

UNIVERSITY OF GUAM UNIBETSEDAT GUAHAN BOARD OF REGENTS

RESOLUTION NO. 12-11

RELATIVE TO REVISING THE LIST OF ADMINISTRATIVE POSITIONS AND ADMINISTRATIVE SALARY SCHEDULE TO INCLUDE MARC DIRECTOR

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 2003 College and University Professional Association for Human Resources (CUPA-HR) administrative compensation survey as its benchmark for best practice in establishing academic administrator positions and salaries; and

WHEREAS, the position of Director for Micronesian Area Research Center (MARC), reporting to the Assistant Vice President for Graduate Studies, Sponsored Programs and Research, is important to facilitate the research and service work of MARC; and

WHEREAS, the position of Director for MARC is necessary to better deliver the University's mission, research, service and strategic initiatives; and

WHEREAS, based upon an assessment of the priority needs of the University, the responsibilities of the position, and comparable CUPA-HR salary benchmarks, the President met with the Academic, Personnel and Tenure Committee to review the position and salary schedule of the Director for MARC at their meeting of May 9, 2012; and

WHEREAS, the President and the Academic, Personnel 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 to include the position and salary schedule of the Director of the Micronesian Area Research Center; 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 16th day of May, 2012.

Chris Perez, Chairperson

ATTESTED:

Dr. Robert A. Underwood, Executive Secretary

Administrator's Salary Scale
Approved by Board of Regents June 19, 2003 Resolution No. 03-16
Amended on May 16, 2012 Resolution Nos. 12-10/12-11

