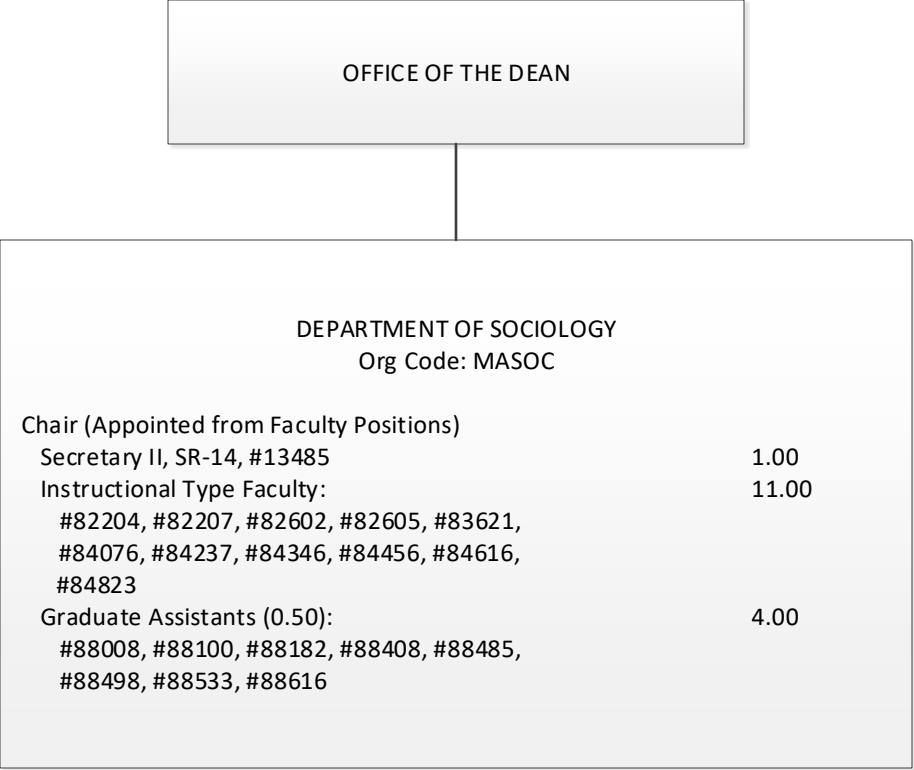
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
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~~ACADEMIC AFFAIRS~~ PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**DEPARTMENT OF POLITICAL SCIENCE**  
ORGANIZATIONAL CHART  
CHART IV-F

