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A N N O U N C E M E N T

November 1, 2017

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

#012-18 DEAN, SCHOOL OF EDUCATION

Location:	Academic and Student Affairs/School of Education
University Information:	<p>The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and three professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at http://www.uog.edu/hro (Under Links).</p>
General Description:	<p>The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.</p> <p>The Dean of the School of Education is the academic and administrative leader of the School of Education and reports directly to the Senior Vice President, Academic and Student Affairs. The Dean is expected to exercise vision, ethical leadership and advocacy in academic affairs, scholarly and service activities of the School. This full-time administrative position is also responsible for policy implementation, faculty and employee supervision, class scheduling, load assignments, and general management of all activities related to the operation of the School of Education, and for providing student and staff services in support of academic programs. As a member of the senior administrative team for the University, the Dean will work successfully as part of a multicultural team.</p> <p>The Dean of the School of Education will be appointed for his/her intellectual and administrative abilities, demonstrated success in education and research, judgment and qualities of leadership. The successful candidate has responsibility for the management of the School and for the implementation of University and School policies in all aspects of its operation. The Dean should have the ability to create an environment conducive to the growth of intellectual life within the School and to maintain the confidence and co-operation of the faculty, administrative staff and students. He/she should be able to manage effectively and efficiently the external relations of their School, both within the University and in the wider community, so as to facilitate support for its educational and research activities. The Dean cooperates with the Financial Aid Office and the Board of Regents in the management of the Government of Guam funded scholarship program for educators. The Dean represents the School's policies and points of view, makes independent judgments on administrative matters within University policies and the Board of Regents/Faculty Union negotiated agreement (2013); and will be held to the highest standards of equity, fairness and integrity.</p>
Character of Duties:	<p>Provide leadership and direction to the School of Education programs and operations; Supervise and evaluate staff in areas relating to academic programs, staff development, and administrative support; Manage the faculty Comprehensive Faculty Evaluation System (CFES) process, approve the CFES plans annually and conduct the CFES evaluation of full-time faculty; Manage and oversee the recruitment, orientation and evaluation of full and part-time faculty; Lead the School in the Council for the Accreditation of Educator Preparation (CAEP) and institutional accreditation; Facilitate strategic initiatives in support of the University's goals and priorities; Facilitate budget discussions and preparation of budgets for School Operations; Network with School stakeholders to ensure positive support toward School mission and programs, in concert with the University of Guam; Liaise with School of Education advisory bodies, as appropriate or mandated by law; Recommend revenue enhancing activities to leverage School resources and support strategic initiatives; Engage the School in the University of Guam's land grant mission in support of enhancing the social and economic development needs of the communities served; Oversee and monitor maintenance of designated facilities and scheduling of use; Review and finalize the course schedule and approve faculty workload, lead and promote the School's research</p>

#012-18 DEAN, SCHOOL OF EDUCATION

initiatives; and Nurture the development of online courses and programs, as well as course and program redesign.

Qualifications:

Minimum: An earned doctoral degree from a US regionally accredited (or foreign equivalent) institution of higher learning in the area of education and/or related area or discipline; Teaching experience in post-secondary schools; A record of three (3) years minimum successful academic administrative or comparable experience, including experience facilitating graduate programs and a research/grants portfolio; Demonstrated understanding of strategic and academic planning models; Knowledge and experience in student recruitment, advisement, and retention; Demonstrates effective ethical, interpersonal, and communication skills and dispositions to build effective working relationships with a wide range of constituencies.

Preferred: Experience in building a partnership with the K-12 school system; Experience living and working in the Pacific region; Experience in online learning development and outcomes assessment; Experience in regional accreditation; Experience in developing and implementing strategic initiatives to foster excellence in undergraduate and graduate education; Successful experience working in a collective bargaining faculty setting; Experience leading National Council for Accreditation of Teacher Education (NCATE)/Teacher Education Accreditation Council (TEAC)/CAEP accreditation process; Experience in grantsmanship and obtaining and managing grants, fostering relationships with donors, alumni, and other constituencies; Demonstrated commitment to faculty governance, consultative processes, and consensus building; Experience in course and program redesign; Experience and demonstrated commitment to on line programming and use of technology in support of education; A record of scholarly publications in an area aligned with education; Research experience and qualifications sufficient for appointment at the rank of tenured associate or full professor in the School of Education; A record of successful academic administrative experience at the level of associate or assistant dean or above in a higher education institution including program development, budgeting, academic governance, recruitment and faculty evaluation, faculty relations, intra-university relations and NCATE/TEAC/CAEP accreditation and demonstrated experience in facilitating such; Proven track record of academic research; Knowledgeable about assessment for specialized accreditation processes.

Salary Level:

\$91,509 - \$137,263 per annum
(Salary will be commensurate with qualifications and experience)

Appointment/ Relocation:

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

Application Process:

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Michelle M.S. Santos, Search Committee Chair, msantos@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

Application Deadline:

Applications will be received no later than February 2, 2018 (Chamorro Standard Time/UTC+10).

For further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <http://www.guampdn.com> and The Guam Daily post is available at

#012-18 DEAN, SCHOOL OF EDUCATION

Work Eligibility:

<http://www.postguam.com>.

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job related sources from legal liability for the information provided.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquires concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).



LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer

