



**UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS**

RESOLUTION NO. 10-01

RELATIVE TO REVISING THE ADMINISTRATIVE SALARY SCHEDULE

WHEREAS, pursuant to GCA 16112, the Board of Regents is authorized to adopt rules and regulations governing the compensation of academic personnel; and

WHEREAS, on May 22, 2003, the Board of Regents approved Resolution No. 03-09, Relative to Establishing Administrative Positions at the University of Guam, and on June 19, 2003, approved Resolution No. 03-16, Relative to Establishing and Adopting the Policy for Administrative Salary and a Revised Salary Schedule at the University of Guam; and

WHEREAS, the University administration has adopted the College and University Professional Association (CUPA) for Human Resources administrative compensation surveys as its benchmark for best practice in establishing academic administrator positions and salaries; and

WHEREAS, the positions of Associate Director, Cooperative Extension Service and Associate Director for Western Pacific Tropical Research Center serve on the administrative team and are accountable to the Dean/Director of College of Natural and Applied Sciences; and

WHEREAS, the position of Associate Director, Cooperative Extension Service's primary objective is to assist the Dean/Director in providing leadership and supervision of the island-wide Cooperative Extension (informal outreach educational) programs and projects; and the position of Associate Director for Western Pacific Tropical Research Center's primary objective is to provide leadership and administrative support for research activities conducted by WPTRC researchers (both faculty and staff); and

WHEREAS, based upon an assessment of the priority needs of the University, of the responsibilities of the positions, and of comparable CUPA-HR salary benchmarks, the President met with the Academic, Promotion and Tenure Committee at their meeting on January 13, 2010, to review the position descriptions and salary schedules of Associate Director, Cooperative Extension Service and Associate Director for Western Pacific Tropical Research Center; and

WHEREAS, the President and the Academic, Promotion and Tenure Committee now recommend to the Board the revised Administrative Salary Schedule which reflects the recommended changes.


NOW, THEREFORE, BE IT RESOLVED, that the Board of Regents hereby approves the revised Administrative Salary Schedule, which is herein attached.

Adopted this 21st day of January, 2010.



P. Sonny Ada, Chairperson

ATTESTED:



Dr. Robert A. Underwood, Executive Secretary

University of Guam
Position Description
ASSOCIATE DIRECTOR, COOPERATIVE EXTENSION SERVICE
Salary Range: \$76,994 – \$115,492

Position Narrative:

The Associate Director for Cooperative Extension Service (CES) serves as a member of the College of Natural and Applied Sciences (CNAS) administrative team and is accountable to the Dean/Director of CNAS. The primary objective of the Associate Director is to assist the Dean/Director in providing leadership and supervision of island-wide Cooperative Extension (non-formal/outreach education) programs and projects.

Duties and Responsibilities - Major duties and responsibilities shall include, but not limited to the following:

- In consultation with the Dean/Director of CNAS, the Associate Director: 1) develops objectives and formulates policies and procedures in the day to day management of Extension programs in conformity with guidelines associated with federal and local funding sources, 2) prepares and monitors the overall Extension annual budgets, 3) coordinates Extension personnel assignments and activities, 4) makes recommendations relating to personnel actions, prepares annual reports for federal and local funding sources, and 5) performs other duties as assigned by the Dean/Director, CNAS/CES.
- The Associate Director is also the primary individual responsible for the evaluation of Extension professionals as well as for the periodic evaluation of the University's Extension education programs.
- Work with Extension personnel (faculty, specialists, educators, associates) to initiate specific programs/projects by encouraging multi-discipline collaborative planning implementation and evaluation through the sharing of resources and expertise. The focus of these programs/projects which will be on a continuum of outreach, non-formal education programs responsive and sensitive to island-wide community needs in the areas of agriculture and natural resources, consumer and family sciences, community resource development, and 4-H and youth development.
- Work with CNAS administrators, program leaders, faculty and clientele to establish goals for Guam Cooperative Extension Service.
- Maintain liaison with the National Institute of Food and Agriculture, USDA, partnership office on issues pertaining to Extension education including all Smith Lever funds, annual plans of work, and reports of accomplishments, impacts and implementation.
- Represent Guam Cooperative Extension Service regionally and nationally, including attendance at regular meeting of the Western Extension Directors Association (WEDA) when funds are available.
- Oversee the budget allocations and Extension data systems required by USDA and other local and federal agencies of the Guam Cooperative Extension Service in collaboration with the CNAS administrative management team.
- Identify new positions or reassignments in Guam Cooperative Extension Service in keeping with evolving program priorities.
- Actively seek, encourage and provide opportunities for strengthening and encouraging island-wide partnerships among Extension personnel, University faculty and researchers and other stakeholders.

- Assist the Dean with management of college faculty and activities as assigned by the Dean.

Minimum Knowledge, Abilities and Skills:

- Awareness of and deep appreciation for the value of Extension education to individuals, families, communities.
- An understanding of environmental issues that confront our society.
- An understanding of the workings of the Land Grant system.
- Familiarity with federal laws dealing with Cooperative Extension and other research and education entities that further the goals Cooperative Extension.
- Proficiency in the use of electronic communication systems such as computers and the use of the internet.
- Ability to establish and maintain collegial relationships with Extension personnel and with other University faculty, staff and administrators.


Minimum Qualifications:

- A Master's degree in any academic discipline associated with the field of Extension education including agriculture, environmental science, consumer and family sciences, sociology, community development or related field.
- At least five (5) years work experience in the field of outreach education.


Desirable Qualifications:

- An earned doctorate or terminal degree in any academic discipline associated with the field of Extension education including agriculture, environmental science, consumer and family sciences, sociology, community development or related field.
- Work experience, including acting capacities, serving at any level of Extension administration.
- Work experience in U.S. land grant system in Extension, research and instruction at the university level.
- Record of securing and administering grants and contracts.
- Demonstrated ability to establish and promote ties with governmental, community, national and international organizations.
- Ability to work in a diverse multi-cultural environment.
- Experience within an island setting and/or in the Pacific region.

Associate Director, CES Position Description approved by:


 Helen J.D. Whippy, Ph.D.
 Senior Vice President for
 Academic and Student Affairs

Date: 1/13/2010


 Robert A. Underwood, Ed.D.
 President, University of Guam

Date: 1/13/10

University of Guam

Position Description:

Associate Director, Western Pacific Tropical Research Center

Salary Range: \$84,694 - \$127,040

Position Narrative:

The Associate Director for Western Pacific Tropical Research Center serves as a member of the College of Natural and Applied Sciences (CNAS) administrative team and reports directly to the Dean/Director of CNAS. The primary objective of the Associate Director is to provide leadership and administrative support for research activities conducted by WPTRC researchers (both faculty and staff) and to ensure reporting and compliance requirements of Federal grants are met.

Duties and Responsibilities - Major duties and responsibilities shall include, but not limited to the following:

In consultation with the Dean/Director of CNAS, the Associate Director:

- develops objectives and formulates policies and procedures in the day to day management of research programs in conformity with guidelines associated with federal and local funding sources;
- prepares and monitors research annual budgets;
- prepares and/or coordinates preparation of annual reports and annual plans of work and adheres to reporting deadlines;
- coordinates personnel assignments and activities;
- makes recommendations related to personnel actions;
- evaluates research performance of WPTRC-funded scientists;

In addition to these critical duties the Associate Director will:

- encourage acquisition of extramural funding by individual faculty or teams and provide administrative support to manage acquired funds;
- work with research scientists to improve existing research programs and to initiate new programs and projects;
- encourage multi-discipline and multi-institutional collaboration and provide administrative support to maintain these collaborations;
- encourage and actively participate in graduate student recruitment and provide broad administrative support to CNAS graduate programs;
- collaborate with stakeholders, UOG and CNAS administrators and faculty to consistently adjust and improve research goals that serve the needs of Guam, the Pacific Region as well as the global research community;
- maintain strong partnerships with USDA, other federal agencies and private industries that provide research support for WPTRC as well as to look for new

1/13/2010

- partnerships and opportunities;
- represent WPTRC regionally and nationally, and, when funds are available, regularly attend meetings of the Association of Agriculture Experiment Station Directors and be involved in their activities;
- actively seek opportunities for the improvement of Guam's status among Agricultural Experiment Stations on national level and be a strong proponent of Western Pacific issues on national and international level;
- perform other duties as assigned by the Dean/Director of CNAS.

Minimum Knowledge, Abilities and Skills:

- an understanding of and appreciation for agricultural research
- an understanding of environmental issues that confront the world
- an understanding of the Land Grant system.
- familiarity with Federal laws governing agricultural and scientific research
- proficiency in the use of modern communication systems
- ability to establish and maintain collegial relationships with faculty, staff and administrators both at UOG as well as on regional and national level
- excellent written and oral communication skills.

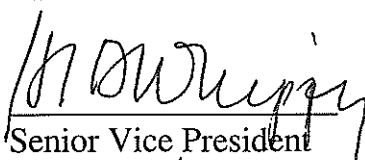
Minimum Qualifications:

- An earned terminal degree in any discipline associated with agricultural research
- At least three (3) years of administrative experience.

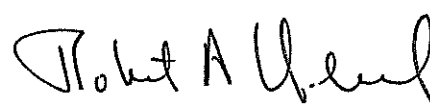
Desirable Qualifications:

- Three (3) years experience as administrator conducting agriculture/scientific research
- Work experience in U.S. land grant system.
- Record of securing and administering grants and contracts.
- Demonstrated ability to establish and promote ties with governmental, community-based and private organizations on regional, national and international levels
- Ability to work in a diverse multi-cultural environment.
- Experience within an island setting and/or in the Pacific region.

Approved:


Senior Vice President
1/13/2010

Approved:


President
1/13/10

