# UNIVERSITY OF HAWAI`I AT MĀNOA
## COLLEGE OF TROPICAL AGRICULTURE AND HUMAN RESOURCES
### ORGANIZATION CHART

**OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS**

**OFFICE OF THE DEAN**

- **Org Code: MADNTR**
  - Dean, #89020
  - Educational Specialist, PBB, #78721
  - Office Assistant III, SR-08, #42680

**OFFICE OF COMMUNICATION SERVICES**

- **Org Code: MACSTR**
  - Public Information Specialist, PBB, #80586
  - Editor, PBB, #81391
  - Public Information Specialist, PBA, #79537
  - Office Assistant IV, SR-10, #18008

**OFFICE OF PLANNING AND MANAGEMENT SYSTEMS**

- **Org Code: MAPMTR**
  - Program Manager, PBC, #80797
  - IT Manager, PBC, #80939
  - IT Specialist, PBB #81362, #81711
  - IT Specialist, PBA, #81954, #80037
  - IT Specialist, PBB, #81362, #81711
  - IT Specialist, PBA, #81954, #80037
  - Budget Analyst, PBB, #80210
  - Environ & Health Safety Specialist, PBB, #80980
  - Educational Specialist, PBA, #79548

**OFFICE OF THE ASSOCIATE DEAN**

- **For Academic and Student Affairs**
  - **Org Code: MAAATR**
    - Associate Dean for Academic Affairs, #89047
    - Secretary III, SR-16, #00505
    - Student Services Specialist, PBB, #81694
    - Student Services Specialist, PBA, #79587
    - Office Assistant IV, SR-10, #14339

- **For Cooperative Extension**
  - **Org Code: MAEXTR**
    - Associate Dean for Academic Affairs, #89069
    - Secretary III, SR-16, #00789

**OFFICE OF ADMINISTRATIVE SERVICES**

- **Org Code: MAADTR**
  - Director, #89022
  - Secretary II, SR-14, #00790
  - Secretary II, SR-14, #22932
  - Fiscal Mgr, PBB, #81677
  - Fiscal Mgr, PBB, #77924, #78719, #80295, #80310, #80323
  - Admin & Fiscal Support Specialist, PBA, #77925, #79084, #79085, #80000, #80249
  - Fiscal Specialist, PBB, #81954, #80037
  - Education Specialist, PBA, #79548

**OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR RESEARCH**

- **Org Code: MARRTR**
  - Associate Dean for Academic Affairs, #89124
  - Secretary III, SR-16, #00425
  - Specialist, #85546
  - Secretary II, SR-14, #22932

**OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE EXTENSION**

- **Org Code: MAEXTR**
  - Associate Dean for Academic Affairs, #89069
  - Secretary III, SR-16, #00789

**WESTERN INSULAR PACIFIC SUN GRANT SYSTEM**

- **Org Code: MAIPSG**
  - Director, (appointed from CTAHR faculty)

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**Chart Total:**
- General Funds: 43.00 FTE
OFFICE OF THE DEAN – Org Code: MADNTR

The Dean and Director of Research and Cooperative Extension is responsible for the following:

- Plans and directs the programs of the College of Tropical Agriculture and Human Resources (CTAHR).
- Provides executive leadership in the areas of planning, program development, policy formulation, budgetary priorities and program direction to effectively accomplish CTAHR's mission and goals.
- Represents the University and the College in its external relationships, particularly with state, regional and federal agencies related to agriculture, natural and human resources.
- Provides administrative direction and coordination for implementation of the instruction, research and development, and extension functions of the College as integrated programs serving state, regional, national and international needs in agriculture, natural and human resources.
- Provide for evaluation of programs and services to maximize their effectiveness and to meet accountability requirements in accordance with federal, state and university regulations.

OFFICE OF ADMINISTRATIVE SERVICES – Org Code: MAADTR

The Office of Administrative Services is responsible for personnel, fiscal, budget, organization, and other related administrative management functions for the College.

