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

March 15, 2023

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

#050-23 DEAN, SCHOOL OF HEALTH

Location:

School of Health

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 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.

This is an administrative position assigned responsibility for organizing and coordinating the planning, implementation and evaluation of the nursing, social work, and health science education programs at the University of Guam in relation to the school's academic master plan. Work also involves formulating and executing policies in the administration of the programs and providing nursing and health sciences education expertise to officers of the University of Guam. The nurse administrator, with the participation of the faculty, has authority and responsibility compatible with the general policies of the University of Guam for nursing, social work, and health sciences education.

Work is performed under the general oversight of the Senior Vice President and Provost (SVPP). The employee in this role works closely with the SVPP in day to day administrative matters in dealing with the University community and the general public. Work also involves the coordination of faculty activities within the Nursing, Social Work, and Health Science Units. Performance outcomes are reviewed and evaluated through conferences with the SVPP, submission of reports and evaluation procedures established by the University of Guam.

Duties and Responsibilities

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

- Organizes and coordinates the planning, implementation and evaluation of the nursing, social work, and health sciences education programs;
- Assists faculty to investigate, evaluate, and secure resources for the improvement of the instruction within the SOH Programs;
- Provides leadership in identifying the changing scope of nursing, social work, and health science education and practice, professional decision-making, clinical specialization, and professional accountability;
- Advises the President of the University, on all matters pertaining to nursing, social work, and health science education;

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- Interprets and coordinates the nursing program with the Guam Board of Nurse Examiners;
 - Develops plans, monitors program data base, and coordinates and edits annual outcome reports as needed;
 - Facilitates and coordinates activities related to program academic policies, curriculum, resource facilitates and services, program evaluation, student learning outcomes assessment and accreditation;
 - Oversees program-based student recruitment, admission, advising, and disciplinary/dismissal processes that comply with policies, procedures and standards of the governing institution;
 - Promotes students' formal participation in program academic governance in accordance with institutional policies and procedures;
 - Determines the number, type, and utilization of teaching personnel, and facilitates their orientation and mentorship. Makes teaching and clinical assignments and conducts formal faculty evaluations;
 - Works with the faculty members on evaluation of the nursing, social work, and health science education curricula;
 - Creates and maintains an environment conducive in teaching, learning, scholarly pursuits and the sharing of faculty expertise through the involvement in professional and community activities;
 - Delegates community outreach activities for the SOH units;
 - Secures clinical facilities and internship sites for use in student learning experiences. Maintains written agreements for use of clinical facilities;
 - Relays needs of the education programs to administrative officials, the community and others as needed;
 - Assists in the preparation and administration of the program budget and monitors expenditures;
 - Participates actively in professional organizations;
 - Oversee grant and development activities/opportunities on the behalf of the School. Seeks grant funding to support and expand programs in line with the UOG and School Mission;
 - Seek and obtain external funding from federal, local, and international sources to fulfill the mission of the School and University;
 - Lead the development of new programs in health care education in response to community needs and the availability of resources;
 - Develop and maintain International programs in collaboration with the UOG Global Learning and Engagement to increase student exposure and participation through international learning experiences;
 - Provides leadership and oversight to maintain specialized national accreditation for the Nursing Program in collaboration with the Nursing Program faculty and Nursing Advisory Committee
 - Achieves and maintains Guam Board of Nurse Examiner approval of nursing programs in collaboration with the Nursing Program faculty and Nursing Advisory Committee;
 - Facilitates the Social Work program specialized accreditation through support and collaboration with the Social Work faculty and Division Chair/Director;
 - Ensures that faculty and staff work to implement student retention plans in alignment with the University Strategic Plan, and the Schools' Academic Master Plan;
 - Perform other duties as assigned.
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- Knowledge of current trends of education in nursing, social work, and health sciences, clinical practice and research methods;
 - Knowledge of university organization and governance in academic settings;
 - Knowledge of community health organization, practices, and resources;
 - Knowledge of the principles and practices of administration;
 - Knowledge of organizations and responsibilities of local and federal government in nursing education and health related areas;
 - Knowledge of professional nursing, social work, and health organizations, local, national, and international, and their relationship to the educational programs and students;
 - Working knowledge of the social, cultural, and economic conditions of the communities served;
 - Ability to coordinate, integrate and reconcile the needs of the SOH students and faculty with the goals of the educational programs, the school, and the university;
 - Ability to use administrative and research study procedures and statistical evaluations;
 - Ability to plan, organize, supervise and evaluate the work of professional and non-professional employees;
 - Ability to delegate authority appropriately;
 - Ability to plan and organize work for both short- and long-term goals in nursing, social work, and health sciences education and to make adjustments based on needs and/or necessity;
 - Ability to prepare, maintain, and submit a variety of records and reports;
 - Ability to communicate effectively, both orally and in writing;
 - Ability to establish and maintain effective work relationship with the central administration, other units in the university, other local agencies that provide facilities, community groups, and appropriate state, regional and national agencies;
 - Working knowledge of the selection of textbooks, workbooks, and other teaching instructional materials; and

Minimum Knowledge, Skills, and Abilities

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	<ul style="list-style-type: none">• Experience in securing, managing, and implementing federal grant programs related to nursing, health education, and health workforce development.
Qualifications:	<p>Required: An earned doctorate in nursing or related field from a regionally accredited institution, with a minimum of five years' experience in various fields of clinical nursing and at least three years' experience in teaching or administration; Professional qualifications in nursing administration, leadership, curriculum development, research, teaching and evaluation attained at a baccalaureate and/or higher degree nursing program; and Current active, unencumbered registered nurse license on Guam or any state/territory.</p> <p>Preferred: Experience with grant management and administration; Experience working effectively with an ethnically and culturally diverse faculty and campus community; Experience with accreditation and/or licensing boards for nursing and social work.</p>
Salary Level:	\$115,244 - \$172,866 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:	<p>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:</p> <ol style="list-style-type: none">(1) Letter of application that describes candidate's qualifications(2) Curriculum vitae(3) Copies of all graduate and undergraduate transcripts(4) Copy of current nursing license <p>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.</p> <p>Selected candidate must provide official transcripts prior to hire date. For further information, please contact Dr. Lee S. 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.</p> <p>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.</p>
Application Deadline:	<p>Optimal submittal date is April 21, 2023 (Chamorro Standard Time/UTC+10) when review of received applications will begin. Applications will 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 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.</p>
Work Eligibility:	<p>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.</p>

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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).


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JOSEPH B. GUMATAOTAO
Chief Human Resources Officer