



**UNIVERSITY OF GUAM  
UNIBETSEDÁT GUÅHAN  
Board of Regents**

**Resolution No. 21-20**

**RELATIVE TO ESTABLISHING THE POSITION OF PUBLISHING DIRECTOR (UOG PRESS)**

**WHEREAS**, the University of Guam (UOG) is the primary U.S. Land 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 Western Pacific 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**, UOG revived the UOG Press with one (1) Program Coordinator III in 2015 as part of its Good to Great implementation plan with the goal of establishing a publishing house that increased community awareness of UOG's research and scholarly endeavors as well as promoted continued scholarship on topics of importance to the peoples of Micronesia and the Western Pacific;

**WHEREAS**, between 2015 and 2021, UOG Press has built a stable publishing program that has increased the availability of exceptional, peer-reviewed, scholarly, literary texts, and learning resources about Guam and Micronesia for people and institutions in the region and throughout the world, as evidenced by the 22 published works bearing the UOG Press moniker and 13 collaborative works published by its community partners with publishing services and support from UOG Press;

**WHEREAS**, in that same amount of time, UOG Press has built a reputation for quality publishing of literary and academic works about the peoples, cultures, histories, languages, and environments of the Western Pacific region as evidenced by UOG Press having established Tiguini Books, an imprint dedicated to the publication and promotion Micronesian cultural stories for children and adults; having published two award winning books in two consecutive years; and having won 6 grants and contracts for literary projects including the development of kindergarten through fifth grade social studies textbooks for the Guam Department of Education and a commitment from GDOE to continue to contract UOG Press for similar services in the future;

**WHEREAS**, UOG's strategic development requires the addition of an administrator position with the primary duty to lead, plan, organize, manage, and further expand the reach of UOG Press;

**WHEREAS**, based on an assessment of the priority needs of the University, of the responsibilities of the position, and of comparable CUPA-HR salary benchmarks, the administration recommends the establishment of the UOG Press Publishing Director;

**WHEREAS**, this position is important to the University's mission; strategic, research, and service initiatives by providing publications that not only serve the needs of UOG students, but

also spark an interest in learning about Guam and Micronesia that can encourage individuals to pursue higher education and other opportunities for life-long learning;

**WHEREAS**, this position is important to the Para Hulo' initiative by increasing the availability of information documented by and research conducted by the UOG community, and by fostering partnerships with regional colleges and organizations to provide publishing services that expand the canon of Micronesian literature and academic texts; and

**WHEREAS**, the Administration and the BOR Committees on Academic, Personnel, and Tenure, and Budget, Finance, and Audit, having reviewed and discussed the position request, recommend the enclosed documents to the BOR for approval.

**NOW, THEREFORE, BE IT RESOLVED**, that the BOR approves the establishment of the Publishing Director (UOG Press) position.

Adopted this 16<sup>th</sup> day of September, 2021.



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Liza J. Provido, Chairperson

**ATTESTED:**



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

**UNIVERSITY OF GUAM**  
**POSITION DESCRIPTION**  
**Publishing Director (UOG Press)**  
**SALARY RANGE: \$75,538 · \$113,308**

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**POSITION NARRATIVE:**

The Publishing Director (UOG Press) is responsible for administering an income-driven publishing operation that holds a dual mission of publishing books of high scholarly merit for a largely academic audience and publishing works (both academic and literary) about the history and culture of Guam and the Micronesian region. The Publishing Director provides leadership and vision to the management of daily operations; ensures the production of high quality books for both scholarly and general audiences; and handles all aspects of acquisitions, editorial direction, business planning, budgetary oversight, fundraising, technological applications, book production, financial reporting, sales, marketing, and distribution. The Publishing Director reports administratively to the Dean of University Libraries and editorially to the UOG Press Advisory Council, which is comprised of distinguished members of the island's literary communities.

**MINIMUM QUALIFICATIONS:**

- Master of Fine Arts, or Master of Arts in English, Writing, Creative Writing, Professional Writing, and Rhetoric, or related field from a U.S. regionally accredited institution or foreign equivalent;
- Five (5) years of professional work experience in progressive professional/managerial experience in book publishing and/or scholarly publishing;
- Excellent interpersonal and communication skills;
- Demonstrated ability to work well with a diverse population of faculty, students, colleagues, and writers;
- Demonstrated ability to successfully manage staff through complex projects with tight deadlines;
- Evidence of innovative thinking, creative problem-solving;
- Demonstrated knowledge of publishing standards, current issues and emerging trends.

**PREFERRED QUALIFICATIONS:**

- Demonstrated experience in successful grants management;
- Fundraising experience.