OFFICE OF COMMUNICATION SERVICES – Org Code: MACSTR

The Office of Communication Services is responsible for the publication and information program of the College. This Office plans, develops and directs the mass media educational and informational programs (print media, radio, television, web and electronic data) and produces newsletters, alumni bulletins, and an annual CTAHR Impacts Report. The Office also coordinates the College’s public relations campaigns and activities.

OFFICE OF PLANNING AND MANAGEMENT SYSTEMS – Org Code: MAPMTR

The Office of Planning and Management Systems provides the following services:

- Provides staff support to the College in developing and maintaining an integrated instruction, extension and research management system for program and project planning, budgeting, management, evaluating and reporting.
- Coordinates the program/project budget review and allocation process and recommends funding levels for programs and projects based on decisions made by college administrators.
- Monitors the implementation of program/projects approved by CTAHR administrators.
- Participates in discussions with agricultural industry leaders to determine program priorities and directions for agriculture in Hawaii.
- Provides for development, implementation and maintenance of a fully integrated research, extension and resident instruction management information system in support of administrative operations and decision making.
- Assists the Dean and Associate Deans and Associate Directors in matters pertaining to CTAHR’s Capital Improvement Projects and Repair and Maintenance Projects.
OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AND STUDENT AFFAIRS – Org Code: MAAATR

The Office provides administrative and educational leadership and oversight in planning, developing, implementing and evaluating CTAHR’s academic program, including distance learning activities and on-going curricular revisions.

OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR RESEARCH – Org Code: MARSTR

The Office provides leadership and supervision of research programs of the agricultural research system. The functions of this Office include the following:

- Work with Department Chairs to initiate specific projects; coordinate interdepartmental projects; and approve and monitor projects in progress for accomplishments, impacts and publications.
- Liaise with Cooperative State Research, Education and Extension Service (CSREES) partnership office.
- Coordinate participation of CTAHR faculty in regional research projects and represent CTAHR regionally and nationally, including attendance at regular meetings of the Western Association of Agricultural Experiment Station Directors.
- Collaborate with the CTAHR Office of Planning and Management Systems to coordinate the budgetary allocations of the research system including preparation of budget requests, departmental allocation of funds, and federal research station funds.
- Maintain the research data systems required by USDA and other state/federal agencies.
- Cooperate with the Associate Dean and Associate Director of Cooperative Extension to manage internal grant programs and to coordinate the off-campus research/extension centers and farms.

WESTERN INSULAR PACIFIC SUN GRANT SUBCENTER – Org Code: MAIPSG

Oversee the programs and activities of the Western Insular Pacific Sun Grant Subcenter whose activities include:

- Conduct basic and applied research on sustainable biobased energy and product technologies.
- Solicit, collect, up-date and maintain information about biobased energy and product technologies.
- Disseminate information about biobased energy and product technologies through various outreach venues.
- Secure grants and contracts to support the research and outreach goals of the Subcenter.

OFFICE OF THE ASSOCIATE DEAN AND ASSOCIATE DIRECTOR FOR COOPERATIVE EXTENSION – Org Code: MAEXTR

The Office provides leadership and supervision of state-wide Cooperative Extension programs. The functions of this Office include the following:

- Work with County Administrators and Department Chairs to initiate specific projects/programs by encouraging “cross county programs” and projects through collaborative planning, implementation, and evaluation through the sharing of resources and expertise.
- Liaise with Cooperative State Research, Education, and Extension Service (CSREES) partnership office on issues relating to Cooperative Extension, including all Smith Lever funds, annual plans of work, and accomplishments and impacts/implementation reports.
- Represent Hawai‘i Cooperative Extension regionally and nationally, including attendance at the regular meetings of the Western Directors’ for Cooperative Extension.
- Oversee the budget allocations and extension data systems required by USDA and other state/federal agencies of the Hawai‘i Cooperative Extension in collaboration with the CTAHR Office of Planning and Management Systems.
- Cooperate with the Associate Dean and Associate Director of Cooperative Extension to manage internal grant programs and to coordinate the off-campus research/extension centers and farms.