MEMORANDUM

TO: David Lassner  
   President

VIA: Robert Bley-Vroman  
    Interim Chancellor

FROM: Jerris Hedges, MD, MS, MMM  
      Dean, John A. Burns School of Medicine

SUBJECT: REORGANIZATION PROPOSAL FOR JOHN A. BURNS SCHOOL OF MEDICINE

SPECIFIC ACTION REQUESTED:

It is requested that you approve the reorganization proposal for the John A. Burns School of Medicine (JABSOM).

RECOMMENDED EFFECTIVE DATE:

Upon your approval.

ADDITIONAL COST:

No additional costs are associated with this reorganization.

PURPOSE:

The purpose of the proposed reorganization of JABSOM is first to address the new Office of the Associate Dean for Academic Affairs (ADAA), which will supersede the previous role of Associate Dean for Medical Education (ADME). Previously, the ADME had formal documented reporting authority over the Office of Medical Student Education (OME) (including the Center for Clinical Skills, or CCS), Kaka’ako Health Sciences Library, and
the Office of Facilities Management and Planning (including Parking and Auxiliary Services and Custodial, Grounds and Maintenance Services). New and existing offices under the ADAA include Allied/Global and International Health (to include the Department of Medical Technology, the Department of Communications Sciences and Disorders (CSD), and the Office of Global and International Health), Faculty Affairs (to include Promotion and Tenure and Educational Skills Development), Educational Support (to include the Anatomy Lab, Kaka’ako Health Sciences Library, and the Simulation Center), Undergraduate Medical Education (to include Office of Admissions, the Imi Ho’ola Program, Office of Student Affairs, and Office of Medical Education), Graduate Medical Education, and Continuing Medical Education.

Approval of proposed reorganization will make a stronger case for JABSOM’s reaccreditation as a medical school by the Liaison Committee on Medical Education (LCME), as it more clearly outlines the operational structure for our undergraduate and graduate medical education programs.

Second, the proposed reorganization reflects a better-organized central administrative unit, which provides support from the JABSOM Dean’s Office to all departments and programs in the School. The proposed reorganization outlines more logical relationships between operational reports, replacing less logical reports (for instance, Facilities as a report to the Associate Dean of Medical Education, and IT as a report to the Office of Administrative Affairs).

Finally, JABSOM plans to execute a comprehensive reorganization of the two units in the Kaka’ako Campus (JABSOM and University of Hawai’i Cancer) in two phases. The first phase represents the reorganization of JABSOM that would be suitable for LCME accreditation purposes, with a focus on the establishment of Office of Academic Affairs and a more accurate representation of the administrative structure of JABSOM as seen in its Administration, Finance, and Operations unit.

The second phase is the proposed reorganization of JABSOM and the UHCC on a larger campus basis for greater administrative and operational efficiencies creating the mechanism for additional fiscal savings. This second phase will be advanced after appointment of a new UHCC Director, presuming continued support of the full reorganization by UH Manoa leadership.

**BACKGROUND:**

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

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

d) do not have significant programmatic impact on the University
may be approved under delegated authority by the Chancellor for reorganizations that are
two (2) supervisory levels below (APM A3.101, Section 3b).

This reorganization proposal has been reviewed and discussed with appropriate units and
staff members.

**ACTION RECOMMENDED:**

It is recommended that you approve the reorganization proposal for the John A. Burns
School of Medicine (JABSOM).

**APPROVED / DISAPPROVED:**

__________________________________________________ ________________

David Lassner        Date

President
University of Hawai‘i

Attachments:

    Executive Summary
    Narrative
    Current Organizational Charts and Functional Statements
    Proposed Organizational Charts and Functional Statements
    Attachment 3: BJBT Position Worksheet
    Letters and Responses
EXECUTIVE SUMMARY
Executive Summary

Instructions: Complete each section below and clearly indicate “None” or “N/A” where appropriate.

I. Purpose:
Explain the purpose of this reorganization and the anticipated overall impact.

The proposed reorganization is intended to represent a more efficient and carefully considered reporting structure of the organization.

While it may seem that some organizational units (“boxes”) within JABSOM are either empty or contain a permanent or part of a permanent position, these independent units are in fact staffed, for the most part, by temporary positions, which cannot be reflected on this document. Despite the temporary nature of these positions—more a reflection of non-general funded sources of funding for faculty and staff at JABSOM—they are in fact critical to the organizational structure of the school, and are administered by and given oversight as independent units of JABSOM.

The primary purpose of this proposed reorganization is to create the Office of the Associate Dean for Academic Affairs (ADAA) at JABSOM, which will replace the Office of the Associate Dean for Medical Education (MAADMD). MAADMD currently has reporting authority over the Office of Medical Student Education (OME) (including the Center for Clinical Skills, or CCS), Kaka‘ako Health Sciences Library, and the Office of Facilities Management and Planning (including Parking and Auxiliary Services and Custodial, Grounds and Maintenance Services). While the Office of Facilities Management and Planning will be moved under Administration, Finance, and Operations, OME and Kaka‘ako Health Sciences Library will report to the newly created ADAA, as will the following new offices: the Office of Global and International Health), Faculty Affairs (to include Promotion and Tenure and Educational Skills Development), Educational Support (to include the Anatomy Lab, and the Simulation Center), Graduate Medical Education, and Continuing Medical Education. Existing departments under Allied/Global and International Health (to include the Department of Medical Technology, the Department of Communications Sciences and Disorders (CSD) have been moved from under Basic Sciences departments because of the unique nature of their
curricula (which includes clinical oversight and undergraduate degrees). Undergraduate Medical Education will now oversee to the Office of Admissions, the Imi Ho‘ola Program (moved from Clinical Sciences Departments Under Native Hawaiian Health because of the nature of its pipeline support services to undergraduate medical education), the Office of Student Affairs, which currently reports to the Dean of the School of Medicine. The ADAA role is crucial to this reorganization, since administrative roles and responsibilities of our medical student, graduate medical student and educational resources offices have expanded greatly over the past years. Whereas the previous structure reflected the ADME overseeing a disparate set of offices (including Facilities), the oversight of ADAA will be more comprehensive, supporting all aspects of medical education through appropriate and carefully considered application of resources to constituent offices. This broader role of ADAA is in line with models of other medical schools throughout the United States.

The secondary purpose is of the proposed reorganization is to reconfigure how administrative services are represented organizationally. The unit Administration, Finance, and Operations will provide consistent fiscal, HR, IT, risk compliance, public information, media development, budget and reporting, grants management and facilities planning and operations management support to JABSOM, guided by State and federal laws, UH policies and procedures, and executed through shared processes. New and existing offices that comprise the ASK include the Office of Central Fiscal and Human Resources (to include the Office of Human Resources), Office of Grants Administration, Office of Risk and Clinical Affairs, Office of Communications, Media and Government, Office of Information Technology, Office of Special Events and Café Management, Office of Budget, Surveys, and Reporting, and Office of Facilities Management and Planning.

Finally, the proposed organizational chart will reflect the removal of the Office of Public Health Studies from JABSOM, since it will have been reorganized into the School of Social Work. This makes for a marked improvement over the current organizational structure, since Public Health currently has no formalized administrative relationship with JABSOM, and has not in some time.

The anticipated overall impact of this reorganization will be 1) a strengthened and well-defined Academic Affairs office within JABSOM, in which academic resources and potential collaborations will be better served, to the benefit of medical students, residents, fellows, and faculty, through major student and faculty development initiatives; and 2) a more efficient and effective administrative services unit that will provide consistent support to JABSOM.
II. **Major Elements to the Proposal:**

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

The most significant changes to the approved organizational charts of JABSOM include the following:

1) the abolishment of the Office of the Associate Dean for Medical Education (ADME) and the establishment of the Office of the Associate Dean for Academic Affairs (ADAA) at JABSOM, which will have broader purview over academic programs within JABSOM so that academic services are better defined (reflecting the following newly created/renamed units):
   - a. Allied/Global and International Health;
   - b. Faculty Affairs;
   - c. Promotion and Tenure;
   - d. Educational Skills Development;
   - e. Educational Support;
   - f. Undergraduate Medical Education;
   - g. Graduate Medical Education;
   - h. Continuing Medical Education;

2) the establishment of the unit Administration, Finance, and Operations, which will provide administrative support to JABSOM (reflecting the following newly created/renamed units):
   - a. Office of Grants Administration;
   - b. Office of Budget, Surveys, and Reporting Analyst;
   - c. a renamed Office of Risk and Clinical Affairs (formerly Office of Hospital and External Business Affairs);
   - d. a renamed Office of Central Fiscal and Human Resources (formerly Office of Administrative Affairs);
   - e. Office of Communications, Media, and Government;
   - f. Office of Special Events and Café Management;

3) the removal of the Office of Public Health, which will have been reorganized into the School of Social Work and has no formal administrative relationship with JABSOM;

4) the renaming of Allied and Basic Sciences Departments to the more appropriate Fundamentals of Health Sciences, including the following changes:
a. the establishment of a new unit Office of Biostatistics and Quantitative Health Sciences, to report up to the Department of Tropical Medicine and support all JABSOM departments;
b. the establishment of new unit for Graduate Programs, to provide appropriate support to graduate students at JABSOM;
c. the moving of Medical Technology and the Communications Sciences and Disorders, along with new unit Global & International Health, to a more appropriate reporting line under the ADAA;

5) the accurate representation of subunits (previously existing elsewhere in JABSOM) as reflective of their reporting to the Office of Clinical Sciences departments, which include:
   a. Area Health Education Center;
   b. Center for Native and Pacific Health Disparities Research;
   c. Hyperbaric Treatment Center.

Though the following proposed offices and programs are new on the proposed organizational chart, they are not reflective of additional faculty/staff or executive positions. Rather, they are representation of units and subunits that have developed/are currently being developed since JABSOM’s last reorganization. These units include: Office of Academic Affairs and Fundamentals of Health Science (formerly Basic Sciences Departments) (Chart I), Allied/Global and International Health, Faculty Affairs, Promotion and Tenure, Educational Skills Development, Educational Support, Undergraduate Medical Education, Graduate Medical Education, and Continuing Medical Education (Chart II), Office of Global and International Health (Chart II-A), Anatomy Lab and Simulation Center (Chart II-B), Office of Admissions (Chart II-C), Graduate Programs (WASC) (Chart III), Area Health Education Center, Center for Native and Pacific Health Disparities Research, and Hyperbaric Treatment Center (Chart IV), the Office of Grants Administration, the Office of Budget, Surveys, and Reporting Analyst, the Office of Risk and Clinical Affairs (formerly Office of Hospital and External Business Affairs), Office of Central Fiscal and Human Resources (formerly Office of Administrative Affairs), Office of Communications, Media, and Government, and Office of Special Events and Café (Chart V), and Facilities Management and Maintenance Services and Environmental Health and Safety Office (Chart V-A).

III. Resource Impact:
Explain the resources impacted as a result of this reorganization. If there is no impact, reflect “None” for each category as appropriate.

A. Budget
   1. What is the estimated cost of the reorganization? No additional cost to JABSOM as there are no net position increases.
2. Are additional funds needed? None. 
   If so, how will the cost of the reorganization be funded? The reorganization will be funded by existing resources.

3. Will the reorganization result in cost savings or be cost neutral? The reorganization will be cost neutral, although savings through greater efficiencies are anticipated and some have been realized already through shared administrative management following personnel attrition.

B. Operational

1. What is the overall impact on faculty and staffing responsibilities, if any? Faculty responsibilities will not be affected, although there will be more opportunities for faculty to elect to take on leadership activities within the reorganized JABSOM. Staff responsibilities, as they pertain to staff assigned to specific offices, programs, or projects with JABSOM will not be affected; current staff will continue to support those offices, programs, projects to which they’ve been assigned.

2. Will additional faculty/support personnel be required? No. If so, what is the plan to obtain the additional faculty staffing to successfully implement the reorganization? Not applicable.

3. Will there be a reduction in faculty/staff? No planned reduction, but greater efficiency may eliminate the need for refilling a position left empty through attrition. If so, what steps have been taken to ensure proper consultation? N/A.

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

   a. Chart I
      i. #80977 moved from Chart II (Office of the Dean) to Chart I (Office of the Dean)
      ii. #24033 moved from Chart II (Office of the Dean) to Chart I (Office of the Dean)
      iii. #79213 moved from Chart II (Office of the Dean) to Chart I (Office of the Dean)
      iv. #82763 included in reorganization for Public Health to Social Work

   b. Chart II (Office of the Associate Dean of Academic Affairs)
      i. #89075 moved from Chart II (Associate Dean for Medical Education) to Chart II Associate Dean for Academic Affairs)
      ii. #84961 moved from Chart V (Medicine) to Chart II (Graduate Medical Education) (0.25)
c. Chart II-A (Office of the Associate Dean for Academic Affairs - Allied / Global and International Health)
   i. #82126 moved from Chart IV to Chart II-A (Medical Technology) (.45)
   ii. #84340 moved from Chart IV to Chart II-A (Medical Technology) (.20)
   iii. #84955 moved from Chart IV to Chart II-A (Medical Technology) (.35)
   iv. #86213 moved from Chart IV to Chart II-A (Medical Technology) (.35)
   v. #86735 moved from Chart IV to Chart II-A (Medical Technology)
   vi. #87251 moved from Chart IV to Chart II-A (Medical Technology) (.45)
   vii. #88696 moved from Chart IV to Chart II-A (Medical Technology) (.20)
   viii. #82146 moved from Chart IV to Chart II-A (CSD) (.25)
   ix. #82457 moved from Chart IV to Chart II-A (CSD) (.50)
   x. #82600 moved from Chart IV to Chart II-A (CSD) (.50)
   xi. #83869 moved from Chart IV to Chart II-A (CSD)
   xii. #84644 moved from Chart IV to Chart II-A (CSD)
   xiii. #85304 moved from Chart IV to Chart II-A (CSD) (.50)
   xiv. #86199 moved from Chart IV to Chart II-A (CSD) (.50)
   xv. #83586 moved from Chart IV to Chart II-A (CSD)

d. Chart II-B (Office of the Associate Dean for Academic Affairs – Educational Support)
   i. #82256 moved from Chart II to Chart II-B (Library)
   ii. #85854 moved from Chart II to Chart II-B (Library)
   iii. #88953 moved from Chart II to Chart II-B (Library)
   iv. #78590 moved from Chart II to Chart II-B (Library)
   v. #78610 moved from Chart II to Chart II-B (Library)
   vi. #900221 moved from Chart II to Chart II-B (Library)
   vii. #83236 moved from Chart V (Medicine) to Chart II-B (Simulation Center) (.49)

e. Chart II-C (Office of the Associate Dean of Academic Affairs – Undergraduate Medical Education)
   i. #70163 moved from Chart II (OME) to Chart II-C (Admissions) (.49)
   ii. #82824 moved from Chart V to Chart II-C (Imi Ho’ola)
   iii. #85893 moved from Chart V to Chart II-C (Imi Ho’ola) (.50)
   iv. #86057 moved from Chart V to Chart II-C (Imi Ho’ola) (.50)
v. #86332 moved from Chart V to Chart II-C (Imi Ho’ola)
vi. #88902 moved from Chart V to Chart II-C (Imi Ho’ola)
vii. #85707 moved from Chart II to Chart II-C (OSA) (.50)
viii. #79198 moved from Chart II to Chart II-C (OSA)
ix. #80643 moved from Chart II to Chart II-C (OSA)
x. #78933 moved from Chart II to Chart II-C (OSA)
xi. #83245 moved from Chart II to Chart II-C (OME)

f. Chart III (Fundamentals of Health Science – formerly Basic Sciences)
   i. #83878 moved from Anatomy to IBR
   ii. #82858 moved from Tropical Medicine to Biostatistics
   iii. #86194 moved from Chart II (Office of the Dean) to Chart III (Biostatistics)
   iv. #85668 moved from Chart IV (Medicine) to Chart III (Biostatistics) (.25)
   v. #84994 moved from Chart IV (Medicine) to Chart III (Tropical Medicine) (.75)
   vi. #88361 swept to Chancellor’s Pool (.41)
   vii. #83651, per agreement with faculty member, moved from Chart IV (Complementary and Alternative Medicine) to Chart III (Fundamentals of Health Sciences Departments)

