



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 16-27

**RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS AND THE
ADMINISTRATIVE SALARY SCHEDULE TO INCLUDE DEAN, SCHOOL OF
ENGINEERING**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant institution accredited by the 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 the Board of Regents (BOR); and

WHEREAS, pursuant to GCA 16112, the BOR is authorized to adopt rules and regulations governing 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 Schedule 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, UOG's strategic development requires the addition of the position of Dean, School of Engineering to lead, plan, organize, and manage UOG's School of Engineering. This position is a member of the Senior Vice President, Academic and Student Affairs' cabinet; and

WHEREAS, this position is important to the delivery of UOG's mission; strategic, research, and service initiatives; and G2G implementation; and

WHEREAS, the President and the Academic, Personnel and Tenure Committee reviewed the proposed position description and recommend that aforementioned changes and revisions to the BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the updated list of Administrative Positions and Administrative Salary Schedule to include the Dean, School of Engineering, which is herein attached.

Adopted this 22nd day of September, 2016.


Antoinette D. Sanford, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

Administrator's Salary Scale
Approved by Board of Regents Resolution No. 16-XX
Amended on 03/03/16

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 \$	\$ 83,062 \$	\$ 90,568 \$
Executive Assistant to the President	\$ 84,402 \$	\$ 94,952 \$	\$ 105,502 \$	\$ 116,052 \$
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 50,253 \$	\$ 56,534 \$	\$ 62,816 \$	\$ 69,098 \$
International Compliance 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	\$ 109,768 \$	\$ 123,489 \$	\$ 137,210 \$	\$ 150,931 \$
Assistant Vice President of Graduate Studies, Research and Sponsored Programs	\$ 125,514 \$	\$ 141,203 \$	\$ 156,892 \$	\$ 172,581 \$
Dean, School of Engineering (2002-2003 CUPA)	\$ 84,278 \$	\$ 94,812 \$	\$ 105,347 \$	\$ 115,882 \$
Dean, College of Liberal Studies and Social Sciences	\$ 91,509 \$	\$ 102,947 \$	\$ 114,386 \$	\$ 125,825 \$
Dean, College of Natural and Applied Sciences	\$ 97,046 \$	\$ 109,176 \$	\$ 121,307 \$	\$ 133,438 \$
Dean, School of Business and Public Administration	\$ 88,482 \$	\$ 99,343 \$	\$ 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	\$ 79,320 \$	\$ 89,235 \$	\$ 99,150 \$	\$ 109,065 \$
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 \$	\$ 85,125 \$	\$ 94,583 \$	\$ 104,041 \$
Associate/ Assistant Deans	\$ 56,000 \$	\$ 63,000 \$	\$ 70,000 \$	\$ 77,000 \$
Director/Coordinator:				
Learning Resources	\$ 50,538 \$	\$ 56,855 \$	\$ 63,172 \$	\$ 69,489 \$
Graduate Studies	\$ 90,944 \$	\$ 102,312 \$	\$ 113,680 \$	\$ 125,048 \$
Centers of Excellence and Research Institutes				
Financial Aid	\$ 51,932 \$	\$ 58,424 \$	\$ 64,915 \$	\$ 71,407 \$
Residence Halls	\$ 51,665 \$	\$ 58,123 \$	\$ 64,581 \$	\$ 71,039 \$
Student Resource Center (one-stop center)				
Student Services / Student Life	\$ 42,128 \$	\$ 47,394 \$	\$ 52,660 \$	\$ 57,926 \$
Summer School and Off-Campus Programs	\$ 53,107 \$	\$ 59,746 \$	\$ 66,384 \$	\$ 73,022 \$
Director of Academic Assessment / Institutional Research	\$ 64,170 \$	\$ 72,191 \$	\$ 80,212 \$	\$ 88,233 \$
Director of Micronesian Area Research Center (MARC)	\$ 62,929 \$	\$ 70,795 \$	\$ 78,661 \$	\$ 86,527 \$
Director, Professional and International Programs	\$ 66,996 \$	\$ 75,371 \$	\$ 83,745 \$	\$ 92,120 \$
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 45,613 \$	\$ 51,314 \$	\$ 57,016 \$	\$ 62,718 \$
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ 44,898 \$	\$ 50,510 \$	\$ 56,122 \$	\$ 61,734 \$
Office of Administration and Finance				
Vice President, Administration and Finance	\$ 110,978 \$	\$ 124,851 \$	\$ 138,723 \$	\$ 152,595 \$
Chief Information Officer	\$ 66,430 \$	\$ 74,734 \$	\$ 83,038 \$	\$ 91,342 \$
Director, Computer Center/Technology Resources	\$ 52,762 \$	\$ 59,358 \$	\$ 65,953 \$	\$ 72,548 \$
Associate Budget and Administrative Process Officer	\$ 67,050 \$	\$ 75,431 \$	\$ 83,812 \$	\$ 92,193 \$
Chief Human Resources Officer	\$ 65,099 \$	\$ 73,237 \$	\$ 81,374 \$	\$ 89,511 \$
Comptroller/Chief Financial Officer	\$ 52,600 \$	\$ 59,175 \$	\$ 65,750 \$	\$ 72,325 \$
Associate Comptroller / Bursar	\$ 65,802 \$	\$ 74,027 \$	\$ 82,252 \$	\$ 90,477 \$
Chief Plant and Facilities Officer				
Director/Manager/Coordinator:				
Campus Facilities	\$ 45,024 \$	\$ 50,652 \$	\$ 56,280 \$	\$ 61,908 \$
Campus Construction Projects	\$ 43,660 \$	\$ 49,118 \$	\$ 54,575 \$	\$ 60,033 \$
Bookstore and Auxiliary Services	\$ 52,047 \$	\$ 58,553 \$	\$ 65,059 \$	\$ 71,565 \$
Athletic Director	\$ 54,058 \$	\$ 60,816 \$	\$ 67,573 \$	\$ 74,330 \$
Internal Auditor	\$ 58,835 \$	\$ 66,190 \$	\$ 73,544 \$	\$ 80,898 \$

