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A N N O U N C E M E N T

June 21, 2023

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

#073-23 DEAN, SCHOOL OF ENGINEERING (SENG)

Location:

SENG

University Information:

The University of Guam (UOG) is the premier institution of higher education in the Western Pacific. It is a land-grant, a sea-grant, and a space-grant institution, accredited by the Western Association of Schools and Colleges Senior Commission. Located in the village of Mangilao on the island of Guam, the campus overlooks the beautiful Pago Bay and the University's world-class Marine Laboratory and Water and Environmental Research Institute of the Western Pacific. The University has 3,400 students, 47% of Asian ethnicity and 45% of Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open-admissions institution, the University awards degrees at the certificate, baccalaureate, and master's levels through its two colleges and four professional schools. The institution's mission of Ina (to Enlighten), Diskubre (to Discover), Setbe (to Service) serve as the foundation for the institution's Para Hulo' strategic plan, with its vision to transform lives and advance communities as a land-grant, a sea-grant, and a space-grant university. One of the university's key strategic initiatives is to be recognized as a research university centered in Island Wisdom. Island Wisdom acknowledges that Pacific ways of knowing and Western models of higher education are central to the institution's teaching, research, and service endeavors, and that balanced consideration of the ideas that emerge from them is essential to the prosperity and sustainability of island communities. Through its robust research portfolio fueled by extramural funding from competitive grants and contracts, the University delivers public value through dedicated and capable administration, faculty, students, and staff. As a complement to the research carried out at the institution, the University of Guam has an active press dedicated to publishing research and writing about Guam and Micronesia. A variety of publishing opportunities are available to UOG faculty, employees, students, and members of the communities we serve through the University of Guam Press. UOG is a safe and secure campus, where the institution places paramount importance on the physical, intellectual, emotion, and spiritual wellbeing of its students and employees. It fosters open dialogue and collegiality based upon mutual respect for diverse perspectives. The university has enacted processes to ensure the physical safety of the campus (most recent information may be accessed at <https://www.uog.edu/life-at-uog/safety-security>) and a policy that encourages open dialogue and respect for all points of view. Community responsive academic programs, robust research agenda, ample publishing opportunities, and commitment to community make the University of Guam an exciting place to be for many years to come.

General Description:

The University of Guam seeks an executive who is interested in new challenges and opportunities for professional and personal growth and who is interested in working in a dynamic, multi-cultural institution of higher education in the Pacific.

Unit Description:

To address the chronic shortage of local engineers in Guam and the other islands in the Western Pacific, the SENG was established at the UOG and recognized by the Board of Regents in September 2016. The SENG offers a four-year Bachelor of Science degree in Civil Engineering (BSCE). The program is pursuing the initial accreditation evaluation by the Accreditation Board for Engineering and Technology (ABET) and expecting the ABET On-Campus evaluation visit in 2023. A new building is currently under construction and will house the SENG, upon completion. The future SENG building will provide adequate space for classrooms, laboratories, and offices for students and faculty.

Duties and Responsibilities:

The UOG Dean, SENG is a member of the Senior Vice President and Provost's 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.

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 SENG;
- Provide educational and academic leadership for excellence in teaching and learning;

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- Direct, manage, supervise, and coordinate the programs and activities of the 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-time 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;
- 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 SENG;
- Participate in the development and administration of SENG budgets;
- Direct forecasting of staffing, equipment, materials, and supply needs;
- Direct and monitor approved expenditures and make adjustments;
- Develop and implement student learning outcomes and assessment and 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 SENG's efforts to recruit and retain students;
- Teach one course per semester, and
- Perform other duties as assigned.

Qualifications:

Minimum:

- An earned doctoral degree in Civil Engineering or a related field from a U.S. accredited institution or foreign equivalent;
- Five (5) years of teaching experience in multi-cultural higher education environment;
- Demonstrated track record of distinguished teaching, funded 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 understanding of the importance to the mission and richness of the SENG and its ongoing success; and
- Ability to communicate effectively orally and in writing.

Preferred Qualifications:

- Possess the Professional Engineer License (PE) credentials;
- Working knowledge of ABET issues; and
- Three (3) years of educational leadership experience including experience leading an academic unit

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such as a department or research center and with the ability to interact with all levels of employees, management, and faculty

Salary Level:

\$124,794 - \$187,192 per annum

**Appointment/
Relocation:**

The position is a full-time (12 month) academic administrative appointment. The University provides relocation assistance to new employees if hired off-island on a three-year initial contract. Provided are travel expenses for the applicant and the applicant's spouse (as defined by Guam Law) and children under the age of 18 by the least expensive and most direct air route from the point of hire and for moving household goods to Guam by the least expensive carrier up to 3,500 pounds for a family and 1,750 pounds for an applicant without dependents. Insurance of household goods, if desired, is at the employee's expense.

Benefits:

Fringe benefits include a medical and dental plan, life insurance, cafeteria plan (flexible tax benefit plan), annual leave, sick leave, and the Government of Guam retirement plan.

**Application
Process:**

Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <https://uog.peopleadmin.com>. Please have the following documents prepared and ready to upload with your application:

- (1) Letter of application that describes candidate's qualifications
- (2) Curriculum vitae
- (3) Copies of all graduate and undergraduate transcripts
- (4) Professional Engineer (PE) credentials, if any
- (5) Engineering Portfolio

Special Instructions for References: Three (3) current letters of recommendation from persons knowledgeable about your academic and professional performance must be provided by providing a list of at least three (3) references to be contacted on the References section of the online application. Enter each reference by clicking on the "Add References Entry" button. Provide the name, title, email address, mailing address, and telephone number of each reference. A system automated email will be sent to each reference's email address with a link to attach their reference letter to your application.

Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Lee Yudin, Search Committee Chair, lyudin@triton.uog.edu or the Human Resources Office at uoghro@triton.uog.edu, telephone number, (671) 735-2350 or fax number at (671) 734-6005.

Police and Court Clearance: Pursuant to Public Law No. 28-24 and Executive Order 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

**Application
Deadline:**

Optimal submittal date is August 31, 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 further information about the University of Guam, visit our Web Site at <http://www.uog.edu>. General information about Guam is available at <http://www.visitguam.org>. For local newspapers, The Pacific Daily News is available at <https://www.guampdn.com/> and The Guam Daily Post is available at <http://www.postguam.com>.

Work Eligibility:

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job related may be investigated (i.e., previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.


Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The

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University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position with the University of Guam, you will be required to present valid documents to comply with this law.

The University of Guam is an equal opportunity employer and provider.

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 inquiries concerning the application 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 and Title IX 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 (Jun 21, 2023 16:40 GMT+10)
JOSEPH B. GUMATAOTAO
Chief Human Resources Officer