



UNIVERSITY OF GUAM
UNIBETSEDAT GUAHAN
BOARD OF REGENTS

RESOLUTION NO. 11-1

**RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS AND
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 position of Director, Development and Alumni Affairs, reporting to the President, will replace the position of Director, Alumni Affairs to reflect added responsibility of developing and implementing a comprehensive fund raising program to support the University's priorities and to oversee the planning and implementation of all programs and activities designed to enhance philanthropic support of the University; and

WHEREAS, the position of Director, Development and Alumni Affairs is necessary to better deliver the University's mission, strategic initiatives, infrastructure support and controls; and

WHEREAS, based upon an assessment of the priority needs of the University, of the responsibilities of the position, and of comparable CUPA-HR salary benchmarks, the President met with the Academic, Promotion and Tenure Committee at their meeting on February 2, 2011, to review the proposed position and salary schedule of the Director, Development and Alumni Affairs position; and

WHEREAS, the President and the Academic, Promotion and Tenure Committee now recommend to the Board the attached list of Administrative Positions and Administrative Salary Schedule, which has been revised to reflect the changes in reporting and supervisory responsibility to replace the position and salary schedule of Director, Alumni Affairs with that of the proposed Director, Development and Alumni Affairs; and

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

Adopted this 17th day of February, 2011.

P. Sonny Ada, Chairman

ATTESTED:

Robert A. Underwood, Executive Secretary

Director, Development and Alumni Affairs

Salary Range \$56,962 - \$85,444

Position Narrative:

This is a full-time (12 month) administrative professional position reporting to the President for the University of Guam. The Director is responsible for institutional development programs and leads institutional fundraising. The Director coordinates contacts and services to alumni, develops and maintains alumni mailing lists and mailing, organizes receptions and other special alumni activities. The Director will support the efforts of the UOG Alumni Association, as well as other UOG Alumni chapters to enhance alumni relations with the University and to coordinate and encourage alumni involvement in the growth and development of the University.

Duties and Responsibilities:

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

- Develops and implements a comprehensive fund raising program to support the University's priorities;
- Oversees the planning and implementation of all programs and activities designed to enhance philanthropic support of UOG;
- Identifies, cultivates and solicits major gifts from individuals, corporations and foundations;
- Coordinates fund raising activities with the UOG Endowment Foundation and assists in the development of a comprehensive fund raising strategy;
- Develops and implements programs and activities designed to foster and strengthen relationship between UOG alumni and the University;
- Engages alumni, faculty, students and other constituents in institutional development activities;
- Develops and maintains alumni database and expands the membership base of the UOG Alumni Association through marketing, outreach and other alumni relations efforts;
- Plans, develops and provides guidance for the establishment of Alumni Association chapters and chapters' programs, services and events;
- Provides leadership and direction for donor and alumni recognition events and opportunities in coordination with the UOG Endowment Foundation;
- Develops annual publications that highlight alumni success and contributions; and
- Performs other duties and special projects as assigned or directed.

Minimum Qualifications:

A bachelor's degree from a U.S. accredited institution or foreign equivalent is required, plus five (5) years of professional experience in alumni/public relations, fundraising, sales and promotions, marketing, student activities or related fields involving the administration or coordination of, or participation in, a comprehensive public relations/fund raising program for the University of Guam or similarly accredited universities. Any combination of education and experience that satisfies the minimum requirements may be considered. Candidate must possess strong leadership, excellent communication and organizational skills, a proven record of successful event management and the ability to develop realistic goals tied to budgetary plans, and a demonstrated ability to relate to and work with ethnically diverse populations.

Preferred Qualifications:

A master's degree, knowledge of and/or experience working with volunteer groups, and familiarity with the University's academic mission, programs, alumni activities, student body and campus is preferred.