   g. Chart IV (Clinical Sciences Departments)
      i. #83979 moved from Chart IV (Tropical Medicine) to Chart IV (Medicine)
      ii. #82791 moved from Medicine to CCR
      iii. #82194 moved from Medicine to CCR
      iv. #82978 moved from Medicine to CCR
      v. #85664 moved from Medicine to MRI
vi. #84152 moved from Medicine to MRI (.55)
vii. #83495 moved from Medicine to MRI (.25)
viii. #70171 moved from Medicine to HICFA (.40)
ix. #83526 moved from CAM to AHEC (.25)
x. #80186 moved from Medicine the Native Hawaiian Health
xi. #87136 moved from Geriatrics to Surgery (.50)
_xii. #83300 added to NHCOE pending Budget approval (no count)
xiii. #83906 issued from Chancellor’s Pool (#82589) (.50)
xiv. #87034 issued from Chancellor’s Pool (#82159)
xv. #83671 issued from Chancellor’s Pool (#84654)
xvi. #84030 issued from Chancellor’s Pool (#84534 (.27), #8361 (.41), #84146 (.40)
xvii. #88679 abolished; 0.25 FTE moved to #88890
xviii. #88432 increase FTE from .35 to .43 from 1.08 issued for #84030
xix. #84146 swept to the Chancellor’s Pool (.40)
xx. #83653 reduced FTE from .25 to .20, .05 FTE issued to #84484
xxi. #84484 increased FTE from .20 to .25, .05 FTE from #83653
xxii. #85805 reduced FTE from .24 to 0, .05 FTE to #82520, .05 FTE to #83099 and .14 FTE to #85665
xxiii. #82520 increased FTE from .10 to .15, .05 FTE from #85805
xxiv. #83099 increased FTE from .10 to .15, .05 FTE from #85805
xxv. #85665 increased FTE from .25 to .39, .05 FTE from #85805
xxvi. #82997 moved from Native Hawaiian Health to Native and Pacific Health Disparities Research to reflect dedicated faculty position for unit

h. Chart V (Administration, Finance, and Operations)
i. #77048 moved from Chart II (OFAA) to Chart V (OCFHR)
ii. #80008 moved from Chart II (OFAA) to Chart V (OCFHR)
iii. #80170 moved from Chart II (OFAA) to Chart V (OCFHR)
iv. #80185 moved from Chart II (OFAA) to Chart V (OCFHR)
v. #80081 moved from Chart II (OFAA) to Chart V (OCFHR)
vi. #80007 moved from Chart II (OFAA) to Chart V (OCFHR)
vii. Per agreement with staff member, #77100 moved from Chart II (OME) to Chart V (OCFHR)
viii. #81516 moved from Chart II (Human Resources) to Chart V (OCFHR)
ix. #80091 moved from Chart II (Human Resources) to Chart V (OCFHR)
x. #77453 moved from Chart II (OFAA) to Chart V (OCFHR); #24032 Abolished/Count used to establish  
xi. #80011 moved from Chart II (Hospital and External Business Affairs) to Chart VII (Risk and Clinical Affairs)  
 xii. #79901 moved from Chart II (Office of the Dean) to Chart V (IT)  
 xiii. #79195 moved from Chart II (IT) to Chart V (IT)  
 xiv. #81828 moved from UHCC Chart I (Admin Support Services) to Chart VII (IT)  
 x v. #79996 moved from Chart II (IT) to Chart III (Anatomy)  
 xvi. #79973 moved from Chart II (IT) to Chart V (IT)  
 xvii. #79951 moved from Chart II (IT) to Chart V (IT)  
 x viii. #81590 moved from Chart II (IT) to Chart V (IT)  
 xix. #79921 moved from Chart II (IT) to Chart V (IT)  
 x x. #80365 moved from Chart II (Office of the Dean) to Chart V (Budget, Surveys, and Reporting Analyst)  
 x xiv. Per agreement with staff member, #81037 moved from Chart III (Anatomy) to Chart V (OCFHR)  
 x xv. #89490 moved from Chart II (Office of the Dean) to Chart V (Administration, Finance, and Operations)  
 x xvi. #13479 moved from Chart II (Office of the Dean) to Chart V (Administration, Finance, and Operations) to reflect historic supervisory relationship under #89490 (Chief Financial Officer)  

i. Chart V-A (Facilities Management and Planning)  
i. #78540 moved from Chart II (Facilities) to Chart V-A (Facilities)  
 ii. #77697 moved from Chart II (Facilities) to Chart V-A (Facilities)  
 iii. #77967 moved from Chart II (Facilities) to Chart V-A (Facilities)  
 iv. #77696 moved from Chart II (Facilities) to Chart V-A (Maintenance)  
 v. #77692 moved from Chart II (Facilities) to Chart V-A (Maintenance)  
 vi. #900661 moved from Chart II-A (Maintenance Services) to Chart VII-A (Maintenance)  
 vii. #78025 moved from Chart II (Facilities) to Chart V-A (EHSO)  
 viii. #900662 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)
ix. #900663 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)

x. #900658 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)

xi. #900674 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)

xii. #900664 moved from Chart II-A (Custodial Unit II) to Chart V-A (Facilities Management and Maintenance Services)

xiii. #900665 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)

xiv. #900666 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)

xv. #900667 moved from Chart II-A (Custodial Unit II) to Chart V-A and abolished—0.50 FTE to #900664

xvi. #900668 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)

xvii. #77941 moved from Chart II-A (Custodial and Grounds) to Chart V-A (Custodial and Grounds)

xviii. #900675 moved from Chart II-A (Custodial Unit III) to Chart V-A (Custodial Unit III) (.50)

xix. #900669 moved from Chart II-A (Custodial Unit III) to Chart V-A (Custodial Unit III) (.50)

xx. #900670 moved from Chart II-A (Custodial Unit III) to Chart V-A (Custodial Unit III) (.50)

xxi. #900671 moved from Chart II-A (Custodial Unit III) to Chart V-A (Custodial Unit III) (.50)

xxii. #900672 moved from Chart II-A (Custodial Unit III) to Chart V-A (Custodial Unit III) (.50)

xxiii. #900673 moved from Chart II-A (Custodial Unit III) to Chart V-A (Custodial Unit III) (.50)

xxiv. #900659 moved from Chart II-A (Grounds Services) to Chart V-A (Grounds Services)

xxv. #900650 moved from Chart II-A (Grounds Services) to Chart V-A (Grounds Services)

xxvi. 78617 moved from Chart II (Facilities) to Chart VII-A (Parking)

xxvii. #77776 moved from Chart II (Facilities) to Chart VII-A (Parking)

C. Space

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

IV. **Consultation:**

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

Consultation occurred with JABSOM and UHCC faculty and staff on a number of occasions.

The proposed reorganization, though mostly in concept and without position specifics, first occurred at the JABSOM Executive Committee Meeting on February 20, 2015, shortly after Chancellor Bley-Vroman directed Dean Jerris Hedges to blend JABSOM and UHCC into a single organization.

On March 20, 2015, Dean Hedges shared the "Proposal for a Kaka’ako Business Plan" that was submitted to Chancellor Bley-Vroman and President Lassner with the JABSOM Executive Committee. This business plan outlined a goal to merge the administrative services of JABSOM and UHCC so that both organizations would be serviced by one administrative unit. It also described a leadership model in which the Dean of JABSOM would also oversee the operations of the UHCC.

On May 26, 2015, Chief Administrative Officer (CAO) Corinne Seymour conducted a telephone conference with Lena Fernandes, HGEA Field Services Officer to have a preliminary discussion referencing the business plan proposal to reorganization the Kaka’ako Health Services units. At that time, Ms. Fernandes reserved input until she had reviewed to the completed reorganization document.

On June 15, 2015, Dean Hedges, Chief Financial Officer (CFO) Nancy Foster, Associate Director of Administration (ADA) of the Cancer Center Pat Blanchette, Assistant Vice Chancellor of Academic Affairs Beverly McCreary, and UH Mānoa Chancellor’s Office Chief of Staff Clif Tanabe met with University of Hawai'i Professional Assembly (UHPA) Associate Executive Director Kristeen Hanselman, and former UHPA Executive Director JN Musto to discuss the business plan and proposed future Kaka’ako Health Services reorganization.

On June 18, 2015 Chief Financial Officer Nancy Foster convened a JABSOM Town Hall Meeting with JABSOM central administrative staff at the JABSOM Medical Education Building, describing in detail the reorganization of
administrative services that would provide support to both JABSOM and UHCC.

On June 19, 2015 a more detailed draft of the proposed organization chart was shared with the JABSOM Executive Committee. Suggestions from JABSOM leadership based upon the proposed organizational structure were taken into consideration and, in most cases, reflected on later drafts of the proposed organizational chart. For instance, the faculty requested that the ASK units be visually represented on Chart I as the bottom tier, to more accurately reflect the hale model of organization as proposed by Dean Hedges (with the ask serving as the foundation of the hale).

On July 23, 2015 another draft of the organizational chart, with the new offices under the ADAA was shared with the JABSOM Faculty Senate, and Dean Hedges explained the rationale for these organizational changes. Again, feedback from Faculty Senate members was taken into consideration and select changes were implemented.

On July 24, 2015 the concept and structure of the offices under the ADAA was shared with JABSOM Executive Committee, and feedback from the gathered leadership again was taken into consideration.

On July 30 and 31, 2015 Nancy Foster convened an Administrative Services Kaka‘ako retreat, in which administrative staff leaders from JABSOM and UHCC discussed the concepts of their respective offices and how administrative services between JABSOM and UHCC could be shared and supported.

On August 13, 2015 CFO Foster convened a second Town Hall meeting to discuss the reorganization and the concept and structure of Administrative Services Kaka‘ako, to which all central staff from JABSOM and UHCC were invited. At the Town Hall, leaders representing Fiscal, HR, IT, Facilities, Risk, Public Information, Budget, Special Events, and Grants Administration expressed the roles of their respective offices. Though, ultimately, UHCC employees will not be affected in this reorg, the structure of the ASK was adopted to form the JABSOM unit Administration, Finance, and Operations.

On September 30, 2015, the Kaka‘ako Health Sciences reorganization plan was forwarded to the UH Mānoa’s Chancellor’s office for administrative review. In October 2015, the reorganization documents submitted to the Chancellor’s office were posted on JABSOM’s office of the Dean website. A link to the website was provided to the UHCC for all UHCC faculty and staff to review at their convenience.
Subsequent to the submittal to the Chancellor, on November 19, 2015, JABSOM’s annual General Faculty meeting was held. At this meeting, the Kaka’ako Health Sciences reorganization was summarized by Dean Hedges and CFO Foster. A link to the JABSOM office of the Dean website with copies of reorganization documents submitted to the UH Mānoa Chancellor’s office was shared with the faculty.

In January 2016, at the request of the UH President and UH Mānoa Chancellor, the ICCD Hedges was asked to present a UHCC Cancer Center proposed Business Plan Update to the Board of Regents. This update references an independent consultant assessment report issued in the fall 2015 that suggested that the Kaka’ako Health Science reorganization should be explored further as one of several recommendations for securing financial sustainability of the UHCC. Since the release, the interim UHCC Director has conducted meetings with UHCC faculty to answer detailed questions related to the Kaka’ako Health Sciences reorganization and its relationship to the proposed UHCC Business Plan Update.

In April of 2016, during the formal reorganization process, JABSOM obtained feedback from the University of Hawai‘i Professional Assembly (UHPA), the Hawai‘i Governmental Employees Association (HGEA), United Public Workers (UPW), and the University of Hawai‘i at Mānoa Faculty Senate Executive Committee (SEC). Though UHPA, HGEA, and the SEC were unsupportive of a reorganization of JABSOM and UHCC into Kaka’ako Health Sciences, they expressed no substantive concerns about the proposed reorganization of JABSOM’s ADAA unit from the previously established ADME unit. At that time, the SEC noted: “Some of the reorganization issues that affect the operation of the Medical School alone have not been considered in this report as there appears to be a majority of JABSOM faculty in favor of those changes.” UHPA stated, “It is noteworthy that there is reference to an Office of Faculty Affairs that will deal with Tenure and Promotion. This suggests that there will be a change from the UH Mānoa VCAA as the administrative office implementing contractually recognized procedures,” to which we responded, in writing, that “the Promotion and Tenure Office does have any decision making capacity that would abrogate current policies. It’s simply a resource for our faculty members who are planning to apply for promotion and/or tenure. The office provides guidance to JABSOM faculty on promotion and tenure procedures at JABSOM and UHM. This office has been highly successful in working with departmental chairs and others to help mentor the faculty member in regards to the necessary steps in preparing for promotion and tenure, especially in preparing a successful dossier.”
Of the consulting bodies, UHPA, HGEA, and the SEC did ask that the full campus reorganization be delayed until a new UHCC Director can be appointed.

Faculty and staff in the UHCC have begun to actively dialogue with the JABSOM leadership team through a newly appointed interim Associate Director for the UHCC. Although minor changes to the most recent campus-wide reorganization proposal have resulted, there is continued sentiment within the UHCC that it is best to wait for the new UHCC Director to be appointed. Unfortunately, delaying the timeline for approval of the proposed JABSOM reorganization is not conducive to the re-accreditation process for JABSOM by the Liaison Committee on Medical Education (LCME), JABSOM’s accrediting body.

Therefore, Dean Hedges has chosen to implement the reorganization in two phases. The first phase represents the reorganization of JABSOM that would be suitable for LCME accreditation purposes, with a focus on the establishment of Office of Academic Affairs and a more accurate representation of the administrative structure of JABSOM as seen in its Administration, Finance, and Operations unit.

The second phase is the proposed reorganization of JABSOM and the UHCC on a larger campus basis for greater administrative and operational efficiencies creating the mechanism for additional fiscal savings. This second phase will be advanced after appointment of a new UHCC Director, presuming continued support of the full reorganization by UH Manoa leadership.

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

The identification of leadership positions to help in the development of offices under the ADAA is underway with existing personnel. These faculty leaders will guide and direct activities to better support medical students, residents and fellows in their medical education endeavors, and faculty in their faculty development endeavors.

As for Administration, Finance, Finance and Operations, JABSOM will work through staff leadership to strengthen organizational ties and promote administrative efficiencies.
NARRATIVE
I. INTRODUCTION:

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

The John A. Burns School of Medicine (JABSOM) opened as a two-year institution in 1965, and became a four-year medical school in 1973. JABSOM moved to its Kaka'ako facility on September 16, 2005.

One of JABSOM's primary missions is to train physicians for Hawai'i and the Pacific. More than 50% of the practicing physicians in Hawai'i are graduates or faculty members of JABSOM or affiliated Hawai'i Residency Programs or serve as compensated faculty members. The school has a faculty of 200 full-time and more than 1,000 volunteers and a teaching relationship with all major community hospitals throughout the main Hawaiian island of O'ahu. Medical students learn in an innovative, student-centered, problem-based curriculum, (PBL) that emphasizes critical thinking, medical simulation-based experiences and builds life-long learning skills.

Students at JABSOM may be candidates for the Doctor of Medicine (MD); Master of Science (MS) or Doctor of Philosophy (PhD) in basic science or clinical research; Master's Degree in Communication Sciences Disorders; or Bachelor of Science degree in Medical Technology.

JABSOM’s three basic science and ten clinical science departments’ faculty educate JABSOM’s student body, teach several UH Mānoa undergraduate and graduate courses, conduct research and provide community service. For the last three years, JABSOM has ranked #1 in total NIH research awards among community-based public medical schools (i.e., public medical schools without a university hospital), and was also ranked in the top 75 in Research – tied at 74 with the Robert Wood Johnson School of Medicine at Rutgers University. Last year JABSOM's research was ranked number 78 in the 2016 U.S. News and World Report.
In December 2014, shortly after JABSOM Dean Jerris Hedges was appointed as University of Hawai‘i (UHCC) Interim Director, Dean Hedges assembled leadership from both JABSOM and UHCC and discussed a new vision for the Kaka‘ako campus and its departments, programs, offices, and projects.

However, the timeline for approval of a proposed reorganization was not conducive to a smooth accreditation process for JABSOM by the Liaison Committee on Medical Education (LCME), JABSOM’s accrediting body. Dean Hedges chose to propose a reorganization of JABSOM that would be suitable for LCME accreditation purposes, with a focus on the establishment of Office of Academic Affairs and a more accurate representation of the administrative structure of JABSOM as seen in its Administration, Finance, and Operations unit, and placed the proposed reorganization of JABSOM and the UHCC on hold.

