



**UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents**

Resolution No. 25-02

RELATIVE TO UPDATING THE ASSOCIATE DIRECTOR OF TELECOMMUNICATION AND DISTANCE LEARNING EDUCATION OPERATION (TADEO) POSITION TO DIRECTOR, CENTER FOR ONLINE LEARNING

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

WHEREAS, pursuant to 17 GCA § 16112, the Board of Regents (BOR) Articles of Incorporation, and the BOR Bylaws, the BOR is authorized to adopt rules and regulations governing the selection, compensation, promotion, performance evaluation, disciplinary action and other terms and conditions of employment affecting academic personnel, defined as faculty and administrators;

WHEREAS, the BOR retains authority over Academic Personnel of the University including establishing personnel rules and regulations guiding selection, employment, salary and other compensation;

WHEREAS, the Telecommunication and Distance Learning Education Operation (TADEO) has been responsible for maintaining existing telecommunication connections across Micronesia and researching and developing communication improvements;

WHEREAS, these infrastructures have been used for daily communications, disaster preparation and distance education among other things;

WHEREAS, programmatic review now aligns said office to focus on online teaching and learning, currently offering six different ways to learn, or course modalities: Face-to-Face (F2F), Hybrid, Hyflex, Online Asynchronous, Online Synchronous, and Online Hybrid;

WHEREAS, the alignment of TADEO to the Center for Online Learning would also require an update to its administrator position to reflect its current duties and responsibilities;

WHEREAS, a slight adjustment to the salary pay range is required to account for this updated role; and

WHEREAS, the BOR Academic, Personnel and Tenure committee has reviewed this action and recommends this be sent to the full BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BOR hereby approves the enclosed Director, Center for Online Learning position description and its appropriate salary benchmark.

Adopted this 20th day of February, 2025

ATTESTED:

Anita Borja Enriquez, D.B.A., Executive Secretary

Lesley-Anne Leon Guerrero, Chairperson

**UNIVERSITY OF GUAM
POSITION DESCRIPTION
DIRECTOR, CENTER FOR ONLINE LEARNING**

SALARY RANGE: \$82,472 – \$123,708

POSITION NARRATIVE:

The Director, Center for Online Learning (COLL) supports the Senior Vice President and Provost in providing leadership for the University's distance education and online learning program, its resources, and enhancing its responsiveness to our community and the Asia Pacific region consistent with the mission, strategic initiatives, accreditation standards, including the management of related grants. The Director for COLL assists in defining, clarifying, budgeting and delivering strategic initiatives and coordinating professional development and support services related to the University's distance education and online learning operation. The Director for COLL manages a full-time staff and administers programs and services.

MINIMUM QUALIFICATIONS:

- Master's degree from a U.S. accredited college/university or foreign equivalent with three (3) years of progressively responsible leadership experience in two or more of the following areas: a) distance education, online and hybrid learning; b) learning management systems; c) curriculum development, instruction, and assessment; and d) knowledge of IT structures needed for online course delivery.

PREFERRED QUALIFICATIONS:

- Doctoral degree from a U.S. accredited college/university or foreign equivalent;
- Successful, relevant experience and personal networks in Guam and the Pacific Islands and in the Asia-Pacific region;
- Accomplishments in securing grants and contracts, building shared agendas, negotiating strategic partnerships; and
- Candidates who excel in project and outreach program management, strategic planning, problem-solving and customer support.

DUTIES AND RESPONSIBILITIES:

- In consultation with the Senior Vice President and Provost, develop business plans and budgets to meet strategic goals of the University's Center for Online Learning;
- Collaborate with academic leaders on the creation and expansion of online and hybrid programs, including the development of innovative learning experiences that align with institutional goals and market needs. Collaborate to create and update a strategic plan for online education that aligns with the college's overall mission and growth objectives. In collaboration with schools, oversee the design and launch of new online and hybrid programs, ensuring they meet academic and market demands. Regularly assess the effectiveness of current online offerings and collaborate with academic leaders to implement improvements to enhance their quality and relevance.

