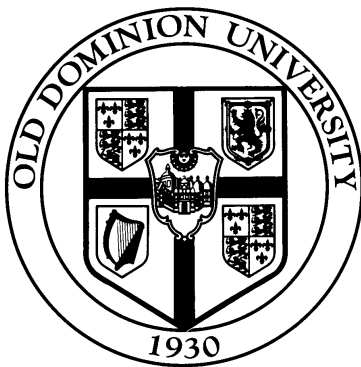


# *Teaching and Research Faculty Handbook*



# Table of Contents

|   |    |
|---|----|
| I. THE UNIVERSITY .....   | 1  |
| History .....   | 1  |
| Mission of the University .....   | 2  |
| Major Goals of the University .....   | 3  |
| Code of Ethics .....  | 4  |
| Old Dominion University Notice of Non-Discrimination .....  | 7  |
| Title IX Non-Discrimination Statement .....   | 9  |
| University Governance .....   | 10 |
| Consultative and Deliberative Bodies .....  | 10 |
| University Organizational Chart .....   | 11 |
| II. THE FACULTY .....   | 12 |
| Resolution Concerning Employment .....  | 12 |
| Recruitment and Selection Process for Instructional and Administrative Faculty .....  | 13 |
| Instructional/Research Faculty and Administrative/ Professional Faculty Recruitment Funding Policy .....                                    | 17 |
| Criminal Background Checks .....  | 19 |
| Dual Career Resource for Those Hiring Full-Time Faculty .....   | 20 |
| Academic and Professional Preparation Requirements for Faculty .....  | 23 |
| Initial Appointment of Teaching and Research Faculty .....  | 25 |
| Joint Appointments .....  | 29 |
| Non-Instructional Part-Time Faculty Employment Policy .....   | 30 |
| Reappointment/Annual Review or Nonreappointment of Faculty .....  | 31 |
| Academic Rank and Criteria for Ranks .....  | 34 |
| Policy on Conversion of a Non-Tenure Eligible Position to a Tenure-Eligible Position .....  | 38 |
| Policy on Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position .....   | 40 |
| Tenure-Track Positions Funded by Research Centers .....   | 42 |
| Eminent Scholars .....  | 43 |
| University Professors .....   | 46 |
| University Distinguished Teachers .....   | 47 |
| Guidelines for Named Chairs .....   | 48 |
| Guidelines for Named Professorships .....   | 49 |
| Emeritus/Emerita Appointments .....   | 50 |
| Administrators Returning to Faculty Positions .....   | 52 |
| Guidelines for Appointment and Promotion of Librarians .....  | 53 |
| Tenure .....  | 54 |
| Promotion in Rank .....   | 61 |
| Evaluation of Tenured Faculty .....   | 67 |
| Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers .....                       | 70 |
| Policy and Procedures on Post-Tenure Review .....   | 73 |
| Post-Tenure Review Grievance Timeline .....   | 75 |
| University Policy on the Evaluation of Teaching Effectiveness .....   | 76 |
| Evaluation of Scholarly Activity and Research .....   | 80 |
| Evaluation of Service .....   | 82 |
| Faculty Salary Increments .....   | 83 |
| Appointment and Evaluation of Academic Deans .....  | 84 |
| Policy for Department Chair Evaluation .....  | 86 |
| Declaration of a State of Bona Fide Financial Exigency or Severe Financial Difficulty .....   | 88 |
| Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or a Department of Instruction ..... | 89 |
| Fitness for Duty .....  | 90 |
| Faculty Sanctions .....   | 91 |
| Faculty Grievance Policy .....  | 94 |

|   |         |
|---|---------|
| Faculty Grievance Committee and Hearing Panels: Composition and Procedures .....  | 97      |
| Voluntary Phased Separation Program for Tenured Faculty .....   | 104     |
| Separation Process for Faculty and Staff .....  | 106     |
| Academic Freedom .....  | 109     |
| Professional Ethics .....   | 110     |
| Statement on Freedom of Expression .....  | 111     |
| Resolution Supporting Intellectual Diversity .....  | 112     |
| Faculty Performance Period .....  | 113     |
| Faculty Teaching Load .....   | 114     |
| Temporary Change in Duties for Full-Time Teaching Faculty Who Expect a New Family Member through<br>Birth or Adoption .....   | 115     |
| Policy for the Support of Program Development and Growth in an Online Delivery Format .....   | 116     |
| Class Audit (Non-Formal) by Faculty, Spouses, and Retired Faculty .....   | 117     |
| Class Attendance by Guests .....  | 118     |
| Full-Time Faculty Member as a Degree Candidate .....  | 119     |
| Faculty Class Attendance .....  | 120     |
| Final Examinations .....  | 121     |
| Faculty Office Hours .....  | 122     |
| Course Syllabi .....  | 123     |
| Class Rosters .....   | 124     |
| Grades and Grade Sheets .....   | 125     |
| Grade Appeals: Policy and Procedures .....  | 126     |
| Student Complaint Procedure .....   | 131     |
| Academic Functions .....  | 133     |
| Outside Employment .....  | 134     |
| Extra Compensation .....  | 135     |
| Faculty Incentive Options Policy .....  | 137     |
| Policy for Conflicts of Interests Arising from an Employee's or Family Member's Financial Interests, Employment<br>at, or Representation of Old Dominion University ..... | 138     |
| University Telephone System Usage .....   | 139     |
| Allowance for Usage of Personal Mobile Devices and Wireless Service for University Business .....   | 142     |
| Faculty Credentialing Records Policy .....  | 143     |
| Discrimination Policy .....   | 144     |
| Disruptive Behavior Policy for Faculty and Faculty Administrators .....   | 145     |
| Communications With The Board of Visitors .....   | 146     |
| The University's Name and Identification .....  | 147     |
| Authority to Act on Behalf of the University .....  | 148     |
| University Spokesperson and Media Liaison .....   | 149     |
| Development Policy .....  | 150     |
| Gift Management .....   | 151     |
| Policy on the Establishment and Operation of Annual and Endowed Scholarships, Fellowships, and Prizes .....   | 152     |
| Advisory Councils .....   | 153     |
| Institutional and Individual Memberships in Professional or Civic Organizations and Social Clubs .....  | 154     |
| ODU Faculty Receiving Nationally Competitive Fellowships .....  | 155     |
| Faculty Exchange Between Norfolk State University and Old Dominion University .....   | 156     |
| Department Chairs .....   | 157     |
| Graduate Program Director .....   | 159     |
| Certification of Faculty for Graduate Instruction .....   | 161     |
| Chief Departmental Advisor – Undergraduate Education .....  | 163     |
| <br>III. ACADEMIC POLICIES .....  | <br>165 |
| Notifying the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) of<br>Substantive Change .....   | <br>165 |
| General Statement on Program Review .....   | 166     |