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

JABSOM has reorganized its Office of Academic Affairs, formerly referred to as the Office of the Associate Dean of Medical Education. The restructured office strengthens and better defines JABSOM’s academic missions that encompasses post bachelorette and medical doctorate education, graduate medical education (i.e. physician residency and fellow programs), health and allied science masters of science and PhDs, bachelors in medical technology, international programs, continuing medical education, faculty development and scholarship, library and simulation. This office will be led by JABSOM’s Associate Dean of Academic Affairs (formerly the Associate Dean of Medical Education position) who will align academic resources and potential collaborations to the benefit JABSOM’s faculty and the entire JABSOM student body.

Additionally, the proposed reorganization is to reconfigure how administrative services are represented organizationally. The unit Administration, Finance, and Operations will provide consistent fiscal, HR, IT, risk compliance, public information, media development, budget and reporting, grants management and facilities planning and operations management support to JABSOM, guided by State and federal laws, UH policies and procedures, and executed through shared processes. New and existing offices that comprise the ASK include the Office of Central Fiscal and Human Resources (to include the Office of Human Resources), Office of Grants Administration, Office of Risk and Clinical Affairs, Office of Communications, Media and Government, Office of Information
II. RATIONALE FOR REORGANIZATION:

A. Provide background and relevant historical information.

In November of 2014, Dr. Michele Carbone resigned as Director of the UHCC. That same day, Dean Jerris Hedges of JABSOM was named Interim Director of UHCC. In December 2014, shortly after JABSOM Dean Jerris Hedges was appointed as UHCC Interim Director, at the request of the UH President and UH Mānoa Chancellor, he assembled leadership from both JABSOM and UHCC and discussed a new vision for the Kakaʻako campus and its departments, programs, offices, and projects.

In January of 2015, a “Report of the Review of the University of Hawaiʻi Cancer Center” was prepared of the UHCC Review Task Force, who were “commissioned to identify and understand the issues and challenges surrounding the University of Hawaiʻi Cancer Center in order to assist both UHCC and UH Mānoa leadership in developing realistic solutions and implementation plans to improve Center operations.”

The review included the following statements:

1. “To move UHCC forward, there must be improved leadership and a return to faculty governance. The UHCC, formerly known as the Cancer Research Center of Hawaiʻi, received its NCI designation in 1996 and ran well for decades on a modest budget with strong faculty who maintained grant funding. To re-establish UHCC as a crown jewel of UH Mānoa and the state of Hawaiʻi, it will require excellent, transparent, and equitable management that follows the laws and policies that govern it.”
2. “UHCC’s business plan is flawed, and its consortium arrangements are ineffective and different from all other cancer centers in the U.S. While some of this may be due in part to changing local and national conditions, a credible business model needs to be developed.”
3. “Management and governance issues exist, and interim administration and faculty have begun to address these.”

In April of 2015, JABSOM and UHCC issued the “Kakaʻako Campus Business Plan Proposal” which envisioned a unified Kakaʻako Health Sciences campus directed by an integrated Executive Office (which includes the Dean of JABSOM, the Director of UHCC, the Chief Financial Officer of JABSOM, and the lead Public Information Officer of both
organizations). The Executive office would direct and oversee an integrated Administrative Services Kaka'ako unit to ensure the needs of JABSOM and UHCC were met with increased efficiency and fewer redundancies.

The proposal included the following statements:

1. “The Campus as a collective enterprise provides a return on investment to the state in terms of improved health, assurances of adequate health care providers, catalysis of scientific and health care advances and economic development in Hawai‘i.”

2. “Under the executive leadership of the School’s dean, the mission of the Hale Ola o Kaka’ako (i.e. Kaka’ako’s health campus or hale) is to improve the health of Hawai‘i through education, research and service. The Hale Ola o Kaka’ako leadership concept will consist of a small executive operations team (i.e. the roof of the hale) comprised of currently existing positions in the School and the Center to oversee the campus.”

3. “The merger of the School and Center Administrative Services at Kaka’ako (ASK) units is needed to optimize use of the state and University appropriated resources.”

4. “Finding the most cost-effective measure to satisfy the mission-based operations of the School and Center and retaining the administrative services at Kaka’ako campus cost coverage is paramount.”

After the business plan was submitted to UH leadership, Dean Hedges was directed by the Chancellor to move forward with his plan to combine the campuses in to the “hale” model.

However, the timeline for approval of a proposed reorganization was not conducive to a smooth accreditation process for JABSOM by the Liaison Committee on Medical Education (LCME), JABSOM’s accrediting body. Dean Hedges chose to propose a reorganization of JABSOM that would be suitable for LCME accreditation purposes, with a focus on the establishment of Office of Academic Affairs and a more accurate representation of the administrative structure of JABSOM as seen in its Administration, Finance, and Operations unit, and placed the proposed reorganization of JABSOM and the UHCC into Kaka’ako Health Sciences on hold.

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 reorganization is consistent with the University’s strategic, program and financial plans.
For a detailed explanation of the conditions and factors prompting the proposed reorganization, see above.

The existing organization model for JABSOM is inadequate for the following reasons: 1) it does not address the Office of the Associate Dean for Academic Affairs (ADAA) at JABSOM, which will have a larger purview over academic programs within JABSOM, so that academic services are better defined; and 2) Administration, Finance, and Operations, which are organized inefficiently on the currently approved (2015) organizational chart (with Facilities Management and Planning currently operating under the Associate Dean for Medical Education, and Information Technology under Fiscal and Administrative Affairs, for instance). The proposal reorganization makes much more sense operationally.

The ADAA role is crucial to this reorganization, since administrative roles and responsibilities expand beyond our medical doctorate and graduate medical (i.e. physician residents or fellows) student. This position will also oversee the health and allied sciences bachelor, masters, PhD, international, and post-baccalaureate students. Whereas the previous structure reflected the Associate Dean of Medical Education (ADME) overseeing a disparate set of offices (including Facilities). The oversight of ADAA will be more comprehensive, supporting all aspects of JABSOM’s academic mission through appropriate and carefully considered application of resources to constituent offices. This broader role of ADAA is in line with models of other medical schools throughout the United States.

C. Explain other alternatives explored.

None.

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

As stated above, Administration, Finance, and Operations, which are organized inefficiently on the currently approved (2015) organizational chart (with Facilities Management and Planning currently operating under the Associate Dean for Medical Education, and Information Technology under Fiscal and Administrative Affairs, for instance). The proposal reorganization makes much more sense operationally.

However, units under the ADAA will be better directed under a consistent vision set into place by the Dean of JABSOM and the prospective
Associate Dean for Academic Affairs, to ensure that all offices under the ADAA are more closely aligned in communication, mission, and delivery of high-quality education for medical students, residents, and fellows.

E. List the group that will be impacted by the reorganization and whether they have been informed/consulted.

The following JABSOM groups have been consulted and input incorporated into the revised organizational plan as presented:

- JABSOM Administrative Staff
- JABSOM Faculty Senate
- JABSOM Executive Committee
- JABSOM Faculty

On June 18, 2015 Chief Financial Officer Nancy Foster convened a JABSOM Town Hall Meeting with JABSOM central administrative staff at the JABSOM Medical Education Building, describing in detail the reorganization of administrative services that would provide support to both JABSOM and UHCC.

On June 19, 2015 a more detailed draft of the proposed organization chart was shared with the JABSOM Executive Committee. Suggestions from JABSOM leadership based upon the proposed organizational structure were taken into consideration and, in most cases, reflected on later drafts of the proposed organizational chart. For instance, the faculty requested that the ASK units be visually represented on Chart I as the bottom tier, to more accurately reflect the hale model of organization as proposed by Dean Hedges (with the ASK serving as the “support” layer of the Hale’s foundation). These recommendations have since then been postponed, until approval of a JABSOM and UHCC reorganization is more likely.

On July 23, 2015 another draft of the organizational chart, with the new offices under the ADAA was shared with the JABSOM Faculty Senate, and Dean Hedges explained the rationale for these organizational changes. Again, feedback from Faculty Senate members was taken into consideration and select changes were implemented.

On July 24, 2015 the concept and structure of the offices under the ADAA was shared with JABSOM Executive Committee, and feedback from the gathered leadership again was taken into consideration.

On September 30, 2015, the Kaka’ako Health Sciences reorganization plan was forwarded to the UH Mānoa’s Vice Chancellor’s office for administrative review.
Subsequent to the submittal to the Chancellor, on November 19, 2015, JABSOM’s annual General Faculty meeting was held. At this meeting, the Kaka’ako Health Sciences reorganization was summarized. During the meeting, a question and answer period on this topic was conducted, along with an anonymous interactive survey of the faculty present to inquire if the faculty had heard of the reorganization prior to the meeting. The results of the impromptu survey, displayed for all attending the meeting to view, indicated that nearly all the faculty had heard of the reorganization prior to the meeting via their respective department meetings and/or the JABSOM faculty senate communication. A second anonymous impromptu faculty survey question inquired whether the faculty present had concerns regarding the Kaka’ako Health Sciences reorganization. Survey responses were immediately displayed for the faculty present to see. The results reflected that none of the faculty present had concerns related to the reorganization; however, some faculty indicated they would like to more information. A link to the JABSOM office of the Dean website with copies of reorganization documents submitted to the UH Mānoa Chancellor’s office was shared with the faculty.

In January 2016, at the request of the UH President and UH Mānoa Chancellor, the interim Director of the UHCC (who also serves as JABSOM’s Dean) was asked to present a UHCC Cancer Center proposed Business Plan Update to the Board of Regents. This update references an independent consultant assessment report issued in the Fall 2015 that suggested that the Kaka’ako Health Science reorganization should be explored further as one of several recommendations for securing financial sustainability of the UHCC. Since the release, the interim UHCC Director has conducted meetings with UHCC faculty to answer detailed questions related to the Kaka’ako Health Sciences reorganization and its relationship to the proposed UHCC Business Plan Update.

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Of the consulting bodies, UHPA, HGEA, and the SEC did ask that the full campus reorganization be delayed until a new UHCC Director can be appointed.

The proposed reorganization of JABSOM and the UHCC into Kaka’ako Health Sciences has been shelved until a later date, so that JABSOM can focus on establishing its ADAA unit and accurately representing its administrative structure.

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

With regard to the unit Administration, Finance, and Operations, the reorganization will accurately represent direct reports, thereby minimizing confusion over authority and roles in different offices.

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. What is the estimated cost of the reorganization? No additional cost to JABSOM.
2. Are additional funds needed? None
   If so, how will the cost of the reorganization be funded? The reorganization will be funded by existing resources.
3. Will the reorganization result in cost savings or be cost neutral? Cost neutral, although savings through greater efficiencies are anticipated and some have been realized already through shared administrative management following personnel attrition.

B. Impact on Operational Resources:
1. What is the overall impact on faculty and staffing responsibilities, if any? None.

2. Will additional faculty/support personnel be required? No.
   If so, what is the plan to obtain the additional faculty staffing to successfully implement the reorganization? Not Applicable.

3. Will there be a reduction in faculty/staff? No planned reduction, but greater efficiency may eliminate the need for refilling a position left empty through attrition.
   If so, what steps have been taken to ensure proper consultation? N/A.

4. Identify faculty/staff positions impacted by the anticipated changes.
   a. Chart I
      i. #80977 moved from Chart II (Office of the Dean) to Chart I (Office of the Dean)
      ii. #24033 moved from Chart II (Office of the Dean) to Chart I (Office of the Dean)
      iii. #79213 moved from Chart II (Office of the Dean) to Chart I (Office of the Dean)
      iv. #82763 included in reorganization for Public Health to Social Work
   b. Chart II (Office of the Associate Dean of Academic Affairs)
      i. #89075 moved from Chart II (Associate Dean for Medical Education) to Chart II (Associate Dean for Academic Affairs)
      ii. #84961 moved from Chart V (Medicine) to Chart II (Graduate Medical Education) (0.25)
   c. Chart II-A (Office of the Associate Dean for Academic Affairs - Allied / Global and International Health)
      i. #82126 moved from Chart IV to Chart II-A (Medical Technology) (.45)
      ii. #84340 moved from Chart IV to Chart II-A (Medical Technology) (.20)
      iii. #84955 moved from Chart IV to Chart II-A (Medical Technology) (.35)
      iv. #86213 moved from Chart IV to Chart II-A (Medical Technology) (.35)
      v. #86735 moved from Chart IV to Chart II-A (Medical Technology)
      vi. #87251 moved from Chart IV to Chart II-A (Medical Technology) (.45)
vii. #88696 moved from Chart IV to Chart II-A (Medical Technology) (.20)
viii. #82146 moved from Chart IV to Chart II-A (CSD) (.25)
ix. #82457 moved from Chart IV to Chart II-A (CSD) (.50)
x. #82600 moved from Chart IV to Chart II-A (CSD) (.50)
xi. #83869 moved from Chart IV to Chart II-A (CSD)

xii. #84644 moved from Chart IV to Chart II-A (CSD)

xiii. #85304 moved from Chart IV to Chart II-A (CSD) (.50)
xiv. #86199 moved from Chart IV to Chart II-A (CSD) (.50)
xv. #83586 moved from Chart IV to Chart II-A (CSD)

D. Chart II-B (Office of the Associate Dean for Academic Affairs – Educational Support)

i. #82256 moved from Chart II to Chart II-B (Library)

ii. #85854 moved from Chart II to Chart II-B (Library)

iii. #88953 moved from Chart II to Chart II-B (Library)

iv. #78590 moved from Chart II to Chart II-B (Library)

v. #78610 moved from Chart II to Chart II-B (Library)

vi. #900221 moved from Chart II to Chart II-B (Library)

vii. #83236 moved from Chart V (Medicine) to Chart II-B (Simulation Center) (.49)

E. Chart II-C (Office of the Associate Dean of Academic Affairs – Undergraduate Medical Education)

i. #70163 moved from Chart II (OME) to Chart II-C (Admissions) (.49)

ii. #82824 moved from Chart V to Chart II-C (Imi Ho'ola)

iii. #85893 moved from Chart V to Chart II-C (Imi Ho'ola) (.50)

iv. #86057 moved from Chart V to Chart II-C (Imi Ho'ola) (.50)

v. #86332 moved from Chart V to Chart II-C (Imi Ho'ola)

vi. #88902 moved from Chart V to Chart II-C (Imi Ho'ola)

vii. #85707 moved from Chart II to Chart II-C (OSA) (.50)

viii. #79198 moved from Chart II to Chart II-C (OSA)

ix. #80643 moved from Chart II to Chart II-C (OSA)

x. #78933 moved from Chart II to Chart II-C (OSA)

xi. #83245 moved from Chart II to Chart II-C (OME)

xii. #85035 moved from Chart II to Chart II-C (OME) (.50)

xiii. #88499 moved from Chart II to Chart II-C (OME) (49)

xiv. #88970 moved from Chart II to Chart II-C (OME) (49)

xv. #83598 moved from Chart II to Chart II-C (OME)

xvi. #43598 moved from Chart II to Chart II-C (OME)

xvii. #78783 moved from Chart II to Chart II-C (OME)

xx. #79142 moved from Chart II to Chart II-C (OME)
xxi. #80171 moved from Chart II to Chart II-C (OME)
xxii. #80525 moved from Chart II to Chart II-C (OME)
xxiii. #78233 moved from Chart II to Chart II-C (OME)
xxiv. #85823 moved from Chart II (OME) to Chart II-C (CCS) (.50) to reflect dedicated unit for faculty position

f. Chart III (Fundamentals of Health Science – formerly Basic Sciences)
   i. #83878 moved from Anatomy to IBR
   ii. #82858 moved from Tropical Medicine to Biostatistics
   iii. #86194 moved from Chart II (Office of the Dean) to Chart III (Biostatistics)
   iv. #85668 moved from Chart IV (Medicine) to Chart III (Biostatistics) (.25)
   v. #84994 moved from Chart IV (Medicine) to Chart III (Tropical Medicine) (.75)
   vi. #88361 swept to Chancellor’s Pool (.41)
   vii. #83651, per agreement with faculty member, moved from Chart IV (Complementary and Alternative Medicine) to Chart III (Fundamentals of Health Sciences Departments)

