



UNIVERSITY OF GUAM
UNIBETSEDÁT GUÅHAN
Board of Regents

Resolution No. 22-39

**RELATIVE TO ALIGNING THE PAY FOR THE MARINE LABORATORY DIRECTOR POSITION
TO SIMILAR POSITIONS IN THE ADMINISTRATOR'S SALARY PAY SCALE**

WHEREAS, the University of Guam (UOG) is the primary U.S. Land Grant and Sea Grant institution accredited by the Western Association of Schools and Colleges Senior College and University Commission serving the post-secondary needs of the people of Guam and the region;

WHEREAS, pursuant to 17 GCA § 16112, the Board of Regents (BOR) Articles of Incorporation, and the BOR Bylaws, the BOR is authorized to adopt rules and regulations governing the selection, compensation, promotion, performance evaluation, disciplinary action and other terms and conditions of employment affecting academic personnel, defined as faculty and administrators;

WHEREAS, the BOR retains authority over Academic Personnel of the University including establishing personnel rules and regulations guiding selection, employment, salary and other compensation;

WHEREAS, the Marine Laboratory Director position pay scale is out of alignment with similar research directorships;

WHEREAS, in order to establish parity, the salary range for said position should be benchmarked to similarly established administrator positions;

WHEREAS, the UOG Administrative Council has reviewed this action and recommended that it be sent to the President for consideration to forward to the BOR Academic, Personnel and Tenure (AP&T) Committee;

WHEREAS, the BOR AP&T Committee has reviewed this action and recommends this be sent to the full BOR for approval.

NOW, THEREFORE, BE IT RESOLVED, that the BOR approves the pay scale alignment for the Marine Laboratory Director position.

Adopted this 17th day of November, 2022.



Liza J. Provido, Chairperson

ATTESTED:



Thomas W. Krise, Ph.D., Executive Secretary

**UNIVERSITY OF GUAM
POSITION DESCRIPTION
DIRECTOR, MARINE LABORATORY
SALARY RANGE: \$107,744 - \$161,616**

UNIT DESCRIPTION

The Marine Laboratory, established as a research unit of UOG in 1970, plays an important role in both national and regional marine research.

Members of the Marine Laboratory faculty enhance their research activities through individual collaboration with colleagues from other U.S. and foreign institutions and by opening the facilities to visitors from around the world.

POSITION NARRATIVE

Under direction of the Vice Provost for Research and Sponsored Programs, the Director, Marine Laboratory (ML) is responsible for the overall administrative duties and functioning of the unit. The Director, ML is a 12-month administrator position. The Director, ML will be responsible for leading and supporting the mission of the UOG Marine Laboratory by placing marine science in the service of Guam and the rest of Micronesia.

MINIMUM QUALIFICATIONS

- Ph.D. in a Marine Science discipline from a U.S. regionally accredited institution or foreign equivalent university.
- At least 8 years research experience in the field of Marine Science, and at least 3 years in a leadership role at an academic institution.
- Demonstrated instruction, research, publication, extramural funding, and a grantsmanship record is essential.
- Entrepreneurial spirit desired.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Understanding the ML's mission and role in marine-resources related issues in Guam and throughout the region;
- Understand the intent and purpose behind the ML program;
- Conversant with budgetary and procurement procedures, including the requirements pertaining to the day-to-day operations of the ML;
- Demonstrated organizational and leadership skills;
- Ability to compile electronic reports, surveys, grant application packages, and upload appropriate websites; and
- Ability to establish and maintain successful collegial relationships with faculty and staff within the unit, and with upper-level management executives.

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Director, Marine Laboratory

DUTIES AND RESPONSIBILITIES

Major duties and responsibilities include, but are not limited to, the following:

- Lead by placing marine science in the service of Guam and the rest of Micronesia;
- Provide leadership, and support the mission of the ML to:
 - Conduct scientific research into the biology of tropical marine systems;
 - Teach, forming the core of the graduate program in Biology; and
 - Serve, providing environmental assessments, technical reports, competitive peer-reviewed publications, educational materials, public lectures, and expertise on marine issues.
- Correspond, communicate, and liaise with appropriate representatives of the local and federal government for funding, research, management, and conservation matters;
- Provide administrative oversight of local and federal grants received by ML;
- Oversee the preparation of annual budgets and an annual report in accordance with University requirements and prescribed local and federal laws;
- In collaboration with the Office of Research and Sponsored Programs, track faculty grant contract and publication activity;
- With assistance from the Laboratory Safety Manager, ensures that the Marine Lab maintains its compliance with laws, regulations, and research permits (Equal Employment Opportunity (EEO), American with Disabilities Act (ADA), Environmental Protection Agency (EPA), Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Endangered Species Act (ESA), Occupational Safety and Health Act (OSHA), etc.);
- Review and periodically update fee schedules for boat rental, truck rental, bench fees, and visitor housing by reviewing expenditures and costs and submit needed modifications of fees to the Board of Regents (BOR) for approval;
- Assume responsibility for the day-to-day running and operations of ML including the safe operations and maintenance of all physical amenities, infrastructures, and the visitor housing;
- Maintain oversight of all clerical, teaching, research, and commercial activities;
- Maintain oversight and supervision of Marine Technicians;
- Maintain oversight and supervision of Laboratory Safety Manager;
- Maintain oversight and supervision of clerical staff;
- Maintain oversight of faculty and student activities as they relate to the ML mission;
- Guide, mentor and evaluate ML faculty in accordance with Comprehensive Faculty Evaluation System (CFES) requirements;
- Coordinate faculty and staff activities and personnel assignments, including compiling recommendations for personnel actions and search committees;
- Participate as a member of the ML Dive Control Board to ensure continued membership of the