T: +1 671.735.2350 F: +1 671.734.6005 W: www.uog.edu

Mailing Address: 303 University Drive UOG Station Mangilao, Guam 96913

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Director, Center for Online Learning Position Description

- Ensure that online courses and programs meet quality assurance metrics, accreditation standards, and national regulatory requirements. Establish and maintain quality assurance processes to ensure online courses meet high academic standards and institutional benchmarks. Work with academic departments and leaders to ensure the hiring of faculty qualified to teach online/hybrid courses. Prepare and maintain documentation required for accreditation reviews and compliance with accreditation standards. Assist in assessing the educational effectiveness of online courses and programs.
- Work with deans and program directors to integrate online learning into the broader academic framework and support faculty in online course development. Partner with IT to ensure that computing infrastructure supports the academic and co-curricular needs of online learners and faculty. Collaborate with stakeholders to ensure high-quality delivery of training programs for faculty on best practices for online teaching and course design.
- Partner with Enrollment Management and Student Success, as well as schools and colleges, to perform research and identify emerging trends, needs, and opportunities in the competitive online education market to inform graduate and non-credit program development. Conduct outreach with local and other community partners on potential programs that may be of mutual benefit. Analyze enrollment data, financial performance, and other metrics to evaluate the success of online programs and make data-driven recommendations and decisions. Use data analytics to assess the effectiveness of online programs and courses. Collect feedback from students, faculty, and industry stakeholders to continuously improve online programs and align them with market demands.
- Develop and implement strategies to foster student engagement and enhance the online learning experience, ensuring accessibility and support for diverse learners. Collaborate with colleges and schools, IT, and others to support the faculty in their facilitation of the student online experience.
- Serve as a visible leader on campus, representing the online learning office to both internal and external stakeholders, and actively participate in the strategic vision and growth of the institution's distance and online education portfolio.
- Develop related commercial relationships and partnerships with industry, government and other institutions of higher education;
- Plan, prepare, administer and control the COLL and related grant budgets; maintain financial records; procure contracts; provide financial reports; assemble appropriate human, technical, and financial resources;
- Monitor and assure compliance with all relevant laws and internal rules, policies, and procedures; and
- Performs other related duties as assigned.

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Director, Center for Online Learning Position Description

Approved:



Anita B. Enriquez, D.B.A., President

Date: 02/20/25

UOG Administrator's Salary Scale

Amended by Board of Regents' Resolution 25-02, Feb. 20, 2025

| Position Title | | CUPA * Position No. | BOR Reference | Quartile 1 80%-90% Range | | Quartile 2 90%-100% Range | | Quartile 3 100%-110% Range | | Quartile 4 110%-120% Range | |
|---|--|------------------------|---------------------|-----------------------------|-----------|------------------------------|-----------|-------------------------------|-----------|-------------------------------|-----------|
| Office of the President | | | | | | | | | | | |
| 1 | President | | | <i>Salary Negotiated</i> | | | | | | | |
| 2 | Chief Marketing and Communications Officer | #1048 | 03-09, 03-16 | \$86,544 | \$97,362 | \$97,362 | \$108,180 | \$108,180 | \$118,998 | \$118,998 | \$129,816 |
| 3 | Director, Auxiliary Services | #3050 | 03-09, 03-16 | \$58,464 | \$65,772 | \$65,772 | \$73,080 | \$73,080 | \$80,388 | \$80,388 | \$87,696 |
| 4 | Web Master | #5015 | 05-28 | \$57,926 | \$65,167 | \$65,167 | \$72,408 | \$72,408 | \$79,649 | \$79,649 | \$86,890 |
| 5 | Chief Planning Officer | #1033 | 03-09, 03-16 | \$90,116 | \$101,381 | \$101,381 | \$112,645 | \$112,645 | \$123,910 | \$123,910 | \$135,174 |
| 6 | Chief of Staff and Board Liaison | #1004 | 20-02 | \$90,464 | \$101,772 | \$101,772 | \$113,080 | \$113,080 | \$124,388 | \$124,388 | \$135,696 |
| 7 | Vice President for University Advancement | #8001 | 03-09, 03-16, 11-01 | <i>Salary Negotiated</i> | | | | | | | |
| 8 | Director, Global Learning and Engagement | #1208 | 20-02 | \$91,694 | \$103,156 | \$103,156 | \$114,618 | \$114,618 | \$126,080 | \$126,080 | \$137,542 |
| 9 | Associate Director, Global Learning and Engagement | #2010 | 09-01 | \$65,209 | \$73,360 | \$73,360 | \$81,511 | \$81,511 | \$89,662 | \$89,662 | \$97,813 |
| 10 | General Counsel | #1036 | 03-09 | \$122,400 | \$137,700 | \$137,700 | \$153,000 | \$153,000 | \$168,300 | \$168,300 | \$183,600 |
| Office of Academic and Student Affairs | | | | | | | | | | | |
| 11 | Senior Vice President and Provost | | 03-09, 03-16 | <i>Salary Negotiated</i> | | | | | | | |
| 12 | Dean, College of Liberal Arts and Social Sciences | #1204 | 03-09, 03-16 | \$109,102 | \$122,739 | \$122,739 | \$136,377 | \$136,377 | \$150,015 | \$150,015 | \$163,652 |
| 13 | Associate Dean, CLASS | #1404 | 06-06 | \$82,763 | \$93,109 | \$93,109 | \$103,454 | \$103,454 | \$113,799 | \$113,799 | \$124,145 |
| 14 | Dean, College of Natural and Applied Sciences | (#1201+1236)/2 | 03-09, 03-16 | \$132,106 | \$148,619 | \$148,619 | \$165,132 | \$165,132 | \$181,645 | \$181,645 | \$198,158 |
| 15 | Associate Dean, Instruction | #1409 | 06-06 | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 16 | Associate Director, Western Pacific Tropical Research Center | #1409 | 10-01 | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 17 | Associate Director, Cooperative Extension Service | #1409 | 10-01 | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 18 | Dean, Enrollment Management and Student Success | #1043 | 14-29 | \$100,000 | \$112,500 | \$112,500 | \$125,000 | \$125,000 | \$137,500 | \$137,500 | \$150,000 |
| 19 | Associate Dean, EMSS and Registrar | (#1044+1045)/2 | 15-32 | \$75,767 | \$85,238 | \$85,238 | \$94,709 | \$94,709 | \$104,180 | \$104,180 | \$113,651 |
| 20 | Athletics and Field House Director [Director, Athletics and Field House. Athletics Director] | #6001 | 14-19 | \$62,351 | \$70,145 | \$70,145 | \$77,939 | \$77,939 | \$85,733 | \$85,733 | \$93,527 |
| 21 | Director, Financial Aid and Triton One Stop | #2082 | 03-09, 03-16 | \$61,346 | \$69,014 | \$69,014 | \$76,682 | \$76,682 | \$84,350 | \$84,350 | \$92,018 |
| 22 | Director, Residence Halls | #7076 | 15-16 | \$57,418 | \$64,595 | \$64,595 | \$71,772 | \$71,772 | \$78,949 | \$78,949 | \$86,126 |
| 23 | Dean, School of Business and Public Administration | #1206 | 08-11 | \$119,727 | \$134,693 | \$134,693 | \$149,659 | \$149,659 | \$164,625 | \$164,625 | \$179,591 |
| 24 | Dean, School of Education | #1212 | 08-11 | \$108,669 | \$122,252 | \$122,252 | \$135,836 | \$135,836 | \$149,420 | \$149,420 | \$163,003 |