g. Chart IV (Clinical Sciences Departments)
   i. #83979 moved from Chart IV (Tropical Medicine) to Chart IV (Medicine)
   ii. #82791 moved from Medicine to CCR
   iii. #82194 moved from Medicine to CCR
   iv. #82978 moved from Medicine to CCR
   v. #85664 moved from Medicine to MRI
   vi. #84152 moved from Medicine to MRI (.55)
   vii. #83495 moved from Medicine to MRI (.25)
   viii. #70171 moved from Medicine to HICFA (.40)
   ix. #83526 moved from CAM to AHEC (.25)
   x. #80186 moved from Medicine the Native Hawaiian Health
   xi. #87136 moved from Geriatrics to Surgery (.50)
   xii. #83300 added to NHCOE pending Budget approval (no count)
   xiii. #83906 issued from Chancellor’s Pool (#82589) (.50)
   xiv. #87034 issued from Chancellor’s Pool (#82159)
   xv. #83671 issued from Chancellor’s Pool (#84654)
   xvi. #84030 issued from Chancellor’s Pool (#84534 (.27), #88361 (.41), #84146 (.40)
   xvii. #88679 abolished; 0.25 FTE moved to #88890
   xviii. #88432 increase FTE from .35 to .43 from 1.08 issued for #84030
xix. #84146 swept to the Chancellor’s Pool (.40)
xx. #83653 reduced FTE from .25 to .20, .05 FTE issued to #84484
xxi. #84484 increased FTE from .20 to .25, .05 FTE from #83653
xxii. #85805 reduced FTE from .24 to 0, .05 FTE to #82520, .05 FTE to #83099 and .14 FTE to #85665
xxiii. #82520 increased FTE from .10 to .15, .05 FTE from #85805
xxiv. #83099 increased FTE from .10 to .15, .05 FTE from #85805
xxv. #85665 increased FTE from .25 to .39, .05 FTE from #85805
xxvi. #82997 moved from Native Hawaiian Health to Native and Pacific Health Disparities Research to reflect dedicated faculty position for unit

h. Chart V (Administration, Finance, and Operations)
i. #77048 moved from Chart II (OFAA) to Chart V (OCFHR)
ii. #80008 moved from Chart II (OFAA) to Chart V (OCFHR)
iii. #80170 moved from Chart II (OFAA) to Chart V (OCFHR)
iv. #80185 moved from Chart II (OFAA) to Chart V (OCFHR)
v. #80081 moved from Chart II (OFAA) to Chart V (OCFHR)
vi. #80007 moved from Chart II (OFAA) to Chart V (OCFHR)

vii. Per agreement with staff member, #77100 moved from Chart II (OME) to Chart V (OCFHR)
viii. #81516 moved from Chart II (Human Resources) to Chart V (OCFHR)
ix. #80091 moved from Chart II (Human Resources) to Chart V (OCFHR)
x. #77453 moved from Chart II (OFAA) to Chart V (OCFHR);
   #24032 Abolished/Count used to establish
xi. #80011 moved from Chart II (Hospital and External Business Affairs) to Chart VII (Risk and Clinical Affairs)

xii. #79901 moved from Chart II (Office of the Dean) to Chart V (IT)

xiii. #79195 moved from Chart II (IT) to Chart V (IT)
xiv. #81828 moved from UHCC Chart I (Admin Support Services) to Chart VII (IT)
xv. #79996 moved from Chart II (IT) to Chart III (Anatomy)

xvi. #79973 moved from Chart II (IT) to Chart V (IT)
xvii. #79951 moved from Chart II (IT) to Chart V (IT)
xviii. #79962 moved from Chart II (IT) to Chart V (IT)

xix. #79963 moved from Chart II (IT) to Chart V (IT)
xx. #80026 moved from Chart II (IT) to Chart V (IT)

xxi. #81590 moved from Chart II (IT) to Chart V (IT)
xxii. #799921 moved from Chart II (IT) to Chart V (IT)
xxiii. #80365 moved from Chart II (Office of the Dean) to Chart V (Budget, Surveys, and Reporting Analyst)
xxiv. Per agreement with staff member, #81037 moved from Chart III (Anatomy) to Chart V (OCFHR)
xxv. #89490 moved from Chart II (Office of the Dean) to Chart V (Administration, Finance, and Operations)
xxvi. #13479 moved from Chart II (Office of the Dean) to Chart V (Administration, Finance, and Operations) to reflect historic supervisory relationship under #89490 (Chief Financial Officer)

i. Chart V-A (Facilities Management and Planning)
   i. #78540 moved from Chart II (Facilities) to Chart V-A (Facilities)
   ii. #77697 moved from Chart II (Facilities) to Chart V-A (Facilities)
   iii. #77967 moved from Chart II (Facilities) to Chart V-A (Facilities)
   iv. #77696 moved from Chart II (Facilities) to Chart V-A (Maintenance)
   v. #77692 moved from Chart II (Facilities) to Chart V-A (Maintenance)
   vi. #900661 moved from Chart II-A (Maintenance Services) to Chart VII-A (Maintenance)
   vii. #78025 moved from Chart II (Facilities) to Chart V-A (EHSO)
   viii. #900662 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)
   ix. #900663 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)
   x. #900658 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)
   xi. #900674 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)
   xii. #900664 moved from Chart II-A (Custodial Unit II) to Chart V-A (Facilities Management and Maintenance Services)
   xiii. #900665 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)
   xiv. #900666 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)
   xv. #900667 moved from Chart II-A (Custodial Unit II) to Chart V-A and abolished—0.50 FTE to #900664
   xvi. #900668 moved from Chart II-A (Custodial Unit II) to Chart V-A (Custodial Unit II) (.50)
   xvii. #77941 moved from Chart II-A (Custodial and Grounds) to Chart V-A (Custodial and Grounds)
C. Impact on space resources:
   1. Will additional space outside own resources/allocations be required? No.
      If so, has the Vice Chancellor for Administration, Finance and Operations (VCAFO) or designee been consulted? N/A
Current Organizational Charts
and
Functional Statements
FUNCTIONAL STATEMENT

OFFICE OF THE DEAN – Org Code: MADNMD

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. It is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. It establishes policies with the Schools’ Executive Committee to develop and implement the academic programs and coordinate continuing medical education, conducts accredited graduate medical education programs in community hospitals, and is responsible for general program development in accord with Legislative mandate and University policies.

Advisory Groups to the Dean:

Executive Committee: The JABSOM Executive Committee is responsible for recommending policies to the Dean and for serving as the liaison between the Dean and the faculty by discussing all matters brought before it.

JABSOM Faculty Senate: The JABSOM Faculty Senate, which operates under separate bylaws, functions as a representative body of the JABSOM faculty. It obtains broadly based faculty input regarding affairs of JABSOM and makes recommendations to or advises the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

OFFICE OF ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: MAASMD

The Office of Administration, Finance, and Operations provides leadership and management over administrative functions, services, and operations for all of JABSOM in the functional areas of budget, finance and administration, human resources, facilities, information technology, and hospital/external business affairs. This office assists the Dean in overseeing all financial operations and the day-to-day administration of JABSOM. Finally, this office works under the Dean’s direction to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, develop compensation research and teaching incentive plans, provide overall property and space management, and serves as JABSOM’s financial liaison to the school’s affiliated non-profit organizations (i.e. UCERA, Kapi‘olani Medical Specials, Hawai‘i Residency Programs).

OFFICE OF THE ASSOCIATE DEAN FOR MEDICAL EDUCATION – Org Code: MAADMD

The Office of the Associate Dean for Medical Education assists the Dean in overseeing all of the medical education operations. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of education, including post-baccalaureate (Imi Ho‘Ola) program, medical school, residency/fellowship, and post-graduation continuing medical educational formats. It is also responsible for working and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the departments and Office of Medical Student Education.
Office of Medical Student Education – Org Code: MAMSMD
The Office of Medical Student Education (MSE) is responsible for the coordination and administration of the educational programs leading to the M.D. degree, the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum.

Center for Clinical Skills – Org Code: MACCMD
The Center for Clinical Skills (CCS) is responsible for the provision of standardized patient training for core educational activities in the required curricular unit for the first two years of medical school; clinical skills evaluation for three of the six required third year clinical rotations in pediatrics, internal medicine, and family medicine; and the required fourth year geriatrics rotation. This includes training for a comprehensive clinical examination that is a JABSOM graduation requirement and providing testing for the School of Nursing and the Uniform Services University of the Health Sciences at Tripler Army Medical Center.

Kaka'ako Health Sciences Library – Org Code: MAKLMD
The Kaka'ako Health Sciences Library serves as the sole UHM on campus medical library providing information resources such as web-accessible materials and collections and a wide variety of print and electronic resources, primarily in the clinical sciences.

Office of Facilities Management and Planning – Org Code: MAFMMD
The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors’ performance, landscaping, janitorial services, security and research building health and safety certification.

Parking and Auxiliary Services – Org Code: MAPAMD
Responsible for the management of the three parking lots, physical access security to all Kaka'ako facilities and auxiliary services for the Kaka'ako campus.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM
Responsible for providing custodial, grounds keeping and building maintenance services to the JABSOM Kaka'ako campus.

OFFICE OF STUDENT AFFAIRS AND ADMISSIONS – Org Code: MASSMD
This major academic support program is under the direction of a Director, coordinating many student services and activities which include the following:
Student advising, counseling, registration, etc.
Financial Aid – in close collaboration with UH Manoa Financial Aid Office.
Staff support of admissions processing. An Admissions Committee makes the decisions, but the processing of over 1,250 applicants is undertaken by the Student Affairs staff.
Past and current student records.
Staff support to Student Standing and Promotion Committee and Student Evaluation Review and Remediation Committee (faculty and student composition).
Minority recruitment and liaison with UH Hilo, Community Colleges, University of Guam, etc.

OFFICE OF HOSPITAL AND EXTERNAL BUSINESS AFFAIRS – Org Code: MAEXMD
The Office of Hospital and External Business Affairs (HEBA) is responsible for developing, managing, and monitoring contracts and relationships with JABSOM’s affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM are responsible for providing over 25 percent of the School’s annual all funds operating budget and thus are of crucial importance to the School’s education and research programs. In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM’s operations.
OFFICE OF FISCAL AND ADMINISTRATIVE AFFAIRS – Org Code: MAFAMD

The Office of Fiscal and Administrative Affairs (OFAA) approves and controls expenditures, initiates, oversees, and tracks all personnel transactions, acquires and monitors all equipment and property assigned to JABSOM, procures and pays for all supplies needed for JABSOM’s operations. The office also prepares periodic financial and other management reports to support the Dean and Associate Dean in the management of JABSOM operations. OFAA assists in the implementation and administration of research and training contracts and grants. Finally, OFAA is responsible for developing appropriate accounting systems for analyzing and reporting data generated by those systems.

Office of Information Technology – Org Code: MAITMD
The Office of Information Technology (OIT) will provide quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, A/V and graphic design, website management, and bioinformatics resources.

Office of Human Resources – Org Code: MAHRMD
The Office of Human Resources (HR) provides human resources management for all personnel matters within JABSOM.
The Office of Facilities Management and Planning is responsible for the management of buildings and services, including building air conditioning operations, monitoring of contractors’ performance, landscaping, janitorial services, security and research building health and safety certification.

Custodial, Grounds and Maintenance Services – Org Code: MAFCGM

Custodial, Grounds and Maintenance Services will provide custodial, grounds keeping and building maintenance services to the entire JABSOM Kaka'ako campus.

Custodial Services Unit I – Org Code: MAFCCA

Custodial Services Unit I will provide daytime custodial services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Custodial Services Unit II – Org Code: MAFCCB

Custodial Services Unit II will provide afternoon/evening custodial services to the JABSOM Medical Education Building and the Ancillary Building.

Custodial Services Unit III – Org Code: MAFCCC

Custodial Services Unit III will provide afternoon/evening custodial services to the JABSOM Bio-Sciences Building and the Central Plant.

Grounds Services – Org Code: MAFCGS

Grounds Services will provide grounds keeping services to all JABSOM Kaka'ako outdoor areas and building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.

Maintenance Services – Org Code: MAFCMS

Maintenance Services will provide building maintenance services to the JABSOM facility including the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant.
OFFICE OF PUBLIC HEALTH STUDIES
Org Code: MAADPH
Associate Dean *

DEPARTMENT OF PUBLIC HEALTH SCIENCES
AND EPIDEMIOLOGY
Org Code: MASEPH
Chair (appointed from Faculty positions) Secretary II, SR-14, #34214 1.00
Instructional Faculty: 17.50
#70237, #70239, #82858, #82860, #82862,
#73235, #82863, #83319, #83321,
#83317, #83413, #83415, #83417,
#83419, #84196, #84572, #84574,
#84576, #84578, #84580, #84582,
#84584, #84586, #84588, #84590, #84592, #84594, #84596, #84598

PUBLIC HEALTH GRADUATE PROGRAM
Org Code: MAGDPH
(Coordinator appointed from Public Health Faculty positions)

PUBLIC HEALTH ADMISSIONS
AND STUDENT SERVICES
Org Code: MASSPH
(Director appointed from Public Health Faculty positions)
Student Svcs Specialist, PBB, #81521 1.00
Student Svcs Specialist, PBA, #81748 1.00

PUBLIC HEALTH ADMINISTRATIVE SERVICES
Org Code: MAASPH
Administrative Officer, PBB, #77047 1.00
Fiscal Specialist, PBB, #77056 1.00
Human Resources Sp, PBA, #77180 1.00

* To be established
** To be renumbered

General Fund FTE: 23.50
OFFICE OF PUBLIC HEALTH STUDIES – Org Code: MAADPH

The Associate Dean for Public Health Studies is concerned with curricular and academic programs of the Office of Public Health Studies as well as the overall administration of the department. Responsibilities include recruitment; retention and improvement of faculty; budgets; course schedules; teaching assignments and department research; students enrolled in the department; and the administration of the School of Medicine, Office of Public Health Studies, and University policies as they apply to the department. The Associate Dean is also responsible for business services and for the public relationships of the department, including intra-School of Medicine and intra-university relationships as well as those with community organizations and State and Federal government agencies.

In carrying out these responsibilities, the Associate Dean plans, organizes, directs, and coordinates the department’s programs and activities with assistance of the Assistant Dean, department chairs and directors, and various faculty committees. The Associate Dean also develops and implements a strategic plan for the expansion of the academic program in the department to include the five core areas of public health (epidemiology, biostatistics, environmental health, social/behavior sciences and health services administration) and for the reestablishment of an accredited School of Public Health.

DEPARTMENT OF PUBLIC HEALTH SCIENCES AND EPIDEMIOLOGY – Org Code: MASEPH

This department is committed to providing a comprehensive program in graduate education at the masters and doctoral levels in public health sciences and epidemiology. The program is a research driven curriculum for graduates with a background in biomedical sciences, physicians, nurses, microbiologists, and related fields which incorporates research, teaching, and service to promote health and well being, and to prevent disease, disability, and premature mortality. The program is accomplished through scientific research in public health sciences and epidemiology and creative alliances with the School of Medicine, with other UH units, and with the local and global community.

PUBLIC HEALTH GRADUATE PROGRAM – Org Code: MAGDPH

The Graduate Program of the Office of Public Health Studies in functionally separated into a masters of public health, which is a predominantly professional degree, and the masters of science in public health and the Biomedical Ph.D. degree in Biostatistics and Epidemiology which are academic and research based degrees. Each degree has its specific requirements and is supervised by the Chair of the Field of Study appointed from the Department through the UH Graduate Division.

