



UNIVERSITY OF HAWAII

EVAN S. DOBELLE
PRESIDENT

September 5, 2001

EXECUTIVE MEMORANDUM NO. 01-7

TO: University Executive Council

FROM: Evan S. Dobelle
President, University of Hawaii

SUBJECT: **NEW EXECUTIVE POLICY**

I am hereby officially promulgating the following new Executive Policy which is available on the World Wide Web:

E2.211 University Leadership Orientation

All newly appointed University executive and managerial employees shall be provided an orientation program on their role and responsibilities as well as the University administration and academic context.

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

UNIVERSITY OF HAWAI'I

Executive POLICY - ADMINISTRATION

September 2001

E2.211 University Leadership Orientation

I. INTRODUCTION

To enhance the potential of new University executive and managerial employees to succeed in their positions and to ensure their understanding of their role as academic and administrative leaders as it relates to the University's strategic plans, visions, goals, missions, policies and procedures. It is incumbent that the orientation imbue new E/M employees with the academic and collegial support to effectively function in the University of Hawai'i's administrative context.

II. OBJECTIVES

The objectives of this executive policy are:

- A. To emphasize that all newly appointed University executive and managerial employees shall be provided an orientation program on their role and responsibilities as well as the University administration and academic context.
- B. To establish that it shall be the responsibility of the respective Chancellors to coordinate with system offices to provide the orientation.

III. GUIDELINES

- A. Chancellors shall ensure that new E/Ms are provided sufficient contextual information so as to better understand their roles and responsibilities. This information should include strategic plans, visions, goals and objectives.
- B. A briefing on administrative policies and procedures should be sufficient to provide the new executive

and managerial employees with an overview of University policies and procedures.

- C. The content should include, but not be limited to:
1. Governance: Board policies, Board approval requirements, statutory requirements, collective bargaining requirements, executive policies;
 2. University strategic plans and policies;
 3. Program budget and organization: budget preparation and execution cycle, program requests, allocations and adjustments, organizational structure, reorganizations;
 4. Fiscal: purchasing, policies, delegated authority, procedures;
 5. Human resources: collective bargaining and labor relations, categories of employees, recruitment procedures, compensation policies and procedures, services from Research Corporation of the University of Hawai'i, delegated authority;
 6. Travel: in-state and out-of-state policies and procedures;
 7. Research and training grants and contracts: policies and procedures;
 8. Equal Employment Opportunity Policies and Americans with Disability Act Policies and Procedures;
 9. Academic and faculty affairs policies and procedures;
 10. Legal affairs;
 11. Student affairs policies and procedures; and
 12. University and community relations.

- D. Briefings shall be completed within a reasonable time following assumption of duties and responsibilities.