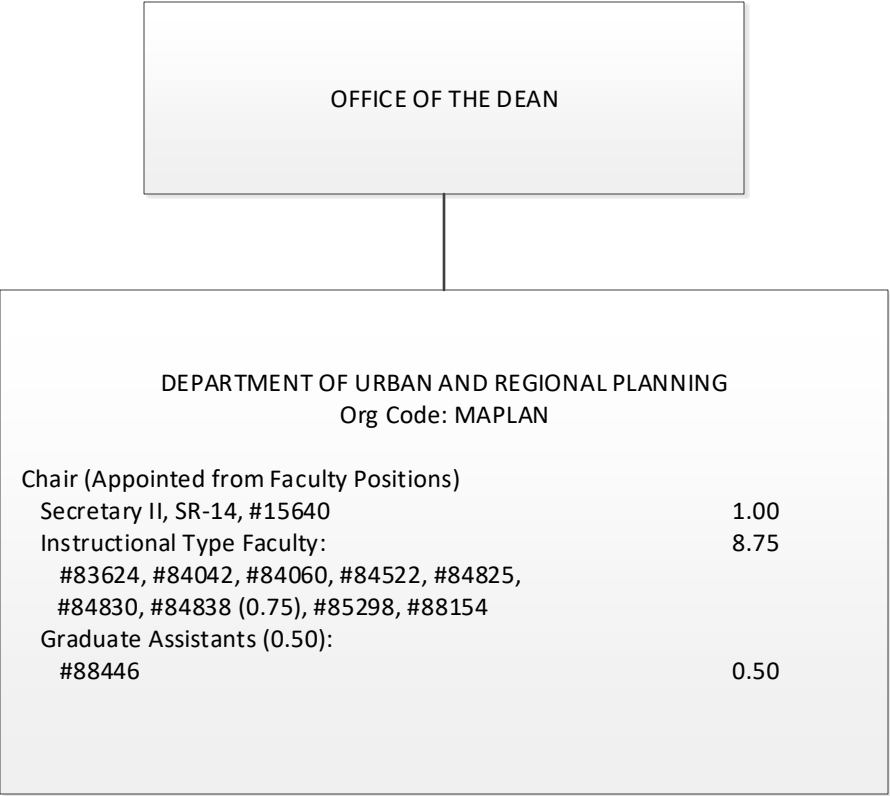


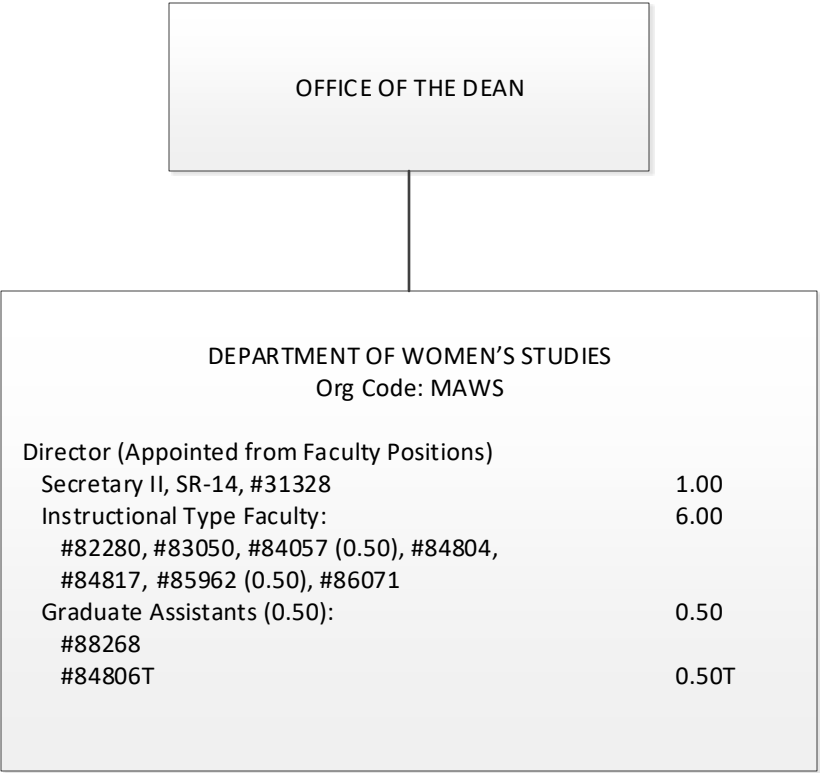
STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE VICE-CHANCELLOR FOR  
~~ACADEMIC AFFAIRS~~ PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**DEPARTMENT OF PSYCHOLOGY**  
ORGANIZATIONAL CHART  
CHART IV-G

