

Ahni Anita

University of Hawai'i  
Code Request Form

I. REQUESTOR CONTACT INFORMATION

Name: Cathy Zenz Date: 3/4/11  
Title: Registrar  
Phone Number: 974-7322  
Email Address: Zenz@hawaii.edu  
Campus/Office/Department/Address: UH - Hilo

Action Requested:

- NEW Program Code (new major/concentration, etc.)
- NEW Subject Code
- Change of existing code  
Type (subject, program, etc):

Old: \_\_\_\_\_  
New: \_\_\_\_\_  
 OTHER: Division Code

II. CODE REQUEST

Academic program code preferences for consideration:

**NEW Program Code** Effective Term (semester/year): \_\_\_\_\_  
 Major: \_\_\_\_\_ Major Description: \_\_\_\_\_ Is this major financial aid eligible?  YES  NO  
 Is the major code being used the same way at other UH campuses?  YES  NO Comment: \_\_\_\_\_  
 Does the same or similar major code exist in Banner?  YES  NO If YES, please list code: \_\_\_\_\_

Concentration (if applicable): \_\_\_\_\_ Concentration Description: \_\_\_\_\_  
 Is the concentration code being used the same way at other UH campuses?  YES  NO  
 Does the same or similar concentration code exist in Banner?  YES  NO If YES, please list code: \_\_\_\_\_  
 Attach concentration to program code?  YES  NO

Level:  Undergraduate  Graduate  First-Professional  Other: \_\_\_\_\_  
 Degree/Certificate: \_\_\_\_\_  
 College: \_\_\_\_\_ Department: \_\_\_\_\_

If requesting a program name change, will current students be grandfathered in under the old program name?  YES  NO

If requesting a program name change, will the old code be available for:

Recruitment?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
Admissions?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
General Student?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____
Academic History?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	List the end term of old code:	_____

**NEW Subject Alpha/Code** Effective Term (semester/year): \_\_\_\_\_  
 Code: \_\_\_\_\_ Description: \_\_\_\_\_  
 College: \_\_\_\_\_ Department: \_\_\_\_\_  
 Does the same or similar subject code exist in Banner?  YES  NO If YES, please list code: \_\_\_\_\_  
 Is the subject code being used the same way at other UH campuses?  YES  NO

University of Hawai'i  
Code Request Form

OTHER: Division Code = Nurs (School of Nursing)

Please briefly describe your request and explain why you are requesting the codes:  
Offered by the School of Nursing rather than Natural Sciences division. Nurs classes are now

III. SUPPORTING DOCUMENTATION

Please attach the required supporting documentation. See Guide to Academic Program Actions and Approval at:  
[http://www.hawaii.edu/vpaa/cms/guide to acad prog 121006.pdf](http://www.hawaii.edu/vpaa/cms/guide%20to%20acad%20prog%20121006.pdf)

- BOR minutes from \_\_\_\_\_ (date) meeting with supporting documentation provided to BOR
- Memo from campus Chancellor
- Signed memo from UH President
- None required according to the Guide to Academic Program Actions and Approval
- Other: \_\_\_\_\_

IV. CAMPUS VERIFICATION

The appropriate parties (faculty, administrators, registrar) have been consulted.

Name of Requestor (print or type) Cathy A. Zenz Signature [Signature] Date 3/4/11

Send completed form with supporting documentation to:  
Institutional Research Office • 1633 Bachman Place • Sinclair Annex 2, Room 4 • Honolulu, HI 96822  
Fax: 808-956-9870 Phone: 808-956-7532

For Internal Use Only:

Appropriate Documentation Received:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	NOTES: _____ _____ _____
Approval Status:			
Major code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Concentr. code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Program code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Subject code:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Entered into SMAPRLE/SOACURR: \_\_\_\_\_ Code processing completion date: \_\_\_\_\_  
Entered into STVMAJR: \_\_\_\_\_ Copies sent to: \_\_\_\_\_  
Entered into STVSUBJ: \_\_\_\_\_  
Other: \_\_\_\_\_

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UNIVERSITY  
OF HAWAII  
**HILO**

October 11, 2010

MEMORANDUM

TO: Chancellor  
Vice Chancellor for Academic Affairs  
Vice Chancellor for Administrative Affairs  
Vice Chancellor for Student Affairs  
Interim Vice Chancellor for Research  
Deans  
Directors

FROM: Kerwin Iwamoto  
Human Resources

SUBJECT: **Notification of Change in Organization, University of Hawai'i at Hilo,  
Academic Affairs, College of Arts and Sciences**

Enclosed for your information and files are copies of the organizational charts and functional statements of the above-mentioned reorganization that was approved by the Chancellor on October 8, 2010. This reorganization separated the Department of Nursing from the Natural Sciences Division and established it as a separate School of Nursing reporting directly to the Dean of the College of Arts and Sciences.

Please replace the respective organization charts and functional statements you have on file with the new material.

