



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 education programs or activities.

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

September 12, 2018

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

#099-18 ASSISTANT VICE PRESIDENT FOR ACADEMIC EXCELLENCE/ DIRECTOR OF GRADUATE STUDIES

Location:

Academic and Student Affairs

**University
Information:**

The University of Guam is the premier institution of higher education in the Western Pacific. It is a land-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 beautiful Pago Bay and the University's world-class Marine Biology Lab. The University has 3,900 students, 90% of Asian or Pacific Islander ancestry, providing a uniquely diverse campus and multicultural atmosphere. As a regional, comprehensive, open admissions institution, the university awards degrees at the baccalaureate and master's levels through its two colleges and four professional schools. Over the next five years, the University will be entering an exciting period of growth linked to anticipated increases in military investments and resultant economic expansion in Guam. Three major University initiatives have been developed to maximize academic and community opportunities during this period: "UOG, the Natural Choice" to encourage local students to aspire to attend college and to choose the University of Guam; "UOG Green" with renewable energy and sustainability central to the initiative; and "UOG Leading Change" on Guam and in Micronesia. Extramural funding from competitive Federal sources as well as contracts is rapidly expanding. Such opportunities along with a critical mass of dedicated and capable administration, faculty, students, and staff make the University of Guam an exciting place to be for many years to come. Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (Under Links).

**General
Description:**

The University of Guam seeks an Administrator 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.

Under the direction of the Senior Vice President for Academic and Student Affairs, the Assistant Vice President for Academic Excellence/Director of Graduate Studies will support and sustain excellence in teaching, research, and student achievement at the University of Guam. The Assistant Vice President for Academic Excellence is responsible for maintaining an environment conducive to academic quality, teaching and research excellence, student success, innovation, and progress, as well as a culture of iterative review and responsible University Citizenship. The Director of Graduate Studies will coordinate the activities of graduate programs with the appropriate Deans and various program faculty and assure updates of all activities relating to graduate faculty status and graduate program quality, on behalf of the Senior Vice President of Academic and Student Affairs.

**Character of
Duties:**

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

- Assure maintenance of academic quality and student learning according to regional accreditation standards, and monitor specialized accreditation initiatives that align with institutional goals.
- Facilitate and support student success initiatives that promote high student achievement, progressive student retention, and degree completion for all student population segments, in concert with Enrollment Management and Student Success (EMSS) and academic Deans.
- Liaison with the Assistant Vice President for Institutional Effectiveness/Institutional Researcher on institutional research agendas and data that address teaching excellence, student success, and degree completion for all student population segments.
- Assure nexus of research centers with academic programs to foster undergraduate and graduate research across academic programs, in coordination with research center directors and academic Deans.
- Coordinate regularly with Director for Research and Sponsored Programs to effectuate grant opportunities that support academic and student success research agendas, established under the Office of the Senior Vice President and Academic Affairs, including assurance of faculty professional development on grant writing and grant management.
- Administer all aspects of the Office of Graduate Studies, including Graduate Bulletin review and updates, and coordination of admissions and degree completion with the EMSS Admissions & Records Office, EMSS Dean, and academic (graduate program) Deans.
- Coordinate the Conferral of Graduate Faculty Status.
- Coordinate the maintenance of graduate theses submissions and other equivalent graduate student

#099-18 ASSISTANT VICE PRESIDENT FOR ACADEMIC EXCELLENCE/ DIRECTOR OF GRADUATE STUDIES

capstone submissions with the RFK Library.

- Serve as the liaison between the Senior Vice President and the Graduate and Research Councils.
- Coordinate Academic and Non-Academic Program reviews, in concert with the Assistant Vice President for Institutional Effectiveness.
- Coordinate support for faculty development activities with the Faculty Senate, including those that support institutional faculty excellence in teaching, research, and nationally-recognized best and promising student achievement practices.
- Develop and adhere to required budgets in conformance with UOG budget assumptions and guidelines.
- Perform other duties as assigned by the Senior Vice President for Academic and Student Affairs.

Qualifications:

Minimum: Earned terminal degree in a relevant field from a U.S. accredited institution or foreign equivalent. Three (3) years' experience demonstrated leadership competence as an administrator in an institution of higher education. Record of academic excellence in teaching, scholarly research, assessment, and student success in a higher education institution. Knowledge of Western Association of School and Colleges (WASC) Senior College and University Commission (WSCUC) regional accreditation standards. Experience with regional institution accreditation review. Working knowledge of High Impact Practices (HIPs). Minimum two (2) years graduate teaching experience. Demonstrated ability to work well with culturally diverse groups. Great interpersonal skills.

Preferred: Experience overseeing a program that led to adoption of improved practices in a university setting based on research. Minimum of two (2) years' experience as a Graduate Program Chair or Coordinator. Experience with grant proposals.

Salary Level:

\$88,278 - \$132,418 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

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 Ms. Deborah D. Leon Guerrero, Search Committee Chair, deborah@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.

Applicants must provide police and court clearances to verify that they were not convicted of any crimes connected to the position applied for and were not convicted of any crimes that prohibit employment. Off-island applicants must obtain clearances from their place of residence to include county and state clearances. Applicants are responsible for fees associated with obtaining the clearances.

Application Deadline:

Applications will be received no later than 11:59 p.m. on November 8, 2018 (Chamorro Standard Time/UTC+10).

(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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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 <http://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.

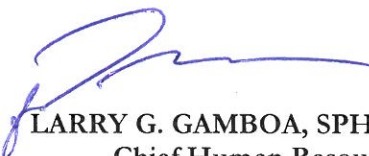
Should an applicant be convicted of any crimes other than a minor traffic violation, all applicable information must be provided in the form of a police clearance report and court clearance report. Failure to admit any felony convictions may result in immediate disqualification or disciplinary action.

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 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, Mr. Joseph Blas Gumataotao, 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).



LARRY G. GAMBOA, SPHR, SHRM-SCP
Chief Human Resources Officer