



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 13-25

**RELATIVE TO AMENDING THE RULES, REGULATIONS AND PROCEDURES MANUAL
REGARDING ACTING AND INTERIM APPOINTMENTS**

WHEREAS, the University of Guam (UOG) 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, Section Z of Article VII (Operational Policies) of the UOG Rules, Regulations, and Procedures Manual (RRPM) states: "The President, as the Chief Executive Officer of the University, is responsible for overseeing the entire operation of the University and ensuring that all policies and procedures are properly carried out and enforced. The President shall be kept informed of all policies, procedures and changes within the organizational structure at the University of Guam and shall recommend to the Board of Regents proposed policies and procedures that need Board approval;" and

WHEREAS, the Administrative Council and Faculty Union have been consulted and their input considered; and

WHEREAS, in line with best practice at other institutions and following a review of the existing policy regarding the appointment of individuals in an "acting" capacity, the administration recommends that an amendment be made to the RRPM to distinguish between the role of "acting" and "interim" appointments, and the determination of compensation for "interim" appointees; and

WHEREAS, the President and BOR's Academic, Personnel and Tenure Committee have reviewed the administration's proposal in this matter and recommend it to the Board.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the amendment to UOG's RRPM, Article IV Administrative Policies, Section 1.e. as attached.

Adopted this 10th day of October, 2013.

Attested:

Dr. Robert A. Underwood
Executive Secretary

Dr. W. Chris Perez, Chairman

ATTACHMENT – BOR RESOLUTION NO. 13-25

Article IV. Administrative Policies

1. Selection of Administrators

e. Appointment in an Acting or Interim Administrative Capacity

An individual appointed in an “acting” capacity serves in the absence of a permanent appointee whereas one appointed in an “interim” role serves through a period between permanent appointees.

In “acting” appointments, an individual is charged with the duties of another because that original person is prevented – whether by suspension from office or incapacitation (as in an illness, accident, or absence) – from executing their responsibilities. An acting administrator shall continue to be paid a salary at the same rate that was received prior to such acting appointment for the first thirty (30) calendar days. After thirty (30) calendar days, compensation shall be retroactive to the first day of the “acting” appointment.

In the case of “interim” appointments, the person is temporarily filling the vacancy caused by the creation of a necessary position not previously held or a resignation or permanent removal of an employee pending the filling of the vacancy with a permanent appointee. An interim administrator shall be compensated at the salary as determined by sections (1) and (2) below immediately upon appointment to the interim position by the President.

The president shall determine whether an appointment is acting or interim.

(1) A faculty member who accepts an administrative position in an acting or interim capacity, thus considered an “acting” or “interim” administrator, shall upon termination of the acting or interim appointment, resume his or her faculty position and the salary thereof, including all merit increases earned during the period of the acting or interim appointment.

A nine-month faculty member so appointed shall be paid at the salary level of the administrative position that is equal to the first quartile (Q1) of the Administrative Salary Scale or the sum of his or her equivalent twelve-month faculty salary, plus a two-increment salary increase, whichever is greater. Accrual of prorated annual leave may begin if the acting appointment extends beyond thirty (30) calendar days, or immediately in the case of an interim appointment.

A twelve-month faculty member shall be paid at the salary level of the administrative position that is equal to the first quartile (Q1) of the Administrative Salary Scale or the sum of his or her twelve-month

salary plus a two-increment salary increase, whichever is greater and shall continue to accrue annual leave.

(2) An administrator who accepts a higher administrative position in an acting or interim capacity shall be paid at the salary level of the administrative position that is equal to the first quartile (Q1) of the Board-approved Administrative Salary Scale or the sum of his or her administrative twelve-month salary plus a two-increment salary increase, whichever is greater, and shall continue to accrue annual leave.

Upon termination of the acting or interim appointment, the administrator shall resume his or her administrative position and the salary thereof and all merit increases earned during the period of the acting or interim appointment.

The salary approved by the president for both the acting and interim administrators will be based on the current University of Guam's Board-approved Administrator's Salary Scale. In the absence of an approved pay range for an interim appointee within the most current UOG BOR-approved Administrator Salary Scale, an ad hoc pay range will be established based on the appropriate *Administrative Compensation Survey* by College and University Professional Association for Human Resources (Table 2-Median Salary by Budget Quartiles for Public Institutions), from which the current UOG Administrator's Salary Scale was based. Along this vein, where an adjusted BOR-approved Administrator Salary Scale is based on a new reference, that reference will be used instead to determine the ad hoc pay range.