PUBLIC HEALTH ADMISSIONS AND STUDENT SERVICES – Org Code: MASSPH

Functional responsibilities are in support of non-M.D. graduate student-related activities of the administrative and instructional functions of the School of Medicine. These include recruitment, inquiries, applications and admission, enrollment, registration, course scheduling and alumni. The office is also responsible for assisting students with a wide variety of problems, providing advocacy for student concerns and functioning as a liaison with other University areas such as the Graduate Division, Office of Admissions and Records, Financial Aid Services, KOKUA Program, Veterans Affairs Office and International Students Office.
PUBLIC HEALTH ADMINISTRATIVE SERVICES – Org Code: MAASPH

Functional responsibilities are budgeting and expenditure control; purchasing and property management; personnel management and transactions; building and office space assignments; contracts and grants administration; and such auxiliary services as parking permit clearances and telephone installation. This office will also provide direct support to the School of Medicine Director of Business and Hospital Affairs and ongoing organizational restructuring support in the reestablishment of an accredited School of Public Health.
### DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY
**Org Code:** MAABPM

- **Chair (appointed from Faculty positions):** 2.00
  - Admin Officer, PBB: #77021, #77037
  - Lab Coordinator, PBA, #79141: 1.00
- **Instructional Faculty:** 13.60
  - #62162 (0.50), #62353 (0.75), #62720 (0.75), #63751 (0.50), #63021, #63463, #63677, #63378, #64128, #64628, #64651 (0.10), #65761, #65850, #66158, #66875, #68968
- **Specialist Type Faculty:** 1.00
- **Graduate Assistants:** 1.50
  - #68413, #69136, #69648

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### DEPARTMENT OF CELL AND MOLECULAR BIOLOGY
**Org Code:** MACMB

- **Chair (appointed from Faculty positions):** 1.00
  - Educational Specialist, PBB: #80009
- **Instructional Faculty:** 10.00
  - #62257, #62324, #63468, #63557, #63897, #64436, #64630, #65705, #65719, #68089
- **Researcher Type Faculty:** 1.47
  - #62423 (0.49), #62902 (0.49), #68684 (0.49)
- **Graduate Assistants:** 1.00
  - #68203, #69082

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### DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY AND PHARMACOLOGY
**Org Code:** MATMPM

- **Chair (appointed from Faculty positions):** 1.00
  - Admin Officer, PBB: #79325
  - Admin Officer, PBA, #60961: 1.00
- **Instructional Faculty:** 10.49
  - #70172, #62295, #62388, #62541, #62834, #63258, #63391, #64143, #65686 (0.49), #68862, #67669
- **Researcher Type Faculty:** 1.00
  - #63293
- **Specialist Type Faculty:** 0.90
  - #63879

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### DEPARTMENT OF MEDICAL TECHNOLOGY
**Org Code:** MAMEDT

- **Chair (appointed from Faculty positions):** 1.00
  - Secretary II, SR-14: #15267
- **Instructional Faculty:** 3.00
  - #62126 (0.45), #63440 (0.20), #64905 (0.35), #66213 (0.35), #66730, #67250 (0.45), #68688 (0.20)

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### DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS
**Org Code:** MACSD

- **Chair (appointed from Faculty positions):** 1.00
  - Secretary II: 1.00
- **Instructional Faculty:** 4.25
  - #68146 (0.25), #68257 (0.50), #68260 (0.50), #68309, #68494, #68534 (0.50), #685199 (0.50)
- **Specialist Type Faculty:** 1.00
  - #83598
- **Graduate Assistant:** 0.41
  - #68361

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### INSTITUTE FOR BIOGENESIS RESEARCH
**Org Code:** MAIBGS

- **Non Appropriated Funds:**

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*To be established*
FUNCTIONAL STATEMENT

ALLIED AND BASIC SCIENCES DEPARTMENTS – Org Code: MARSMD

These departments provide training and education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure. These department also include the basic sciences required to help medical students better understand what causes a disease, to analyze how current treatments work, and to develop potential new therapies. It usually involves basic research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies.

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY – Org Code: MAABPM

The department provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. It also provides undergraduate level instruction in anatomy for paramedical and biological science programs. It maintains a strong group of teacher-researchers to provide consultation and expertise in anatomy and reproductive biology, to instruct medical students, residents and clinicians and for the contribution of basic research to problems of population control.

The department also provides training in Biochemistry-Biophysics for a large number of undergraduate, graduate, post doctorate, and continuing education students. Besides the various A.B., B.S., Ph.D., and M.D. candidates, this department provides advanced training for Medical Technologists already working in the field or recent graduates of the medical technology program. It provides instructional services in physiology to undergraduate, graduate and medical students; trains graduate students toward M.S. and Ph.D. degrees in physiology; engages in both basic and applied research in Physiology; and renders services as needed by the local, national and international communities. Our faculty is on the forefront of investigative programs dealing with the care, treatment, and cure of cancer, cardiovascular abnormalities, nutritional and metabolic disturbances, energy metabolism, and enzymatic mechanisms.

Institute for Biogenesis Research – Org Code: MAIBGS

The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and to support the academic pursuit of research in these fields.

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB

The department provides quality graduate education in genetics for all qualified students and provides undergraduate instruction in genetics as a service to the University at large. Certain major areas of research concentration can be identified as follows: human genetics, evolutionary genetics, cell and developmental genetics.

Interaction with community groups occurs in several areas: the Medical Genetic Services Program, Hawai‘i Heart Association Research Committee, Board of Directors of The Bernice Pauahi Bishop Museum, the Nature Conservancy, as well as other organizations concerned with environmental and conservation biology.
DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY, AND PHARMACOLOGY – Org Code: MATMPM

The department works toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine, and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology, and public health. Teaching efforts in pharmacology are directed toward first and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

Development of a program addressing the linkages between environmental and human health will directly benefit ecological and human health in Hawai’i and the Pacific region, will complement the biomedical research component of the School of Medicine’s vision, will have both direct and indirect economic benefits, and will generate research results applicable to addressing environmental and human health problems worldwide.

DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: MAMEDT

It is the goal of this department to adequately develop appropriate numbers of medical technologists who will be able to provide the best possible health care to the State of Hawai’i and areas in the Pacific Basin. Specific objectives of this department are: to graduate students with a B.S. degree in Medical Technology who are prepared to enter an AMA approved School of Medical Technology for the additional professional education for national certification; develop and implement mechanisms to expand enrollment in the medical technology program; to provide special programs on education for the academic and clinical faculty; to implement special retraining programs for persons reentering the field; to develop a Master’s level degree program for medical technologists.

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code: MACSD

Objectives of this department are as follows: to provide training for undergraduate (B.S. candidates) and graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; and to help meet the unmet requirements in this field in other areas of the United States and the entire Pacific area.
FUNCTIONAL STATEMENT

CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD

These departments include the areas of practical study of medical principles or investigations using controlled procedures to evaluate results. These often deal with physical therapeutic sciences, medical sciences, and other sciences applied to physical therapy practice. These departments comprise of contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Center for Cardiovascular Research – Org Code: MACCR
The Center for Cardiovascular Research uses transgenic and molecular methods to improve the understanding of cardiovascular biology and to inform new therapeutic approaches with the following primary aims:
1. The development of a strong mentoring group of established investigators with interdisciplinary but complementary backgrounds in vascular and cardiovascular biology, to support the career growth of a select group of young investigators.
2. The development of a strategic plan to assist in the recruitment and retention of talented and funded young faculty and established investigators in faculty positions in order to promote the continued growth of a cardiovascular research program into a major research discipline with stable funding opportunities to not only parallel but to eventually replace COBRE funding.

Hawai‘i Center for AIDS Research – Org Code: MAHCAR
The Center provides a vehicle for scientific study and policy development related to HIV/AIDS in Hawai‘i, as well as Asia and the Pacific. Research involves studying HIV’s affect on metabolism and its role in neurological and cardiovascular conditions.

Magnetic Resonance Imaging Center – Org Code: MAMRIC
The Center conducts NIH-funded research in some of the following areas: brain activation in patients with early HIV dementia, early brain development after prenatal “ice” exposure, creating a pediatric imaging neurocognition and genomics data resource, neuroimaging to assess the effects of therapy in children with acute lymphoblastic leukemia, impact of marijuana exposure on brain maturation, parallel MRI for high field neuroimaging, spectral spatial RF pulses for gradient echo fMRI, and factors for enhanced neurotoxicity in methamphetamine abuse and HIV infection.

DEPARTMENT OF OBSTETRICS, GYNECOLOGY, AND WOMEN’S HEALTH – Org Code: MAOBGN

The department trains medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology, and Women’s Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various
disease processes, and the pathology of the reproductive organs. Also develops seminars and training programs for the practicing physician.

DEPARTMENT OF PATHOLOGY – Org Code: MAPATH

The department provides instruction for medical students in basic, systematic, and clinical pathology, which bridges the basic sciences with clinical medicine. It also makes available specialized topics in pathology to third- and fourth-year medical students, graduate students, and residents in pathology, as well as integrates and instructs pathology at the community hospitals. The University’s involvement in community hospitals allows this department to improve the postdoctoral residency program for training of specialists in pathology.

DEPARTMENT OF PEDIATRICS – Org Code: MAPED

The department is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The department provides post-medical specialty training through the University of Hawai‘i pediatric integrated residency program. Fellowship training in neonatology and adolescent medicine is offered to physicians having completed their basic pediatric graduate training.

Additionally, this department is responsible for the Pediatric Intensive Care Unit, Neonatal Intensive Care Unit, and Pediatric Emergency Care located at the Kapiolani Medical Center for Women and Children, and provides secretarial services to maintain departmental operations.

DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY

The department provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry. It also provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen’s Medical Center, Kapiolani Medical Center for Women and Children, Hawai‘i State Hospital, and community mental health centers on the islands of Hawai‘i, Molokai, Maui, Kauai, and Lanai.

The department conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawaiian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the department contribute service to the community on both the state and national levels. They include such activities as member of NIMH Review Committees, president of the Hawai‘i Psychiatric Society, and president of the Hawai‘i Council of Child Psychiatry. Members of the department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

DEPARTMENT OF SURGERY – Org Code: MASURG

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity to manual or instrumental operations. The department provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The department directs a general surgery
residency program, an orthopaedic residency program, and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH – Org Code: MAFMCH

The department provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological, and social health. Long range objectives for the department are as follows: to increase access to primary care in Hawai‘i and American Samoa; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; and to provide a realistic view of primary care medicine as a career.

DEPARTMENT OF NATIVE HAWAIIAN HEALTH – Org Code: MANHH

The Department of Native Hawaiian Health (NIH) is concerned with the healthcare of Native Hawaiians. Through research and education, this department helps to develop a comprehensive program that addresses the healthcare status of Native Hawaiians. JABSOM will provide assistance in educating the community on health issues of Native Hawaiians. This department will also house two (2) divisions related to Native Hawaiian health and welfare – the Imi Ho‘ola Program and the Native Hawaiian Center of Excellence.

Native Hawaiian Center of Excellence – Org Code: MANHCE

The Native Hawaiian Center of Excellence (NHCOE) seeks to improve the healthcare status of the Hawaiian community through educational initiatives. This program will train academic faculty of Hawaiian descent, as well as develop a domestic violence prevention initiative and other programs designed to educate Hawai‘i and Hawaiians about the richness of their medical heritage.

Imi Ho‘ola Program – Org Code: MAIHP

The Imi Ho‘ola Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE – Org Code: MACAAM

The Department of Complementary and Alternative Medicine (CAM) is responsible for the development and dissemination of alternative medical therapy, as well as the investigation and research of the scientific foundation of these techniques. The medical traditions of many of the cultures represented in Hawai‘i have endured for centuries and have given solace and comfort to millions through the ages. It is only now that Western medicine is beginning to investigate the scientific foundation of many of these techniques, but much still remains to be learned. There is a great dearth of credible scientific information available to guide patients in the choice of appropriate alternative therapies. This has become a major public health issue as recognized by the National Institutes of Health (NIH). Hawai‘i has a well-established community of alternative medicine practitioners and a number of resident experts in the integration of western complementary therapies. Given Hawai‘i’s unique environment and population, JABSOM can become a world leader in the scientific investigation of alternative therapies, providing insights into the potential application and pitfalls of these techniques.
The department provides the instruction, research, and community service activities in geriatric medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents, and medical students, the program is also very productive in biomedical research. Given the fact that Hawai‘i is an aging State with the longest life expectancy in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State’s healthcare community.
Proposed Organizational Charts

and

Functional Statements
OFFICE OF THE DEAN – Org Code: MADNMD

The Office of the Dean directs activities, personnel, and curricula in the School of Medicine and affiliated community hospitals and health centers. It is responsible for the direct liaison with other Schools of the College of Health Sciences and Social Welfare, the Graduate Division, community colleges and community agencies for collaborative instruction, research and community service. It establishes policies with the Schools’ Executive Committee to develop and implement the academic programs and coordinate continuing medical education, conducts accredited graduate medical education programs in community hospitals, and is responsible for general program development in accord with Legislative mandate and University policies.

Advisory Groups to the Dean:

Executive Committee: The JABSOM Executive Committee is responsible for recommending policies to the Dean and for serving as the liaison between the Dean and the faculty by discussing all matters brought before it.

JABSOM Faculty Senate: The JABSOM Faculty Senate, which operates under separate bylaws, functions as a representative body of the JABSOM faculty. It obtains broadly based faculty input regarding affairs of JABSOM and makes recommendations to or advises the Dean and Executive Committee on all matters brought before it. The President and Vice President of the faculty senate are elected by members of the JABSOM senate and serve as members of the JABSOM Executive Committee.

APPROVED:

______________________________________________
David Lassner, President   Date
OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS – Org Code: TBD

The Office of the Associate Dean for Academic Affairs assists the Dean in overseeing all of the education operations at JABSOM. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of education, including post-baccalaureate (Imi Ho'Ola) program, medical school, residency/fellowship, and post-graduation continuing medical educational formats, as well as the educational support services provided to students, residents and faculty. It is also responsible for working and mentoring faculty members from all departments regarding the unique JABSOM curriculum and the integration of their teaching effort through the JABSOM departments.

OFFICE OF FACULTY AFFAIRS – Org Code: TBD

The Office of Faculty Affairs is responsible for the coordination and administration of professional development services to JABSOM faculty.

Promotion and Tenure Office – Org Code: TBD
The Promotion and Tenure Office provides guidance to JABSOM faculty on promotion and tenure procedures at JABSOM and UHM.

Educational Skills Development Office – Org Code: TBD
The Educational Skills Development office offers workshops and one-on-one advisement to faculty who seek to further refine their teaching skills at JABSOM.

GRADUATE MEDICAL EDUCATION OFFICE – Org Code: TBD

The Graduate Medical Education Office, led by the Designated Institutional Official (DIO) of JABSOM, provides oversight and administration of Graduate Medical Education (GME) for all GME programs under JABSOM, in accordance with the Accreditation Council Graduate Medical Education. GME works with the JABSOM departments to train specialty and subspecialty physicians and develop environments in hospitals, clinics, and community settings in which patient care, health promotion, and academic excellence are sustained.
OFFICE OF CONTINUING MEDICAL EDUCATION – Org Code: TBD

The Office of Continuing Medical Education is led by the Director for Continuing Medical Education (CME). The Office of CME oversees JABSOM sponsored CME functions and activities, in compliance with physician licensing and Liaison Committee on Medical Education (LCME) requirements. The Office collaborates with outside entities such as the Hawai‘i Medical Association to advance life-long learning for health providers in Hawai‘i.

APPROVED:

______________________________________________
David Lassner, President   Date
PROPOSED

ALLIED / GLOBAL AND INTERNATIONAL HEALTH
ORG CODE: TBD

GENERAL FUND FTE: 9.25

DEPARTMENT OF MEDICAL TECHNOLOGY
Org Code: MAMEDT
Chair (appointed from Faculty positions)

Instructional Faculty:
#82126 (0.45), #84340 (0.20), #84955 (0.35),
#86213 (0.35), #87251 (0.45),
#88696 (0.20)

Secretary II, SR-14, #15267 1.00

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS
Org Code: MACSD
Chair (appointed from Faculty positions)

Instructional Faculty:
#82146 (0.25), #82457 (0.50), #82600 (0.50),
#83869, #84644, #85304 (0.50),
#86199 (0.50)

Specialist Type Faculty: 1.00
#83586

OFFICE OF GLOBAL AND INTERNATIONAL HEALTH
Org Code: TBD
Director (appointed from Faculty positions)

David Lassner, President Date
ALLIED / GLOBAL AND INTERNATIONAL HEALTH – Org Code: TBD

The Allied Health Departments provide training and education for health care professions other than nursing or medicine (medical personnel), but are qualified by special training and/or licensure requirements. The Office of Global and International Health provides high-quality educational opportunities for medical students outside of the United States, where educational and licensure standards are different from country to country.

DEPARTMENT OF MEDICAL TECHNOLOGY – Org Code: MAMEDT

The goal of the Department of Medical Technology is to produce qualified Medical Technologists (also known as Medical Lab Scientists, MLS) for the State of Hawai‘i and the Pacific regions. Upon completion of clinical training at affiliate laboratories, our graduates with BS degree in Medical Technology are qualified for national certification at MLS level, and professional license required by the State of Hawai‘i. An MLS performs and oversees the operation of clinical labs (e.g., blood banking, hematology, microbiology, clinical chemistry), and is responsible for regulatory compliances. The Department offers 2+2 career-ladder curriculum for academic and career advancements for those with associate-degree Medical Lab Technician (MLT) credentials to become MLS. The Department maintains accreditation by the National Accrediting Agency for Clinical Laboratory Science.