*Scale is managed by UOG Human Resources Office; Draft 9/3/16

UNIVERSITY OF GUAM
POSITION DESCRIPTION
Dean, School of Engineering
PROPOSED SALARY RANGE: \$125,514 - \$188,270

POSITION NARRATIVE:

The University of Guam (UOG) Dean, School of Engineering is a member of the Senior Vice President, Academic and Student Affairs' cabinet providing leadership and vision in strategic planning and Engineering program implementation which contribute to the fulfillment of the University's strategic priorities. The Dean also leads academic quality, enrollment management, and student success initiatives, including the development and delivery of excellence in teaching, research, scholarship, and knowledge transfer/enterprise that enhances the quality of the student experience. In addition, the Dean operates within the policies, regulations, and framework of the institution, ensuring the physical and human resources are effectively deployed and managed.

DUTIES AND RESPONSIBILITIES:

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

- Facilitate the review and approval process for the undergraduate engineering program and lead program assessment, curricular and co-curricular planning and development within the college;
- Provide educational and academic leadership for excellence in teaching and learning;
- Direct, manage, supervise, and coordinate the programs and activities of the Pre-Engineering and Engineering programs;
- Develop and coordinate program and course schedules in response to the needs of students and monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures;
- Manage recruitment and enrollment to maximize use of faculty loads and space resources, especially general purpose classrooms and labs. Use computer-based enrollment management data and tools for decision making;
- Oversee and direct hiring of full-time faculty, adjunct faculty, and full- and part-time staff;
- Plan and implement full-time faculty and adjunct faculty teaching assignments;
- Conduct regular evaluation of full-time faculty in accordance with the Board of Regents and Union Agreement; provide or coordinate staff training; and conduct regular evaluation of adjunct faculty and staff;
- Work with employees to correct deficiencies; Participate in discipline and termination procedures;
- Oversee and facilitate the program review process within the College;
- Participate in the development and administration of College budgets; Direct the forecasting of staffing, equipment, materials, and supply needs; Direct and monitor approved expenditures and make adjustments;
- Develop and implement student learning outcomes and assessment activities at the program and course levels;
- Respond to and resolve difficult and sensitive inquiries and complaints by students, staff, faculty, or the general public; Serve as a resource for faculty and staff regarding student behavior and concerns;
- Act as a collaborative partner for institutions and community agencies; Lead and participate in the activities of advisor committees;
- Explore external funding sources for programs and participate as appropriate in grant writing, contract education, community education and other resource development efforts;
- Assure compliance with local and federal regulations, laws, and policies; Coordinate the College's efforts to recruit and retain students; and
- Perform other related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Master's degree in Engineering or a related field from a U.S. accredited institution or foreign equivalent;
- Possess the Professional Engineer (PE) credentials;
- Five (5) years of responsible professional or educational leadership experience with the ability to interact with all levels of employees, management, and faculty;
- Three (3) years of teaching experience in multi-cultural higher education environment;
- Demonstrated track record of distinguished teaching, research, and scholarly publications that exhibit a balanced commitment to academic excellence;
- Demonstrated understanding of finances and the relationship between academic priorities and the budget;
- Excellent collaborative skills to partner and motivate faculty, staff, and students;
- Demonstrated commitment to diversity, inclusion, and equity; an understand of the importance to the mission and richness of the College of Engineering and its ongoing success; and
- Ability to communicate effectively orally and in writing.

APPROVED BY:



DR. ROBERT A. UNDERWOOD, PRESIDENT

SEP 22 2016

DATE

Created September 2016

The University of Guam is an equal opportunity employer and provider