



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

October 2, 2024

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

#002-25 ASSOCIATE DEAN, COLLEGE OF LIBERAL ARTS AND SOCIAL SCIENCES

Location:

College of Liberal and Social Sciences

**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.

The Associate Dean of the College of Liberal Arts and Social Sciences is an academic and administrative officer under the general administrative direction of the Dean of the College. She/he will perform the duties of the Dean, as delegated by the Dean. She/he is expected to uphold the University's mission, policies and procedures, and to provide vision, ethical leadership and advocacy in academic affairs and scholarly activities. Included is an emphasis on the continuing support of the highest standards of academic quality in instruction, research, and service. She/he will support the Dean's visible leadership and representation of the College on campus and in the greater community. She/he is expected to share the Dean's work in marshalling the vibrancy and creative energies of the faculty and staff and to support the development of specific strategic steps to encourage excellence. She/he will participate in the Dean's activities to guide the Chairs and faculty in the definition of expected outcomes and to support the College in achieving those outcomes via academic programs, outreach, research, and extramural fund raising through grants, contracts, and donations. She/he will respond to the Dean's delegation of assignments to manage the resources of the College; to recruit, evaluate, and retain well-qualified faculty and staff; and to develop effective undergraduate and graduate student recruitment and retention initiatives.

**Character of
Duties:**

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

- Assist the Dean to plan and evaluate the College's programs and activities;
- Coordinate the development of the College budgets and to prepare the annual budget requests;
- Monitor budget expenditures to ensure that the integrity of funds is maintained;
- Review personnel actions and make recommendations concerning employment of faculty and staff positions based on personnel evaluation;

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- Develop recommendations on policies, procedures, and organizational structures in consultation with the Provost and Senior Vice President, Academic and Student Affairs, the appropriate Academic Affairs Committee, and with the concurrence of the President;
- Review, recommend, and provide guidance to program faculty on curriculum matters;
- Represent and promote the College in the community, with partners, and donors;
- Coordinate and maintain the College's online social media presence and ensure the dissemination of accurate information;
- Develop relationships to establish partnerships with government agencies, NGOs, and other organizations/businesses;
- Develop and offer opportunities for professional development for faculty and staff members;
- Make workload assignments and supervise college employees;
- Determine all aspects of the College's Fall, Intersession, Spring, Summer or special course schedules;
- Recommend the expansion, reduction, transfer, or reassignment of positions in consultation with the Dean and the Provost and Senior Vice President, Academic and Student Affairs, and approval of the President;
- Administer and determine use of space assigned to the College;
- Prepare annual reports as required or requested; and
- Perform other duties as assigned.

Qualifications:

Minimum: An earned terminal degree appropriate to a discipline in the College of Liberal Arts and Social Sciences (e.g., a PhD or as in the case of Fine Arts and Micronesian Languages an MFA or MA respectively); Evidence of prior experience at a U.S. regionally-accredited institution or foreign equivalent at the rank of tenured associate or full professor in a discipline represented in the college; Commitment to interdisciplinary and intercollegiate collaboration to build mutually supportive ties within the Programs, Colleges, and University, as well as with the institution's and community's culturally and ethnically diverse stakeholders; Fair principled leadership to uphold the University's mission, policies, and procedures, at the highest standards of academic quality for instruction, research, and service; Evidence of prior successful academic administrative or quasi-administrative experience (at least three years) at the level of Department or Division Chair, Director or Principal Investigator of substantive extramural projects involving supervision of faculty and staff, Assistant or Associate Dean, or above; Evidence of knowledge and ability to support the Dean and College Administrative team in managing and administering the College; Work effectively with the culturally diverse faculty, staff, student body, administration and community; Recruit highly qualified faculty and staff; Evaluate the job performance and supervise faculty and staff; Provide accurate and effective academic advice to students; Serve as a liaison to faculty members and divisions regarding student advisement, curricular issues, student learning outcomes assessment, grant writing, research facilitation, and strategic initiatives; Coordinate the course schedule and College budgets; Oversee buildings and facilities; Serve as Acting Dean, when needed; Experience in the use of data analysis for decision making; and Working knowledge of information technology and data management.

Preferred: Demonstrated scholarly productivity; Major accomplishments in the areas of instruction, research, and service; Evidence of effective communication skills in writing and speaking; Strong organizational and human relations skills; Knowledge of and experience in working within multicultural communities and an interest in the Western Pacific; A strong multidisciplinary perspective embracing the College's range of discipline; Ability to carry out the academic administration role effectively in a multicultural environment; Demonstrated leadership qualities in coordinating faculty development and governance as well as planning and monitoring academic programs; Knowledge and skills in budgetary matters, personnel procedures, academic policy and management, and evaluation of programs and personnel; Experience in mediating concerns of students, staff, and faculty; and Experience in a unionized faculty setting.

Salary Level:

\$82,763 - \$124,145 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

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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. Velma Jean Yamashita, Search Committee Co-Chair, at yamashitav@triton.uog.edu and Dr. Hiroshan Hettiarachchi, Search Committee Co-Chair, at hettiarachchi@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:**

Applications will be received no later than October 20, 2024 (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.

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).



RACHEL P. FIELD
Acting Chief Human Resources Officer