|   |            |
|---|------------|
| Policy for the Review of Academic Programs, Departments or Colleges for the Purpose of Possible Curtailment or Discontinuance .....         | 167        |
| Guidelines for the Establishment of University Centers or Institutes .....  | 168        |
| Policies and Procedures for Academic Degree Program Approval .....  | 169        |
| Definition of the Credit Hour .....   | 170        |
| Guidelines for Noncredit Courses Simultaneously Offered as Credit .....   | 171        |
| College and Department Curricular Recommendations .....   | 172        |
| Policy on Certificate Programs .....  | 173        |
| Approval of Curricular Changes, New Courses and Course Changes .....  | 174        |
| Policy On Accelerated Courses .....   | 175        |
| Course Materials Adoption Policy .....  | 176        |
| Accommodations for Individuals with Disabilities .....  | 179        |
| Honorary Degrees: Criteria and Procedures .....   | 180        |
| Closure of the University Due to Inclement Weather and Emergencies .....  | 182        |
| <b>IV. RESEARCH POLICIES .....</b>  | <b>183</b> |
| University Research Administration .....  | 183        |
| Facilities and Administration Cost Recovery .....   | 185        |
| Policy on Intellectual Property .....   | 186        |
| Visiting Scholar/Volunteer Policy .....   | 187        |
| Sponsored Research Guidelines .....   | 188        |
| Research Conflict of Interests .....  | 190        |
| Research and Scholarly Digital Data Management Policy .....   | 191        |
| Review of Research Proposals .....  | 192        |
| Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity .....             | 193        |
| Financial Interests in Sponsored Programs .....   | 197        |
| Faculty Research Time .....   | 198        |
| Criteria for Principal Investigators .....  | 199        |
| Faculty Purchased Release Time .....  | 200        |
| Use of Fixed-Price Contract Residuals .....   | 201        |
| Research-Funded Conversion to a 12-Month Faculty Contract .....   | 202        |
| Policy on Self-Supporting Research Professional Positions .....   | 204        |
| Research Review Boards .....  | 205        |
| Faculty Research and Development Assignments .....  | 206        |
| Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers .....   | 208        |
| Priority for External Funding on Limited Submissions .....  | 209        |
| Export Control Policy .....   | 210        |
| Summer Research Fellowship Programs .....   | 211        |
| Research Foundation .....   | 212        |
| <b>V. LEAVE AND BENEFIT POLICIES .....</b>  | <b>213</b> |
| University Policies .....   | 213        |
| Annual Leave Policy for Administrative and Professional Faculty and Eligible Instructional and Research Faculty on 12-Month Contracts ..... | 213        |
| Sick Leave Policy .....   | 214        |
| Civil and Administrative Leave .....  | 215        |
| Military Leave .....  | 216        |
| Bone Marrow and Organ Donor Leave .....   | 217        |
| Emergency/Disaster Leave .....  | 218        |
| Recognition Leave .....   | 219        |
| School Assistance and Volunteer Service Leave .....   | 220        |
| Lactation Support Policy .....  | 221        |
| Leave of Absence Without Compensation .....   | 222        |
| Tuition Assistance Policy .....   | 223        |
| Policy for Faculty Development Funds .....  | 224        |
| Participation in Learned Societies .....  | 225        |

|   |     |
|---|-----|
| Fee Waivers for Full-time Faculty, Staff and Dependents .....   | 226 |
| Federal and Commonwealth Policies .....   | 227 |
| Virginia Sickness and Disability Program .....  | 227 |
| Family and Medical Leave Act Policy .....   | 228 |
| Payroll Deductions .....  | 229 |
| Income Tax Withholding .....  | 229 |
| Social Security and Medicare Taxes .....  | 229 |
| Virginia Retirement System .....  | 229 |
| Virginia Retirement System Group Term Life Insurance .....  | 229 |
| Optional Benefits Through Payroll Deduction .....   | 230 |
| Health Insurance Benefits .....   | 230 |
| Pre-Tax Health Care Premium Program .....   | 230 |
| Flexible Spending Accounts .....  | 230 |
| Tax Sheltered Annuities .....   | 230 |
| Deferred Compensation Plan (DCP) .....  | 230 |
| Employer Cash Match Contributions .....   | 230 |
| Optional Life Insurance .....   | 230 |
| ODU Short-Term Disability .....   | 230 |
| Aflac .....   | 230 |
| Long-Term Disability .....  | 230 |
| Personal Accident Insurance .....   | 230 |
| Long-Term Care Insurance .....  | 231 |
| Legal Resources .....   | 231 |
| Pre-Tax Parking Agreement .....   | 231 |
| Changing Beneficiaries .....  | 231 |
| Workers' Compensation .....   | 232 |
| Child Support Withholding Disclosure .....  | 233 |
| Liens and Garnishments .....  | 233 |
| Unemployment Compensation .....   | 233 |
| Personal Property Insurance .....   | 233 |
| Liability Insurance .....   | 233 |
| VI. OTHER INFORMATION .....   | 234 |
| Immigration Reform and Control Act .....  | 234 |
| Visa and Immigration Services Policy .....  | 235 |
| Manner and Schedule of Payment to Faculty and Faculty Administrators .....                            | 236 |
| Extra Compensation in Off-Term Sessions .....   | 236 |
| Responsibility of Budget Unit Directors on Use of Funds (Expenditures) .....                          | 237 |
| University Travel .....   | 238 |
| Business-Related Travel Allowance .....   | 239 |
| Business Travel Policy .....  | 240 |
| Policy on the Use of Computing Resources .....  | 241 |
| Identity Theft Protection (Red Flag) Program .....  | 242 |
| Information Technology Access Control .....   | 243 |
| Information Technology Infrastructure, Architecture, and Ongoing Operations .....                     | 244 |
| Data Administration Policy .....  | 245 |
| Electronic Communication Policy for Official University Business .....                                | 246 |
| Policy on the Use of Tobacco and Smoking-Related Products, Electronic Cigarettes and Vaporizers ..... | 247 |
| University Drug and Alcohol Policy .....  | 248 |
| Drug-Free Workplace .....   | 249 |
| Gun & Weapon Regulation .....   | 250 |
| Policy on Minors on Campus .....  | 251 |
| Policy for the Use of Non-Research Related Volunteers .....   | 252 |
| Use of Facilities and Grounds .....   | 253 |
| Use of Bicycles, Skateboards and Personal Transport Devices on University Property .....              | 254 |
| Unmanned Aircraft Systems (UAS) aka Drones, Aerials and Other Powered Model Aircraft .....            | 255 |

|  |     |
|--|-----|
| Fixed Asset Control .....  | 256 |
| Reserving Space in Academic Buildings for Temporary Use .....  | 257 |
| Solicitation Policy for Employees and Vendors .....  | 258 |
| Old Dominion University Identification Card Program .....  | 259 |
| Whistleblower Retaliation Policy .....   | 260 |
| Threat Assessment .....  | 261 |
| Workplace Violence Prevention Policy .....   | 262 |
| University Demonstrations Policy .....   | 263 |
| Procedures for Student Suicidal and Emotionally Disruptive Behavior .....  | 264 |
| Guidelines and Policy on Dealing with Disruptive Students .....  | 265 |
| Safety and Security Policy .....   | 266 |
| Emergency Management Policy .....  | 267 |
| Environmental Health and Occupational Safety .....   | 268 |
| COVID-19 (Interim Policy) .....  | 269 |
| APPENDIX .....   | 270 |
| Schedules for Faculty Personnel Actions .....  | 270 |
| Schedule of Reappointment/Annual Review or Nonreappointment of Nontenured Faculty Members and Faculty of Practice in the First Year of Service and Lecturers, Senior Lecturers and Master Lecturers in their First Year of Employment .....    | 270 |
| Schedule of Reappointment/Annual Review or Nonreappointment of Nontenured Faculty Members, Lecturers and Faculty of Practice Appointed at Mid-Year in the First Year of Service .....  | 271 |
| Schedule of Reappointment/Annual Review or Nonreappointment of Nontenured Faculty Members and Faculty of Practice in the Second and Subsequent Years of Service (Nontenured and Non-First Year Faculty) .....                                  | 272 |
| Schedule of Reappointment/Annual Review or Nonreappointment of Lecturers and Clinical Assistant Professors (Beyond Their First Year of Employment) .....   | 273 |
| Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers and Master Lecturers and Clinical Associate Professors and Clinical Professors (Beyond Their First Year of Employment) Not Undergoing an In-Depth Review ..... | 274 |
| Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond Their First Year of Employment) Undergoing an In-Depth Review .....          | 275 |
| Schedule for Faculty Seeking Conversion of a Non-Tenure Eligible Position to a Tenure-Eligible Position .....  | 276 |
| Schedule for Faculty Seeking Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position .....   | 277 |
| Schedule for Pre-Tenure Review (Non-Tenured and Non-First Year Faculty) .....  | 278 |
| Schedule for Pre-Tenure Review for Faculty Appointed at Mid-Year (Non-Tenured and Non-First Year Faculty) .....  | 279 |
| Schedule for Faculty Seeking Tenure .....  | 280 |
| Schedule For Faculty Seeking Tenure Mid-Year .....   | 282 |
| Schedule of Tenured Faculty For Eminent Scholar Designation .....  | 284 |
| Schedule of Tenured Faculty For University Professor Designation .....   | 285 |
| Schedule of Non-tenure-track and Non-tenured Faculty for University Distinguished Teacher Designation .....  | 286 |
| Schedule For Faculty Seeking Promotion In Rank .....   | 287 |
| Schedule for Clinical Faculty Seeking Promotion .....  | 288 |
| Schedule for Lecturers Seeking Promotion to Senior Lecturer and Senior Lecturers Seeking Promotion to Master Lecturer .....  | 289 |
| Schedule Of Annual Evaluation For Tenured Faculty .....  | 290 |
| Old Dominion University Faculty Senate Constitution .....  | 291 |
| Bylaws for the Faculty Senate of Old Dominion University .....   | 294 |
| Index .....  | 298 |

# **I. THE UNIVERSITY**

## **History**

The information can be found at the following link:

<http://catalog.odu.edu/undergraduate/olddominionuniversity/#history>

# **Mission of the University**

**(Board of Visitors Policy, #1001)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1001.pdf>



# **Major Goals of the University**

**(Board of Visitors Policy, #1002)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1002.pdf>

# Code of Ethics

University Policy, #1002

**Responsible Oversight Executive:**

Vice President for Human Resources

**Date of Current Revision or Creation:**

January 31, 2013, October 8, 2018

**A. PURPOSE**

The purpose of this policy is to establish the University's Code of Ethics, which strives to demonstrate the University's commitment to ethics and adherence to all applicable laws, regulations and University policies.

