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# ANNOUNCEMENT

December 9, 2022

**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. 112-22**

**Position Title**  
**VICE PROVOST FOR INSTITUTIONAL EFFECTIVENESS**

**Application Deadline:**  
**December 9, 2022**

*vice*


**Application Deadline:**

**Priority will be given to applications received by September 09, 2022 (CHamoru Standard Time/UTC+10) when review of received applications will begin, but applications will continue to be accepted until the position is filled.**

**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 (Dec 9, 2022 12:15 GMT+10)

**JOSEPH B. GUMATAOTAO**  
**Chief Human Resources Officer**

*Vice.Provost.for.Institutional.Effectiveness.12/09/22*  
*Approved by CHRO 12/09/22*



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

August 15, 2022

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

## #112-22 VICE PROVOST FOR INSTITUTIONAL EFFECTIVENESS

**Location:**

**Academic and Student Affairs/Office of Institutional Effectiveness**

**University Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-grant and sea-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 Biology Laboratory and Water and Energy 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 and sea-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.

The Vice Provost for the Office of Institutional Effectiveness (VPOIE) position signifies a commitment to evidence-based decision making to accomplish institutional effectiveness (IE) functions more effectively and efficiently (particularly providing leadership to maintain accreditation status). Overall responsibilities of the Office of Institutional Effectiveness (OIE) include:

- Administering the functions of institutional research, institutional accreditation, and assessment of student learning outcomes at the institutional level.
- Supporting academic program/unit and co-curricular review and supporting programmatic accreditation.
- Overseeing and tracking articulation agreements with the regional colleges and other educational institutions at the course, program, and institutional level.
- Integral involvement in institutional strategic planning support often in cooperation with the Senior Vice President & Provost and the President.
- Liaising with other institutional research officials from partnered institutions, including local public school and community college, information technology, various state and federal initiatives, and distance/continuing education
- Serving as the IPEDS Keyholder and lead for ensuring timely submission of annual IPEDS surveys

This position provides support for all programs and the institution in the areas of assessment design, research agendas, planning, monitoring, and implementation. The Vice Provost for Institutional Effectiveness identifies and accomplishes a research agenda for the institution to improve academic assessment, institutional planning and decision making in all areas related to the academic and student experience in support of the University's strategic initiatives. This includes working in concert with other units to support broader research agendas that support academic excellence and student success. This

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### Character of Duties:

position works collaboratively with the Enrollment Management and Student Success, Registrar's Office, the Office of the Information Technology, the academic colleges and schools, the University Planning and Budget Committee, and the Vice Provost for Academic Excellence, Graduate Studies, and Online Learning to provide data analysis to support accreditation requirements, planning and decision making for both on campus and external reporting and the development of the University Fact Book.

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

- Lead institutional effectiveness efforts aligned with regional accreditation standards and professional accreditation standards;
- Participate in the institutional level discussions with executive administrators and unit administrators on institutional research agendas that require data and evaluation support;
- In collaboration with the Chief Information Officer, and other key administrators, respond to big data and other information needs that support internal administrator and student success dashboards for decision making purposes;
- Facilitate improved program and course articulation processes and agreements between internal academic units and two and four year colleges and universities, including serving as the point-of-contact;
- Facilitate networking with key constituents, including faculty, administrators, and external stakeholders, on state-wide or other broader data and report needs;
- Develop and post institutional reports that support institutional effectiveness to include, but not limited to, the UOG Fact Book assessment, student achievement, retention and completion, articulation, and accreditation;
- Direct survey administration, collect data, conduct statistical analysis and reporting of Integrated Postsecondary Education Data System (IPEDS), and other related duties, in response to an institutional plan and in cooperation with the University's administrative offices and academic programs;
- Coordinate the collection and maintenance of an integrated data set, and develop internal and external reports, surveys, and projects;
- Ensure the accountability reporting of federal regulations (e.g. the College Scorecard);
- Work with the faculty and administration to design appropriate assessment tools for the institution and programs, and oversee the administration, collection, analyses and reporting of student learning outcomes assessment data, particularly core competencies;
- Work with the Office of Research and Sponsored Programs and the academic colleges and schools to compile, maintain, and post institutional data;
- Assist the Registrar's Office, the Office of Information Technology, the Office of Administration and Finance, and the University Planning and Budget Committee with data collection and analyses to support strategic planning;
- Work in conjunction with the Senior Vice President and Provost and the Vice Provost for Academic Excellence, Graduate Studies, and Online Learning on regional accreditation compliance reports and other regular reporting;
- Respond to national surveys on behalf of the university;
- Support grant applications and compliance reporting;
- Serve as administrator for assessment tracking software at the institutional level
- Serve as administrator for online survey platforms at the institutional level;
- Serve as administrator for core competencies assessment platforms and instruments and
- Perform other duties as assigned.