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Director, Marine Laboratory

ML in the American Academy of Underwater Scientists (AAUS);

- Communicate and discuss with Marine Technicians all issues relating to boat and truck operation, boat and truck safety, maintenance, and replacement;
- Serve as the Point of Contact for contract and survey work (e.g., Environmental Impact Studies) to inform ML faculty about project and contract opportunities;
- Encourage and facilitate active and collaborative grantsmanship among ML faculty in their respective fields of expertise;
- Maintain the visibility of ML locally, regionally, nationally, and internationally, through the institutional website, brochures, booklets, institutional technical reports, journal articles, conferences, and submission of press releases to the Chief Marketing & Communications Officer;
- Engage in teaching and/or research activity to foster collaborations and contribute to the ML's mission as administrative duties allow;
- Promote community outreach teaching and training activities and respond to all outside enquires relating to ML's core activities;
- Participate in University-wide accreditation and assessment activities and serve on committees as needed;
- With faculty input, develop, maintain, and periodically evaluate and update a long-term strategic plan for the continued growth and development of the ML; and
- Carry out other duties assigned by the Vice Provost for Research and Sponsored Programs.

Approved:



Thomas W. Krise, Ph.D., President

Date: Nov 17, 2022

UOG Administrator's Salary Scale

Amended by Board of Regents' Resolution 22-nn, November nn, 2022

Position Title		CUPA * Position No.	BOR Reference	Quartile 1 80%-90% Range	Quartile 2 90%-100% Range	Quartile 3 100%-110% Range	Quartile 4 110%-120% Range
Office of the President							
1	President			<i>Salary Negotiated</i>			
2	Chief Marketing and Communications Officer	#1048	03-09, 03-16	\$86,544	\$97,362	\$97,362	\$108,180
3	Director, Auxiliary Services	#3050	03-09, 03-16	\$58,464	\$65,772	\$65,772	\$73,080
4	Web Master	#5015	05-28	\$57,926	\$65,167	\$65,167	\$72,408
5	Chief Planning Officer	#1033	03-09, 03-16	\$90,116	\$101,381	\$101,381	\$112,645
6	Chief of Staff and Board Liaison	#1004	20-02	\$90,464	\$101,772	\$101,772	\$113,080
7	Director, Development, Alumni Affairs, and Foundation Relations	#8006	03-09, 03-16, 11-01	\$61,248	\$68,904	\$68,904	\$76,560
8	Director, Global Learning and Engagement	#1208	20-02	\$91,694	\$103,156	\$103,156	\$114,618
9	Associate Director, Global Learning and Engagement	#2010	09-01	\$65,209	\$73,360	\$73,360	\$81,511
10	(Associate) Director, Professional International Programs (International Program Development)	#2008	03-09, 03-16, 09-01, 12-10	\$60,630	\$68,208	\$68,208	\$75,787
11	Director, University Events Office (UEO)	(#8030*#8054)/2	20-02	\$59,573	\$67,019	\$67,019	\$74,466
12	General Counsel	#1036	03-09	\$122,400	\$137,700	\$137,700	\$153,000
Office of Academic and Student Affairs							
13	Senior Vice President and Provost		03-09, 03-16	<i>Salary Negotiated</i>			
14	Dean, College of Liberal Arts and Social Sciences	#1204	03-09, 03-16	\$109,102	\$122,739	\$122,739	\$136,377
15	Associate Dean, CLASS	#1404	06-06	\$82,763	\$93,109	\$93,109	\$103,454
16	Dean, College of Natural and Applied Sciences	(#1201+1236)/2	03-09, 03-16	\$132,106	\$148,619	\$148,619	\$165,132
17	Associate Dean, Instruction	#1409	06-06	\$107,744	\$121,212	\$121,212	\$134,680
18	Associate Director, Western Pacific Tropical Research Center	#1409	10-01	\$107,744	\$121,212	\$121,212	\$134,680
19	Associate Director, Cooperative Extension Service	#1409	10-01	\$107,744	\$121,212	\$121,212	\$134,680
20	Dean, Enrollment Management and Student Success	#1043	14-29	\$100,000	\$112,500	\$112,500	\$125,000
21	Associate Dean, EMSS and Registrar	(#1044+1045)/2	15-32	\$75,767	\$85,238	\$85,238	\$94,709