APPROVED BY ROBERT A. UNDERWOOD, PRESIDENT

Date

Administrator's Salary Scale
 Approved by Board of Regents June 19, 2003 Resolution No. 03-16
 Proposed Amendment on February 17, 2011 Res. No. 11-1

POSITION TITLE	Quartile 1 80%-90% Range		Quartile 2 90%-100% Range		Quartile 3 100%-110% Range		Quartile 4 110%-120% Range	
Office of the President								
President	Salary Negotiated							
Legal Counsel	\$ 94,074	\$ 105,833	\$ 105,833	\$ 117,592	\$ 117,592	\$ 129,351	\$ 129,351	\$ 141,110
Director, Integrated Marketing Communications	\$ 59,794	\$ 67,268	\$ 67,268	\$ 74,742	\$ 74,742	\$ 82,216	\$ 82,216	\$ 89,690
Executive Assistant to the President	\$ 66,054	\$ 74,311	\$ 74,311	\$ 82,568	\$ 82,568	\$ 90,825	\$ 90,825	\$ 99,082
Director, Planning and Assessment (Director, Chief Planning Officer)	\$ 81,927	\$ 92,168	\$ 92,168	\$ 102,409	\$ 102,409	\$ 112,650	\$ 112,650	\$ 122,891
Institutional Compliance Officer	\$ 48,779	\$ 54,877	\$ 54,877	\$ 60,974	\$ 60,974	\$ 67,071	\$ 67,071	\$ 73,169
International Program Development (Coordinator, Director)	\$ 51,886	\$ 58,372	\$ 58,372	\$ 64,858	\$ 64,858	\$ 71,344	\$ 71,344	\$ 77,830
Web Master	\$ 32,006	\$ 36,007	\$ 36,007	\$ 40,008	\$ 40,008	\$ 44,009	\$ 44,009	\$ 48,010
Director, Alumni Relations	\$ 49,343	\$ 55,511	\$ 55,511	\$ 61,679	\$ 61,679	\$ 67,847	\$ 67,847	\$ 74,015
Director, Development and Alumni Affairs	\$ 56,962	\$ 64,083	\$ 64,083	\$ 71,203	\$ 71,203	\$ 78,323	\$ 78,323	\$ 85,444
Office of Academic and Student Affairs								
Senior Vice President, Academic and Student Affairs	Salary Negotiated							
Assistant Vice President of Graduate Studies, Research and Sponsored Programs	\$ 106,550	\$ 119,869	\$ 119,869	\$ 133,188	\$ 133,188	\$ 146,507	\$ 146,507	\$ 159,826
Dean, College of Liberal Studies and Social Sciences	\$ 81,806	\$ 92,032	\$ 92,032	\$ 102,258	\$ 102,258	\$ 112,484	\$ 112,484	\$ 122,710
Dean, College of Natural and Applied Sciences	\$ 96,243	\$ 108,274	\$ 108,274	\$ 120,304	\$ 120,304	\$ 132,334	\$ 132,334	\$ 144,365
Dean, School of Education	\$ 88,826	\$ 99,930	\$ 99,930	\$ 111,033	\$ 111,033	\$ 122,136	\$ 122,136	\$ 133,240
Dean, School of Business and Public Administration	\$ 94,200	\$ 105,975	\$ 105,975	\$ 117,750	\$ 117,750	\$ 129,525	\$ 129,525	\$ 141,300
Associate Director, Western Pacific Tropical Research Center	\$ 84,694	\$ 95,280	\$ 95,280	\$ 105,867	\$ 105,867	\$ 116,454	\$ 116,454	\$ 127,040
Associate Director, Cooperative Extension Service	\$ 76,995	\$ 86,620	\$ 86,620	\$ 96,244	\$ 96,244	\$ 105,868	\$ 105,868	\$ 115,493
Dean/Director/Coordinator, Enrollment Management and Student Services	\$ 64,995	\$ 73,120	\$ 73,120	\$ 81,244	\$ 81,244	\$ 89,368	\$ 89,368	\$ 97,493
Registrar	\$ 51,294	\$ 57,705	\$ 57,705	\$ 64,117	\$ 64,117	\$ 70,529	\$ 70,529	\$ 76,940