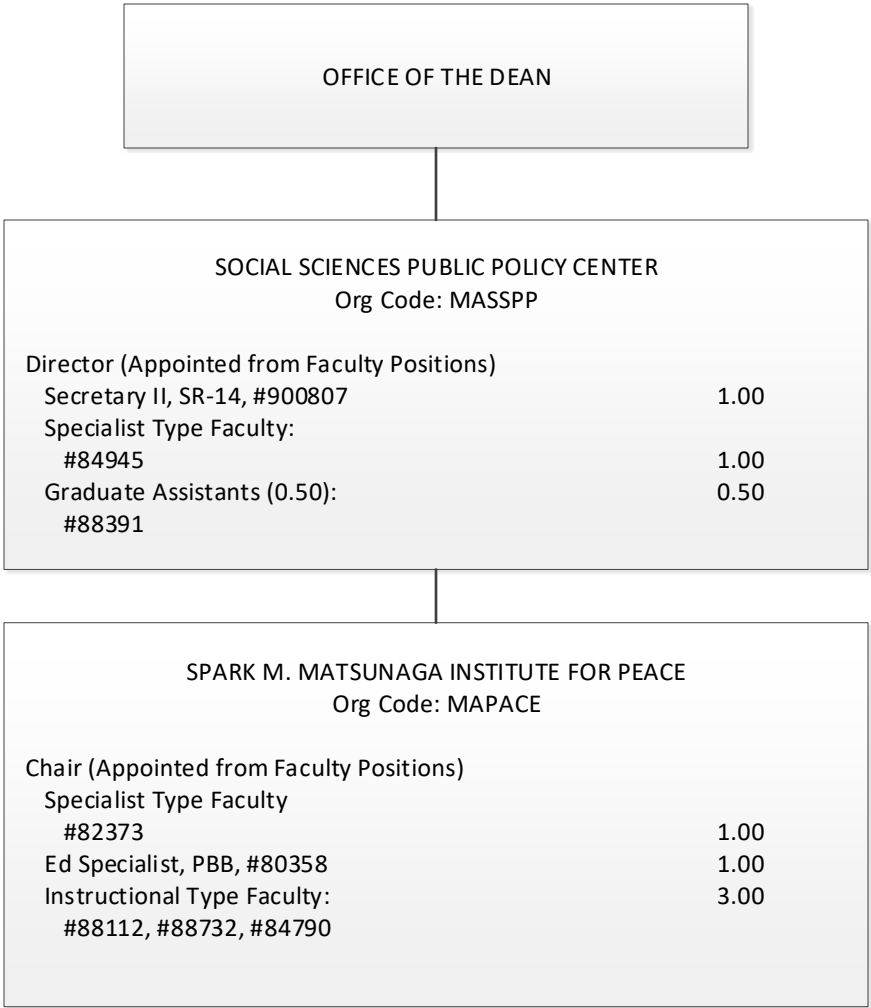
CHART TOTAL:	PERM	TEMP
General Funds:	27.50	0.50











Proposed

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE PROVOST COLLEGES OF ARTS AND SCIENCES  
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2. Communications (school)
3. Economics (department)
4. Ethnic Studies (department)
5. Geography and Environment (department)
6. Political Science (department)
7. Psychology (department)
8. Public Administration (program)
9. Social Science Research Institute
10. Sociology (department)
11. Social Sciences Public Policy Center
12. Urban and Regional Planning (department)
13. Women's Studies (department – rev 12/11)

Approved:



David Lassner  
President

8/13/2020

Date



Proposed

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
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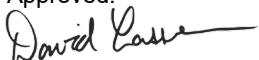
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Approved:



David Lassner  
President

8/13/2020  
Date

Proposed

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT MANOA  
OFFICE OF THE PROVOST  
COLLEGES OF ARTS AND SCIENCES  
COLLEGE OF SOCIAL SCIENCES  
**DEPARTMENT OF ETHNIC STUDIES**

FUNCTIONAL STATEMENT

**DEPARTMENT OF ETHNIC STUDIES – Org Code: MAES**

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

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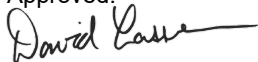
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Approved:



8/13/2020

David Lassner  
President

Date

# AUTHORIZED BJ/BT POSITIONS IMPACTED BY THE REORG

**University of Hawai'i at Mānoa**  
**Allocated and Authorized BJ/BT Positions Impacted by the Reorganization**

**Program Title:** College of Social Sciences

Item No.	Chart No.(s)	Affected Position No.(s)	<u>Classification/Organizational/Functional Change</u> Identify whether position is vacant (V) or filled (F)		Basis for Change/ Impact on Position
			From:	To:	
1	I / II	880813	Educational Spec, PBB (V) Social Science Reaserch Institute	Educational Spec, PBB (V) Depatment of Ethnic Studies (ES)	Relocate to ES / change in supervisor
2	I / II	77024	Research Assoc, PBA (V) Social Science Reaserch Institute	Research Assoc, PBA (V) Office of the Dean	Position transfer
3	IV-D	n/a	Director (Appointed from Faculty Positions)		

Denise Eby Konan, Dean

Administrator's Signature, Name and Title

Date

956-6570

Telephone Number

HR Review

X

OFA Review

X

## LETTERS AND RESPONSES



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

Telephone: 808.543.0000

[www.hgea.org](http://www.hgea.org)

August 26, 2019

Ms. Denise Konan  
Dean, College of Social Sciences  
University of Hawaii at Manoa  
2500 Campus Road, Hawaii Hall 310  
Honolulu, Hawaii 96822

Dear Ms. Konan:

**RE: Proposed Reorganization of the Center for Oral History**

This is in response to your letter dated July 12, 2019 requesting consultation regarding the proposed reorganization of the Center for Oral History at the University of Hawaii at Manoa.