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS – Org Code: MACSD

Objectives of the Communication Sciences and Disorders (CSD) Department are as follows: to provide pathway training for undergraduate (B.S. candidates & graduates) and degree training for graduate (M.S. candidates) students which will enable them to meet national certification standards and to work as fully qualified professionals in communication sciences & disorders; to provide a reservoir of trained personnel to meet the needs of the State in the area of habilitation and rehabilitation of those with speech and/or hearing disorders; and to help meet the requirements in this field in other areas of the United States and the entire Pacific area.
The Office of Global and International Health provides educational opportunities to learners from countries outside the United States, exposing these international students to the unique curricula of JABSOM, which includes gaining skills in a Problem-Based Learning (PBL) environment and in navigating various clinical settings. The office liaises with medical schools and intuitions of higher learning throughout the world.

APPROVED:

_______________________________
David Lassner, President     Date
PROPOSED

EDUCATIONAL SUPPORT
ORG CODE: TBD

GENERAL FUND FTE: 6.49

ANATOMY LAB
Org Code: TBD
Director (appointed from Faculty positions)
Specialist Type Faculty*

KAKA'AKO HEALTH SCIENCES LIBRARY
Org Code: MAKLMD
Director (appointed from Faculty positions)
Librarian Type Faculty: 3.00
#82256, #85854, #88953
Educational Specialist, PBA, #78590 1.00
Instr & Stud Supp Sp, PBA, #78610 1.00
Library Assistant IV, SR-09, #900221 1.00

SIMULATION CENTER
Org Code: TBD
Director (appointed from Faculty positions)
Instructional Faculty: 0.49
#83236 (0.49)

* - count (#84915) reflected on Chart III (MAABPM)
EDUCATIONAL SUPPORT – Org Code: TBD

The Educational Support units provide educational resources for medical and graduate students, faculty, and researchers at various stages of learning and professional development.

ANATOMY LAB – Org Code: TBD

The Anatomy Lab at JABSOM provides an opportunity for medical students to engage in medical learning through preserved cadavers, further deepening students’ understanding of the human body’s complex functions.

KAKA‘AKO HEALTH SCIENCES LIBRARY – Org Code: MAKLMD

The Kaka‘ako Health Sciences Library serves as the sole UHM (on campus) medical library, providing information resources such as web-accessible materials and collections and a wide variety of print and electronic resources, primarily in the clinical sciences.

SIMULATION CENTER – Org Code: TBD

The Simulation Center at JABSOM (also known as SimTiki) is the healthcare simulation based healthcare education center at JABSOM. SimTiki facilitates over 3,000 simulation based training encounters annually. As a community resource, SimTiki serves broad training needs ranging from High School Students through Medical Students and Residents to specialist physicians, paramedics, nurses, and military personnel. International programs include sponsored in-residence research scholar positions and shorter term programs focused on faculty development and clinical skills.

APPROVED:

______________________________________________
David Lassner, President   Date
State of Hawaiʻi
University of Hawaiʻi
University of Hawaiʻi at Manoa
OFFICE OF THE ASSOCIATE DEAN
FOR ACADEMIC AFFAIRS
OFFICE OF UNDERGRADUATE MEDICAL EDUCATION
ORGANIZATION CHART
CHART II-C

GENERAL FUND FTE: 18.71

OFFICE OF UNDERGRADUATE MEDICAL EDUCATION
Org Code: MAADMD
Director (appointed from Faculty positions)

OFFICE OF STUDENT AFFAIRS
Org Code: MASSMD
Director (appointed from Faculty positions)
Instructional Faculty: 0.50
#85707 (0.50)
Student Services Specialist, PBB 2.00
#79198, #80643
Student Services Specialist, PBA, #78933 1.00

OFFICE OF MEDICAL EDUCATION
Org Code: MAMSMD
Director (appointed from Faculty positions)
Instructional Faculty: 4.22
#83245, #85035 (0.50), #85456 (0.75), #88464 (0.49), #88499 (0.49), #88890 (0.50), #88970 (0.49)
Student Services Specialist, PBB 1.00
#78783, #79142, #80171
Instr & Stud Supp Sp, PBB 1.00
#80525
IT Specialist, PBB, #78233 1.00

CENTER FOR CLINICAL SKILLS
Org Code: MACCMD
Director (appointed from Faculty positions)
Instructional Faculty: 0.50
#85623 (0.50)

IMI HO‘OLA PROGRAM
Org Code: MAIHP
Director (appointed from Faculty positions)
Instructional Faculty: 3.00
#85707 (0.50), #86332
Specialist Type Faculty: 1.00
#86602
(Note: Faculty appointments are held with the Department of Native Hawaiian Health.)

OFFICE OF ADMISSIONS
Org Code: TBD
Director (appointed from Faculty positions)
Instructional Faculty: 0.49
#70163 (0.49)

PROPOSED
APPROVED:
David Lassner, President  Date
STATE OF HAWAI‘I
UNIVERSITY OF HAWAI‘I
UNIVERSITY OF HAWAI‘I AT MĀNOA
JOHN A. BURNS SCHOOL OF MEDICINE
OFFICE OF THE DEAN
OFFICE OF THE ASSOCIATE DEAN FOR ACADEMIC AFFAIRS
OFFICE OF UNDERGRADUATE MEDICAL EDUCATION

FUNCTIONAL STATEMENT (Chart II-C)

OFFICE OF UNDERGRADUATE MEDICAL EDUCATION – Org Code: MAADMD

The Office of Undergraduate Medical Education assists the Associate Dean for Academic Affairs in overseeing all of the medical student education operations at JABSOM. It is responsible for addressing strategic educational program development and alignment of JABSOM across all pre-clinical and clinical departments. It focuses on the continuum of medical student education, including the post-baccalaureate (Imi Ho‘Ola) “pipeline” program.

OFFICE OF ADMISSIONS – Org Code: TBD

This Office directs the admissions functions for the School and provides support in the maintenance of application and academic records to insure compliance with confidentiality and privacy requirements.

IMI HOʻOLA PROGRAM – Org Code: MAIHP

The Imi Hoʻola Program (IHP) is a post-baccalaureate program designed to provide educational opportunities for individuals whose medical school applications were rejected, but who are deemed capable of succeeding in medical school. The curriculum emphasizes the integration of concepts and principles in the sciences and humanities, and further develops communication and learning skills. Persons benefiting come from an environment that has inhibited the individual from obtaining the knowledge, skills, and abilities required to enroll in and graduate from medical school and/or comes from a family with an annual income below a level based on low-income thresholds as published by the U.S. Bureau of Census.

OFFICE OF STUDENT AFFAIRS – Org Code: MASSMD

The Office of Student Affairs represents a major academic support program that serves as a resource in promoting the individual and professional growth and development of our students. The Office coordinates student services and activities which afford students the opportunity to explore ways to enhance or address the entire student experience, including:

- Educational student advising & counseling;
- Registration;
• Financial aid, in close collaboration with UH Mānoa Financial Aid Office;
• Support to the Student Standing and Promotion Committee;
• Support to Student Evaluation by Review and Remediation Committee;
• Maintenance of past and current student records; and
• Student life to career planning.

The Office works with students to develop innovative solutions to issues or concerns by serving as the liaison for students to services, administrative offices, and information throughout their tenure at JABSOM.

**OFFICE OF MEDICAL EDUCATION – Org Code: MAMSMD**

The Office of Medical Education is responsible for the coordination and administration of the educational programs leading to the M.D. degree, working with the Office of Faculty Affairs for the conduct of faculty development programs, and the quantity and quality of faculty participation in our problem-based learning curriculum.

**Center for Clinical Skills – Org Code: MACCMD**
The Center for Clinical Skills is responsible for the provision of standardized patient training for core educational activities in the required curricular unit for the first two years of medical school; clinical skills evaluation for three of the six required third year clinical rotations in pediatrics, internal medicine, and family medicine; and the required fourth year geriatrics rotation. This includes training for a comprehensive clinical examination that is a JABSOM graduation requirement and providing testing for the School of Nursing and the Uniform Services University of the Health Sciences at Tripler Army Medical Center.

**APPROVED:**

David Lassner, President   Date
DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY
Org Code: MAABPM
Chair (appointed from Faculty positions) 12.60
Instructional Faculty:
#82162 (0.50), #82535 (0.75), #82720 (0.75), #82731 (0.50), #83021, #83450, #83477, #84128, #84248, #84851 (0.10), #85671, #85620, #87159, #88675, #88958
Specialist Type Faculty 1.00
Admin Officer, PBB: 2.00
#77021, #79996
Lab Coordinator, PBB, #79141 1.00
Graduate Assistants: 1.50
#83413, #88138, #88458

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY
Org Code: MACMB
Chair (appointed from Faculty positions) 10.00
Instructional Faculty:
#82237, #82304, #83468, #83587, #83931, #84336, #85175, #85719, #85859
Researcher Type Faculty: 1.47
#82423 (0.49), #82652 (0.49), #88684 (0.49)
Educational Specialist, PBB, #80009 1.00
Graduate Assistants 1.00
#86203, #86942

DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY AND PHARMACOLOGY
Org Code: MATMPM
Chair (appointed from Faculty positions) 10.49
Instructional Faculty:
#70172, #82295, #82388, #82541, #82524, #83391, #84143, #84994, #85666 (0.49), #86862, #87609
Researcher Type Faculty: 1.00
#83293
Admin Officer, PBB: 2.00
#79325, #80961

INSTITUTE FOR BIOGENESIS RESEARCH
Org Code: MAIBGS
Director (appointed from Faculty positions) 1.00
Instructional Faculty, #83878 1.00

GENERAL FUND FTE: 49.31
FUNDAMENTALS OF HEALTH SCIENCES DEPARTMENTS – Org Code: MARSMD

Fundamentals of Health Sciences departments provide education for a number of related and unrelated health care professions other than nursing or medicine (medical personnel). These departments represent the basic sciences required to help medical students better understand the root causes of a disease; to analyze how current treatments work, their viability and sustainability; and to develop potential new therapies and practices. It involves basic scientific research that can form the foundation for important breakthroughs in medical treatments and diagnostic technologies.

DEPARTMENT OF ANATOMY, BIOCHEMISTRY, AND PHYSIOLOGY – Org Code: MAABPM

Our mission is to achieve a nationally and internationally recognized research focus in Developmental and Reproductive Biology and to attain instructional excellence in the disciplines of Anatomy, Biochemistry & Physiology. The department provides medical students with a basic understanding of the structure of the human body at all levels of organization from the subcellular level through tissues, organs, and gross relationships of organ systems. It also provides undergraduate and graduate students with instruction in anatomy, biochemistry and physiology for numerous degree-granting programs on the UHM campus. Through the Institute of Biogenesis Research housed in the department, we maintain a strong group of teacher-researchers who provide consultation and expertise for the Developmental and Reproductive Biology graduate program, UHM College of Graduate Studies, and train students to achieve success in academic, commercial and instructional settings. The department also houses the Willed Body Program. This educational resource enables the department to train medical students as well as a broad array of clinicians through a continuing medical education program. Our faculty, staff and students are on the forefront of investigative programs dealing with the care, treatment, and cure of reproductive and developmental diseases as well as providing educational opportunities for a broad spectrum of undergraduate, graduate and clinical students. The department serves the local, national and international communities with novel and focused research and teaching efforts and occupies a unique niche within the University of Hawai‘i at Manoa.
Institute for Biogenesis Research – Org Code: MAIBGS
The Institute of Biogenesis Research was established in May 2000 for the study of reproductive and developmental biology and to support the academic pursuit of research in these fields.

DEPARTMENT OF CELL AND MOLECULAR BIOLOGY – Org Code: MACMB
The Department provides quality graduate education in Cell and Molecular Biology (CMB) and the CMB-Neurosciences Specialization, and medical education in Pharmacology and the Neurosciences. The department is the home base for the graduate program in Cell and Molecular Biology, an interdisciplinary and interdepartmental MS and PhD program. Faculty in the program participate in teaching graduate students, medical students, undergraduates, and even high school students, with research experiences as an integral component of the educational mission. Areas of research focus include biochemistry, cell and molecular biology, ecological and evolutionary biology, endocrinology, genetics, immunology, neurobiology, reproductive biology, cancer biology, infectious diseases, and cardiovascular research.

DEPARTMENT OF TROPICAL MEDICINE, MEDICAL MICROBIOLOGY, AND PHARMACOLOGY – Org Code: MATMPM
The Department works toward increasing comprehension and the ability to apply techniques of medical microbiology, infectious diseases, tropical medicine, and public health laboratory in the target populations: medical students, public health students, medical technology students, and graduate students in tropical medicine, biology, and public health.

Teaching efforts in pharmacology are directed toward first and second-year medical students, graduate students, and pre-med, pre-nursing, food and nutritional science, sports medicine and dental hygiene students. Along with teaching, the Department regards research as an indispensable activity since the latter is intimately intertwined with the teaching and training of students.

Development of a program addressing the linkages between environmental and human health will directly benefit ecological and human health in Hawai‘i and the Pacific region, will complement the biomedical research component of the School of Medicine’s vision, will have both direct and indirect economic benefits, and will generate research results applicable to addressing environmental and human health problems worldwide.

Office of Biostatistics and Quantitative Health Sciences – Org Code: MABQHS
The Office of Biostatistics and Quantitative Health Sciences was established in 2011 to provide biostatistical and quantitative health collaboration and research support to basic science, clinical, and translational investigators. The office specializes in study design and data analysis, participates in grant proposal development, conducts methodology research, and provides education in biostatistics and other quantitative health areas.
GRADUATE PROGRAMS (WASC) – Org Code: TBD

The Graduate Programs office ensures that all graduate programs administered through JABSOM are in compliance with the Accrediting Commission for Schools Western Association of Schools and Colleges.

APPROVED:

______________________________________________
David Lassner, President   Date
CLINICAL SCIENCES DEPARTMENTS – Org Code: MACSMD

The Clinical Sciences departments include the areas of practical study of medical principles or investigations using controlled procedures to evaluate results. These often deal with physical therapeutic sciences, medical sciences, and other sciences applied to physical therapy practice. These departments comprise of contributions of scientific disciplines to health promotion and the prevention, diagnosis, and treatment of disease through research, teaching, and clinical care delivery.

DEPARTMENT OF MEDICINE – Org Code: MAMED

The ultimate goal of the Department of Medicine is to improve health care through service, education and research in the clinical sciences, more specifically in the field of internal medicine and its recognized subspecialties which are directly and primarily concerned with patients. Target groups involved are medical students, allied health students and professionals, house officers in affiliated hospitals, and practicing physicians.

Center for Cardiovascular Research – Org Code: MACCR

The Center for Cardiovascular Research uses transgenic and molecular methods to improve the understanding of cardiovascular biology and to inform new therapeutic approaches with the following primary aims:

• The development of a strong mentoring group of established investigators with interdisciplinary but complementary backgrounds in vascular and cardiovascular biology, to support the career growth of a select group of young investigators.

• The development of a strategic plan to assist in the recruitment and retention of talented and funded young faculty and established investigators in faculty positions in order to promote the continued growth of a cardiovascular research program into a major research discipline with stable funding opportunities to not only parallel but to eventually replace COBRE funding.

Magnetic Resonance Imaging Center – Org Code: MAMRIC

The Magnetic Resonance Imaging (MRI) Center conducts NIH-funded research in some of the following areas: brain activation in patients with early HIV dementia, early brain development after prenatal “ice” exposure, creating a pediatric imaging neurocognition and genomics data resource, neuroimaging to assess the effects of
therapy in children with acute lymphoblastic leukemia, impact of marijuana exposure on brain maturation, parallel MRI for high field neuroimaging, spectral spatial RF pulses for gradient echo fMRI, and factors for enhanced neurotoxicity in methamphetamine abuse and HIV infection.

Hawai‘i Center for AIDS Research – Org Code: MAHCAR
The Center provides a vehicle for scientific study and policy development related to HIV-AIDS in Hawai‘i, as well as Asia and the Pacific. Research involves studying HIV’s effect on metabolism and its role in neurological and cardiovascular conditions.

DEPARTMENT OF OBSTETRICS, GYNECOLOGY, AND WOMEN’S HEALTH – Org Code: MAOBGN
The Department of OB/GYN and Women’s Health trains medical students and paramedical personnel in the various aspects of Obstetrics, Gynecology, and Women’s Health, including: human female reproductive biology and endocrinology, basic pelvic examination, performing a routine delivery, disorders of the female reproductive system, family planning and human sexuality, correlation between various disease processes, and the pathology of the reproductive organs. Also develops seminars and training programs for the practicing physician.