22	Athletics and Field House Director [Director, Athletics and Field House, Athletics Director]	#6001	14-19	\$62,351	\$70,145	\$70,145	\$77,939
23	Director, Financial Aid and Triton One Stop	#2082	03-09, 03-16	\$61,346	\$69,014	\$69,014	\$76,682
24	Director, Residence Halls	#7076	15-16	\$57,418	\$64,595	\$64,595	\$71,772
25	Director, Student Resource Center (One-Stop Center)		03-09, 03-16				
26	Director, Student Services / Student Life	#7026	03-09, 03-16	\$48,001	\$54,001	\$54,001	\$60,001
27	Director, Summer School and Off-Campus Programs	#7026	03-09, 03-16	\$48,001	\$54,001	\$54,001	\$60,001
28	Dean, School of Business and Public Administration	#1206	08-11	\$119,727	\$134,693	\$134,693	\$149,659
29	Dean, School of Education	#1212	08-11	\$108,669	\$122,252	\$122,252	\$135,836
30	Dean, School of Engineering	#1213	16-27	\$124,794	\$140,394	\$140,394	\$155,993
31	Dean, School of Health	#1230	05-34, 14-01	\$115,244	\$129,650	\$129,650	\$144,055
32	Dean, University Libraries	#1226	18-14	\$104,190	\$117,213	\$117,213	\$130,237
33	Director, RFT Micronesian Area Research Center (MARO)	#1409	12-11	\$107,744	\$121,212	\$121,212	\$134,680
34	UOG Press Director and Publisher	#3006*.9	21-20	\$75,538	\$84,981	\$84,981	\$94,423
35	Director, Center for Excellence in Dev Disabilities, Education, Research, & Svc (CEDDERS)	#1409	19-05	\$107,744	\$121,212	\$121,212	\$134,680
35	Director, Center for Island Sustainability & Sea Grant	#1409	22-nn	\$107,744	\$121,212	\$121,212	\$134,680
36	Director, Marine Laboratory	#1409	22-nn	\$107,744	\$121,212	\$121,212	\$134,680
37	Director, Water and Environmental Research Institute (WERI)	#1409	Sept 15, 2022 BOR	\$107,744	\$121,212	\$121,212	\$134,680
38	Vice Provost for Academic Excellence, Graduate Studies, and Online Learning	#2002	07-25, 16-36	\$98,941	\$111,308	\$111,308	\$123,676
47	Associate Director, Telecommunication & Distance Education Operation (TADEO)	#2012	09-01	\$59,994	\$67,494	\$67,494	\$74,993
39	Vice Provost for Institutional Effectiveness	#2002	16-36	\$98,941	\$111,308	\$111,308	\$123,676
40	Vice Provost for Research & Sponsored Programs	#8027	16-36	\$109,769	\$123,490	\$123,490	\$137,211
41	Director, Contracts and Grants	#3005	03-09, 03-16, 14-29	\$64,000	\$72,000	\$72,000	\$80,000
Office of Administration and Finance							
42	Vice President, Administration and Finance and Chief Business Officer		14-19	<i>Salary Negotiated</i>			
43	Associate Budget and Administrative Process Officer	#3026	03-09, 03-16, 21-03	\$82,469	\$92,777	\$92,777	\$103,086
44	Chief Human Resources Officer	#1037	03-09, 03-16	\$83,200	\$93,600	\$93,600	\$104,000
45	Director, EEO and Title IX/ADA Coordinator	#4009	16-16	\$72,015	\$81,017	\$81,017	\$90,019
46	Chief Information Officer (benchmarked to CUPA 2013/2014 for effective recruitment)	#1038	15-20	\$99,184	\$111,582	\$111,582	\$123,980
48	Director, Computer Center/Technology Resources	#5001	03-09, 03-16	\$84,410	\$94,961	\$94,961	\$105,512
49	Senior Manager, Infrastructure Services and Information Security	#5004	17-08	\$77,793	\$87,517	\$87,517	\$97,241
50	Comptroller	#1040	03-09, 03-16	\$82,072	\$92,331	\$92,331	\$102,590
51	Associate Comptroller / Bursar	#3027	10-30	\$60,011	\$67,513	\$67,513	\$75,014
52	Director, Facilities Management and Services	#1039	03-09, 03-16	\$83,360	\$93,780	\$93,780	\$104,200
53	Capital Projects Manager (benchmarked to CUPA 2013/2014 for effective recruitment)	#121000	18-26, 21-03, 22-16	\$92,358	\$103,903	\$103,903	\$115,448
54	Director, Campus Facilities		03-09, 03-16	\$50,984	\$57,357	\$57,357	\$63,730
55	Director, Campus Construction Projects		04-06	\$50,923	\$57,289	\$57,289	\$63,654
56	Risk Officer [Internal Auditor]	#1050	16-07, 20-16	\$76,287	\$85,823	\$85,823	\$95,359

Scale managed by UOG Human Resources Office.

Originating Resolution for many positions 03-09 (confirmation or establishment) and 03-16, and 15-20 for this salary framework.

* CUPA 2008-2009, unless otherwise stated.