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

October 6, 2023

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

#005-24 SENIOR VICE PRESIDENT AND PROVOST

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, 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 Environmental 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.

Under the general administrative direction of the President, the Senior Vice President and Provost (SVPP) will be expected to provide strong leadership and direction for the following:

- **Advancing a new vision for the University of Guam** — the SVPP will have the opportunity to work closely with the President to harness the momentum generated by the university's new strategic plan, Tulos Mo'na (propelling forward in unison). The SVPP will be responsible for engaging the faculty, senior leadership, and the entire university community in identifying new areas of emphasis and additional strategies for accomplishing the University's goals. The SVPP will also be responsible for communicating the plan, its activities, and its benefits to regional partners and the general public.
- **Building Excellence in Academic Leadership and Faculty and Innovative Academic Programs and Curriculum** – The SVPP will have the opportunity to shape the academic leadership and faculty profile to reflect excellence in the three-pillars of the land-grant and sea grant mission. The SVPP will lead efforts to develop and strengthen faculty, staff, curriculum, and university-wide academic priorities.
- **Growing Enrollment and Student Success** – Enrollment growth and student success is central to the University's land-grant and sea grant mission and vision. Therefore, the SVPP will work with university leaders to enhance and implement a comprehensive enrollment strategy focused on sustainable enrollment growth, improving undergraduate and graduate retention rates, increasing academic support services, and assessing student learning outcomes.
- **Enhancing Research Productivity and Faculty Development** – UOG aspires to grow as a regional leader in research, development, and discovery, as well as scholarly and creative activity. In alignment with the University's aspirations to continue our excellent record of research growth as a land-grant and sea grant university, the SVPP will strategically coordinate the alignment of Vice Provosts, Deans, and Research Directors to devise policies and procedures that balances innovation and interdisciplinary research with a robust academic instructional

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program.

- **Modernizing the University Budget Model** – In collaboration with university leadership, the SVPP will play a role in aligning the budget model with the goals of enrollment management and student success as well as our strategic priorities; a model that will foster an environment of entrepreneurialism, increased accountability, and preservation of the land-grant and sea grant missions.
- **Maintain regional accreditation** – The SVPP is also the regional accreditation liaison and is responsible for all articulation initiatives with higher education partners as the chief academic officer.
- **Provide continuous stability** – The SVPP serves as Acting President in the absence of the President.

Character of Duties:

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

- Provide strategic oversight for academic planning, resource allocation, and innovation in all academic programs;
- Promote excellence in teaching, research, and service, implement strategic planning goals, oversee outcome assessments;
- Oversee progress across the University's academic, research, service, and student success missions;
- Build University leadership through enhanced external relationships of the University with educational partners, local and federal government agencies, corporate partners, international alliances, and community organizations;
- Lead and coordinate all regional accreditation initiatives, by promoting an understanding of accreditation requirements, quality assurance and institutional effectiveness at the college level, and preparing the University to meet accreditation standards;
- Strengthen the institutional commitment to academic quality, staffing improvements and student achievement through innovative strategies and measurable objectives;
- Provide leadership through demonstrated institutional performance in meeting its land grant and sea grant mission that focuses on engagement and service;
- Provide leadership through effective processes and programs that support Vice Provosts, Deans, and Directors who oversee academic, research, and student affairs units and programs;
- Ensure excellence, relevance, and innovation in the areas of curriculum design, teaching delivery, and assessment; research; library services; student success, continuing education and lifelong learning; and online program delivery;
- Promote financial viability of the University through sound internal management of resources;
- Lead efforts to increase external funding from a variety of sources including federal competitive grants and entrepreneurial revenue generation initiatives;
- Coordinate, monitor and manage the development of budgets relating to academic, research, and student affairs units;
- Provides strategic vision to further enhance the quality of the student experience and support the success of the undergraduate and graduate students at UOG;
- Nurtures strategies for enhancing the diversity of the faculty, staff, and student body and creating a welcoming, inclusive, and supportive environment for all members of the UOG community;
- Provide leadership support to academic unit administrators for professional accreditation initiatives;
- Direct and encourage quality curriculum development, faculty professional development and academic innovation;
- Staff the Board of Regents' committees, including the Academic, Personnel and Tenure Committee and the Student Affairs, Scholarships, Alumni Relations & Honorary Degree Committee;
- Delegate responsibilities and authority as appropriate; and
- Carry out other duties assigned by the President.

Qualifications:

Minimum: A doctoral degree from a U.S. accredited institution; A record of outstanding scholarship and a strategic understanding of the integration of research, teaching, and engagement to maximize the potential impact of a Land-Grant and Sea Grant university. Minimum of five (5) years of successful administrative experience at the minimum level of an academic Dean/Associate Dean at a baccalaureate and graduate degree-granting higher education institution; Prior experience leading and executing strategic planning initiatives; Demonstrated experience with faculty hiring, retention, evaluation, and promotion and tenure in higher education environment; Demonstrated success in developing and managing operational and academic budgets; Demonstrated experience of working collaboratively in a shared governance environment and collective bargaining setting; Demonstrated understanding of issues related

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to student success, strategic enrollment management, and academic and career advising; Demonstrated success in an academic administrative position in higher education that includes: team building and collaboration, experience in a broad range of academic disciplines, transparency in decision-making, respect for the opinions of others, and the exercise of creativity, vision, and entrepreneurial spirit in developing and achieving goals; Minimum of two (2) years of experience with WASC Senior College and University Commission accreditation processes; and Direct experience in negotiating contracts and articulation agreements; Demonstrated commitment to serving the needs of a diverse University community, and a strong familiarity with Micronesia and other Pacific island societies.

Salary Level:

Salary Negotiable

**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 Dr. Rachael Leon Guerrero, Search Committee Chair, rachaeltlg@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 November 3, 2023 (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>.

**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.

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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 (Oct 6, 2023 11:16 GMT+10)

JOSEPH B. GUMATAOTAO
Chief Human Resources Officer