



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

December 12, 2019

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

#027-20 DEAN, SCHOOL OF ENGINEERING

Location:

School of Engineering

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 three 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 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 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.

The University of Guam (UOG) Dean, School of Engineering is a member of the Provost and Senior Vice President's cabinet providing leadership and vision in strategic planning and Engineering program implementation which contribute to the fulfilment 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.

Character of Duties:

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

- Direct, manage, supervise, and coordinate the programs and activities of the Pre-Engineering and Engineering programs;
- Oversee and direct hiring of faculty and staff;
- Lead the School's efforts to attain and maintain Accreditation Board for Engineering and Technology (ABET) accreditation;
- Coordinate the School's continuing efforts to complete, outfit, and maintain facilities.
- Provide educational and academic leadership for excellence in teaching and learning; Plan and implement faculty teaching assignments; 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;
- Coordinate the School's efforts to recruit and retain students; 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;
- 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 part-time faculty and staff; Work with employees to correct deficiencies; participate in discipline, and termination procedures;
- Participate in the development and administration of School 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 and activities at the program and course levels; Lead program assessment, curricular and co-curricular planning and development within

#027-20 DEAN, SCHOOL OF ENGINEERING

the School; Oversee and facilitate the program review process within the School;

- 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;
- Serve as a collaborative partner for institutions and community agencies; lead and participate in the activities of advisory 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;
- Perform other related duties and responsibilities as assigned.

Qualifications:

Minimum: An earned doctoral degree in Engineering or a related field from a U.S. accredited institution or foreign equivalent; Possess the Professional Engineer License (PE) credentials; Five (5) years or more previous higher education leadership experience as a Dean, Associate Dean, Director, or Department Chair; 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 understanding of the importance to the mission and richness of the School of Engineering and its ongoing success; and Ability to communicate effectively orally and in writing.

Preferred: An earned doctorate in Civil Engineering from a U.S. accredited institution; prior experience at an institution with ABET accreditation; Professional engineering management experience; and significant experience managing federal grants and contracts.

Salary Level:

\$124,794 - \$187,191 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
- (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. Troy McVey, Search Committee Chair, tmcvey@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:

Application will be received no later than January 31, 2020 (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.)

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>.

#027-20 DEAN, SCHOOL OF ENGINEERING

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, 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 B. GUMATAOTAO
Acting Chief Human Resources Officer