**B. AUTHORITY**

Code of Virginia Section 23.1-1301, as amended [<http://law.lis.virginia.gov/vacode/title23.1/chapter13/section23.1-1301/>], grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [<http://www.odu.edu/content/odu/about/bov/bov-manual/bylaws.html>] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

**C. DEFINITIONS**

Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

**D. SCOPE**

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

**E. POLICY STATEMENT**

Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The Code of Ethics is a set of values-based statements that demonstrate the University's commitment to this goal. All University employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution are expected to adhere to the following Code of Ethics.

## Old Dominion University Code of Ethics

1. We will maintain the highest level of ethical standards, and comply with all applicable laws and regulations and University policies.
2. We will protect the integrity of all University business and transactions by avoiding engagement in any actions (directly or indirectly) that are inconsistent with the State and Local Government Conflict of Interests Act or Virginia Public Procurement Act. We will avoid even the appearance of a conflict of interest.
3. We will adhere to policies and programs that promote the highest standards of ethics, integrity and professional practices in the performance of our educational, research, scholarly and community outreach activities.
4. We will adopt policies and programs supporting the rights and recognizing the needs of all individuals regardless of race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability.
5. We will maintain and protect the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
6. We will not use University funds, property, equipment, or services, or things of value for or in aid of political parties or candidates for public office, except as otherwise allowed for student organizations (See Student Organization Handbook [<https://www.odu.edu/content/dam/odu/offices/student-activities-leadership/docs/student-organization-handbook-2016-2017.pdf>]).
7. We will not use University funds, property, equipment, services, systems, information, time and effort or our position for personal gain. We will protect the University's assets and resources and ensure their proper use by

preventing theft, carelessness and waste. We will promote efficient, effective, safe and economical means of accomplishing tasks.

8. We will adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
9. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
10. We will comply with the University's accounting policies and procedures and maintain strong internal controls at all times. We will not make any false or misleading entries in the University's records under any circumstances.
11. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.
12. We will nurture a climate of care, concern, and civility towards others.
13. We will report through appropriate means and channels any dishonesty, fraud, misconduct, violations or neglect of duty, when discovered. We will appropriately investigate all such reports and require warranted corrective action and discipline, in accordance with University policies and procedures and the law.

#### **F. PROCEDURES**

Supervisors are responsible for notifying employees of, and monitoring their adherence to, the Code of Ethics. The Office of Human Resources will send an annual notification of the obligation of all employees to adhere to the Code of Ethics.

The Department of Procurement Services will add a reference to the University's Code of Ethics in all contracts and solicitations.

#### **G. RECORDS RETENTION**

Applicable records must be retained and then destroyed in accordance with the Commonwealth's Records Retention Schedules [[http://www.lva.virginia.gov/agencies/records/sched\\_state/index.htm](http://www.lva.virginia.gov/agencies/records/sched_state/index.htm)].

#### **H. RESPONSIBLE OFFICER**

Director of Human Resources for Employee Relations and Strategic Initiatives

#### **I. RELATED INFORMATION**

Family Educational Right to Privacy Act (FERPA) [<http://epic.org/privacy/education/ferpa.html>]

Agency Risk Management and Internal Control Standards (ARMICS) [[http://www.doa.virginia.gov/reference/ARMICS/ARMICS\\_Standards.pdf](http://www.doa.virginia.gov/reference/ARMICS/ARMICS_Standards.pdf)]

America Competes Reauthorization Act of 2010 [<http://www.nsf.gov/statistics/about/BILLS-111hr5116enr.pdf>]

Hatch Act for State and Local Employees [<https://osc.gov/Pages/HatchAct.aspx>]

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule [<http://www.hhs.gov/ocr/privacy/>]

Governor's Executive Order Number One (2018) – Equal Opportunity [<https://www.governor.virginia.gov/media/governorviriniagov/executive-actions/eo-1-equal-opportunity.pdf>]

Governor's Executive Order 12 (2006) – State Employee Fraud, Waste, and Abuse Hotline [[http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?pid=42778&custom\\_att\\_2=direct](http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?pid=42778&custom_att_2=direct)]

Governor's Executive Order 41 (2006) – Banning Smoking in State Offices and Vehicles [[http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?pid=42807&custom\\_att\\_2=direct](http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?pid=42807&custom_att_2=direct)]

Governor's Executive Order 94 (2005) – Workplace Safety and Employee Health [[http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?pid=42157&custom\\_att\\_2=direct](http://digitool1.lva.lib.va.us:1801/webclient/DeliveryManager?pid=42157&custom_att_2=direct)]

State and Local Government Conflict of Interests Act, Code of Virginia Section 2.2-3100, et seq., as amended [<http://law.lis.virginia.gov/vacode/title2.2/chapter31/>]

Virginia Public Procurement Act, Code of Virginia Section 2-2-4300, et seq., as amended [<http://law.lis.virginia.gov/vacode/title2.2/chapter43/>]

Virginia Freedom of Information Act, Code of Virginia Section 2.2-3700, et seq., as amended [<http://law.lis.virginia.gov/vacode/title2.2/chapter37/>]

Virginia Department of Accounts Policies and Procedures (including CAPP Manual) [[https://www.doa.virginia.gov/reference/CAPP/CAPP\\_Summary\\_Cardinal.shtml](https://www.doa.virginia.gov/reference/CAPP/CAPP_Summary_Cardinal.shtml)]

Virginia Department of Human Resource Management Policy 2.05, Equal Employment Opportunity [[http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2\\_05eeo.pdf?sfvrsn=2](http://www.dhrm.virginia.gov/docs/default-source/hrpolicy/pol2_05eeo.pdf?sfvrsn=2)]

Board of Visitors Policy 1011 – Freedom of Expression [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1000/bov1011.html>]

Board of Visitors Policy 1014 – Threat Assessment [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1000/bov1014.html>]

Board of Visitors Policy 1210 – Authority to Act on Behalf of the University [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1200/bov1210.html>]

Board of Visitors Policy 1240 – Resolution Concerning Employment [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1200/bov1240.html>]

Board of Visitors Policy 1403 – Academic Freedom [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/bov1403.html>]

Board of Visitors Policy 1404 – Professional Ethics [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/bov1404.html>]

Board of Visitors Policy 1426 – Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/1426.html>]

Misconduct in Scientific Research and Scholarly Activity [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/1426.html>]

Board of Visitors Policy 1450 – Faculty Sanctions [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/1450.html>]

Board of Visitors Policy 1470 – Faculty Grievance Policy [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/1470.html>]

Board of Visitors Policy 1502 – Student Rights and Freedoms [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1500/bov1502.html>]

Board of Visitors Policy 1530 – Code of Student Conduct [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1500/1530.html>]

University Policy 3003 – Detection, Investigation and Reporting of Fraud and Misuse of University Property/Funds [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/3000/3003.html>]

University Policy 3220 – Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/3000/3220.html>]

University Policy 3223 – Environmental Health and Occupational Safety [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/3000/3223.html>]

University Policy 3230 – Vehicular Access to University Property [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/3000/3230.html>]

University Policy 3231 – Use of Bicycles, Skateboards and Personal Transport Devices on University Property [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/3000/3223.html>]

University Policy 3240 – Accident Review Committee [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/3000/3230.html>]