**DUTIES AND RESPONSIBILITIES:**

- Assists the Dean of University Libraries in developing annual budget, vision, strategic goals and five-year plans;
- Oversees the daily functions of the UOG Press;
- Creates policies and procedures regarding the function of UOG Press, including the establishment of editorial and design standards;
- Establishes publishing priorities that respond to and/or anticipate university and community needs;
- Actively represents and promotes the UOG Press throughout the University, the regional cultural community, the larger academic community and the publishing industry;
- Attends scholarly conferences to recruit authors or solicit manuscripts in subject areas published by the UOG Press;

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September 2021

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- Works closely with RFT-MARC Director of Research and faculty on the MARC Publication Series;
- Works closely with administrators, faculty and affiliated advisory committees to support current college-sponsored publications and to acquire new book projects that relate to the University's research agenda;
- Manages the submission process and guides proposed manuscripts through the external and the UOG Press Advisory Council review processes;
- Facilitates cooperative ventures that promote research and learning;
- Manages editorial, marketing and other support staff for UOG Press;
- Creates and supervises marketing and distribution plans and goals;
- Establishes and maintains publishing partnerships and services within the region;
- Establishes and maintains effective relations with the media, foundations, and organizations in the region and nation;
- Oversees and manages the daily operations of the UOG Press, including contract development and execution, supervision of classified staff and contracted employees, and vendor contract negotiation and management;
- Works with RFT-MARC Administrative Officer, Business Office, and Research Corporation of University of Guam regarding financial management and reporting;
- Provides editorial support and advisement to local writers and community organizations interested in publishing;
- Compiles and provides activity and financial reports to the Dean of University Libraries and the UOG Press Advisory Council;
- Pursues external funding through grant-writing and special contracts;
- Oversees and manages grants and contracts related to UOG Press;
- Writes reports, contracts, media releases, and other documents related to UOG Press;
- Performs other duties as assigned by the Dean of University Libraries.




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APPROVED BY DR. THOMAS W. KRISE, PRESIDENT

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September 2021

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Administrator's Salary Scale - AMENDED September XX, 2021  
Approved by Board of Regents Resolution No. 21-XX

