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

May 18, 2023

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

## #068-23 DEAN, SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

**Location:**

**Academic and Student Affairs/School of Business and Public Administration**

**University Information:**

The University of Guam 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 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, 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 and academic leader 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 Dean of the School of Business and Public Administration (SBPA, School) is the administrator of the School and reports directly to the Senior Vice President and Provost for Academic and Student Affairs. This full-time twelve-month administrator position is responsible for overseeing the leadership, operation, and management of the School. The Dean is responsible for the education of undergraduate and graduate students within the School; promoting scholarly activity; monitoring and securing the school's financial resources and budgets; overseeing Centers within the School; and implementing strategic and operational plans in accordance with the University's vision, mission, and strategic initiatives. The Dean is responsible for student recruitment, admission, and academic progress, including identifying new markets and opportunities for student recruitment and enrollment. The Dean is responsible for the overall quality of academic and research programs and provides innovative leadership that results in high-quality teaching, research, service and extension. The Dean is responsible for understanding the community and region, and setting the vision and building relevant programs and projects that reflect community needs and concerns. The Dean fosters overall productivity of the School's diverse faculty and staff through professional development and through maintaining a cutting-edge environment, inclusive of technology and information resources, that encourages innovation. The Dean maintains academic standards; student success; carries out the policies and procedures of the University's Board of Regents; and ensures the School's compliance with university, governmental policies and provisions as outlined in the Board of Regents-Faculty Union Agreement and Comprehensive Faculty Evaluation System. The Dean will seek opportunities with other academic schools, colleges, and units; other local and regional institutions of higher education; and with the wider island and regional communities for collaborations that advance the region and institution.

**Character of Duties:**

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

- Articulate and execute a vision of the School's future in terms of measurable goals and outcomes with the support of essential constituencies;

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- Lead and support faculty and students in ways that motivate and inspire them to engage and advocate the University's mission and vision;
- Provide leadership and guidance to the School in fulfilling its educational mission as a land- and sea-grant institution of higher education in the Pacific;
- Identify and capitalize on new markets and opportunities for student recruitment and enrollment; partnerships and collaborations; and revenue growth;
- Strengthen existing educational and research programs and provide resources to develop innovative programs and entrepreneurial and strategic initiatives to meet the changing needs of the University, School, and community;
- Attract and retain faculty of the highest caliber and provide an environment conducive to professional development;
- Promote equal opportunity, community building, and respect within the School and its diverse stakeholders;
- Maintain and strategically align specialized accreditation standards to enhance overall program quality in accordance with the mission of the School and the University;
- Enhance relationships with businesses and communities in Guam and throughout the region;
- Promote research and its distribution to diverse audiences;
- Develop an environment that is conducive to research and learning;
- Maintain and strengthen relationships across the University campus to enhance interdisciplinary collaboration and resource sharing;
- Network with SBPA stakeholders, such as the SBPA Advisory Council, to empower collaborative support toward its mission and programs;
- Recommend revenue-enhancing and entrepreneurial activities to leverage SBPA resources and support strategic initiatives;
- Facilitate accreditation and other strategic initiatives in support of the University's strategic goals and priorities;
- Facilitate budget discussions and preparation of the School's budget;
- Assist and guide faculty through the annual review and promotion and tenure processes as outlined in the Comprehensive Faculty Evaluation System (CFES);
- Conduct the evaluation on faculty and staff;
- Review and finalize the course schedule, and approve and assign faculty workloads;
- Liaise with advisory bodies, as appropriate or mandated by law; and
- Maintain oversight of the federally-funded Pacific Islands Small Business Development Center Network, Guam Small Business Development Center, Guam Procurement and Technical Assistance Center, other grants, entrepreneurial initiatives and activities to promote economic development and outreach. Maintain oversight of the School's independently funded Regional Center for Public Policy, Center for Entrepreneurship and Innovation, other entrepreneurial initiatives and activities to promote economic development and outreach;
- Perform other duties as assigned.

### Qualifications:

The ideal candidate will be an academic or administrative professional who has significant experience in higher education or corporate leadership. This individual must have knowledge of business development and public management in the Asia-Pacific region. Previous business/professional experience in the region is preferred. The successful candidate must demonstrate: ability to develop, present, and defend budget requests and other financial requests to the Senior Administration and before the Board of Regents on behalf of the School; ability to develop, secure, and manage revenue generating opportunities, including federal and private grants and agreements; ability to pursue and develop strategic partnerships with School-related academic institutions and programs in the Asia-Pacific region, particularly in the area of joint research and teaching initiatives, faculty and student recruitment and exchange programs, and to represent the school to the regional and local community; ability to effectively communicate in writing and orally to advance School programs and other activities; and the ability to work effectively in a diverse and multicultural environment.

### Required:

- The Dean will possess an earned doctorate from a U.S. regionally accredited (or foreign equivalent) institution of higher learning in the area of business, management, and/or related area of discipline, with a distinguished record of scholarship and professional service OR substantial administrative professional with substantial managerial or executive accomplishments at senior organizational levels;
- The Dean will possess a minimum of three (3) years of teaching experience in post-secondary higher education within a related discipline of the School and five (5) years of successful management experience in an administrative role within a multi-level organization, which may include dealing with stakeholder groups;
- The Dean will have personal qualities of integrity, collaboration, intellectual curiosity, confidence and decisiveness to lead the School;
- Demonstrated experience and a strong understanding of the theories and principles of teaching, research, community engagement, and mentorship;
- Experience in and knowledge of assessment of courses, programs, and larger units at the post-secondary level;

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- Demonstrated understanding of and experience with strategic planning models;
- Demonstrated record of accomplishments in research; and
- Experience and knowledge of evaluation of faculty and faculty workloads.

### Preferred:

- The Dean will have demonstrated a strong understanding of the nature of high-quality undergraduate and graduate business and public administration education and how to attain it;
- Experience working with, addressing, and improving the overall student experience;
- Evidence of a participatory and democratic leadership style within a multi-level organization, including strategic planning and operational management;
- Excellent communication skills to represent the University and School in public;
- Ability to engage people individually, write compellingly, and to listen effectively;
- Ability to cultivate, solicit, and steward significant opportunities in business, government, and other communities;
- Strong record of accomplishments in scholarly and applied research;
- Demonstrated ability to foster and maintain a collegial environment;
- A commitment to the University's and School's growth and stature within both the academic and professional communities;
- Demonstrated experience in fostering the use and integration of technology to enhance and support students, faculty, and staff in a technologically dynamic environment;
- An approachable, accessible personal and professional style;
- Experience living and working in the Asia Pacific region, with a track record of successful leadership among stakeholders from diverse cultures;
- Successful experience working in a unionized faculty setting;
- Experience in academic accreditation processes;
- Experience in acquiring and administering federal grants; and
- Knowledge and experience in student recruitment, advisement, and retention.

### Salary Level:

\$119,727 - \$179,591 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) Comprehensive statement that articulates why he/she is the best fit for this job
- (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 Dr. Maria Claret M. Ruane, Search Committee Chair, [ruanem@triton.uog.edu](mailto:ruanem@triton.uog.edu) or the Human Resources Office at [uoghro@triton.uog.edu](mailto: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:

Priority will be given to applications received by June 16, 2023 (CHamoru Standard Time/UTC+10) when review of received applications will begin, but applications will continue to 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>.

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### Work Eligibility:

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>.

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 Gumataotao (May 18, 2023 12:45 GMT+10)  
**JOSEPH B. GUMATAOTAO**  
Chief Human Resources Officer