University Policy 3500 – Policy on the Use of Computing Resources [<https://www.odu.edu/about/policiesandprocedures/university/3000/3500>]

University Policy 3507 – Information Technology Accessibility Policy [<https://www.odu.edu/about/policiesandprocedures/university/3000/3507>]

Teaching and Research Faculty Handbook [<http://www.odu.edu/facultystaff/employee-services/handbooks/faculty>]

Adjunct Faculty Handbook [<http://www.odu.edu/content/dam/odu/offices/academic-affairs/docs/adjunct-handbook.pdf>]

Classified Employee Guidebook [<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/classified-employee-handbook.pdf>]

Wage Employee Guidebook [<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/wage-employee-guidebook.pdf>]

Monarch Citizenship [<https://www.odu.edu/about/monarchcitizenship>]

- Approved by the president  
January 1, 2007

# Old Dominion University Notice of Non-Discrimination

Old Dominion University does not discriminate in admissions, treatment, employment or access to its programs or activities on the basis of race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability, as required by The Civil Rights Act of 1964; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Virginia Human Rights Act; the Governor's Executive Order Number One (2014); and other state or federal laws and University policies <https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf>. ODU prohibits sexual and sex-/gender-based misconduct, discrimination, harassment and interpersonal violence, including sexual assault. ODU also prohibits discrimination against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant.

As an affirmative action and equal opportunity employer, ODU promotes the full realization of employment opportunity for all persons, including minorities, women, individuals with disabilities and veterans. ODU bases all employment decisions only on job requirements. These efforts apply to all employment actions, including but not limited to recruitment, selection, hiring, promotion and compensation.

Any member of the ODU community has the right to raise concerns or file a complaint regarding discrimination without fear of retaliation. Any and all inquiries regarding the application of this statement and related policies may be referred to: Ariana Wright, Director of Equity and EO/AA, Institutional Equity and Diversity, Innovation Research Park I, 4111 Monarch Way, Suite 103, Old Dominion University, Norfolk, VA 23529, (757) 683-3141, [alwright@odu.edu](mailto:alwright@odu.edu).

The University's designated **Title IX Coordinator** is Courtney Kelly and **Section 504/ADA Coordinator** is Ariana Wright, Institutional Equity and Diversity, Innovation Research Park I, 4111 Monarch Way, Suite 103, Old Dominion University, Norfolk, VA 23529, (757) 683-3141, [cmkelly@odu.edu](mailto:cmkelly@odu.edu).

## Title IX Coordinator

Courtney Kelly  
4111 Monarch Way Ste. 103  
Norfolk, VA 23529  
757-683-3141  
[cmkelly@odu.edu](mailto:cmkelly@odu.edu)

## Deputy Title IX Coordinators

Athletics, Annamarie Ginder  
Compliance Coordinator  
Jim Jarrett Athletic Administration Building  
4500 Parker Avenue  
Norfolk, VA 23529  
757-683-6936  
[aginder@odu.edu](mailto:aginder@odu.edu)

Equity and Diversity, Kimberly Cain  
Assistant Director for Equity and Diversity  
4111 Monarch Way Ste. 103  
Norfolk, VA 23529  
757-683-3141  
[kcain@odu.edu](mailto:kcain@odu.edu)

## Title IX Liaisons

SEES, Traci Daniels  
Advisor and Special Assistant to the Vice President  
Student Engagement & Enrollment Services  
Old Dominion University  
Norfolk, VA 23529  
1002 Koch Hall  
Phone (757) 683-5890

Academic Affairs, Dr. Katherine Hawkins  
Vice Provost for Faculty Affairs & Strategic Initiatives  
2006D Monarch Hall  
Norfolk, VA 23529  
757-683-4757  
kwhawkins@odu.edu

Human Resources, JaRenae Whitehead  
Director of Human Resources for Employee Relations & Strategic Initiatives  
1502 Spong Hall  
Norfolk, VA 23529  
757-683-4564  
jwhitehe@odu.edu

Complaints of discrimination, harassment, and retaliation may be directed to Institutional Equity and Diversity at <http://www.odu.edu/equity>. Complaint procedures may be found at <http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf>. Complaints may also be filed with the Department of Education Office for Civil Rights [<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>], Equal Employment Opportunity Commission [<https://www.eeoc.gov/field/norfolk/charge.cfm>], Commonwealth of Virginia Division of Human Rights [<http://www.dhrm.virginia.gov/equal-employment-opportunity>], and the Department of Human Resources Management [<http://www.dhrm.virginia.gov/>].

## **Title IX Non-Discrimination Statement**

As part of its commitment to providing an educational environment free from discrimination, Old Dominion University complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Old Dominion University-sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. Old Dominion University will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX. Old Dominion University's Title IX coordinator is Courtney Kelly, Innovation Research Park I, 4111 Monarch Way, Suite 103, Norfolk, VA 23529, [cmkelly@odu.edu](mailto:cmkelly@odu.edu). Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.

# University Governance

1. The university governance system consists of two major representative bodies, the Faculty Senate and the Student Senate.
  - A. The Faculty Senate is a governance body representing the faculty of the university and is constituted as provided in the Faculty Senate's Constitution and Bylaws. The faculty of the university, by virtue of their particular competence, are essential participants in the development and implementation of academic policy. The Faculty Senate is the representative body of the faculty. As such, it shall exercise the authority of the faculty with respect to policy on academic matters and the professional affairs of faculty.
  - B. The Student Senate is a governance body representing the students of the university and is constituted as provided in the Student Senate's Constitution. As the representative body of the students, the Student Senate shall promote and advise the administration on the development of student-related programs and services and may make recommendations to the Board of Visitors, the president and other administrative officers on student-related matters.

- Approved by the Board of Visitors  
August 9, 1979  
Revised June 19, 1986

The Faculty Senate will be afforded the opportunity to make timely comment upon policy matters that directly relate to the traditional responsibilities of faculty, for example, issues related to curriculum and academic standards, etc.

- Approved by the president  
July 28, 1997

## Consultative and Deliberative Bodies

In addition to the two major bodies, several other bodies function in an advisory manner to the president and other administrators, faculty and student leaders, and the major governance bodies themselves. The additional bodies include the following:

- The Deans Council advises the Provost and Vice President for Academic Affairs on strategic matters, reviews proposals for new degrees, and facilitates interunit communication and collaboration. Membership of the Council is comprised of the Deans, University Librarian, Vice Provost for Academic Affairs, and Vice Provost for Faculty Affairs and Strategic Initiatives.
- The Provost's Council is chaired by the Provost and Vice President for Academic Affairs and is comprised of the Deans, University Librarian, senior administrators in Academic Affairs, the Executive Director of International Programs, the Director of the Center for Faculty Development, the Director of Faculty Diversity and Retention, Provost's Fellows, and the Chair of the Faculty Senate. Council members assist the Provost in the development and implementation of policies, procedures, and academic initiatives.
- The Faculty Forum, which includes all members of the faculty under full-time teaching and research contracts and all professional librarians at Old Dominion University.
- The Student Forum, which includes all students enrolled in the university.

All consultative and deliberative bodies serve in an advisory capacity to the president. The president is an ex official member of all such bodies.

The constitution and bylaws of the Faculty Senate are contained in the appendix of this handbook.



# University Organizational Chart

Please see: <http://www.odu.edu/content/dam/odu/admin/univ/docs/odu-organizational-chart.pdf>

## **II. THE FACULTY**

### **Resolution Concerning Employment**

**(Board of Visitors Policy, #1240)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1200/BOV1240.pdf>

# Recruitment and Selection Process for Instructional and Administrative Faculty

Old Dominion University is committed to a policy of positive affirmative action in the recruitment of women and minorities and of nondiscrimination in employment practices. Faculty and faculty administrator/faculty professional hiring is to be conducted in accordance with the laws of the United States of America; the laws of the Commonwealth of Virginia; the mission of Old Dominion University; and the Affirmative Action plan of Old Dominion University. Equal opportunity for employment shall be provided to all applicants on the basis of their demonstrated ability and competence without regard to race, color, national origin, age, marital status, sex (including pregnancy), political affiliation, sexual orientation, gender identify, genetic information, disability, religion, or veteran status.

