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UNIVERSITY OF HAWAII

David McClain  
Interim President

March 12, 2005

**EXECUTIVE MEMORANDUM NO. 05-01**

TO: Vice Presidents  
Interim Vice Presidents  
Chancellors  
Executive Administrator and Secretary of the Board of Regents  
State Director for Career and Technical Education

FROM: David McClain *David McClain*  
Interim President

SUBJECT: **NEW EXECUTIVE POLICY - STAKEHOLDER REPRESENTATION**

I am hereby officially promulgating a new Executive Policy E9.213, Stakeholder Representation on University Committees, which is available on the World Wide Web at web address <<http://www.svpa.hawaii.edu/svpa/ep/e9/personnel.html>>. The University of Hawaii has adopted a policy which encourages stakeholder participation in important decisions affecting the University.

Please ensure that appropriate offices are notified.

Attachment

Prepared by the Office of the  
Vice President for Administration.  
This is a NEW Policy.

UNIVERSITY OF HAWAII

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EXECUTIVE POLICY - ADMINISTRATION

January 2005

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E9.213 Stakeholder Representation on University Committees

I. INTRODUCTION

Good management practice encourages stakeholder participation in important decisions affecting the University.

II. OBJECTIVE

The objective of this executive policy is to insure that, to the extent possible, all University stakeholders are represented on University committees involved in policy making and search committees for senior level managers and executives.

III. POLICY

To the extent that it is feasible, University search committees formed to screen candidates for Associate Dean positions and above, as well as committees established to recommend major policy changes at the Chancellors' level and above, shall include representatives from the APT, faculty, civil service, student and management ranks where such groups are directly impacted by the policy changes under consideration. Such representation on other committees is strongly encouraged. To the extent possible, individuals from areas which will be directly impacted by the recommendations of the committee should be appointed to serve on such committees.

The Chancellors shall have the responsibility of insuring compliance with this policy on their campuses. The Vice President for Administration shall insure compliance by system offices.