| 25 | Dean, School of Engineering | #1213 | 16-27 | \$124,794 | \$140,394 | \$140,394 | \$155,993 | \$155,993 | \$171,592 | \$171,592 | \$187,192 |
| 26 | Dean, School of Health | #1230 | 05-34, 14-01 | \$115,244 | \$129,650 | \$129,650 | \$144,055 | \$144,055 | \$158,461 | \$158,461 | \$172,866 |
| 27 | Dean, University Libraries | #1226 | 18-14 | \$104,190 | \$117,213 | \$117,213 | \$130,237 | \$130,237 | \$143,261 | \$143,261 | \$156,284 |
| 28 | Director, RFT Micronesia Area Research Center (MARC) | #1409 | 12-11 | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 29 | UOG Press Director and Publisher | #3006* 9 | 21-20 | \$75,538 | \$84,981 | \$84,981 | \$94,423 | \$94,423 | \$103,865 | \$103,865 | \$113,308 |
| 30 | Director, Center for Excellence in Dev Disabilities, Education, Research, & Svc (CEDDERS) | #1409 | 19-05 | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 31 | Director, Center for Island Sustainability & Sea Grant | #1409 | 22-38 | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 32 | Director, Marine Laboratory | #1205 | 22-39 | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 33 | Director, Water and Environmental Research Institute (WERI) | #1409 | Sept 15, 2022 BOR | \$107,744 | \$121,212 | \$121,212 | \$134,680 | \$134,680 | \$148,148 | \$148,148 | \$161,616 |
| 34 | Vice Provost for Academic Excellence, Graduate Studies, and Online Learning | #2002 | 07-25, 16-36 | \$98,941 | \$111,308 | \$111,308 | \$123,676 | \$123,676 | \$136,044 | \$136,044 | \$148,411 |
| 35 | Director, Center for Online Learning | #2012 | 09-01 | \$82,472 | \$92,781 | \$92,781 | \$103,090 | \$103,090 | \$113,399 | \$113,399 | \$123,708 |
| 36 | Vice Provost for Institutional Effectiveness | #2002 | 16-36 | \$98,941 | \$111,308 | \$111,308 | \$123,676 | \$123,676 | \$136,044 | \$136,044 | \$148,411 |
| 37 | Vice Provost for Research & Sponsored Programs | #8027 | 16-36 | \$109,769 | \$123,490 | \$123,490 | \$137,211 | \$137,211 | \$150,932 | \$150,932 | \$164,653 |
| 38 | Director, Contracts and Grants | #3005 | 03-09, 03-16, 14-29 | \$64,000 | \$72,000 | \$72,000 | \$80,000 | \$80,000 | \$88,000 | \$88,000 | \$96,000 |
| Office of Administration and Finance | | | | | | | | | | | |
| 39 | Vice President, Administration and Finance and Chief Business Officer | | 14-19 | <i>Salary Negotiated</i> | | | | | | | |
| 40 | Associate Budget and Administrative Process Officer | #3026 | 03-09, 03-16, 21-03 | \$82,469 | \$92,777 | \$92,777 | \$103,086 | \$103,086 | \$113,395 | \$113,395 | \$123,703 |
| 41 | Chief Human Resources Officer | #1037 | 03-09, 03-16 | \$83,200 | \$93,600 | \$93,600 | \$104,000 | \$104,000 | \$114,400 | \$114,400 | \$124,800 |
| 42 | Director, EEO and Title IX/ADA Coordinator | #4009 | 16-16 | \$72,015 | \$81,017 | \$81,017 | \$90,019 | \$90,019 | \$99,021 | \$99,021 | \$108,023 |
| 43 | Chief Information Officer (benchmarked to CUPA 2013/2014 for effective recruitment) | #1038 | 15-20 | \$99,184 | \$111,582 | \$111,582 | \$123,980 | \$123,980 | \$136,378 | \$136,378 | \$148,776 |
| 44 | Comptroller | #1040 | 03-09, 03-16 | \$82,072 | \$92,331 | \$92,331 | \$102,590 | \$102,590 | \$112,849 | \$112,849 | \$123,108 |
| 45 | Associate Comptroller / Bursar | #3027 | 10-30 | \$60,011 | \$67,513 | \$67,513 | \$75,014 | \$75,014 | \$82,515 | \$82,515 | \$90,017 |
| 46 | Director, Facilities Management and Services | #1039 | 03-09, 03-16 | \$83,360 | \$93,780 | \$93,780 | \$104,200 | \$104,200 | \$114,620 | \$114,620 | \$125,040 |
| 47 | Capital Projects Manager (benchmarked to CUPA 2013/2014 for effective recruitment) | #121000 | 18-26, 21-03, 22-16 | \$92,358 | \$103,903 | \$103,903 | \$115,448 | \$115,448 | \$126,993 | \$126,993 | \$138,538 |
| 48 | Risk Officer [Internal Auditor] | #1050 | 16-07, 20-16 | \$76,287 | \$85,823 | \$85,823 | \$95,359 | \$95,359 | \$104,895 | \$104,895 | \$114,431 |

Scale managed by UOG Human Resources Office.
 Originating Resolution for many positions 03-09 (confirmation or establishment) and 03-16, and 15-20 for this salary framework.
 * CUPA 2008-2009, unless otherwise stated.