## I. General Guidelines

These guidelines apply to all searches: instructional faculty, professional faculty, administrators, chairs, and deans.

### A. Advertising a Position

The recruitment process for Instructional and Administrative faculty positions may be initiated by the hiring manager\* in the online Position, Action, Performance, Evaluation and Recruitment System (PAPERS) at <https://jobs.odu.edu/hr>. In this automated process, hiring managers will have the ability to officially request that a position is advertised by creating a Posting. When creating a Posting, the hiring manager will have the ability to identify specific recruitment sources they wish to use to supplement the Posting, determine what materials candidates should submit as a part of their application package, and designate individuals to serve as the search committee chair as well search committee members.

\*For instructional faculty positions, the hiring manager is normally the department chair.

Once the Posting for an administrative faculty position is created, the hiring manager will submit the Posting to the Budget Unit Director (BUD) for review and approval. For an instructional faculty position, the department chair will submit the Posting to the Dean for review and approval. Upon approval, the Posting for an administrative faculty position will be submitted to the Department of Human Resources for approval; the Posting for an instructional faculty position will be submitted to the Academic Services Analyst in Academic Affairs for approval. If an exemption from advertising in the Chronicle is requested, the request will be forwarded to the Office of Institutional Equity and Diversity in PAPERS.

Once the position has been approved by Human Resources or Academic Affairs, a system-generated e-mail will be submitted to the hiring manager. The announcement will be posted on the University's website and other recruitment sources as requested. All announcements will be posted as on-line advertisements unless print ads are specifically requested in the Posting request.

User guides with step-by-step processes on how to create a Posting, dispense candidates and initiate a hiring proposal in PAPERS are located at the link below, which also can be found on the PAPERS homepage under the Department of Human Resources website.

<http://www.odu.edu/content/odu/facultystaff/employee-services/papers.html>

Please Note: Hiring managers, BUDs and department chairs should have conversations with their Vice President or Dean regarding the approval to advertise their positions before creating a Posting in PAPERS. This should be done through the appropriate chain of leadership.

### B. Review of Candidates

Before evaluating candidates, search committee members should complete the On-line Search Committee Training. Search committee members will not have to repeat the training if the training was taken within a twelve-month period. The following is a link to the training, which is located on the Office of Institutional Equity and Diversity's webpage:

<https://www.odu.edu/facultystaff/employee-services/managers/recruiting/search-committees/search-committee-training>

Once the application review date that is outlined in the Posting has passed, the search committee may proceed in creating a matrix to evaluate all the candidates that applied for a position by using minimum and preferred qualifications listed in the announcement. The search committee will also be responsible for developing a set of core job-related questions for telephone and campus interviews. An Interview Question Guide is available on the Human Resources web page at:

<http://www.odu.edu/content/dam/odu/offices/human-resources/docs/intervquestguide.pdf>

After the candidates are evaluated, the search committee may proceed in conducting telephone interviews. These informal interviews do not require approval from Academic Affairs, Human Resources or Institutional Equity and Diversity.

After telephone interviews are completed, the search committee chair will dispense each candidate to the appropriate status in PAPERS and return the Posting to the Human Resources Recruiter or the Academic Services Analyst in Academic Affairs. This process of dispensing candidates is inclusive of submitting candidates that are recommended for campus interviews to Human Resources or Academic Affairs and the Office of Institutional Equity and Diversity for review and approval. Once the interview pool is approved, the search committee chair will receive an email that the search process may proceed with the campus interviews. It is at this point the search committee may contact applicants to invite them to the University for formal interviews.

**IMPORTANT NOTE:** The announcement is removed from the University website when the search committee chair returns the Posting to Human Resources or Academic Affairs and dispenses the candidates. Once the announcement is removed from the website, additional candidates will not have the ability to apply for the position.

C. Acknowledgement Letters and Other Letters to Candidates

Candidates will receive a system generated email for each position for which they officially apply. This e-mail acknowledges that the University has received their application submission and will thank them for applying to an employment opportunity with Old Dominion University. Other system-generated decision letters are emailed to the candidate at the end of the process when a final selection is made for the position.

Candidates for administrative faculty positions will also receive an email if they answer questions incorrectly notifying them if there are disqualifying screening questions as part of the Posting.

The search committee will not have to request additional data from candidates (formally called the Data Gathering Letter) since this data is now voluntarily submitted by candidates when they initially apply for a position.

D. Employment References and Verification of Credentials

The search committee should verify the credentials and conduct references for candidates who are being seriously considered for a position and have been offered a formal interview. At least two references should be obtained on the applicant selected to be hired. It is strongly recommended that the references for the selected candidate are from the current employer and at least one former employer. Letters of recommendations are not supported as references for this process.

E. Selection of Candidate (Hiring Proposal)

The search committee chair will dispense and submit the final candidate recommended for selection and the finalists to the hiring manager for review and approval in PAPERS. If approved, the hiring manager will initiate a Hiring Proposal for the selected candidate. In the Hiring Proposal, the hiring manager will have the opportunity to propose a starting salary, propose an effective date and attach documents such as the references and the Board of Visitors summary. Once the Hiring Proposal is completed, the hiring manager will submit the proposal to the appropriate Vice President or Dean for approval. The Vice President or Dean will then submit the request to the Assistant Vice President for Institutional Equity and Diversity. Final approval is given by Human Resources or Academic Affairs.

Once approved, the Hiring Proposal will be returned to the hiring manager. The hiring manager will receive an email informing them that they may proceed with the verbal offer. If the candidate accepts the verbal offer, the hiring manager will return the Hiring Proposal to Human Resources or Academic Affairs so an offer letter and other new hire materials can be mailed to the new hire.

If there are salary negotiations, the hiring manager must receive approval from the appropriate Vice President or Dean and from Human Resources or Academic Affairs before offering a candidate a salary different than the salary that was originally requested in the hiring proposal.

If the candidate declines the offer, the hiring manager will return the Hiring Proposal to Human Resources or Academic Affairs noting that the candidate declined the offer. The hiring manager will make the decision to initiate a Hiring Proposal for an alternate candidate or advertise the position again.

F. Moving and Relocation Expenses

1. Instructional Faculty: Hiring managers will have the opportunity to request information regarding the reimbursement of moving and relocation expenses for a selected candidate in the Hiring Proposal. Departments will partner with Procurement Services to procure any moving services needed for the new employee. More detailed information will be provided to the hiring manager during the selection process.

2. Administrative Faculty: Department chairs and Deans should contact the Academic Services Analyst in Academic Affairs to discuss moving and relocation expenses.

G. Retention of Records

Recruitment records to include interview questions, notes regarding the responses, the screening matrix and other recruitment documents must be retained for three years from the date of the interviews. These records are subject to audit. After three years, the records can be destroyed within the guidelines established by the Library of Virginia.

II. Internal Searches (for faculty administrator and faculty professional searches only)

Internal searches may be conducted when a sufficient pool of potential qualified candidates exists. Requests to conduct an internal search must be approved by the appropriate Vice President or the Dean (if the position is in one of the colleges) and submitted by email or memorandum to the Assistant Vice President for Institutional Equity and Diversity for final approval. The advertisement must be posted on the University's website for a period of at least two weeks. When appropriate, faculty should participate in internal searches.

Internal searches are conducted using the automated PAPERS process described in section I.

III. Exceptional Opportunities

University procedures allow an exemption to search requirements when a special opportunity arises to hire an exceptionally well-qualified candidate for an instructional faculty or faculty administrative position. Requests to hire an exceptionally well qualified candidate for an instructional faculty position without conducting a search must be approved by the President or designee in consultation with the respective Dean, chairs, faculty, Provost and Vice President for Academic Affairs, and Assistant Vice President for Institutional Equity and Diversity. Requests to hire an exceptionally well qualified candidate for an administrative faculty position without conducting a search must be approved by the President or designee in consultation with the appropriate Vice President, unit head, and Assistant Vice President for Institutional Equity and Diversity. The President or designee requests approval from the Executive Committee of the Board of Visitors to proceed without conducting a search for an instructional faculty or faculty administrative position.

If approval is received from the Executive Committee of the Board of Visitors, the President or designee may make an informal offer to the candidate. Once the candidate accepts the informal offer, the following steps must be taken to initiate the formal offer of appointment.

