



UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN  
BOARD OF REGENTS

RESOLUTION NO. 14-19

**RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS  
AND SALARY SCHEDULE**

**WHEREAS**, the University of Guam (University) is the primary U.S. Land Grant institution accredited by the Western Association of Schools and Colleges (WASC) serving the post-secondary needs of the people of Guam and the region; and

**WHEREAS**, the governance and well-being of the University is vested in the Board of Regents (BOR); and

**WHEREAS**, pursuant to GCA 16112, the Board of Regents is authorized to adopt rules and regulations governing the compensation of academic personnel; and

**WHEREAS**, on May 22, 2003, the Board of Regents approved Resolution No. 03-09, Relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Schedule at the University of Guam; and

**WHEREAS**, the University administration has adopted the College and University Professional Association (CUPA) for Human Resources administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

**WHEREAS**, the administration recommends the revision of the Salary Schedule to reflect a negotiated salary schedule for the position of Vice President of Administration and Finance, which is critical in delivering the University's mission, strategic initiatives, and infrastructure support and controls; and

**WHEREAS**, based upon an assessment of the priority needs of the University, of the responsibilities of the positions, and of comparable CUPA-HR salary benchmarks, the administration recommends the removal of the existing position of the Fieldhouse/ Athletics Director to be replaced with the position of Athletics Director with the associated position description and recommended salary scale; and


**WHEREAS**, the Academic, Personnel and Tenure Committee reviewed the administration's recommendations, and together with the President, recommend to the BOR the attached list of Administrative Positions and Administrative Salary Schedule.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Regents hereby approves the revised list of Administrative Positions and Administrative Salary Schedule, which is herein attached.

Adopted this 25<sup>th</sup> day of September, 2014.

  
William D. Leon Guerrero, Chairman

**ATTESTED:**

  
Dr. Robert A. Underwood, Executive Secretary

**University of Guam**  
**Position Description – Vice President for Administration and Finance**  
**Salary Negotiated**

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**POSITION NARRATIVE**

The Vice President for Administration and Finance (VPAF), reporting to the President, is the executive officer responsible for finance, human resources, plant and facilities, information technology, field house and athletics, bookstore and food services, safety and security consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom. The VPAF serves as a member of the President's cabinet and supports the achievement of institutional purposes and educational objectives through the formulation of strategic direction with the President and vice presidents, the development and implementation of policy, and the leadership of financial and administrative resources in a manner that creates a sustainable environment for student learning. Institutional dimensions, within which the VPAF operates, include: 3,900 students, gross revenues and appropriations ~\$100 million (M), 830 full-time and part-time employees with personnel expenses \$45M, assets \$135M, investments \$20M, and 22 major buildings on 600+ acres including a main campus and five satellite areas. The VPAF manages a staff of over 100 and administers A&F budgets of ~\$11M. Direct reports are Comptroller, Chief Human Resources Officer (CHRO), Chief Plant and Facilities Officer (CPFO), Chief Information Officer (CIO)/ Information Technology Resource Center Director, Research Corporation Executive Director, Associate Budget and Administrative Processes Officer (ABAPO), Field House and Athletics Director, Bookstore and Auxiliary Services Director, Safety Supervisor and a contracted security force.

**DUTIES AND RESPONSIBILITIES**

Primary duties and responsibilities shall include, but not be limited to the following:

- Is the chief business officer responsible for leading, planning and directing administration and finance resources and operations
- Is the financial and administrative advisor to the Board, President and executive officers
- Formulates and implements institutional goals, objectives, strategies, policies and initiatives with the President and vice presidents
- Promotes institutional values and enhances the University's image through a culture of high performance and continuous improvement
- Maintains continuous lines of communication, keeping the campus community informed of all critical issues
- Directs institutional finances and investments through the Comptroller
- Manages institutional risk, controls and accountability through the Comptroller
- Leads the development and financial management of annual operating and capital budgets through the ABAPO
- Directs the development and management of campus facilities in accordance with the Facilities Master Plan and through the CPFO and Field House and Athletics Director
- Interprets applicable laws and regulations relating to human resource and employment through the Legal Counsel and CHRO
- Develops administrative and academic systems and networks through the CIO
- Manages safety and security through the Safety Supervisor
- Provides accurate and timely reporting of financial and administrative information to the Board of Regents
- Staffs the Board of Regents' committees on Budget, Finance, Investment, Audit and on Physical Facilities
- Serves as an ex officio member of the Research Corporation board and oversees RCUOG activities through the Executive Director
- Works collaboratively with the UOG Endowment Foundation related to capital campaigns and facilities development
- Works cooperatively and collaboratively with the campus community, including the Faculty Senate, Faculty Union, Administrative Council, Staff Council, and Student Government Association
- Chairs the University Planning and Budget Advisory Committee and serves on the Administrative Council
- Represent the University with local and federal government officials; public auditor and external auditors; banking and insurance industry; architectural, engineering and construction firms; and other external contacts
- Plan, assign, supervise, coordinate, and evaluate subordinates in accordance with University needs and policies
- Perform other duties as assigned by the President.

**MINIMUM QUALIFICATIONS**

- Master's degree in accounting, business, engineering or a field related to the Administration and Finance units from an US accredited college/ university or foreign equivalent
- Minimum five (5) years of experience at the managerial level in finance
- Knowledge of accounting standards, accreditation standards, and administrative policies, procedures, and processes.

**PREFERRED QUALIFICATIONS**

- Certified Public Accountant (CPA); Certified Government Financial Manager (CGFM); Accredited Investment Fiduciary; Professional Engineer (PE); or other credential relevant to the Administration and Finance units
- Experience in higher education, financing of capital projects, fund accounting, audit, procurement, and budget development
- Strong oral and written communications and ability to work effectively with the public, students, employees, and officials at all levels.

**APPROVED BY ROBERT A. UNDERWOOD, Ed.D., PRESIDENT**

Revised August 2014

The University of Guam is an equal opportunity employer and provider

**UNIVERSITY OF GUAM**  
**POSITION DESCRIPTION**  
**ATHLETICS DIRECTOR**  
**SALARY RANGE: \$52,474 - \$78,710**

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**POSITION NARRATIVE:**

The Athletics Director, under the general direction of the Vice President for Administration and Finance, is primarily responsible for the administration of the University's athletics programs consistent with the mission, strategic initiatives, accreditation standards, autonomy and academic freedom. The Athletic Director supports the achievement of institutional purposes and educational objectives through the management Field House events and athletics programs in a manner that creates a high quality environment for student learning. The athletics program is a co-curricular program integrated with academic goals and programs in support of student professional and personal development. The Field House houses academic and athletic programs and is also a facility available for broader University and community needs. The Athletic Director manages a staff of 5 (summer camp 25+) and administers stand-alone auxiliary funds with responsibility for revenues of \$0.3 million for Athletics and \$ 0.3 million for the Field House.

**DUTIES AND RESPONSIBILITIES:**

Primary duties and responsibilities shall include, but not be limited to the following:

- Develop, build and administer athletic programs that meet the academic and personnel development needs of students and students with disabilities.
- Collaborate with academic colleges and units to achieve goals related to student learning, diversity, and performance by identifying appropriate student intramural and athletic programs.
- Develop and assess outcomes for the athletic programs.
- Create, implement and assess short-term and long-term budgets and plans that address objectives for student learning and success, community engagement, and institutional effectiveness and efficiency; higher education athletic programs appropriate to the resources available.
- Administer and grow the Field House Auxiliary Fund & Athletic Auxiliary Fund for sufficient and allocated resources to sustain student intramural and athletic programs and meet the facility's operational and capital needs:
  - Develop fee schedules and generate revenue to support the operation of the athletic programs.
  - Deliver balanced or surplus net assets for the Athletic funds by managing revenues and expenditures
- Integrate multiple activities and programs around the goals of the athletic programs. Participate with other campus personnel in developing and coordinating activities, goals, and services. Develop and provide athletic services to meet the needs of a wide variety of student athletics. Supervise and train students and staff in a variety of labor intensive activities, communicate effectively orally and in writing.
- Manage Field House events, logistics and activities to meet student learning needs for athletic classrooms, equipment and facilities and to meet University and community needs for academic convocations, graduation, and large-scale events.
- Maintain the facility and hold events in compliance with environmental, building, fire, and life safety, ADA, occupational health codes, regulations, and standards including those of accrediting bodies, coordinating support work through the Chief Plant and Facilities Officer for maintenance, renovation and upkeep.
- Serve on appropriate University committees including the Administrative Council and the Institutional Safety Committee.
- Represent and promote the University athletic programs on campus and in the community
- Represent the interests of the University and its students on the Interscholastic Athletic Council
- Select athletic coaches and plan, assign, supervise, and evaluate subordinates in accordance with University needs and policies
- Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in Athletics, Physical Education or a closely related field is required.
- Five (5) years of progressively responsible experience in developing, building and running athletic and student intramural programs; athletic and student intramural supervision; sport team coaching; administrative and financial skills, at least 3 additional years of supervisory experience in athletics program management, events management or other related management position for a similarly-sized or larger operation.
- Knowledge of National Collegiate Athletic Association (NCAA) regulations, reporting systems, sports procedures and practices.
- Knowledge of principles, practices, and techniques of administering athletic and student intramural programs.
- Experience in fundraising and garnering financial support for athletic programs and events.

**PREFERRED QUALIFICATIONS:**

- Master's Degree or equivalent.
- Experience with athletics in an educational environment.
- A leader who excels in teamwork, customer service and has a record of athletic accomplishment, as a coach or participant.
- Financial management and budgeting skills related to athletic programs and buildings.

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- Strong communication skills with demonstrated record of being a leader and ability to articulate a clear vision for the program.
- Excellent interpersonal skills, business insight and creativity to generate revenue and allocate and manage resources effectively to achieve goals.

APPROVED BY



DR. ROBERT A. UNDERWOOD, PRESIDENT Date



DAVID M. O'BRIEN, VP, A&F Date

Administrator's Salary Scale  
 Approved by Board of Regents Resolution No. 03-16  
 Amended on 2/20/14 Resolution Nos. 14-01