POSITION TITLE	_	Quartile 1		000	Quartile 2		Qui	Quartile 3		;	Quartile 4	
Office of the Descident	1	00/0-20/0 IVAII	20	YUK	7070-10070 Kange	ac ac	10%-11	100%-110% Kange		=	110%-120% Range	ge
President					Salary	Salary Nepotiated						
Legal Counsel	S		105,833		105,833 \$		117,592		129,351		129,351 \$	141.110
Director, Integrated Marketing Communications	S	59,794 \$	-	\$ 67,	67,268 \$	74,742 S	74,742	s		S	82,216 \$	89,690
Executive Assistant to the President	S					_	82,568					99,082
Director, Planning and Assessment (Director, Chief Planning Officer)	S		_				102,409		_			122,891
Institutional Compliance Officer	S						60,974		-			73,169
International Program Development (Coordinator, Director)	S					_	64,858		_			77,830
Web Master	60 (-	40,008		_			48,010
Director, Development and Alumni Affairs	S	56,962 \$	64,083		64,083 \$	71,203 \$	71,203	- 1	78,323		78,323 \$	85,444
0.00	-								Ì			
Office of Academic and Student Affairs												
Schiof vice President, Academic and Student Affairs									_			
Assistant Vice President of Graduate Studies, Research and Sponsored Programs	S		-			_	133,188		_		146,507 \$	159,826
Dean, College of Liberal Studies and Social Sciences	s		92,032			_	102,258		_		112,484 \$	122,710
Dean, College of Natural and Applied Sciences	S					-	120,304		132,334 §		132,334 \$	144,365
Dean, School of Education	S					111,033 \$	111,033		122,136 \$		122,136 \$	133,240
Dean, School of Business and Public Administration	S	94,200 \$	105,975	\$ 105,975		117,750 \$	117,750		129,525			141,300
Associate Director, Western Pacific Tropical Research Center	S		95,280		95,280 \$	105,867 \$	105,867		116,454 \$			127,040
Associate Director, Cooperative Extension Service	S	76,995 S	86,620		86,620 \$	96,244 \$	96,244		105,868			115,493
Dean/Director/Coordinator, Enrollment Management and Student Services	S	64,995 \$		\$ 73,	73,120 \$	_	81,244	s	_			97,493
Registrar	S	51,294 \$	57,705			_	64,117		_			76.940
Associate/Assistant Deans	S	73,448 \$	82,629			91,810 \$	91,810		100,991	1	100,991 \$	110,172
Grants Officer						_			_			
Director/Coordinator:												
Learning Resources	S	49,056 \$	-			61,320 \$	61,320		67,452 \$		67,452 \$	73,584
Computer Center/Technology Resources	S		_			80,604 S	80,604		88,664 \$		88,664 \$	96,725
Graduate Studies	s	88,278 \$	99,313 \$		99,313 \$	110,348 S	110,348	s	121,383 \$		121,383 \$	132,418
Nursing	S	62,120 \$	\$ 588.69		\$ 588,69	77,650 \$	77,650		85,415 \$			93,180
Centers of Excellence and Research Institutes			*Based on Faculty		RPMI,	· U	n A1.a.(6)					
Financial Aid	S	50,410 \$	56,711 \$		56,711 \$	63,012 \$	63,012	S	69,313 \$		69,313 \$	75,614
Student Resource Center (one-stop center)			ß									
Student Services/Student Life	S		46,004		\$ 40,004	51,116 \$	51,116		56,228		56,228 \$	61,339
Summer School and Off-Campus Programs	S	51,550 \$	57,994 \$		57,994 \$	64,438 \$	64,438	(A)	70,882 \$		70,882 \$	77,326
Director of Academic Assessment/Institutional Research	S						77,860		85,646 \$		85,646 \$	93,432
Director of Micronesian Area Research Center	S	61,695 \$	69,407	69,407		77,119 \$	77,119		84,831 \$		84,831 \$	92,543
Office of Administration and Discussion	L					-						
Vice President Administration and Finance	v	86 425 8	9 866 70	800 20		108 031	100 031	U	110 024		110 021 0	100
Comptroller/Chief Financial Officer	·		_				78 088		_			100,621
Associate Comptroller/Bursar	· 60	51.058 \$	57 441 S		5 17	63.823	63 823	s U	70 205		\$ 70,00	77, 500
Associate Budget and Administrative Process Officer	S		_			-	64 020		_			26 97
Chief Human Resources Officer	S						81 355					720,07
Chief Plant and Facilities Officer	· vs		_		S 22 S	_	79 841	÷ v	_			050,17
Director/Manager/Coordinator:			-			_		÷	_			200,00
Campus Facilities	S	43,704 \$	49,167	49,167		54,630 \$	54,630		\$ 60,093		\$ 60.093	65.556
Campus Construction Projects	S	42,380 \$	47,678			-	52,975					63.570
Bookstore and Auxiliary Services	S	50,521 \$	56,836			63,151 \$	63,151					75,781
Athletics and Field House	S	69,964 \$	78,710 \$			87,455 \$	87,455					104,946
Director, Professional and International Programs	S	65,032 \$	73,161 \$		61 \$	81,290 \$	81,290	6 9	89,419 \$		89,419 \$	97,548
Associate Dir, PIP Telecommunications and Distance Education and Outreach	S						55,345					66,414
Associate Dir, PIP Professional Development and Lifelong Learning Center	S	43,582 \$	49,029 \$	49,029		54,477 \$	54,477	69	\$ 526,65		59,925 \$	65,372
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UNIVERSITY OF GUAM POSITION DESCRIPTION

Director, Micronesian Area Research Center (MARC) Proposed Salary Ranged \$61,695 - \$92,543

POSITION NARRATIVE:

Under the general administrative direction of the Senior Vice President for Academic and Student Affairs, the MARC Director is responsible for the overall administrative duties of the unit. The Director has faculty retreat rights and may retreat to the faculty of MARC following successful completion of the original contract

DUTIES AND RESPONSIBILITIES:

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

- Administers local and federal grants received by MARC;
- Correspond, communicate and liaise with appropriate Legislative and Congressional representatives for reauthorization of annual funding appropriations;
- Prepare annual budgets, budget reports, progress reports and surveys in accordance with prescribed local and federal laws;
- Assume responsibility for the day-to-day running and operations of MARC including the safe operations and maintenance of all physical amenities and infrastructures;
- Maintain oversight of all clerical, teaching, research and commercial activities;
- Maintain oversight of faculty, staff and student activities as they relate to the MARC mission;
- Guide, mentor and evaluate MARC faculty in accordance with CFES requirements;
- Encourage active grantsmanship in Micronesian cultural, historical, archival, and related fields of endeavor;
- Maintain the visibility of MARC locally, regionally, nationally and internationally, through the institutional web-site, displays, brochures, booklets, institutional technical reports, journal articles, conferences, distribution agreements, MOA's, etc.;
- Assume an active teaching and research role within the Institute fostering collaborative ties where possible;
- Coordinate MARC publication program and distribution of publications;
- Promote community outreach teaching and training activities; coordinate with MARC Advisory Board and other community boards and commissions;
- Participate in University-wide accreditation and assessment activities;
- Other duties as assigned by the Senior Vice President.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Conversant with budgetary and procurement procedures and requirements as they pertain to the day-to-day running of the Institute;
- Demonstrated organizational and leadership skills; federal grant and contract administration experience;
- Active research and publications program in Micronesia and western Pacific region;
- Ability to establish and maintain successful collegial relationships with faculty and staff within the unit and with upper level management executives.

Minimum Qualifications:

Ph.D. in any discipline. Demonstrated research, publication and grantsmanship record essential. Entrepreneurial spirit desirable.

MAY 1 7 2012

MARC Director Position Description approved by:

Helen J.D. Whippy, Ph.D., Senior Vice President Date

Academic and Student Affairs

MAY 1 7 2011

Robert A. Underwood, Ed.D., President Date

University of Guam Position Description

Director, Richard Flores Taitano Noronesian Area Research Center (MARC)

Proposed Salary Ranged \$66,808 - \$100,212

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POSITION NARRATIVE:

Under the general administrative direction of the Senior Vice President for Academic and Student Affairs, the MARC Director is responsible for the overall administrative duties of the unit. The Director has faculty retreat rights and may retreat to the faculty of MARC following successful completion of the original contract

DUTIES AND RESPONSIBILITIES:

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

- Administers local and federal grants received by MARC;
- Correspond, communicate and liaise with appropriate Legislative and Congressional representatives through the UOG President's Office regarding funding appropriations;
- Prepare annual budgets, budget reports, progress reports and surveys in accordance with prescribed local and federal laws:
- Assume responsibility for the day-to-day running and operations of MARC including the safe operations and maintenance of all physical amenities and infrastructures;
- Maintain oversight and/or knowledge of the clerical and commercial activities of MARC personnel;
- Maintain oversight of faculty, staff and student activities as they relate to the MARC mission;
- Guide, mentor and evaluate MARC faculty in accordance with CFES requirements;
- Encourage active grantsmanship in Micronesian cultural, historical, archival, and related fields of endeavor;
- Maintain the visibility of MARC locally, regionally, nationally and internationally, through the institutional web-site, displays, brochures, booklets, institutional technical reports, journal articles, conferences, distribution agreements, MOA's, etc.;
- Assume an active teaching and research role within the University fostering collaborative ties where possible;
- Coordinate MARC publication program and distribution of publications;
- Promote community outreach teaching and training activities; coordinate with MARC Advisory Board and other community boards and commissions;
- Participate in University-wide accreditation and assessment activities;
- Other duties as assigned by the Senior Vice President.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES:

- Conversant with budgetary and procurement procedures and requirements as they pertain to the day-to-day running of the Institute;
- Demonstrated organizational and leadership skills; federal grant and contract administration experience;
- · Active research and publications program in Micronesia and Pacific region;
- Ability to establish and maintain successful collegial relationships with faculty and staff within the unit and with upper level management executives.

Minimum Qualifications:

Doctorate in any discipline. Demonstrated research, publication and grantsmanship record essential. Entrepreneurial spirit desirable. Knowledge of library & information sciences or cultural resource management desirable.

MARC Director Position Description approved by:

Helen J.D. Whippy, Ph.D., Senior Vice President Date

Academic and Student Affairs

Robert A. Underwood, Ed.D., President Dat