- A. Submit the Authorization for Securing Instructional Faculty Form (formerly Form 7) or the Authorization for Securing Administrative and Professional Faculty Form (formerly Form 7A).
- B. Submit the Recommendation for Reduction in Probationary Period Form, if applicable, for tenure-track faculty only (formerly Form 8).
- C. The Office of Academic Affairs will issue the formal offer of employment for faculty, and the Office of Human Resources will issue the formal offer of employment for faculty administrators.

If assistance with moving and relocation expenses is to be offered to the candidate, the Request to Authorize Moving and Relocation Expenses Form (formerly Form 11) must be submitted.

IV. Emergency Hire Appointments

The University will, under special circumstances, offer one- and two-year emergency hire contracts for academic (non-tenure track) instructional faculty positions and administrative faculty positions. These appointments may be made without a formal search. The maximum number of consecutive years an emergency hire appointment may be offered to any given individual will be three years, regardless of the position(s) held by the individual. An appointee is eligible to compete for a renewable position in a formal search.

Special circumstances include:

- a. Funding difficulties that limit long-term commitments
- b. Unexpected employment situations such as deaths, resignations, failed searches
- c. Unexpected enrollment increases
- d. Time and timing required to plan for a programmatic change, to define a new or revised plan or position

Emergency hire appointments for administrative faculty positions must be recommended by the unit head and approved by the appropriate Vice President and the Assistant Vice President for Institutional Equity and Diversity. Emergency hire appointments for instructional faculty positions must be recommended by the appropriate chair and Dean and approved by the Assistant Vice President for Institutional Equity and Diversity and the Provost and Vice President for Academic Affairs. A memo detailing why the emergency hire appointment is necessary must be submitted to the Office of Institutional Equity and Diversity. If approved, the steps outlined in section III above on Exceptional Opportunities must be taken to initiate the formal offer of appointment.

V. Dual Career Opportunities

Old Dominion University is committed to assisting dual career couples when one member of the couple has an offer of employment at the University and both are considering relocation to the area. For additional information, including implementation procedures for hiring managers, please refer to the Dual Career Resource Document.

VI. Pay Transparency Policy Statement

The University will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the University's legal duty to furnish information.

- Approved by the provost and vice president for academic affairs

October 1, 2004

-Revised and approved by the president

May 17, 2010

- Revised, renamed and approved by the president

February 2, 2017

# Instructional/Research Faculty and Administrative/Professional Faculty Recruitment Funding Policy

(University Policy #6010)

**Responsible** Provost and Vice President for Academic Affairs  
**Oversight Executive:**

**Policy Revision** December 1, 1988; November 8, 1995; August 9, 2018  
**Dates:**

## A. PURPOSE

The purpose of this policy is to establish procedures for funding recruitments for full-time instructional/research faculty and administrative/professional faculty.

## B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended [<https://law.lis.virginia.gov/vacode/23.1-1301/>], grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [<http://www.odu.edu/content/odu/about/bov/bov-manual/bylaws.html>] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

## C. DEFINITIONS

**Administrative and Professional (AP) Faculty** - Employees who perform work directly related to the management of the educational and general activities of the institution, department or subdivision or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

**Educational and General (E&G) Budget Units** - Those departments that are funded from State general appropriations, tuition, and educational and general fees such as admissions fees, Children's Learning & Research Center fees, and transcript fees.

**Essential Recruitment Expenses** - Expenses related to the recruitment of new instructional and administrative/professional faculty including recruitment advertising in print publications such as newspapers or academic, scientific or engineering journals; internet recruitment advertising; and travel expenses for the interview candidates including airfare or mileage, lodging and meals.

**Teaching and Research Faculty** - Employees whose work assignments primarily involve instruction, research, and scholarly activities, and who hold academic rank/titles (with departmental designation).

## D. SCOPE

This policy applies to all employees and employees of affiliated organizations who are paid through the University. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

## E. POLICY STATEMENT

The University maintains a centrally-managed University Recruitment Budget in the Office of the Provost and Vice President for Academic Affairs to fund essential recruitment expenses such as advertising and travel expenses for instructional/research faculty and administrative/professional faculty recruitments. Hiring departments should use other funding sources to support recruitment expenses beyond those provided by the central budget.

Non-Educational and General (E&G) budget units may not use the University Recruitment Budget or any other E&G funds to support their recruitment efforts; however, recruitment expenditures must be in compliance with applicable Commonwealth directives.

## F. PROCEDURES

1. All recruitments for instructional/research faculty and administrative/professional faculty must be conducted in the University's on-line Position Action/Performance Evaluation Recruitment System (PAPERS) except for searches conducted with the assistance of an external search firm. Initiation of the recruitment in PAPERS serves as the hiring department's request to obtain advertising and travel funds.
2. The Office of Academic Affairs manages the University Recruitment Budget, sets the amount of funding for each level of recruitment, and approves advertising for instructional faculty positions. The Department of Human Resources approves advertising for administrative/ professional faculty positions.

3. To assist hiring departments, the University Recruitment Budget funds annual contracts with The Chronicle of Higher Education, Chronicle Vitae recruitment website, HigherEducationJobs.com, studentaffairs.com, diversejobs.net, and other higher education recruitment websites as determined by the Office of Academic Affairs in consultation with the Department of Human Resources for advertising instructional/research faculty and administrative/professional faculty positions. Advertising expenses not covered by the University's annual contracts with recruitment services will be charged back to the hiring department's Educational and General (E&G) budget.
4. Funds allocated from the University Recruitment Budget may also be used to cover a portion of candidates' travel expenses. Expenditures for travel, such as transportation, lodging and meals, must remain within the guidelines set forth in the Commonwealth Account Policies and Procedures (CAPP), Section 20335 [[https://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/20335.pdf](https://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/20335.pdf)]. The University's Office of Finance Travel Guidelines [<http://www.odu.edu/facultystaff/university-business/travel/guidelines>] should be reviewed for specific details regarding travel expenditures for recruitment.

**G. RECORDS RETENTION**

Applicable records must be retained and then destroyed in accordance with the Commonwealth's Records Retention Schedules. [[http://www.lva.virginia.gov/agencies/records/sched\\_state/index.htm](http://www.lva.virginia.gov/agencies/records/sched_state/index.htm)]

**H. RESPONSIBLE OFFICER**

Associate Vice President for Academic Affairs

**I. RELATED INFORMATION**

Board of Visitors Policy 1401 – Initial Appointment of Teaching and Research Faculty [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/bov1401.html>]

Board of Visitors Policy 1410 – Academic Rank and Criteria for Rank [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/bov1410.html>]

Board of Visitors Policy 1480 – Guidelines for Appointment and Promotion of Librarians [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/bov1480.html>]

Board of Visitors Policy 1490 – Administrative and Professional Faculty [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/bov1490.html>]



# **Criminal Background Checks**

**(University Policy, #6021)**

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/6000/6021>

# Dual Career Resource for Those Hiring Full-Time Faculty

## **(Teaching/Research/Administrative)**

Old Dominion University is committed to assisting dual career couples when one member of the couple has an offer of employment at the University and both are considering relocating to the area. Such assistance is extended within available resources and in cases that support the mission and goals of the University. This document outlines the basic services offered once an offer has been made to the primary candidate.

For couples with both members in academe, employment needs will vary from one case to another and the University will assist with opportunities at ODU wherever possible and appropriate. However, these considerations do not create an entitlement. Given limited resources, the lack of disciplinary or administrative fit in some cases, and the University's strategic plan, it is impossible to respond to the employment needs of all dual career couples in academe.

In an effort to support dual career couples, the Provost or his/her designee will collaborate with Human Resources to help each prospective candidate who wishes to explore career options for his or her partner. The partner of a newly recruited faculty or administrator may be offered job search assistance for up to one year. Such assistance may include general information on employment in the region, identification of appropriate employers, and connections with contacts in the partner's field.

Information about employment opportunities in the region may result in an appropriate position for some. In other instances, referral to existing vacancies on the ODU faculty or staff may provide an appropriate match between an employment opportunity and the partner's skills. In cases where a position does not currently exist, and the individual's credentials merit consideration for hiring, it may benefit the University to allocate funding to accommodate a dual career couple. The following considerations address these instances. (Note: Hiring supervisors are advised that classified positions fall under Commonwealth of Virginia hiring policies, and must follow the standard search/recruitment and hiring process as outlined by the Department of Human Resource Management—DHRM.)