We have reviewed the information provided and have no questions regarding this reorganization proposal. However, we do reserve the right to revisit this matter and raise any unforeseen concerns that may arise as this reorganization is implemented.

Please contact me at 543-0070 or [schun@hgea.org](mailto:schun@hgea.org) if there are any questions.

Sincerely,

Sanford Chun  
Executive Assistant



UNIVERSITY  
of HAWAI'I®  
MĀNOA

MĀNOA FACULTY SENATE

May 19, 2020

**MEMORANDUM VIA E-MAIL**

TO: Benjamin Kudo, Chair  
Board of Regents

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

Michael Bruno, Provost  
University of Hawai'i at Mānoa

Sandy French, Interim Vice Chancellor for Administration, Finance & Operations  
University of Hawai'i at Mānoa

Denise Konan, Dean College of Social Sciences  
University of Hawai'i at Mānoa

FROM: Thomas Conway, Chair  
Mānoa Faculty Senate

RE: **RESOLUTION TO ENDORSE WITH RESERVATIONS THE PROPOSED REORGANIZATION  
OF THE CENTER FOR ORAL HISTORY**


The Mānoa Faculty Senate approved the **Resolution to Endorse with Reservations the Proposed Reorganization of the Center for Oral History** at the May 13, 2020 Senate meeting with 69 votes (94.52%) in support to oppose; 4 votes (5.48%) against; and 7 abstentions.

The resolution is attached.

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

---

Thomas Conway, Ph.D.  
*Mānoa Faculty Senate Chair*



---

Ann Sakaguchi, 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](mailto:uhmfs@hawaii.edu) • Website: <http://www.hawaii.edu/uhmfs/>  
*An Equal Opportunity/Affirmative Action Institution*



*Presented to the Mānoa Faculty Senate by the Committee on Administration & Budget (CAB) for a vote of the full Senate on May 13, 2020, a resolution to endorse with reservations the proposed reorganization of the Center for Oral History. Approved by the Mānoa Faculty Senate on May 13, 2020 with 69 votes (94.52%) in support to endorse with reservations; 4 votes (5.48%) against; and 7 abstentions.*

**Resolution to Endorse with Reservations the Proposed Reorganization of the  
Center for Oral History**

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

**WHEREAS**, the Mānoa Faculty Senate has delegated to the 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 Mānoa Faculty Senate Executive Committee; and,

**WHEREAS**, the Center for Oral History (COH), previously located under the Social Science Research Institute (SSRI), began experiencing staff shortages in May 2017 due to a series of retirements; and,

**WHEREAS**, the COH staff shortages and apparent inability to fill vacancies lead to a reassessment of COH's mission and location within the SSRI; and,

**WHEREAS**, transferring COH to Ethnic Studies will maintain COH under the purview of Social Sciences, with the aspiration that COH's new location will provide new opportunities for the curricular, instructional, and service activities (although the proposal provides no insight with regard to how this might be achieved or evaluated); and,

**WHEREAS**, the consensus among COH faculty/staff is that Ethnic Studies is the best fit for COH given the situation and circumstances; and,

**WHEREAS**, the COH should remain a stand-alone unit, and not be subsumed into a department; and,

**WHEREAS**, the Administration at the University of Hawai'i at Mānoa (UHM) has already implemented this proposed reorganization, circumventing the established protocol for UHM campus reorganizations and bypassing faculty consultation and governance; and,

**WHEREAS**, the UHM Administration's actions with regard to faculty consultation and governance undermine the faculty's confidence in the Administration's commitment to shared governance;





**THEREFORE, BE IT RESOLVED** that the Mānoa Faculty Senate Endorses with Reservations the reorganization of the Center for Oral History into Ethnic Studies; and,

**BE IT FURTHER RESOLVED** that the Mānoa Faculty Senate condemns the UHM administration for repeatedly implementing reorganizations before seeking “consultation” with the respective college(s) and the Mānoa Faculty Senate in violation of established UH reorganization procedures and fundamental academic principles of shared governance.

*Supporting Documents:*

- [\*CAB Checklist on the Proposed Reorganization of the Center for Oral History\*](#)
- [\*Reorganization Proposal for the College of Social Sciences, Social Science Research Institute / Department of Ethnic Studies / Center for Oral History\*](#)