



**UNIVERSITY OF GUAM
UNIBETSEDAT GUÅHAN
BOARD OF REGENTS**

RESOLUTION NO. 18-14

**RELATIVE TO CHANGING THE TITLE OF DIRECTOR OF LEARNING
RESOURCES AND REVISING THE LIST OF ADMINISTRATIVE
POSITIONS AND THE ADMINISTRATIVE SALARY SCHEDULE TO
INCLUDE THE DEAN OF UNIVERSITY LIBRARIES**

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

WHEREAS, the governance and well-being of UOG is vested in its Board of Regents (BOR) which has oversight over the creation and designation of administrative academic titles, positions, and salaries; and

WHEREAS, pursuant to 17 GCA 16112, the BOR is authorized to adopt rules and regulations governing the compensation of academic personnel; and

WHEREAS, on May 22, 2003, the BOR 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 Scale at the University of Guam; and

WHEREAS, the UOG administration has adopted the 2003 College and University Professional Association for Human Resources (CUPA-HR) administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

WHEREAS, the creation of the Dean of University Libraries positions to lead, plan, organize, manage its library and archival services including the RFT-Micronesian Area Research Center, is critical in delivering the University's mission, Good to Great and other strategic initiatives, infrastructure support and controls, and ensuring the protection of UOG library/library research resources; and


WHEREAS, based upon an assessment of the priority needs of UOG, the responsibilities of the position, and CUPA-HR salary benchmarks for comparable positions, the associated position description and recommended salary scale was developed; and

WHEREAS, the Academic, Personnel and Tenure Committee reviewed the administration's recommendations, and together with the President, recommend


to the BOR for approval the creation of the Dean of University Libraries position and the revised list of administrative positions and Administrator Salary Scale, as attached.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby approves the creation of the Dean of University Libraries position to replace the Director, Learning Resources position and revised Administrator Salary Scale.

Adopted this 26th day of April, 2018.


Elizabeth C. Gayle, Chairperson

ATTESTED:


Dr. Robert A. Underwood, Executive Secretary

UNIVERSITY OF GUAM
POSITION DESCRIPTION
DEAN OF UNIVERSITY LIBRARIES
Proposed Salary Range: \$82,438- \$123,656

POSITION NARRATIVE:

The Dean of University Libraries is responsible for the overall administration, planning and development of the RFK Memorial Library and the RFT-Micronesia Area Research Center, and reports directly to the Senior Vice President for Academic and Student Affairs. The Dean provides leadership in coordinating campus-, island-, and region-wide access to information resources. The Dean is a member of the University's Administrative Council, and serves in other administrative service functions

DUTIES AND RESPONSIBILITIES:

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

- Provide leadership in coordinating campus-, island-, and region-wide access to information resources.
- Promote the mission and strategic plan of the University.
- Develop plans and policies collaboratively with library staff personnel, Senior Vice President, and/or campus constituents.
- Coordinates with library personnel and campus constituents on the assessment of student learning of core competencies, including information literacy and co-curricular learning.
- Develop policies, plans, and programs collaboratively with MARC personnel, Senior Vice President, and/or regional stakeholders that help to preserve regionally-significant historical records and promote a scholarly exchange of ideas about the Micronesia region.
- Develops policies and plans collaboratively with MARC Cultural Repository personnel, campus constituents and regional stakeholders for the operation and management of the Guam Cultural Repository.
- Monitors the Guam Cultural Repository's compliance with local and federal regulations related to the proper care and protection of cultural resources and historic collections.
- Participate as a member of the University's Administrative Council, Academic Operations Committee, Research Council, and other administrative service functions.
- Enforce library policies, budget management and community relations.
- Collect and analyze statistical data to evaluate the efficiency and effectiveness of the University's Library and RFT-Micronesia Area Research Center.
- Prepare, administer and justify budgets, including requests for additional funding that reflects changes to the University's Library, RFT-Micronesia Area Research Center, and University's academic programs.
- Review and approve expenditures and regularly track controls expenditures against the approved budget.
- Maintain a continuous and successful record of scholarly activity, teaching and grantsmanship.

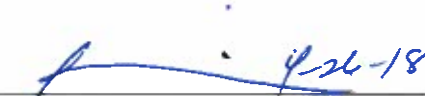
- Pursue applicable avenues of research and develop strategies for RFT-MARC public relation activities in local, regional and international arenas.
- Perform other duties as assigned by the Senior Vice President, Academic and Student Affairs.

MINIMUM QUALIFICATIONS:

- Earned doctorate in a social science discipline, e.g., library science, anthropology, geography, history, linguistics, political science, etc., from a U.S. accredited institution or foreign equivalent AND an ALA-accredited Master of Library Science or equivalent degree from an accredited institution.
- Three (3) years of relevant administrative and supervisory experience in academic library of comparable size utilizing current technological and telecommunications applications, including formulation and enforcement of library policies, budget management, and communication relations.
- Experience in academic and research administration.
- Understanding of current and broad trends and issues in higher education.
- Strong organizational, interpersonal, written and oral communication skills.
- Knowledge of regional accreditation.
- Knowledge of continuous improvement processes.
- Good report writing skills.
- Knowledge of the institution.
- Good interpersonal, teambuilding, and leadership skills.
- Good quantitative and analytic thinking skills.

PREFERRED QUALIFICATIONS:

- Five (5) years substantial and progressively responsible administrative and supervisory experience in academic library or an earned doctorate degree from a U.S. accredited institution or foreign equivalent.
- Record of research and publications.
- Successful experience with securing and administering external funding through grants and/or private contributions.
- Proven ability to articulate and implement an imaginative, flexible vision that incorporates and understanding of the changing scholarly use of information resources and services.
- Experience in an academic library environment with innovative technologies and Internet telecommunication capabilities.
- Experience working with multicultural populations.
- Experience in the Western Pacific region of Micronesia.


 Anita Borja Enriquez
 Senior Vice President
 Academic and Student Affairs

Date


 Robert A. Underwood
 President

Date

APR 26 2018

Administrator's Salary Scale
Resolution No. 18-XX
Amended on 04/26/2018

POSITION TITLE	Quartile 1 80%-90% Range	Quartile 2 90%-100% Range	Quartile 3 100%-110% Range	Quartile 4 110%-120% Range
Office of the President				
President	\$ 96,914 \$	109,029 \$	121,143 \$	133,257 \$
Legal Counsel	\$ 61,599 \$	69,299 \$	76,999 \$	84,699 \$
Director, Integrated Marketing Communications	\$ 68,050 \$	76,556 \$	85,062 \$	93,568 \$
Executive Assistant to the President	\$ 84,402 \$	94,952 \$	105,502 \$	116,052 \$
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 53,454 \$	60,135 \$	66,817 \$	73,499 \$
International Program Development (Coordinator, Director)	\$ 32,973 \$	37,094 \$	41,216 \$	45,338 \$
Web Master	\$ 58,682 \$	66,018 \$	73,353 \$	80,688 \$
Director, Development and Alumni Affairs				
Office of Academic and Student Affairs				
Senior Vice President, Academic and Student Affairs	\$ 88,278 \$	99,313 \$	110,348 \$	121,383 \$
Assistant Vice President of Academic Excellence / Director of Graduate Studies	\$ 80,212 \$	90,239 \$	100,265 \$	110,292 \$
Assistant Vice President of Instructional Effectiveness	\$ 125,514 \$	141,203 \$	156,892 \$	172,581 \$
Dean, School of Engineering	\$ 84,278 \$	94,812 \$	105,347 \$	115,882 \$
Dean, College of Liberal Studies and Social Sciences	\$ 82,438 \$	92,742 \$	103,047 \$	113,352 \$
Dean, University Libraries	\$ 99,150 \$	111,543 \$	123,937 \$	136,331 \$
Dean, College of Natural and Applied Sciences	\$ 91,509 \$	102,947 \$	114,386 \$	125,825 \$
Dean, School of Education	\$ 97,046 \$	109,176 \$	121,307 \$	133,438 \$
Dean, School of Business and Public Administration	\$ 88,482 \$	99,543 \$	110,603 \$	121,663 \$
Dean, School of Nursing and Health Sciences	\$ 87,252 \$	98,159 \$	109,065 \$	119,972 \$
Associate Director, Western Pacific Tropical Research Center	\$ 79,420 \$	89,235 \$	99,050 \$	108,865 \$
Associate Director, Cooperative Extension Service	\$ 82,438 \$	92,742 \$	103,047 \$	113,352 \$
Dean, Enrollment Management and Student Success	\$ 70,014 \$	78,766 \$	87,518 \$	96,270 \$
Associate Dean, EMSS and Registrar	\$ 75,666 \$	83,125 \$	90,583 \$	98,041 \$
Associate/Assistant Deans	\$ 56,000 \$	63,000 \$	70,000 \$	77,000 \$
Grants Officer	\$ 107,056 \$	120,438 \$	133,821 \$	147,203 \$
Director / Coordinator	\$ 54,538 \$	56,955 \$	59,372 \$	61,789 \$
Research and Sponsored Programs (CUPA)				
Research and Sponsored Programs (CUPA)	\$ 90,944 \$	102,312 \$	113,680 \$	125,048 \$
Learning Resources				
Graduate Studies	\$ 51,932 \$	58,424 \$	64,915 \$	71,407 \$
Centers of Excellence and Research Institutes	\$ 51,665 \$	58,123 \$	64,581 \$	71,039 \$
Financial Aid	\$ 42,128 \$	47,394 \$	52,660 \$	57,926 \$
Residence Halls	\$ 53,107 \$	59,746 \$	66,384 \$	73,022 \$
Student Resources Center (one-stop center)	\$ 62,929 \$	70,795 \$	78,661 \$	86,527 \$
Student Services / Student Life	\$ 66,996 \$	75,371 \$	83,745 \$	92,120 \$
Summer School and Off-Campus Programs	\$ 45,613 \$	51,314 \$	57,016 \$	62,718 \$
Micronesian Area Research Center (MARC)	\$ 44,898 \$	50,510 \$	56,122 \$	61,734 \$
Professional and International Programs				
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 110,978 \$	124,851 \$	138,723 \$	152,595 \$
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ 66,430 \$	74,734 \$	83,038 \$	91,342 \$
Office of Administration and Finance				
Vice President, Administration and Finance	\$ 66,590 \$	74,913 \$	83,237 \$	91,561 \$
Chief Information Officer	\$ 52,762 \$	59,358 \$	65,953 \$	72,548 \$
Director, Computer Center/Technology Resources	\$ 60,424 \$	67,977 \$	75,530 \$	83,083 \$
Sec. IT Manager, Infrastructure Services and Information Security	\$ 65,099 \$	73,237 \$	81,374 \$	89,511 \$
Associate Budget and Administrative Process Officer	\$ 52,600 \$	59,175 \$	65,750 \$	72,325 \$
Chief Human Resources Officer	\$ 65,802 \$	74,027 \$	82,252 \$	90,477 \$
Director, HRD and Title IX/ADA Coordinator	\$ 45,024 \$	50,652 \$	56,280 \$	61,908 \$
Comptroller/Chief Financial Officer	\$ 43,660 \$	49,118 \$	54,575 \$	60,033 \$
Associate Comptroller / Bursar	\$ 52,047 \$	58,553 \$	65,059 \$	71,565 \$
Chief Plant and Facilities Officer	\$ 54,058 \$	60,816 \$	67,573 \$	74,330 \$
Director / Coordinator	\$ 58,835 \$	66,191 \$	73,547 \$	80,903 \$
Campus Facilities				
Campus Construction Projects				
Bookstore and Auxiliary Services				
Athletic Director				
Internal Auditor				

* Scale is managed by UOG Human Resources Office; last updated on April 20, 2017 by BOR Resolution No. 17-08