1. Allocation of a position, either temporary or renewable, for a dual career partner should address demonstrated institutional and/or departmental needs and goals.
2. There must be an appropriate fit between the qualifications of the individual and the available or proposed position.
3. Following the interview and evaluation process, an offer of employment to the partner shall be extended only if there is strong support from the department and hiring supervisor/chair where the position is to be located (the receiving department). Expression of departmental support will be obtained in a manner consistent with the normal hiring process for the receiving department.
4. University procedures allow an exemption to search requirements for a dual career appointment to a faculty or faculty administrator position. Requests for an exemption to a search are approved by the President on the recommendation of the appropriate vice president in consultation with the Office of Institutional Equity and Diversity, and in cases of administrators, in consultation with Human Resources.

## **Implementation Procedures for Hiring Managers**

### **Key Terms**

- Primary Hiring Manager: Individual hiring initial candidate for open position
- Primary Department: Unit where initial candidate has applied for open position
- Receiving Manager: Individual who may consider a partner or spouse for a position
- Receiving Department: Unit where the initial candidate's spouse or partner may be considered.

**Informing Primary Candidates of Dual Career Resources.** Several strategies are available for informing the primary candidate who may be exploring positions at Old Dominion University:

1. Creating a link to the dual career resources and the recruitment website
2. Distributing an information sheet or brochure to candidates
3. Providing information about a liaison to dual career couples in the Provost's office and in Human Resources.

**Identifying Possibilities for Appointment.** The primary candidate informs the hiring manager about the need for dual career consideration and supplies information regarding the partner's educational background, experience, and application materials. The primary hiring manager investigates and identifies the best possibilities for employment in consultation with the potential receiving departments(s), the dual career liaison, and the respective vice president, if needed.

The relevant chain of command must be kept apprised of any discussions. This includes the dean or department chair and respective vice president.

In cases where classified positions are appropriate and of interest to the individual, referral should be made to Human Resources to review both opportunities and strategies for pursuing staff positions. (Note: Hiring supervisors are advised that classified positions fall under Commonwealth of Virginia hiring policies, and must follow the standard search/recruitment and hiring process as outlined by DHRM.) Other options are described below.

**Evaluating and Interviewing the Partner:** The unit in which the partner is being considered (the receiving department) initiates an evaluation process, including a review of the vita/resume and references of the partner, and conducts an interview with the partner. If there is an appropriate personnel or standing search committee in the department, this committee would normally be involved, as would other faculty/faculty administrators. The partner's qualifications should be evaluated using criteria appropriate to the proposed role and credentials required in the field. For example, it must be determined that the partner is sufficiently qualified to have been a finalist in an external search if one were conducted for the position into which the partner is to be hired. Standard review and appointment procedures should be used to the extent possible, and the level of review should be consistent with that accorded similar positions and types of appointments.

**Taking Steps When There is an Existing Position or Funding Available in the Receiving Department and/or College:** Receiving departments (and/or colleges) that have available funds and/or positions and are prepared to make an offer for the partner develop an appropriate job description (if not already available) and offer and then seek an exemption to search, using the process in place by the Office of Institutional Equity and Diversity. The search exemption includes a letter of explanation including a brief statement of how the proposed appointment benefits the receiving department and/or college and documenting the process used to review and evaluate the candidate. The hiring manager also attaches the candidate's resume/vita. The exemption request must be approved by the department head, relevant dean or senior manager, the relevant vice president, and the Office of Equity and Diversity. A formal offer may not be made until approval has been granted.

**Taking Steps When a New Position Must be Allocated and Shared Funding Arranged:** In cases where the receiving department/college does not already have a position and/or adequate funds available to support the proposed appointment, the receiving department hiring manager and vice president may develop a model for the position to be funded on a transitional basis.

Permanent funding, in the case of a base funded appointment, is the responsibility of the receiving department and/or college at the end of the transition period. Temporary funding may be available from the vice president, yet may not be available to support all requests. Typically the highest priority would be to support a dual career partner position alongside a tenure track or tenured faculty hire or an administrative hire. If the receiving department accepts temporary funding from the vice president, the understanding is that the dual career appointment continues beyond the temporary period only if the performance and accomplishments of the individual warrant continuation. However, as noted above, this does not create an entitlement.

Departments requesting funding assistance should submit a written proposal through the responsible/appropriate chain of command. The following information is needed to evaluate the request:

- a. A justification for the request
- b. An explanation of how the University will benefit from the appointment and how the proposed appointment fits within the priorities of the receiving department and/or college;
- c. The vita/resume of the individual under consideration;
- d. The proposed salary, type of appointment, and job description;
- e. A statement indicating the source and amount of funds from the participating units, and the amount requested for temporary funding, if available, from the vice president, and the time period involved in the transition; and
- f. Plan for potential future funding. (The goal is to move employees from temporary funds to permanent funds whenever feasible and appropriate.)

**Making an Employment Offer:** Upon approval by the vice president, and the Office for Equity and Diversity, the receiving department head is authorized to make the offer to the dual career partner, using the standard Notice of Appointment detailing the nature and conditions of the appointment, including the length of the appointment if applicable. Expectations should be stated very clearly so that any special considerations are fully documented for the employment record and for performance reviews. Every effort should be made to welcome the new faculty member in the receiving department and to help make him or her become a full participating member of the University. Helping the individual succeed will serve both the department and employee, and help accomplish the primary goal of the dual career hiring program, which is to recruit and retain talented faculty members.

### **Dual Career Issues Associated with Retention**

Retention of talented individuals currently on the faculty can also be affected by employment opportunities for their partners. In the case where there is a determination that a dual career appointment is critical to retaining the faculty member, and it is in the University's interest to try to respond to this need, the process described in this document for new hires provides general guidance on how to proceed for retention of a faculty member. The nature and conditions of the appointment and the length of the appointment, if applicable, should be specified. In addition, expectations should be stated very clearly so that any special considerations are fully documented for the employment record and for performance reviews.

### **Options Other than Tenure-Track or Administrative Appointments**

**Research Faculty:** Status as an unpaid Research Faculty member may allow a fully credentialed person to pursue grants and contracts as a member of the ODU faculty. The host department may provide lab or office space, or other resources, as available, to support the individual's efforts to obtain sponsored funding or to continue his or her research. The department chair recommends appointment of a full-time research faculty member to the Dean. The Dean recommends to the Provost. The Provost, consulting if appropriate with the Vice President for Research, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member. With the appropriate credentials and research faculty rank, the individual may serve as PI on grant(s) with permission of the department.

**Research Appointments:** The Old Dominion University Faculty Handbook includes a Policy on Self-Supporting Research Professional Positions, which may provide employment opportunities for well-qualified partners of newly hired employees. If the individual fills the need on an existing grant or contract, the procedure for hiring is similar to that described above – a position description should be developed, credentials evaluated, the individual interviewed, and a request made for an exemption to search. The Vice President for Research approves such requests on the recommendation of the Provost.

**Other Restricted Appointments:** Individuals may fill important institutional or departmental needs that are not yet defined or funded as renewable positions. These can be full or part time, instructional or administrative.

**Enrollment in Graduate School:** A spouse or partner may prefer enrollment in an ODU graduate program rather than full time employment. Such potential students must be admitted through the usual program admission procedures and may be considered for whatever departmental funding is offered to all students.

- Approved by the president  
February 2, 2017

# Academic and Professional Preparation Requirements for Faculty

## I. Overview

- A. Old Dominion University's academic and professional preparation requirements for full-time and part-time faculty conform to the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools.
- B. It is expected that the University will employ faculty members whose highest earned degree presented as the credential qualifying the faculty member to teach at the University is from a regionally accredited university. If the University employs a faculty member whose highest earned degree is from a non-regionally accredited university within the United States or an institution outside the United States, the University must show evidence that the faculty member has the appropriate academic preparation.
- C. The University must ensure that each faculty member employed is proficient in both oral and written communication in the language in which the assigned courses will be taught.
- D. SACSCOC defines instructor of record as the qualified individual responsible for teaching the course and who has overall responsibility for the development/implementation of the syllabus, the achievement of student learning outcomes included as part of the syllabus, and for issuing grades.