POSITION TITLE		Quartile 1 80%-90% Range		Quartile 2 90%-100% Range		Quartile 3 100%-110% Range		Quartile 4 110%-120% Range	
<b>Office of the President</b>									
President		Salary Negotiated							
General Counsel	#1036	\$ 122,400	\$ 137,700	\$ 137,700	\$ 153,000	\$ 153,000	\$ 168,300	\$ 168,300	\$ 183,600
Chief Marketing and Communications Officer		\$ 86,544	\$ 97,362	\$ 97,362	\$ 108,180	\$ 108,180	\$ 118,998	\$ 118,998	\$ 129,816
Auxiliary Services Director	#3050	\$ 58,464	\$ 65,772	\$ 65,772	\$ 73,080	\$ 73,080	\$ 80,388	\$ 80,388	\$ 87,696
Chief of Staff and Board Liaison		\$ 90,464	\$ 101,772	\$ 101,772	\$ 113,080	\$ 113,080	\$ 124,388	\$ 124,388	\$ 135,696
Chief Planning Officer	#1033	\$ 90,116	\$ 101,381	\$ 101,381	\$ 112,645	\$ 112,645	\$ 123,910	\$ 123,910	\$ 135,174
International Program Development (Coordinator, Director)	#2008	\$ 60,630	\$ 68,208	\$ 68,208	\$ 75,787	\$ 75,787	\$ 83,366	\$ 83,366	\$ 90,944
Web Master	#5015	\$ 57,926	\$ 65,167	\$ 65,167	\$ 72,408	\$ 72,408	\$ 79,649	\$ 79,649	\$ 86,890
Director, Development, Alumni Affairs, and Foundation Relations	#8006	\$ 61,248	\$ 68,904	\$ 68,904	\$ 76,560	\$ 76,560	\$ 84,216	\$ 84,216	\$ 91,872
Director, Global Learning and Engagement	#1208	\$ 91,694	\$ 103,156	\$ 103,156	\$ 114,618	\$ 114,618	\$ 126,080	\$ 126,080	\$ 137,542
Assoc Dir, PIP Prof'l Dev and Lifelong Learning Center	#2010	\$ 65,209	\$ 73,360	\$ 73,360	\$ 81,511	\$ 81,511	\$ 89,662	\$ 89,662	\$ 97,813
Director, University Events Office (UEO)	(#8030+#8054)/2	\$ 59,573	\$ 67,019	\$ 67,019	\$ 74,466	\$ 74,466	\$ 81,913	\$ 81,913	\$ 89,359
<b>Office of Academic and Student Affairs</b>									
Senior Vice President and Provost		Salary Negotiated							
Vice Provost for Academic Excellence, Graduate Studies, and Online Learning	#2002	\$ 98,941	\$ 111,308	\$ 111,308	\$ 123,676	\$ 123,676	\$ 136,044	\$ 136,044	\$ 148,411
Vice Provost for Institutional Effectiveness	#2002	\$ 98,941	\$ 111,308	\$ 111,308	\$ 123,676	\$ 123,676	\$ 136,044	\$ 136,044	\$ 148,411
Vice Provost for Research & Sponsored Programs		\$ 109,769	\$ 123,490	\$ 123,490	\$ 137,211	\$ 137,211	\$ 150,932	\$ 150,932	\$ 164,653
Director, Contracts and Grants	#3005	\$ 64,000	\$ 72,000	\$ 72,000	\$ 80,000	\$ 80,000	\$ 88,000	\$ 88,000	\$ 96,000
Dean, School of Engineering	#1213	\$ 124,794	\$ 140,394	\$ 140,394	\$ 155,993	\$ 155,993	\$ 171,592	\$ 171,592	\$ 187,192
Dean, College of Liberal Arts and Social Sciences	#1204	\$ 109,102	\$ 122,739	\$ 122,739	\$ 136,377	\$ 136,377	\$ 150,015	\$ 150,015	\$ 163,652
Associate Dean, CLASS	#1404	\$ 82,763	\$ 93,109	\$ 93,109	\$ 103,454	\$ 103,454	\$ 113,799	\$ 113,799	\$ 124,145
Dean, University Libraries	#1226	\$ 104,190	\$ 117,213	\$ 117,213	\$ 130,237	\$ 130,237	\$ 143,261	\$ 143,261	\$ 156,284
Director, RFT Micronesia Area Research Center (MARC)	#1409	\$ 107,744	\$ 121,212	\$ 121,212	\$ 134,680	\$ 134,680	\$ 148,148	\$ 148,148	\$ 161,616
UOG Press Director and Publisher	#3006*9	\$ 75,538	\$ 84,981	\$ 84,981	\$ 94,423	\$ 94,423	\$ 103,865	\$ 103,865	\$ 113,308
Dean, College of Natural and Applied Sciences	(#1201+1236)/2	\$ 132,106	\$ 148,619	\$ 148,619	\$ 165,132	\$ 165,132	\$ 181,645	\$ 181,645	\$ 198,158
Associate Dean, CNAS	#1409	\$ 107,744	\$ 121,212	\$ 121,212	\$ 134,680	\$ 134,680	\$ 148,148	\$ 148,148	\$ 161,616
Associate Director, Western Pacific Tropical Research Center	#1409	\$ 107,744	\$ 121,212	\$ 121,212	\$ 134,680	\$ 134,680	\$ 148,148	\$ 148,148	\$ 161,616
Associate Director, Cooperative Extension Service	#1409	\$ 107,744	\$ 121,212	\$ 121,212	\$ 134,680	\$ 134,680	\$ 148,148	\$ 148,148	\$ 161,616
Dean, School of Education	#1212	\$ 108,669	\$ 122,252	\$ 122,252	\$ 135,836	\$ 135,836	\$ 149,420	\$ 149,420	\$ 163,003