POSITION TITLE	Quartile 1 80%-90% Range	Quartile 2 90%-100% Range	Quartile 3 100%-110% Range	Quartile 4 110%-120% Range
<b>Office of the President</b>				
President	\$ 94,074 \$	105,833 \$	117,592 \$	129,351 \$
Legal Counsel	\$ 59,794 \$	67,268 \$	74,742 \$	82,216 \$
Director, Integrated Marketing Communications	\$ 66,054 \$	74,311 \$	82,568 \$	90,825 \$
Executive Assistant to the President	\$ 81,927 \$	92,168 \$	102,409 \$	112,650 \$
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 48,779 \$	54,877 \$	60,974 \$	67,071 \$
Institutional Compliance Officer	\$ 51,886 \$	58,372 \$	64,858 \$	71,344 \$
International Program Development (Coordinator, Director)	\$ 32,006 \$	36,007 \$	40,008 \$	44,009 \$
Web Master	\$ 56,962 \$	64,083 \$	71,203 \$	78,323 \$
Director, Development and Alumni Affairs	\$ 106,550 \$	119,869 \$	133,188 \$	146,507 \$
<b>Office of Academic and Student Affairs</b>				
Senior Vice President, Academic and Student Affairs	\$ 81,806 \$	92,032 \$	102,258 \$	112,484 \$
Assistant Vice President of Graduate Studies, Research and Sponsored Programs	\$ 96,243 \$	108,274 \$	120,304 \$	132,334 \$
Dean, College of Liberal Studies and Social Sciences	\$ 88,826 \$	99,930 \$	111,033 \$	122,136 \$
Dean, College of Natural and Applied Sciences	\$ 94,200 \$	105,975 \$	117,750 \$	129,525 \$
Dean, School of Education	\$ 85,888 \$	96,624 \$	107,360 \$	118,096 \$
Dean, School of Business and Public Administration	\$ 84,694 \$	95,280 \$	105,867 \$	116,454 \$
Dean, School of Nursing and Health Sciences	\$ 76,995 \$	86,620 \$	96,244 \$	105,868 \$
Associate Director, Western Pacific Tropical Research Center	\$ 64,995 \$	73,120 \$	81,244 \$	89,368 \$
Associate Director, Cooperative Extension Service	\$ 51,294 \$	57,705 \$	64,117 \$	70,529 \$
Dean/Director/Coordinator, Enrollment Management and Student Services	\$ 73,448 \$	82,629 \$	91,810 \$	100,991 \$
Registrar	\$ 49,056 \$	55,188 \$	61,320 \$	67,452 \$
Associate/Assistant Deans	\$ 64,483 \$	72,544 \$	80,604 \$	88,664 \$
Grants Officer	\$ 88,278 \$	99,313 \$	110,348 \$	121,383 \$
Director/Coordinator:	\$ 50,410 \$	56,711 \$	63,012 \$	69,313 \$
Learning Resources	\$ 40,893 \$	46,004 \$	51,116 \$	56,228 \$
Computer Center/Technology Resources	\$ 51,550 \$	57,994 \$	64,438 \$	70,882 \$
Graduate Studies	\$ 62,288 \$	70,074 \$	77,860 \$	85,646 \$
Centers of Excellence and Research Institutes	\$ 61,695 \$	69,407 \$	77,119 \$	84,831 \$
Financial Aid	\$ 40,893 \$	46,004 \$	51,116 \$	56,228 \$
Student Resource Center (one-stop center)	\$ 51,550 \$	57,994 \$	64,438 \$	70,882 \$
Student Services/Student Life	\$ 62,288 \$	70,074 \$	77,860 \$	85,646 \$
Summer School and Off-Campus Programs	\$ 61,695 \$	69,407 \$	77,119 \$	84,831 \$
Director of Academic Assessment/Institutional Research	\$ 50,410 \$	56,711 \$	63,012 \$	69,313 \$
Director of Micronesian Area Research Center	\$ 40,893 \$	46,004 \$	51,116 \$	56,228 \$
*Based on Faculty Salary and RRRPM, Article IV, Section A1.a.(6)				

POSITION TITLE	Quartile 1 80%-90% Range	Quartile 2 90%-100% Range	Quartile 3 100%-110% Range	Quartile 4 110%-120% Range
<b>Office of Administration and Finance</b>				
Vice President, Administration and Finance	\$ 63,190 \$	71,089 \$	78,988 \$	86,887 \$
Comptroller/Chief Financial Officer	\$ 51,058 \$	57,441 \$	63,823 \$	70,205 \$
Associate Comptroller/Bursar	\$ 51,216 \$	57,618 \$	64,020 \$	70,422 \$
Associate Budget and Administrative Process Officer	\$ 65,084 \$	73,220 \$	81,355 \$	89,491 \$
Chief Human Resources Officer	\$ 63,873 \$	71,857 \$	79,841 \$	87,825 \$
Chief Plant and Facilities Officer	\$ 43,704 \$	49,167 \$	54,630 \$	60,093 \$
Director/Manager/Coordinator:	\$ 42,380 \$	47,678 \$	52,975 \$	58,273 \$
Campus Facilities	\$ 50,521 \$	56,836 \$	63,151 \$	69,466 \$
Campus Construction Projects	\$ 52,474 \$	59,033 \$	65,592 \$	72,151 \$
Bookstore and Auxiliary Services	\$ 65,032 \$	73,161 \$	81,290 \$	89,419 \$
Athletic Director	\$ 44,276 \$	49,811 \$	55,345 \$	60,880 \$
Director, Professional and International Programs	\$ 43,582 \$	49,029 \$	54,477 \$	59,925 \$
Associate Dir, PIP Telecommunications and Distance Education and Outreach				
Associate Dir, PIP Professional Development and Lifelong Learning Center				

\* Scale is managed by UOC Human Resources Office; last updated 09/19/14