Associate/Assistant Deans	\$ 73,448	\$ 82,629	\$ 82,629	\$ 91,810	\$ 91,810	\$ 100,991	\$ 100,991	\$ 110,172
Grants Officer								
Director/Coordinator:								
Learning Resources	\$ 49,056	\$ 55,188	\$ 55,188	\$ 61,320	\$ 61,320	\$ 67,452	\$ 67,452	\$ 73,584
Computer Center/Technology Resources	\$ 64,483	\$ 72,544	\$ 72,544	\$ 80,604	\$ 80,604	\$ 88,664	\$ 88,664	\$ 96,725
Graduate Studies	\$ 88,278	\$ 99,313	\$ 99,313	\$ 110,348	\$ 110,348	\$ 121,383	\$ 121,383	\$ 132,418
Nursing	\$ 62,120	\$ 69,885	\$ 69,885	\$ 77,650	\$ 77,650	\$ 85,415	\$ 85,415	\$ 93,180
Centers of Excellence and Research Institutes	*Based on Faculty Salary and RRP, Article IV Section A1.a.(6)							
Financial Aid	\$ 50,410	\$ 56,711	\$ 56,711	\$ 63,012	\$ 63,012	\$ 69,313	\$ 69,313	\$ 75,614
Student Resource Center (one-stop center)								
Student Services/Student Life	\$ 40,893	\$ 46,004	\$ 46,004	\$ 51,116	\$ 51,116	\$ 56,228	\$ 56,228	\$ 61,339
Summer School and Off-Campus Programs	\$ 51,550	\$ 57,994	\$ 57,994	\$ 64,438	\$ 64,438	\$ 70,882	\$ 70,882	\$ 77,326
Director of Academic Assessment/Institutional Research	\$ 62,288	\$ 70,074	\$ 70,074	\$ 77,860	\$ 77,860	\$ 85,646	\$ 85,646	\$ 93,432
Office of Administration and Finance								
Vice President, Administration and Finance	\$ 86,425	\$ 97,228	\$ 97,228	\$ 108,031	\$ 108,031	\$ 118,834	\$ 118,834	\$ 129,637
Comptroller/Chief Financial Officer	\$ 63,190	\$ 71,089	\$ 71,089	\$ 78,988	\$ 78,988	\$ 86,887	\$ 86,887	\$ 94,786
Associate Comptroller/Bursar	\$ 51,058	\$ 57,441	\$ 57,441	\$ 63,823	\$ 63,823	\$ 70,205	\$ 70,205	\$ 76,588
Associate Budget and Administrative Process Officer	\$ 51,216	\$ 57,618	\$ 57,618	\$ 64,020	\$ 64,020	\$ 70,422	\$ 70,422	\$ 76,824
Chief Human Resources Officer	\$ 65,084	\$ 73,220	\$ 73,220	\$ 81,355	\$ 81,355	\$ 89,491	\$ 89,491	\$ 97,626
Chief Plant and Facilities Officer	\$ 63,873	\$ 71,857	\$ 71,857	\$ 79,841	\$ 79,841	\$ 87,825	\$ 87,825	\$ 95,809
Director/Manager/Coordinator:								
Campus Facilities	\$ 43,704	\$ 49,167	\$ 49,167	\$ 54,630	\$ 54,630	\$ 60,093	\$ 60,093	\$ 65,556
Campus Construction Projects	\$ 42,380	\$ 47,678	\$ 47,678	\$ 52,975	\$ 52,975	\$ 58,273	\$ 58,273	\$ 63,570
Bookstore and Auxiliary Services	\$ 50,521	\$ 56,836	\$ 56,836	\$ 63,151	\$ 63,151	\$ 69,466	\$ 69,466	\$ 75,781
Athletics and Field House	\$ 69,964	\$ 78,710	\$ 78,710	\$ 87,455	\$ 87,455	\$ 96,201	\$ 96,201	\$ 104,946
Director, Professional and International Programs	\$ 57,556	\$ 64,750	\$ 64,750	\$ 71,944	\$ 71,944	\$ 79,139	\$ 79,139	\$ 86,333
Associate Dir, PIP Telecommunications and Distance Education and Outreach	\$ 44,276	\$ 49,811	\$ 49,811	\$ 55,345	\$ 55,345	\$ 60,880	\$ 60,880	\$ 66,414
Associate Dir, PIP Professional Development and Lifelong Learning Center	\$ 43,582	\$ 49,029	\$ 49,029	\$ 54,477	\$ 54,477	\$ 59,925	\$ 59,925	\$ 65,372