Dean, School of Business and Public Administration	#1206	\$ 119,727	\$ 134,693	\$ 134,693	\$ 149,659	\$ 149,659	\$ 164,625	\$ 164,625	\$ 179,591
Dean, School of Health	#1230	\$ 115,244	\$ 129,650	\$ 129,650	\$ 144,055	\$ 144,055	\$ 158,461	\$ 158,461	\$ 172,866
Dean, Enrollment Management and Student Success	#1043	\$ 100,000	\$ 112,500	\$ 112,500	\$ 125,000	\$ 125,000	\$ 137,500	\$ 137,500	\$ 150,000
Associate Dean, EMSS and Registrar	(#1044+1045)/2	\$ 75,767	\$ 85,238	\$ 85,238	\$ 94,709	\$ 94,709	\$ 104,180	\$ 104,180	\$ 113,651
Athletics and Field House Director	#6001	\$ 62,351	\$ 70,145	\$ 70,145	\$ 77,939	\$ 77,939	\$ 85,733	\$ 85,733	\$ 93,527
Director, Financial Aid and Triton One Stop	#2082	\$ 61,346	\$ 69,014	\$ 69,014	\$ 76,682	\$ 76,682	\$ 84,350	\$ 84,350	\$ 92,018
Director, Residence Halls	#7076	\$ 57,418	\$ 64,595	\$ 64,595	\$ 71,772	\$ 71,772	\$ 78,949	\$ 78,949	\$ 86,126
Director, Student Resource Center (One-Stop Center)									
Director, Student Services / Student Life	#7026	\$ 48,001	\$ 54,001	\$ 54,001	\$ 60,001	\$ 60,001	\$ 66,001	\$ 66,001	\$ 72,001
Director, Summer School and Off-Campus Programs	#7026	\$ 48,001	\$ 54,001	\$ 54,001	\$ 60,001	\$ 60,001	\$ 66,001	\$ 66,001	\$ 72,001
Director, Center for Excellence in Dev Disabilities, Education, Research, & Svc (CEDDERS)	#1409	\$ 107,744	\$ 121,212	\$ 121,212	\$ 134,680	\$ 134,680	\$ 148,148	\$ 148,148	\$ 161,616
Director, Marine Laboratory	#1205	\$ 95,578	\$ 107,525	\$ 107,525	\$ 119,472	\$ 119,472	\$ 131,419	\$ 131,419	\$ 143,366
Director, Water and Environmental Research Institute (WERI)		Based on RRPM Article IV.A.1.(e), date Feb 17, 2000							
<b>Office of Administration and Finance</b>									
Vice President, Administration and Finance and Chief Business Officer		Salary Negotiated							
Chief Information Officer (benchmarked to 2013 for effective recruitment)	#1038	\$ 99,184	\$ 111,582	\$ 111,582	\$ 123,980	\$ 123,980	\$ 136,378	\$ 136,378	\$ 148,776
Director, Computer Center/Technology Resources	#5001	\$ 84,410	\$ 94,961	\$ 94,961	\$ 105,512	\$ 105,512	\$ 116,063	\$ 116,063	\$ 126,614
Sr. Manager, Infrastructure Services and Information Security	#5004	\$ 77,793	\$ 87,517	\$ 87,517	\$ 97,241	\$ 97,241	\$ 106,965	\$ 106,965	\$ 116,689
Assoc. Dir., Telecommunication and Distance Education Opn (TADEO)	#2012	\$ 59,994	\$ 67,494	\$ 67,494	\$ 74,993	\$ 74,993	\$ 82,492	\$ 82,492	\$ 89,992
Associate Budget and Administrative Process Officer	#3026	\$ 82,469	\$ 92,777	\$ 92,777	\$ 103,086	\$ 103,086	\$ 113,395	\$ 113,395	\$ 123,703
Chief Human Resources Officer	#1037	\$ 83,200	\$ 93,600	\$ 93,600	\$ 104,000	\$ 104,000	\$ 114,400	\$ 114,400	\$ 124,800
Director, EEO and Title IX/ADA Coordinator	#4009	\$ 72,015	\$ 81,017	\$ 81,017	\$ 90,019	\$ 90,019	\$ 99,021	\$ 99,021	\$ 108,023
Comptroller	#1040	\$ 82,072	\$ 92,331	\$ 92,331	\$ 102,590	\$ 102,590	\$ 112,849	\$ 112,849	\$ 123,108
Associate Comptroller / Bursar	#3027	\$ 60,011	\$ 67,513	\$ 67,513	\$ 75,014	\$ 75,014	\$ 82,515	\$ 82,515	\$ 90,017
Director, Facilities Management and Services	#1039	\$ 83,360	\$ 93,780	\$ 93,780	\$ 104,200	\$ 104,200	\$ 114,620	\$ 114,620	\$ 125,040
Capital Projects Manager	#3103	\$ 79,192	\$ 89,091	\$ 89,091	\$ 98,990	\$ 98,990	\$ 108,889	\$ 108,889	\$ 118,788
Director, Campus Facilities		\$ 50,984	\$ 57,357	\$ 57,357	\$ 63,730	\$ 63,730	\$ 70,103	\$ 70,103	\$ 76,476
Director, Campus Construction Projects		\$ 50,923	\$ 57,289	\$ 57,289	\$ 63,654	\$ 63,654	\$ 70,019	\$ 70,019	\$ 76,385
Risk Officer	#1050	\$ 76,287	\$ 85,823	\$ 85,823	\$ 95,359	\$ 95,359	\$ 104,895	\$ 104,895	\$ 114,431

\* Scale is managed by UOG Human Resources Office; last updated on 09/XX/21