If you have any questions regarding this matter, please call me at (808) 974-7449 or email at [kerwini@hawaii.edu](mailto:kerwini@hawaii.edu).

Enclosures

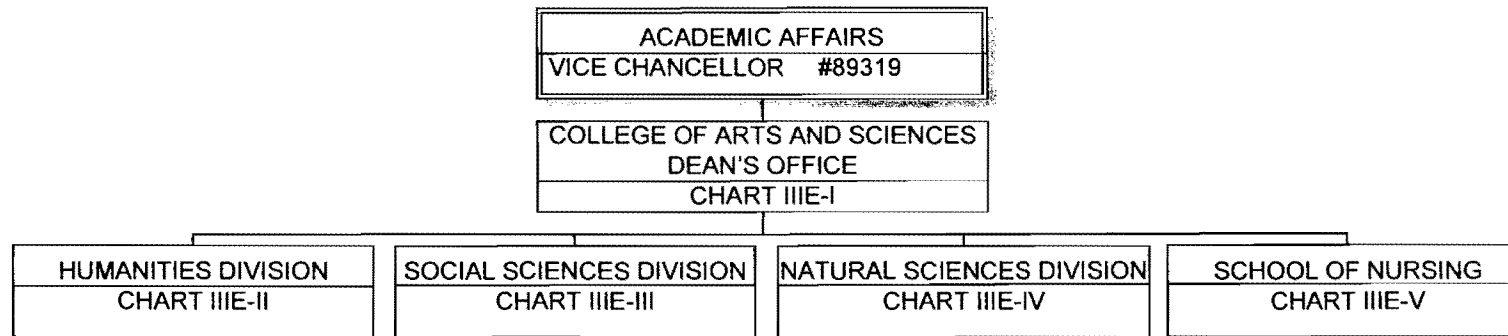
*Human Resources Management*

200 W. KAWILI STREET  
HILO, HAWAII 96720-4091  
PHONE: (808) 974-7449  
FAX: (808) 974-7715

[www.uhh.hawaii.edu/uhh/hr](http://www.uhh.hawaii.edu/uhh/hr)

An Equal Opportunity / Affirmative Action Institution

STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
ACADEMIC AFFAIRS  
COLLEGE OF ARTS AND SCIENCES  
POSITION ORGANIZATION CHART  
CHART III D



APPROVED:

Donald O. Straney  
Chancellor, UH Hilo

October 8, 2010

STATE OF HAWAII  
 UNIVERSITY OF HAWAII  
 UNIVERSITY OF HAWAII AT HILO  
 ACADEMIC AFFAIRS  
 COLLEGE OF ARTS AND SCIENCES  
 NATURAL SCIENCES DIVISION  
 POSITION ORGANIZATION CHART  
 CHART IIID-IV

COLLEGE OF ARTS AND SCIENCES  
 DEAN #89129

NATURAL SCIENCES DIVISION  
 CHAIR (APPOINTED FROM  
 INSTRUCTIONAL POSITIONS)

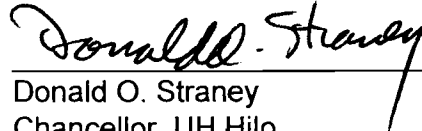
SECRETARY II  
 SR14 #22484

CLERK STENO II  
 SR9 #28622  
 OFFICE ASSIST. III  
 SR8 #900516

BIOLOGY FACULTY:	73342(S)	82111	82322	82643	82909	83380	83424	83631	84063	84204	86408	99614F(S)@
EDUCATIONAL SP., PBA	99622F(S)@	#80902+										
CHEMISTRY FACULTY:	73258	73340(S)	82453									
EDUCATIONAL SP., PBA	#80903+											
COMPUTER SCIENCE FACULTY:	73371	83269	83648	83782	86449							
IT SPECIALIST, PBB	#78643+											
GEOLOGY-GEOPHYSICS FACULTY:	82686	82833	86412	87561								
EDUCATIONAL SP., PBB	#81750+											
MATHEMATICS FACULTY:	73255	73341(S)	82381	82801	84068	86382	86482					
MARINE SCIENCE FACULTY:	82358	82551	82915	83157	83187	83207	84211	84233	86439	86483	86540	
EDUCATIONAL SP., PBB	#78641+											
PHYSICS FACULTY:	73350	83033	83815	86373	86535	87564						
EDUCATIONAL SP., PBB	#80997+											
	99620F(S)@											

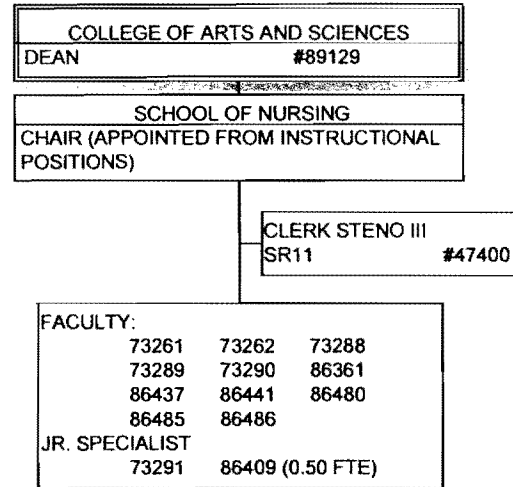
@ Pending Establishment  
 + Reports to Department Chairs