### Qualifications:

**Minimum:** Earned advance degree in a relevant field from a U.S. accredited institution or foreign equivalent; At least five (5) years of experience in data analysis, research methods, survey research institutional research, assessment of student core competencies, and accreditation compliance; At least five (5) years of experience of staff supervision; Knowledge and experience using a higher education enterprise resource planning (ERP) software such as Colleague (release 18 and higher) from Ellucian; Knowledge of WASC Senior College and University Commission (WSCUC) regional accreditation standards; Experience in the collection and maintenance of institutional data sets.; and Knowledge and experience in diversity, equity and inclusion.

**Preferred:** A terminal degree in a relevant field from a U.S. accredited institution or foreign equivalent; Experience in conducting research and writing research proposals; Knowledge and experience with higher education WASC Senior College and University Commission (WSCUC) accreditation requirements and regional institution accreditation review; Experience as a faculty member or administrator in a multicultural postsecondary education institution; Experience working with postsecondary faculty on data, other report requirements, and collaborative projects; Experience in co-curricular and curricular assessment; and Experience with writing course and program articulation agreements and corresponding matrices.

### Salary Level:

\$98,941 - \$148,411 per annum

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<b>Appointment/ Relocation:</b>	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.
<b>Benefits:</b>	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.
<b>Application Process:</b>	<p>Applicants for University of Guam administrator positions must complete an online job application through the UOG online employment portal at <a href="https://uog.peopleadmin.com">https://uog.peopleadmin.com</a>. Please have the following documents prepared and ready to upload with your application:</p> <ol style="list-style-type: none"><li>(1) Letter of application that describes candidate's qualifications</li><li>(2) Curriculum vitae</li><li>(3) Copies of all graduate and undergraduate transcripts</li><li>(4) Sample of institutional report developed by candidate</li></ol> <p><b>Special Instructions for References:</b> 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.</p> <p><b>Selected candidate</b> must provide official transcripts prior to hire date. For further information, please contact Dr. Sharleen Santos-Bamba, Search Committee Chair, <a href="mailto:sbamba@triton.uog.edu">sbamba@triton.uog.edu</a> or the Human Resources Office at <a href="mailto:uoghro@triton.uog.edu">uoghro@triton.uog.edu</a>, telephone number, (671) 735-2350 or fax number at (671) 734-6005.</p> <p><b>Police and Court Clearance:</b> 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.</p>
<b>Application Deadline:</b>	<p>Priority will be given to applications received by September 09, 2022 (CHamoru Standard Time/UTC+10) when review of received applications will begin, but applications will continue to be accepted until the position is filled.</p> <p>(Note to applicants in the mainland United States: Please be advised that Guam is a day ahead of the mainland United States.)</p> <p>For further information about the University of Guam, visit our Web Site at <a href="http://www.uog.edu">http://www.uog.edu</a>. General information about Guam is available at <a href="http://www.visitguam.org">http://www.visitguam.org</a>. For local newspapers, The Pacific Daily News is available at <a href="http://www.guampdn.com">http://www.guampdn.com</a> and The Guam Daily post is available at <a href="http://www.postguam.com">http://www.postguam.com</a></p>
<b>Work Eligibility:</b>	<p><b>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.</b></p> <p><b>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.</b></p> <p><b>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.</b></p> <p><b>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 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.</b></p> <p><b>The University of Guam is an equal opportunity employer and provider.</b></p>

## #112-22 VICE PROVOST FOR INSTITUTIONAL EFFECTIVENESS

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Joseph Gumataotao (Aug 15, 2022 15:22 GMT+10)

**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer