



The University of Guam does not discriminate on the basis of sex, race, color, religion, national or ethnic origin, disability unrelated to job requirements, age (except as permitted by law), citizenship status, marital status, or political affiliation. Furthermore, the University of Guam does not discriminate on the basis of sex in the admission to or employment in its programs or activities.

ANNOUNCEMENT

November 28, 2023

THE FOLLOWING ANNOUNCEMENT IS HEREBY AMENDED TO READ AS FOLLOWS:

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING POSITION (SUBJECT TO THE AVAILABILITY OF FUNDS):

Announcement No. 050-23

Position Title
DEAN, SCHOOL OF HEALTH

Duties and Responsibilities:

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

- Organizes and coordinates the planning, implementation and evaluation of the nursing, social work, and health sciences education programs;
- Assists faculty to investigate, evaluate, and secure resources for the improvement of the instruction within the SOH Programs;
- Provides leadership in identifying the changing scope of nursing, social work, and health science education and practice, professional decision-making, clinical specialization, and professional accountability;
- Advises the President of the University, on all matters pertaining to nursing, social work, and health science education;
- Develops plans, monitors program data base, and coordinates and edits annual outcome reports as needed;
- Facilitates and coordinates activities related to program academic policies, curriculum, resource facilitates and services, program evaluation, student learning outcomes assessment and accreditation;
- Oversees program-based student recruitment, admission, advising, and disciplinary/dismissal processes that comply with policies, procedures and standards of the governing institution;
- Promotes students' formal participation in program academic governance in accordance with institutional policies and procedures;
- Determines the number, type, and utilization of teaching personnel, and facilitates their orientation and mentorship. Makes teaching and clinical assignments and conducts formal faculty evaluations;
- Works with the faculty members on evaluation of the nursing, social work, and health science education curricula;
- Creates and maintains an environment conducive in teaching, learning, scholarly pursuits and the sharing of faculty expertise through the involvement in professional and community activities;
- Delegates community outreach activities for the SOH units;
- Secures clinical facilities and internship sites for use in student learning experiences. Maintains written agreements for use of clinical facilities;
- Relays needs of the education programs to administrative officials, the community and others as needed;
- Assists in the preparation and administration of the program budget and monitors expenditures;
- Participates actively in professional organizations;
- Oversee grant and development activities/opportunities on the behalf of the School. Seeks grant funding to support and expand programs in line with the UOG and School Mission;
- Seek and obtain external funding from federal, local, and international sources to fulfill the mission of the School and University;
- Lead the development of new programs in health care education in response to community needs and the availability of resources;
- Develop and maintain International programs in collaboration with the UOG Global Learning and Engagement to increase student exposure and participation through international learning experiences;
- Provides leadership and oversight to maintain specialized national accreditation for the Nursing Program in collaboration with the Nursing Program faculty and Nursing Advisory Committee
- Achieves and maintains Guam Board of Nurse Examiner approval of nursing programs in collaboration with the Nursing Program faculty and Nursing Advisory Committee;
- Facilitates the Social Work program specialized accreditation through support and collaboration with the Social Work faculty and Division Chair/Director;



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ANNOUNCEMENT

- Ensures that faculty and staff work to implement student retention plans in alignment with the University Strategic Plan, and the Schools' Academic Master Plan;
- Perform other duties as assigned.

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Duties and Responsibilities:

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

- Organizes and coordinates the planning, implementation and evaluation of the nursing, social work, and health sciences education programs;
- Assists faculty to investigate, evaluate, and secure resources for the improvement of the instruction within the SOH Programs;
- Provides leadership in identifying the changing scope of nursing, social work, and health science education and practice, professional decision-making, clinical specialization, and professional accountability;
- Advises the President of the University, on all matters pertaining to nursing, social work, and health science education;
- Interprets and coordinates the nursing program with the Guam Board of Nurse Examiners;
- Develops plans, monitors program data base, and coordinates and edits annual outcome reports as needed;
- Facilitates and coordinates activities related to program academic policies, curriculum, resource facilitates and services, program evaluation, student learning outcomes assessment and accreditation;
- Oversees program-based student recruitment, admission, advising, and disciplinary/dismissal processes that comply with policies, procedures and standards of the governing institution;
- Promotes students' formal participation in program academic governance in accordance with institutional policies and procedures;
- Determines the number, type, and utilization of teaching personnel, and facilitates their orientation and mentorship. Makes teaching and clinical assignments and conducts formal faculty evaluations;
- Works with the faculty members on evaluation of the nursing, social work, and health science education curricula;
- Creates and maintains an environment conducive in teaching, learning, scholarly pursuits and the sharing of faculty expertise through the involvement in professional and community activities;
- Delegates community outreach activities for the SOH units;
- Secures clinical facilities and internship sites for use in student learning experiences. Maintains written agreements for use of clinical facilities;
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- Seek and obtain external funding from federal, local, and international sources to fulfill the mission of the School and University;
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- Provides leadership and oversight to maintain specialized national accreditation for the Nursing Program in collaboration with the Nursing Program faculty and Nursing Advisory Committee
- Achieves and maintains Guam Board of Nurse Examiner approval of nursing programs in collaboration with the Nursing Program faculty and Nursing Advisory Committee;
- Facilitates the Social Work program specialized accreditation through support and collaboration with the Social Work faculty and Division Chair/Director;
- Ensures that faculty and staff work to implement student retention plans in alignment with the University Strategic Plan, and the Schools' Academic Master Plan;
- Perform other duties as assigned.



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ANNOUNCEMENT

Minimum Knowledge, Skills, and Abilities:

- Knowledge of current trends of education in nursing, social work, and health sciences, clinical practice and research methods;
- Knowledge of university organization and governance in academic settings;
- Knowledge of community health organization, practices, and resources;
- Knowledge of the principles and practices of administration;
- Knowledge of organizations and responsibilities of local and federal government in nursing education and health related areas;
- Knowledge of professional nursing, social work, and health organizations, local, national, and international, and their relationship to the educational programs and students;
- Working knowledge of the social, cultural, and economic conditions of the communities served;
- Ability to coordinate, integrate and reconcile the needs of the SOH students and faculty with the goals of the educational programs, the school, and the university;
- Ability to use administrative and research study procedures and statistical evaluations;
- Ability to plan, organize, supervise and evaluate the work of professional and non-professional employees;
- Ability to delegate authority appropriately;
- Ability to plan and organize work for both short- and long-term goals in nursing, social work, and health sciences education and to make adjustments based on needs and/or necessity;
- Ability to prepare, maintain, and submit a variety of records and reports;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective work relationship with the central administration, other units in the university, other local agencies that provide facilities, community groups, and appropriate state, regional and national agencies;
- Working knowledge of an academic tenure process; and
- Experience in securing, managing, and implementing federal grant programs related to nursing, health education, and health workforce development.

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- Knowledge of current trends of education in nursing, social work, and health sciences, clinical practice and research methods;
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- Knowledge of the principles and practices of administration;
- Knowledge of organizations and responsibilities of local and federal government in nursing education and health related areas;
- Knowledge of professional nursing, social work, and health organizations, local, national, and international, and their relationship to the educational programs and students;
- Working knowledge of the social, cultural, and economic conditions of the communities served;
- Ability to coordinate, integrate and reconcile the needs of the SOH students and faculty with the goals of the educational programs, the school, and the university;
- Ability to use administrative and research study procedures and statistical evaluations;
- Ability to plan, organize, supervise and evaluate the work of professional and non-professional employees;
- Ability to delegate authority appropriately;
- Ability to plan and organize work for both short- and long-term goals in nursing, social work, and health sciences education and to make adjustments based on needs and/or necessity;
- Ability to prepare, maintain, and submit a variety of records and reports;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective work relationship with the central administration, other units in the university, other local agencies that provide facilities, community groups, and appropriate state, regional and national agencies;
- Working knowledge of the selection of textbooks, workbooks, and other teaching instructional materials; and
- Experience in securing, managing, and implementing federal grant programs related to nursing, health education, and health workforce development.



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ANNOUNCEMENT

Qualifications:

Required: An earned doctorate in a health related field from an regionally accredited institution, with a minimum of five years' experience in a health related field and at least three years' experience in teaching or administration; Professional qualifications in administration, leadership, curriculum development, research, teaching, and evaluation attained at a baccalaureate and/or higher degree program.

Preferred: Experience with grant management and administration; Experience working effectively with an ethnically and culturally diverse faculty and campus community; Experience with accreditation and/or licensing boards.

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Qualifications:

Required: An earned doctorate in nursing or related field from a regionally accredited institution, with a minimum of five years' experience in various fields of clinical nursing and at least three years' experience in teaching or administration; Professional qualifications in nursing administration, leadership, curriculum development, research, teaching and evaluation attained at a baccalaureate and/or higher degree nursing program; and Current active, unencumbered registered nurse license on Guam or any state/territory.

Preferred: Experience with grant management and administration; Experience working effectively with an ethnically and culturally diverse faculty and campus community; Experience with accreditation and/or licensing boards for nursing and social work.

Application Deadline:

Optimal submittal date is January 15, 2024 (Chamorro Standard Time/UTC+10) when review of received applications will begin. Applications will be accepted until the position is filled.

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

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Application Deadline:

Optimal submittal date is April 21, 2023 (Chamorro Standard Time/UTC+10) when review of received applications will begin. Applications will be accepted until the position is filled.

(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)

FOR MORE INFORMATION:

Please call 735-2350, Fax 734-6005, or visit the University of Guam, Human Resources Office located in the Administration Building for information regarding position.

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquires concerning applications of Title IX and its implementing regulations may be referred to the University's Director, EEO and Title IX/ADA Coordinator, located at the EEO/ADA Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671) 735-2244; TTY: (671) 735-2243, or to the Office of Civil Rights (OCR).

Joseph Gumataotao (Nov 28, 2023 09:05 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer

Dean, School of Health 11/28/23
Approved by Acting CHRO 11/28/23