APPROVED:

  
 Donald O. Straney  
 Chancellor, UH Hilo

October 8, 2010

STATE OF HAWAII  
 UNIVERSITY OF HAWAII  
 UNIVERSITY OF HAWAII AT HILO  
 ACADEMIC AFFAIRS  
 COLLEGE OF ARTS AND SCIENCES  
 SCHOOL OF NURSING  
 POSITION ORGANIZATION CHART  
 CHART IIID-V



@ Pending Establishment  
 + Reports to Department Chairs

APPROVED:



Donald O. Straney  
 Chancellor, UH Hilo

October 8, 2010

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**OFFICE OF ACADEMIC AFFAIRS**

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawai'i at Hilo.

**OFFICE OF THE VICE CHANCELLOR**

Serves as the principle assistant to the Chancellor in all academic matters.

- Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies, requirements of the campus, the system-wide offices and the Federal government;
- Directly supervises the personnel responsible for: the College of Arts and Sciences, the School of Nursing, the College of Agriculture, Forestry and Natural Resource Management; Ka Haka 'Ula O Ke'elikōlani; the College of Business and Economics; the College of Pharmacy, the College of Continuing Education and Community Services; and the Library
- Bears senior responsibility for the effectiveness of programs such as the Hawai'i Small Business Development Program; and
- Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**COLLEGE OF AGRICULTURE, FORESTRY AND  
NATURAL RESOURCE MANAGEMENT**

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree and minor with emphasis in crop production, animal production, general agriculture, and forestry and natural resource management.

**OFFICE OF THE DEAN**

Directs activities, curricula, and personnel in the College of Agriculture, Forestry and Natural Resource Management. Directly supervises the personnel responsible for the Pacific Aquaculture and Coastal Resource Center. Directs activities and personnel of the University of Hawai'i Hilo Agricultural Farm Laboratory.

- Coordinates instructional activities.
- Recruits and retains qualified faculty and research staff members.
- Formulates and defends financial plans.
- Allocates funds to various programs.
- Controls the expenditure of funds.
- Develops and maintains quality instructional, research, and community service programs.
- Maintains communications with agricultural governmental agencies, client groups, and the general public.

**INSTRUCTION**

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- Provides courses and training for students planning agricultural careers.
- Ensures that students complete a core of basic science courses and substantial courses in general education.



STATE OF HAWAII  
UNIVERSITY OF HAWAII  
UNIVERSITY OF HAWAII AT HILO  
FUNCTIONAL STATEMENT  
COLLEGE OF AGRICULTURE, FORESTRY AND  
NATURAL RESOURCE MANAGEMENT  
Page 2

**PACIFIC AQUACULTURE AND COASTAL RESOURCES CENTER**

The Pacific Aquaculture and Coastal Resources Center (PACRC) supports the University's aquaculture and marine science programs, emphasizing extension and research in aquaculture, fisheries, and coastal resource management. PACRC projects are collaborative with a wide variety of partners, funding institutions and stakeholders throughout the world. Further, the PACRC houses the Hawai'i Cooperative Unit, a cooperative research unit with the U.S. Geological Survey.

**STATE OF HAWAI'I  
UNIVERSITY OF HAWAI'I  
UNIVERSITY OF HAWAI'I AT HILO**

**FUNCTIONAL STATEMENT**

**COLLEGE OF ARTS AND SCIENCES**

Provides baccalaureate degree programs leading to the Bachelor of Arts, Bachelor of Science, Master of Arts, Master of Science, Master of Education and Minor in the Social Sciences, the Humanities, and the Natural Sciences.

**OFFICE OF THE DEAN**

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences, including the School of Nursing.

- Responsible for faculty personnel actions, faculty recruitment and affiliate faculty;
- Maintains liaison with College Faculty Senate and College Faculty Senate Executive Committee, other Deans, Directors, Vice Chancellors and the Chancellor;
- Responsible for overall curriculum development and long-range planning;

**DIVISIONS**

**(Social Sciences, Humanities, and Natural Sciences)**

Develop coherent programs among the disciplines within the respective divisions.

- Coordinate curricular offerings among the disciplines;
- Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students;
- Consult and cooperate with other divisions on curricular matters;
- Review and process personnel transactions, administer student help and the operating and equipment budgets;

## **SCHOOL OF NURSING**

### Manage the Baccalaureate Nursing Program

- Develop and manage administrative, academic, and programmatic policies and procedures.
- Assure compliance with licensing and certification requirements.
- Maintain NLNAC accreditation.