DEPARTMENT OF PATHOLOGY – Org Code: MAPATH
The Department of Pathology provides instruction for medical students in basic, systematic, and clinical pathology, which bridges the basic sciences with clinical medicine. It also makes available specialized topics in pathology to third- and fourth-year medical students, graduate students, and residents in pathology, as well as integrates and instructs pathology at the community hospitals. The University’s involvement in community hospitals allows this Department to improve the postdoctoral residency program for training of specialists in pathology.

DEPARTMENT OF PEDIATRICS – Org Code: MAPED
The Department of Pediatrics is committed to providing a comprehensive program of training, service, and research in the field of pediatrics. Departmental responsibilities for pediatric teaching involve multiple levels from first year medical students to post-residency trainees, both physician and allied health personnel.

Pediatric training must encompass all aspects of child life and health. The basic philosophy of the pediatric teaching program is that every person in the medical and paramedical profession should have an understanding of the dynamic nature of growth and development from conception to maturity.

Teaching of medical students at all four levels must cover a number of subspecialty areas in order to provide a basic and comprehensive training in pediatrics. The Department
DEPARTMENT OF PSYCHIATRY – Org Code: MAPSTY

The Department of Psychiatry provides psychiatric teaching and training to medical students, residents in General Psychiatry, Child and Adolescent Psychiatry, and Geriatric Psychiatry. It also provides inpatient and outpatient psychiatric services and consultation at the following sites: The Queen’s Medical Center, Kapi’olani Medical Center for Women and Children, Hawai’i State Hospital, and community mental health centers on the islands of Hawai’i, Molokai, Maui, Kauai, and Lanai.

The Department conducts research in various aspects of psychiatry: culture and mental health of different ethnic groups, mental health epidemiology of Native Hawai’ian adolescents, substance abuse, severe mental illness, neuropsychiatry, and psychopharmacology.

Members of the Department contribute service to the community on both the state and national levels. They include such activities as members and officers of NIMH Review Committees, the Hawai’i Psychiatric Society, and the Hawai’i Council of Child Psychiatry. Members of the Department also provide consultations to schools and speakers for PTA groups and other healthcare and community organizations.

DEPARTMENT OF SURGERY – Org Code: MASURG

Surgery is the branch of medicine that deals with the treatment of disease, injury or deformity with manual or instrumental operations. The Department of Surgery provides instruction and training to medical students in both general surgery and the subspecialties and includes etiology, diagnosis, pre- and post-operative care, surgical techniques and research. Facilities and resources are available to support clinical research in a variety of fields. The Department directs a general surgery residency program, an orthopedic residency program, and a surgical critical care fellowship program. It conducts and participates in continuing medical education programs for physicians and other health professionals. The program utilizes a large and varied faculty of general and specialty surgeons, as well as numerous local medical centers, giving students and residents ample exposure to surgical disease and therapy.

Hyperbaric Treatment Center – Org Code: TBD

The Hyperbaric Treatment Center of the John A. Burns School of Medicine is the only hyperbaric center in Hawai’i accredited by the Undersea and Hyperbaric Medical Society. The Center is among the nation’s most active dive accident
treatment facilities for recreational divers, serving the entire chain of Hawaiian Islands, 24 hours a day. The Center is a clinic which provides very specialized care and services. The facility is located in Honolulu at the Kuakini Medical Center. In addition to treating recreational divers, Center physicians treat patients who have medical conditions helped by hyperbaric oxygen therapy, such as tissue damage from irradiation treatment, non-healing problem wounds, and carbon monoxide intoxication. The facility actively conducts clinical research and provides teaching to medical residents and students.

DEPARTMENT OF NATIVE HAWAIIAN HEALTH – Org Code: MANHH

The Department of Native Hawaiian Health (NHH) is concerned with the healthcare of Native Hawaiians. Through research and education, this Department helps to develop a comprehensive program that addresses the healthcare status of Native Hawaiians. JABSOM will provide assistance in educating the community on health issues of Native Hawaiians. This Department will also house two (2) divisions related to Native Hawaiian health and welfare – the Imi Ho’ola Program and the Native Hawaiian Center of Excellence.

Native Hawaiian Center of Excellence – Org Code: MANHCE
The Native Hawaiian Center of Excellence (NHCOE) seeks to improve the healthcare status of the Hawaiian community through educational initiatives. This program will train academic faculty of Hawaiian descent, as well as develop a domestic violence prevention initiative and other programs designed to educate Hawai‘i and Hawaiians about the richness of their medical heritage.

The Center for Native and Pacific Health Disparities and Research – Org Code: TBD
This Center supports biomedical and behavioral research on Cardiometabolic Health Disparities in priority populations of Native Hawaiians, Pacific Peoples, Filipinos and other Pacific-based Native Peoples (Alaska Natives, New Zealand Maori).

DEPARTMENT OF GERIATRIC MEDICINE – Org Code: MAGERI

The Department of Geriatric Medicine provides the instruction, research, and community service activities in geriatric medicine for medical students, residents, fellows, and other health care workers. It has a nationally known, accredited post residency geriatric fellowship program. In addition to an active educational program that serves fellows, internal medicine residents, and medical students, the program is also very productive in biomedical research. Given the fact that Hawai‘i is an aging State with one of the longest life expectancies in the nation, the presence of a locus of expertise and experience in the care of geriatric patients and in research on geriatric diseases is an important component of the State’s healthcare community.
AREA HEALTH EDUCATION CENTER – Org Code: TBD

The Hawai‘i/Pacific Basin AHEC seeks to improve the health of the underserved through education. There are four main activity areas: educating and recruiting students to health professions from K-12 schools; educating health professions students in the rural and underserved communities of Hawai‘i, often in multi-professional teams; recruiting health care professionals to rural and underserved areas and providing continuing education; and providing community based and community driven education for all underserved groups in Hawai‘i.

DEPARTMENT OF FAMILY MEDICINE AND COMMUNITY HEALTH – Org Code: MAFMCH

The Department provides health care characterized by the combination of delivery of first contact health services, the assumption of continuing responsibility for patients regardless of the presence or absence of illness, and the integration of care for their physical, psychological, and social health. Long range objectives for the Department are as follows: to increase access to primary care in Hawai‘i and greater Pacific; to train all medical students to a maximum level of competence as primary care physicians; to provide postgraduate training for students in any of the medical specialties; and to provide a realistic view of primary care medicine as a career.

DEPARTMENT OF COMPLEMENTARY AND ALTERNATIVE MEDICINE – Org Code: MACAAM

The Department of Complementary and Alternative Medicine is responsible for the development and dissemination of alternative medical therapy, as well as the investigation and research of the scientific foundation of these techniques. The medical traditions of many of the cultures represented in Hawai‘i have endured for centuries and have given solace and comfort to millions through the ages. It is only now that Western medicine is beginning to investigate the scientific foundation of many of these techniques, but much still remains to be learned. There is a great dearth of credible scientific information available to guide patients in the choice of appropriate alternative therapies. This has become a major public health issue as recognized by the National Institutes of Health. Hawai‘i has a well-established community of alternative medicine practitioners and a number of resident experts in the integration of western complementary therapies. Given Hawai‘i’s unique environment and population, JABSOM can become a world leader in the scientific investigation of alternative therapies, providing insights into the potential application and pitfalls of these techniques.

APPROVED:

________________________  ________________________
David Lassner, President  Date
**PROPOSED**

**APPROVED:**

David Lassner, President  
Date

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**GENERAL FUND FTE: 24.00**

**ADMINISTRATION, FINANCE, AND OPERATIONS**

**ORG CODE: TBD**

- **Chief Fin Officer, JABSOM, #80490**  
  1.00

- **Secretary II, SR-14, #13479**  
  1.00

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**OFFICE OF CENTRAL FISCAL AND HUMAN RESOURCES**

**Org Code: MAFAMD**

- **Fiscal Manager, PBC, #77048**  
  1.00
- **Fiscal Specialist, PBB:**  
  - #80008, #80117, #80185, #80081, #80007  
  5.00
- **Admin Officer, PBB: #77100, #10237**  
  2.00
- **HR Specialist, Senior, PBB: #81516**  
  1.00
- **HR Specialist, PBB: #80007, #77453**  
  2.00

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**OFFICE OF RISK AND CLINICAL AFFAIRS**

**Org Code: MAEXMD**

- **Contr & Grants Spc, PBC, #80011**  
  1.00

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**OFFICE OF SPECIAL EVENTS & CAFE MANAGEMENT**

**Org Code: TBD**

- **Non-Appropriated Funds**

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**OFFICE OF BUDGET, SURVEYS, AND REPORTING ANALYST**

**Org Code: TBD**

- **Budget Analyst, PBB, #80365**  
  1.00

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**OFFICE OF FACILITIES MANAGEMENT AND PLANNING**

**Org Code: MAFMMD**

- **Facilities Management and Maintenance Services**
- **Environmental Health and Safety Office**
- **Custodial and Grounds Services**
- **Parking, Security and Auxiliary Services**

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**OFFICE OF COMMUNICATIONS, MEDIA, AND GOVERNMENT**

**Org Code: TBD**

- **Public Information Officer, PBB**  
  * - count (#79213) reflected on Chart I (MADNMD)
ADMINISTRATION, FINANCE, AND OPERATIONS – Org Code: TBD

Administration, Finance and Operations provides leadership and management over administrative functions, services, and operations for all of JABSOM in the functional areas of budget, finance and administration, human resources, communications, grants administration, facilities, information technology, and risk and clinical business affairs. This office assists the Dean’s Office in overseeing all financial operations and the day-to-day administration of JABSOM. Finally, this office works under the direction of the Dean to prepare and monitor budgets, develop long- and short-range strategic and business plans to enhance revenue, develop compensation research and teaching incentive plans, provide overall property and space management, and serves as JABSOM’s financial liaison to the school’s affiliated non-profit organizations (i.e. UCERA, UH Cancer Consortium, Kapi‘olani Medical Specialists, Hawai‘i Residency Programs).

OFFICE OF CENTRAL FISCAL AND HUMAN RESOURCES – Org Code: MAFAMD

The Office of Central Fiscal and Human Resources approves and controls expenditures, initiates, oversees, and tracks all personnel transactions, acquires and monitors all equipment and property assigned to JABSOM, procures and pays for all supplies needed for JABSOM’s operations. The office also prepares periodic financial and other management reports to support the JABSOM Dean/Associate Deans/CFO in the management of JABSOM operations. The Office is responsible for developing appropriate accounting and payment processes and systems including analyzing and reporting data generated by those processes and systems.

In addition, the Office provides oversight, administration, and guidance to personnel actions and Human Resources-related concerns for all of JABSOM, including payroll, recruitment and appointment, Equal Employment Opportunity compliance, benefits dissemination and advice, labor relations and Title IX.

OFFICE OF GRANTS ADMINISTRATION – Org Code: TBD

The Office of Grants Administration was established in 2003 to facilitate the grants preparation and submittal process. The office works in close collaboration with the Executive Office, the Office of Central Fiscal and Human Resources and the Office of
Research Services. The office is responsible for designing and administering effective procedural systems that help increase the probability of award success. The office reviews proposals, collaborative agreements, and financial and personnel requirements, and assists with budget preparation and ensures all requirements are met prior to actual implementation.

**OFFICE OF RISK AND CLINICAL AFFAIRS – Org Code: MAEXMD**

The Office of Risk and Clinical Affairs (ORCA) is responsible for developing, managing, and monitoring contracts and relationships with JABSOM’s affiliated hospitals, affiliated non-profit organizations, State agencies and business partners. The hospitals affiliated with JABSOM indirectly provide over twenty-five percent (25%) of the School’s annual all funds operating budget and thus are of crucial importance to the School’s education and research programs.

In addition, JABSOM leases large amounts of space from the hospitals to state clinical education and research. Managing relationships and developing partnerships with the hospitals is one of the most important facets of JABSOM’s operations.

**OFFICE OF COMMUNICATIONS, MEDIA, AND GOVERNMENT – Org Code: TBD**

The Office of Communications, Media, and Government is responsible for providing information updates, and for the generation and dissemination of news items of value to JABSOM and the community. The office also interacts with the Hawai‘i State Legislature on issues pertinent to JABSOM.

**OFFICE OF INFORMATION TECHNOLOGY – Org Code: MAITMD**

The Office of Information Technology provides quality informatics resources in support of the administrative, education, research and service functions of JABSOM. Its target services and functions include the following: network infrastructure, electronic communication, workplace networking, audio/visual and graphic design, website management, and bioinformatics resources.

**OFFICE OF SPECIAL EVENTS AND CAFÉ MANAGEMENT – Org Code: TBD**

This office liaises with the community by providing informational tours for visitors to JABSOM, and providing the community opportunities to use JABSOM facilities as a space to hold special events. The office is also responsible for the management of the café located at JABSOM.

**OFFICE OF BUDGET, SURVEYS, AND REPORTING ANALYST – Org Code: TBD**
This office provides leadership and guidance to administration in managing JABSOM’s departmental budgets and coordinates the preparation of the Graduate Medical Education (GME) operating budget. This office also provides for the financial reporting needs of JABSOM and completes various metric surveys to the School’s accrediting agency, the Association of American Medical Colleges (AAMC) and the State Legislature.

APPROVED:

______________________________________________
David Lassner, President   Date
PROPOSED

APPROVED:

David Lassner, President
Date

* count (#77967) reflected in MAFMMD
OFFICE OF FACILITIES MANAGEMENT AND PLANNING – Org Code: MAFMMD

The Office of Facilities Management and Planning is responsible for the management of buildings and corrective, preventive and predictive maintenance services. This includes plant operations, building air conditioning operations, capital projects, construction management and monitoring of contractors’ performance, landscaping, janitorial services, security and research building health and safety certification, and environmental health and safety services to the entire JABSOM campus.

FACILITIES MANAGEMENT AND MAINTENANCE SERVICES– Org Code: TBD

Facilities Management and Maintenance Services is responsible to plan, direct and coordinate building maintenance services to the JABSOM campus which includes, but is not limited to, the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant Building.

ENVIRONMENTAL HEALTH AND SAFETY OFFICE – Org Code: TBD

Environmental Health and Safety Office provides oversight for all environmental health and safety issues affecting JABSOM. The Office is charged with responsibility for strategic planning, program development and service delivery of program operations, management of a safe campus environment through the development and administration of health and safety programs.

CUSTODIAL AND GROUNDS SERVICES – Org Code: MAFCGM
Custodial and Grounds Services is responsible for providing custodial and grounds keeping services to the JABSOM campus.

Custodial Services Unit I – Org Code: MAFCCA
Custodial Services Unit I will provide daytime custodial services to JABSOM to include, but not limited to, the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant Building.
Custodial Services Unit II – Org Code: MAFCCB
Custodial Services Unit II will provide afternoon/evening custodial services to the JABSOM Medical Education Building, and the Ancillary Building.

Custodial Services Unit III – Org Code: MAFCCC
Custodial Services Unit III will provide afternoon/evening custodial services to the JABSOM Bio-Sciences Building, and the Central Plant Building.

Grounds Services – Org Code: MAFCGS
Grounds Services will provide grounds keeping to all JABSOM outdoor areas and facilities to include, but not limited to, the Medical Education Building, the Bio-Sciences Building, the Ancillary Building, and the Central Plant Building.

PARKING, SECURITY AND AUXILIARY SERVICES – Org Code: MAPAMD

Parking, Security and Auxiliary Services is responsible for the management of the two (2) private parking lots servicing the JABSOM campus; coordinate with the University of Hawai‘i at Mānoa Parking Services in the management and assignment of the one (1) parking lot at the Kaka‘ako; coordinate security to all Kaka‘ako facilities, parking areas and auxiliary services for the entire JABSOM campus.