## II. Guidelines

- A. **Undergraduate:** All full-time and part-time faculty teaching courses leading to a baccalaureate degree, other than physical activities courses, must hold a master's degree with at least 18 graduate semester hours in the teaching discipline. Graduate teaching assistants teaching undergraduate courses as instructors of record must have completed a master's degree in the teaching discipline or have completed 18 graduate semester hours in the discipline, have received regular in-service training and periodic evaluations, and have directed supervision by faculty experienced in the teaching area.

If these requirements are not met, then exceptional professional experience and/or substantial evidence of teaching excellence may be presented in lieu of some formal academic credentials for undergraduate teaching in accordance with the SACSCOC guidelines for exceptional credentialing. Such cases must be justified by the hiring supervisor on an individual basis to the dean or designee and provost or designee. Interdisciplinary undergraduate courses may be taught by faculty qualified in a related discipline.

- B. **Graduate:** Graduate certification is required for teaching graduate-level courses. Requirements for graduate certification levels and corresponding responsibilities are found in the policy on Certification of Faculty for Graduate Instruction.

All full-time and part-time faculty teaching courses at the graduate level must hold the terminal degree as defined by the field, usually the earned doctorate, in the teaching discipline or a related discipline and hold graduate certification from the college of appointment. In some instances, the master's degree in the discipline may be the terminal degree. In others, a master's degree in the discipline coupled with a doctorate in a related discipline is considered appropriate. Such instances must be justified on an individual basis.

If these requirements are not met, then individuals who have demonstrated exceptional scholarly or creative activity or professional experience, but who may not possess the required academic credentials may be approved as graduate faculty in accordance with the SACSCOC guidelines for exceptional credentialing. Evidence of competence or academic credentials other than the terminal degree in the discipline for graduate faculty must be presented as justification for employment and/or graduate certification. Such exceptions must be approved by the graduate program director, the dean or designee, and the provost or designee.

## III. Credentials

- A. It is the responsibility of the University to keep on file, for all full-time faculty, part-time faculty, and graduate teaching assistants, documentation of academic preparation, such as official transcripts, and, if appropriate, official documentation of professional or work experience, technical and performance competency, records of publications, certifications, and other qualifications. All terminal degrees awarded in the United States must have been conferred by regionally accredited colleges or universities.

Transcripts of degrees or other credentials held by faculty from higher education institutions outside the United States must be evaluated and verified by an external credentialing agency at the time of hiring. The international credentialing process shall be managed by the Office of the Provost and Vice President for Academic Affairs.

- B. For all faculty teaching graduate courses, a completed current Certification for Graduate Instruction form must be placed in the faculty's file. For faculty who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials, a completed Exceptional Certification of Faculty for Graduate Instruction form must be signed and approved by the graduate program director, the dean or designee, and the provost or designee and placed in the faculty's file.
- C. For adjunct faculty appointments, copies of the documentation and a memorandum from the department chair justifying any exception to the criteria for academic and professional preparation must accompany the Adjunct Faculty Approval/Employment Authorization form when submitted to the Office of the Provost and Vice President for Academic Affairs.

- Approved by the Provost and Vice President for Academic Affairs  
September 5, 2003  
Revised and approved by the President  
February 4, 2013  
May 21, 2014  
June 9, 2017

# Initial Appointment of Teaching and Research Faculty

**NUMBER:** 1401

**APPROVED:** June 12, 1980; Revised November 19, 1987; Revised April 12, 2002; Revised September 9, 2005; Revised April 7, 2011; Revised June 16, 2011; Revised April 23, 2015 (eff. 6/1/15); Revised September 22, 2016 (eff. 1/1/17)

## I. Board of Visitors Policy

- A. No one has the authority to make a firm offer of employment (subject to approval by the Board of Visitors) except the provost and vice president for academic affairs, who acts by authority of the president. Any communication at the departmental or college level with potential appointees should make it clear that approval by the provost and vice president for academic affairs is required.
- B. An initial faculty appointment should not be considered final until it has been approved by the Board of Visitors. All offers of employment and other communications with potential faculty members should specifically state this fact.
- C. No chair, dean, or other administrative official shall have the authority to make a statement of expectation of tenure or a written/oral commitment that implies in any way a promise of tenure except as described in paragraph D below. Except as described below, all initial appointments to the faculty shall be probationary and no award of tenure or promise of an award of tenure shall be made to a faculty member except in strict accordance with the Board of Visitors Policies on Tenure, to include review of credentials by all review bodies.
- D. In the case of certain initial appointments to the rank of professor or associate professor, the president has the authority to eliminate the probationary period for tenure and to make a firm offer or promise of tenure subject to II.D.1.a-e. of this policy and approval by the Board. It is the sense of the Board that this authority should be exercised rarely and only when the best interests of the University require it. All such cases must be reported to the Board for approval before tenure is awarded.
- E. The president is accountable to the Board of Visitors for ensuring the appointment of faculty qualified to carry out the mission of the institution, for the implementation of the University's affirmative action plan in initial appointments, for maintenance of fiscal responsibility in assignment of faculty positions, and for the establishment of procedures to carry out Board policy in initial appointments. The president may delegate some or all of these responsibilities to the provost and vice president for academic affairs.

## II. Initial Appointment Procedures

- A. Position Approval
  - 1. Department. In a timetable established in accordance with the procedures for building the operating budget for the coming year, each department anticipating hiring new faculty for the coming year projects the positions it wishes to fill, including both new positions and replacements for retiring faculty members or others known to be leaving.
    - a. These projections must be in accordance with the approved mission of the department and must be clearly related to demonstrable needs of the department, including at least a clear relationship between instructional faculty and projected FTE students in accordance with the departmental faculty/student ratios approved by the Office of the Provost and Vice President for Academic Affairs.
    - b. Other justifications for positions may include establishment of new programs that may not immediately produce FTE students sufficient to justify the position, existence of substantial funded research for which time will be purchased by an outside agency, and important service activities required by the department within the University's mission.
  - 2. Dean. The dean, once reports have been received from all departments, recommends to the provost and vice president for academic affairs in priority order new and replacement faculty positions for the coming year together with salaries required for each position. Copies of the departmental recommendations are included by the dean in the report to the provost and vice president for academic affairs.
  - 3. On the basis of the projected needs of the following year, the provost and vice president for academic affairs requests a specific number of faculty positions and a budget for these positions from the president at the appropriate time in the annual budget process.

- a. Within the budget and positions allocated to the provost and vice president for academic affairs by the president, the provost and vice president for academic affairs assigns positions and funds to each dean for new or replacement faculty positions.
  - b. The dean allocates these positions with general salary ranges to the departments in the college.
- 4. If a position falls vacant because of an unexpected resignation or for any other cause, this fact is reported promptly to the provost and vice president for academic affairs.
  - a. The provost and vice president for academic affairs may then reassign the position to the college in which it previously existed, assign it to another college, or discontinue the position.
  - b. If the position is assigned to a college, the provost and vice president for academic affairs assigns additional funds to the dean of that college to cover the salary of this position. These funds are not necessarily equal to the salary of the departing faculty member.
  - c. The dean may then assign an additional position to the department within the college having the greatest need.
  - d. Positions falling vacant are not automatically assigned to the same college or department but are assigned on the basis of University and college priorities.
- B. Recruitment and Interview Procedures
  - 1. Once a position has been assigned to a department, the following recruitment procedure is instituted. A similar procedure will be followed for interdisciplinary faculty and joint appointments (see the Policy on Joint Appointments)<sup>1</sup>.
  - 2. A statement of critical requirements for the position is developed by the department chair or chairs in consultation with the faculty in the department and approved by the dean. The critical requirements should indicate clearly the primary responsibilities that the new faculty member will be expected to perform and the qualifications necessary for the performance of these responsibilities.
  - 3. The department chair appoints a search committee.
    - a. The search committee consults the University's assistant vice president for institutional equity and diversity for advice concerning avenues for recruitment of qualified women and minority candidates and concerning the University's policies and procedures for ensuring affirmative action in the recruitment process. Failure to follow the University's affirmative action policies and procedures will usually result in the refusal of the provost and vice president for academic affairs to write a contract for the faculty member recommended.
    - b. