October 2, 2015

Dr. Robert Cooney  
Chair, Mānoa Senate Executive Committee  
Co-Chair, All Campus Council of Faculty Senate Chairs  
2500 Campus Road, Hawai’i Hall 208A  
Honolulu, HI 96822

Dear Dr. Cooney:

RE: Proposed Reorganization of the University of Hawai’i Office of Research Compliance (ORC)

Pursuant to the Memorandum of Agreement Regarding the Roles and Consultation Protocols Involving UH Administration, UH Professional Assembly, and UH Faculty Senates dated February 5, 2015, we hereby transmit to the All Campus Council of Faculty Senate Chairs (ACCFSC) and the Mānoa Senate Executive Committee a proposed reorganization to transfer the UH Mānoa Office of Research Compliance (ORC) to the UH System Office of the Vice President for Research and Innovation (OVPRI).

BACKGROUND
In May 2015, the Board of Regents received a written report from the Western Interstate Commission on Higher Education (WICHE). The WICHE report was prepared at the Board’s request to address whether the Regents should reconsider the role separation of the UH System President from the UH Mānoa Chancellor or seek other changes regarding the management and leadership structure of the system.

The 2015 WICHE report strongly recommended maintaining the current structure in which the UH President is a distinct and separate position from the UH Mānoa Chancellor. Additionally, the report recommended that the university’s administrative effectiveness and efficiency could be improved by clearly defining and delineating the roles and responsibilities of system and campus-level administrative units.

In August 2015, the Board of Regents affirmed that the University would retain the position of the UH Mānoa Chancellor, separate and apart from the position of President. Additionally, the Board directed the President to develop, consult as required, and present for approval administrative reorganizations designed to: 1) reduce costs and improve the efficiency and effectiveness of support services via the consolidation and realignment of responsibilities of system-level and campus level offices at the Vice President / Vice Chancellor level and below; 2) establish clear lines of authority and responsibility; and 3) minimize duplication of effort.
SUMMARY OF PROPOSED ORC REORGANIZATION

In due consideration of WICHE report recommendations and the foregoing Board of Regents directive, the subject reorganization of the ORC is being proposed. The ORC is responsible for assuring that UH research and scholarly work involving the use of vertebrate animals, human participants, and microbiological materials is performed responsibly and complies with applicable Federal, state and UH policies. Currently, the ORC resides within the Mānoa Office of the Vice Chancellor for Research. However, the ORC already performs systemwide duties responsibilities. ORC currently provides research compliance services for all ten UH campuses, thus it was a logical decision and deciding factor in the proposed reorganization and recognition of ORC as a UH System office.

The proposed transfer of the ORC from the Mānoa OVCR to the System OVPRI is expected to occur seamlessly, as duties, responsibilities and reporting relationships for the vast majority of ORC staff will remain the same and the implementation of the proposed reorganization will not result in a reduction in temporary or permanent staff. Aside from slight changes to position descriptions and reporting relationships of a few bargaining unit 8 employees due to operational requirements, the only other tangible change resulting from the proposed reorganization of ORC is the physical relocation of three (3) of the four (4) ORC program offices. With the exception of staff included in the Animal and Veterinary Services Program, ORC will physically relocate from its current offices in the Biomedical Sciences Building, 1960 East-West Road to Sinclair Library, 2425 Campus Road. Attached is a UH Mānoa Campus map and the proposed office layout for the relocation of ORC program offices within Sinclair Library.

Below is a brief summary of the changes associated with the proposed reorganization:

- Administrative support staff (81901, 80504, 81431, 78042T) will be organizationally relocated from the ORC Office of the Assistant Vice Chancellor to the ORC Animal and Veterinary Services Program. These special-fund positions (i.e. 81901, 80504, 81431) were initially established to support the Animal and Veterinary Services Program. Relocating the positions restores the intended purpose and placement of the positions. In conjunction with the foregoing:
  - Position descriptions for administrative support staff will be updated to appropriately reflect administrative duties pertaining to the ORC Animal and Veterinary Services Program versus administrative duties encompassing all of ORC.
  - Administrative Officer (81901) will report directly to the Director of Animal and Veterinary Services Program (86262).
  - IT Specialist (79392T) who currently reports to the Administrative Officer (81901) will have a new reporting relationship to the Assistant Vice President for Research Compliance (i.e. Assistant Vice Chancellor for Research Compliance, 89119).

- With the exception of staff included in the Animal and Veterinary Services Program, approximately thirteen (13) ORC staffers would physically relocate from the Biomedical Sciences Building to Sinclair Library.

As mentioned, the intent of the reorganization is to: 1) improve the efficiency and effectiveness of research compliance services by consolidating and realigning associated responsibilities of
OVPRI and OVCR; 2) clearly establishing lines of authority and responsibility; and 3) properly recognizing ORC as a system office.

I would appreciate any comments you or your organization may have in regards to this proposal by October 30, 2015.

Thank you for your time and consideration.

Sincerely,

Vassilis L. Syrmos
Vice President for Research and Innovation

Attachments
- Reorganization Proposal
- Current and Proposed Organizational Charts & Functional Statements