APPROVED:

David Lassner, President Date
Attachment 3: BJBT Position Worksheet
# Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

**Program Title:** John A. Burns School of Medicine

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Chart No.(s)</th>
<th>Affected Position No.(s)</th>
<th>Classification/Organizational/Functional Change</th>
<th>Basis for Change/Impact on Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>I</td>
<td>89077</td>
<td>F 89077 moved from Chart II (Dean) to Chart I (Dean's Office)</td>
<td>Department needs</td>
</tr>
<tr>
<td>2</td>
<td>I</td>
<td>24033</td>
<td>V 24033 moved from Chart II (Dean) to Chart I (Dean's Office)</td>
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</tr>
<tr>
<td>3</td>
<td>I</td>
<td>79213</td>
<td>F 79213 moved from Chart II (Dean) to Chart I (Dean's Office)</td>
<td>Department needs</td>
</tr>
<tr>
<td>4</td>
<td>IV</td>
<td>83651</td>
<td>F 83651 moved from Chart IV (CAAM) to Chart IV (Fundamentals of Health Sci</td>
<td>Faculty agreement</td>
</tr>
<tr>
<td>5</td>
<td>II</td>
<td>82763</td>
<td>F 82763 Included in reorg for Public Health to Social Work</td>
<td>Department needs</td>
</tr>
<tr>
<td>6</td>
<td>II</td>
<td>89075</td>
<td>V 89075 moved from Chart II (ADME) to Chart II (ADAA)</td>
<td>Position redescription</td>
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<tr>
<td>7</td>
<td>II-A</td>
<td>82126</td>
<td>F 82126 moved from Chart IV to Chart II-A (Medical Technology) (.45)</td>
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<tr>
<td>8</td>
<td>II-A</td>
<td>84340</td>
<td>V 84340 moved from Chart IV to Chart II-A (Medical Technology) (.20)</td>
<td>Revised org chart</td>
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<tr>
<td>9</td>
<td>II-A</td>
<td>84950</td>
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<tr>
<td>10</td>
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<td>86213</td>
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<tr>
<td>11</td>
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<td>12</td>
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**Jeffery Long - Human Resources Specialist**

<table>
<thead>
<tr>
<th>Date</th>
<th>Telephone Number</th>
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<tr>
<td>7/1/2016</td>
<td>692-1172</td>
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**Administrator's Signature, Name and Title**

<table>
<thead>
<tr>
<th>HR Review</th>
<th>OFA Review</th>
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</table>
Program Title: John A. Burns School of Medicine

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<thead>
<tr>
<th>Item No.</th>
<th>Chart No.(s)</th>
<th>Affected Position No.(s)</th>
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<th>Basis for Change/Impact on Position</th>
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<tbody>
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<td>Revised org chart</td>
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<tr>
<td>29</td>
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<td>Revised org chart</td>
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<tr>
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<td>88499</td>
<td>88499 moved from Chart II to Chart II-C (OME) (.49)</td>
<td>Revised org chart</td>
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</tbody>
</table>
### Program Title: John A. Burns School of Medicine

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<th>Basis for Change/Impact on Position</th>
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<tbody>
<tr>
<td>43</td>
<td>II-C</td>
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<td>88890 moved from Chart II to Chart II-C (OME) (.25)</td>
<td>Revised org chart</td>
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<tr>
<td>49</td>
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<td>II-C</td>
<td>85823</td>
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<td>52</td>
<td>II-C</td>
<td>88890</td>
<td>88890 increased by 0.25 FTE from 88679 (total FTE to .50)</td>
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<tr>
<td>53</td>
<td>III</td>
<td>83878</td>
<td>F 83878 moved from Anatomy to IBR</td>
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<td>54</td>
<td>III</td>
<td>82858</td>
<td>F 82858 moved from Tropical Medicine to Biostatistics</td>
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<tr>
<td>55</td>
<td>III</td>
<td>86194</td>
<td>V 86194 moved from Chart II (Office of the Dean) to Chart III (Biostatistics)</td>
<td>Revised org chart</td>
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<td>56</td>
<td>III</td>
<td>85668</td>
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<td>Revised org chart</td>
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<td>57</td>
<td>III</td>
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<td>V 84994 moved from Chart IV (Medicine) to Chart III (Tropical Medicine) (.75)</td>
<td>Department needs</td>
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<td>58</td>
<td>III</td>
<td>88361</td>
<td>V Position Swept (.41)</td>
<td>Revised org chart</td>
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<td>59</td>
<td>IV</td>
<td>83979</td>
<td>V 83979 moved from Chart III (Tropical Medicine) to Chart IV (Medicine)</td>
<td>Revised org chart</td>
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<td>60</td>
<td>IV</td>
<td>82791</td>
<td>F 82791 moved from Medicine to CCR</td>
<td>Revised org chart</td>
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<td>61</td>
<td>IV</td>
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<td>IV</td>
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<td>83495</td>
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</tbody>
</table>
### Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

**Program Title:** John A. Burns School of Medicine

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</thead>
<tbody>
<tr>
<td>66</td>
<td>IV 70171</td>
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<td>F 70171 moved from Medicine to HICFA (.40)</td>
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<td>69</td>
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<td>87034</td>
<td>F #82159 issued fr Chan Pool used to establish 87034 added to NHCOE</td>
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<td>74</td>
<td>IV 84030</td>
<td>84030</td>
<td>F #84534 (.27), #88361 (.41), #84146 (.40) issued from Chan Pool to establish #84030 (1.00) added to NHCOE. (.08 remaining issued to #88432)</td>
<td>Issued fr Chan Pool</td>
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<tr>
<td>75</td>
<td>IV 88679</td>
<td>88679</td>
<td>88679 abolished; 0.25 FTE moved to 88890</td>
<td>Department needs</td>
</tr>
<tr>
<td>76</td>
<td>IV 88432</td>
<td>88432</td>
<td>V 0.25 FTE moved from 88432 to 84994</td>
<td>Department needs</td>
</tr>
<tr>
<td>77</td>
<td>IV 84146</td>
<td>84146</td>
<td>V Swept to Chan Pool (.40)</td>
<td>Chu pooled</td>
</tr>
<tr>
<td>78</td>
<td>IV 88432</td>
<td>88432</td>
<td>V Increase FTE from .35 to .43 use bal. from 1.08 issued for #84030</td>
<td>Department needs</td>
</tr>
<tr>
<td>79</td>
<td>IV 83653</td>
<td>83653</td>
<td>F 83653 Reduced FTE from .25 to .20, .05 FTE issued to #84484</td>
<td>Department needs</td>
</tr>
<tr>
<td>80</td>
<td>IV 84484</td>
<td>84484</td>
<td>F 84484 Increase FTE from .20 to .25, .05 FTE from #83653</td>
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<tr>
<td>81</td>
<td>IV 85805</td>
<td>85805</td>
<td>V 85805 Reduced FTE from .24 to 0, .05 FTE to #82520, .05 FTE to #83099 and .14 FTE to #85665</td>
<td>Department needs</td>
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<tr>
<td>82</td>
<td>IV 82520</td>
<td>82520</td>
<td>F 82520 Increase FTE from .10 to .15, .05 FTE from #85805</td>
<td>Department needs</td>
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<tr>
<td>83</td>
<td>IV 83099</td>
<td>83099</td>
<td>F 83099 Increase FTE from .10 to .15, .05 FTE from #85805</td>
<td>Department needs</td>
</tr>
<tr>
<td>84</td>
<td>IV 85665</td>
<td>85665</td>
<td>F 85665 Increase FTE from .25 to .39, .05 FTE from #85805</td>
<td>Department needs</td>
</tr>
</tbody>
</table>

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**Jeffery Long - Human Resources Specialist**  
**Administrator's Signature, Name and Title:** John A. Burns School of Medicine  
**Date:** 7/1/2016  
**Telephone Number:** 692-1172

**OFA Review**

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<thead>
<tr>
<th>Item No.</th>
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<tbody>
<tr>
<td>85</td>
<td>V</td>
<td>77048</td>
<td>F 77048 moved from Chart II (OFAA) to Chart VI (OCFHR)</td>
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</tr>
<tr>
<td>86</td>
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<td>80008</td>
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<tr>
<td>87</td>
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<td>80170</td>
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<tr>
<td>88</td>
<td>V</td>
<td>80185</td>
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</tr>
<tr>
<td>89</td>
<td>V</td>
<td>80081</td>
<td>F 80081 moved from Chart II (OFAA) to Chart V (OCFHR)</td>
<td>Revised org chart</td>
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</table>

Jeffery Long - Human Resources Specialist  
7/1/2016 692-1172  
Administrator’s Signature, Name and Title  

HR Review  
OFA Review  

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<td>F 80007 moved from Chart II (OFAA) to Chart V (OCFHR)</td>
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<td>91</td>
<td>V</td>
<td>77100</td>
<td>F 77100 moved from Chart II (OME) to Chart V (OCFHR)</td>
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<td>2</td>
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<tr>
<td>93</td>
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<td>F 80091 moved from Chart II (Human Resources) to Chart V (OCFHR)</td>
<td>Revised org chart</td>
</tr>
<tr>
<td>94</td>
<td>V</td>
<td>77453</td>
<td>F 24023 Abolished/Count used to establish F 77453 move Chart II to Chart V</td>
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</tr>
<tr>
<td>95</td>
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<td>80011</td>
<td>F 80011 moved from Chart II (Hospital and External Business Affairs) to Chart</td>
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<td>96</td>
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<td>79901</td>
<td>F 79901 moved from Chart II (Office of the Dean) to Chart V (IT)</td>
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<td>97</td>
<td>V</td>
<td>79195</td>
<td>V 79195 moved from Chart II (IT) to Chart V (IT)</td>
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<td>98</td>
<td>V</td>
<td>79996</td>
<td>F 79996 moved from Chart II (IT) to Chart III (Anatomy)</td>
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<td>V</td>
<td>79973</td>
<td>F 79973 moved from Chart II (IT) to Chart V (IT)</td>
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<td>100</td>
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<td>79951</td>
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<td>79962</td>
<td>F 79962 moved from Chart II (IT) to Chart V (IT)</td>
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<tr>
<td>102</td>
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<td>79963</td>
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<tr>
<td>103</td>
<td>V</td>
<td>80026</td>
<td>F 80026 moved from Chart II (IT) to Chart V (IT)</td>
<td>Revised org chart</td>
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<tr>
<td>104</td>
<td>V</td>
<td>81590</td>
<td>F 81590 moved from Chart II (IT) to Chart V (IT)</td>
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<tr>
<td>105</td>
<td>V</td>
<td>79921</td>
<td>F 79921 moved from Chart II (IT) to Chart V (IT)</td>
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<tr>
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<td>V</td>
<td>80365</td>
<td>F 80365 moved from Chart II (Office of the Dean) to Chart V (Budget, Surveys,</td>
<td>Revised org chart</td>
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<tr>
<td>107</td>
<td>V</td>
<td>81037</td>
<td>F 81037 moved from Chart IV (Anatomy) to Chart V (OCFHR)</td>
<td>Department needs</td>
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<tr>
<td>108</td>
<td>V-A</td>
<td>78540</td>
<td>F 78540 moved from Chart II (Facilities) to Chart V-A (Facilities)</td>
<td>Revised org chart</td>
</tr>
</tbody>
</table>

Jeffery Long - Human Resources Specialist

Administrator’s Signature, Name and Title

Date: 1-Jul-16  Telephone Number: 692-1172

HR Review: __________________________
OFA Review: __________________________
# Allocated and Authorized BJ/BT Positions Impacted by the Reorganization

## Program Title: John A. Burns School of Medicine / University of Hawai'i Cancer Center

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<tbody>
<tr>
<td>109</td>
<td>V-A</td>
<td>77697</td>
<td>F 77697 moved from Chart II (Facilities) to Chart V-A (Facilities)</td>
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<tr>
<td>110</td>
<td>V-A</td>
<td>77967</td>
<td>F 77967 moved from Chart II (Facilities) to Chart V-A (Facilities)</td>
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<tr>
<td>111</td>
<td>V-A</td>
<td>77696</td>
<td>F 77696 moved from Chart II (Facilities) to Chart V-A (Maintenance)</td>
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<tr>
<td>112</td>
<td>V-A</td>
<td>77692</td>
<td>V 77692 moved from Chart II (Facilities) to Chart V-A (Maintenance)</td>
<td>Revised org chart</td>
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<tr>
<td>113</td>
<td>V-A</td>
<td>900661</td>
<td>F 900661 moved from Chart II-A (Maintenance Services) to Chart V-A (Maintenance)</td>
<td>Revised org chart</td>
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<tr>
<td>114</td>
<td>V-A</td>
<td>78025</td>
<td>F 78025 moved from Chart II (Facilities) to Chart V-A (EHSO)</td>
<td>Revised org chart</td>
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<tr>
<td>115</td>
<td>V-A</td>
<td>900662</td>
<td>F 900662 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)</td>
<td>Revised org chart</td>
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<tr>
<td>116</td>
<td>V-A</td>
<td>900663</td>
<td>F 900663 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)</td>
<td>Revised org chart</td>
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<tr>
<td>117</td>
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<td>900658</td>
<td>F 900658 moved from Chart II-A (Custodial Unit I) to Chart V-A (Custodial Unit I)</td>
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<tr>
<td>118</td>
<td>V-A</td>
<td>900674</td>
<td>F 900674 moved from Chart II-A (Custodial Unit II) to Chart V-A (.50)</td>
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<tr>
<td>119</td>
<td>V-A</td>
<td>900664</td>
<td>V 900664 moved from Chart II-A (Custodial Unit II) to Chart V-A (Facilities Maintenance)</td>
<td>Revised org chart</td>
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<tr>
<td>120</td>
<td>V-A</td>
<td>900665</td>
<td>F 900665 moved from Chart II-A (Custodial Unit II) to Chart V-A (.50)</td>
<td>Revised org chart</td>
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<tr>
<td>121</td>
<td>V-A</td>
<td>900666</td>
<td>F 900666 moved from Chart II-A (Custodial Unit II) to Chart V-A (.50)</td>
<td>Revised org chart</td>
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<tr>
<td>122</td>
<td>V-A</td>
<td>900667</td>
<td>V 900667 abolished; 0.50 FTE moved to 900664</td>
<td>Revised org chart</td>
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<tr>
<td>123</td>
<td>V-A</td>
<td>900668</td>
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<td>124</td>
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<td>77941</td>
<td>F 77941 moved from Chart II-A (Custodial and Grounds) to Chart V-A (Custodial and Grounds)</td>
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<tr>
<td>125</td>
<td>V-A</td>
<td>900675</td>
<td>F 900675 moved from Chart II-A (Custodial Unit III) to Chart V-A (.50)</td>
<td>Revised org chart</td>
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<tr>
<td>126</td>
<td>V-A</td>
<td>900669</td>
<td>V 900669 moved from Chart II-A (Custodial Unit III) to Chart V-A (.50)</td>
<td>Revised org chart</td>
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<tr>
<td>127</td>
<td>V-A</td>
<td>900670</td>
<td>F 900670 moved from Chart II-A (Custodial Unit III) to Chart V-A (.50)</td>
<td>Revised org chart</td>
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<tr>
<td>128</td>
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<td>900671</td>
<td>F 900671 moved from Chart II-A (Custodial Unit III) to Chart V-A (.50)</td>
<td>Revised org chart</td>
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<tr>
<td>129</td>
<td>V-A</td>
<td>900672</td>
<td>F 900672 moved from Chart II-A (Custodial Unit III) to Chart V-A (.50)</td>
<td>Revised org chart</td>
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</table>

**Jeffery Long - Human Resources Specialist**

1-Jul-16 692-1172

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<tr>
<th>HR Review</th>
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</table>

**Administrator’s Signature, Name and Title**

Date  Telephone Number

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

## Program Title:
John A. Burns School of Medicine

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<tr>
<td>130</td>
<td>V-A 900673</td>
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<tr>
<td>131</td>
<td>V-A 900659</td>
<td>V 900659 moved from Chart II-A (Grounds Services) to Chart V-A (Gr)</td>
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<tr>
<td>132</td>
<td>V-A 900650</td>
<td>V 900650 moved from Chart II-A (Grounds Services) to Chart V-A (Gr)</td>
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<td>133</td>
<td>V-A 78617</td>
<td>F 78617 moved from Chart II (Facilities) to Chart V-A (Parking)</td>
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<td>134</td>
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<td>F 84961 (0.25) moved from Chart V (Medicine) to Chart III (GME)</td>
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<tr>
<td>136</td>
<td>II-B 83236</td>
<td>F 83236 (0.49) moved from Chart V (Medicine) to Chart III-B</td>
<td>Department needs</td>
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<td>V 89490</td>
<td>F 89490 moved from Chart II (Dean) to Chart V (AFO)</td>
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<td>138</td>
<td>V 13479</td>
<td>F 13479 moved from Chart II (Dean) to Chart I (AFO)</td>
<td>Department needs</td>
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Jeffery Long - Human Resources Specialist  
1-Jul-16 692-1172

Administrator’s Signature, Name and Title  
Date  
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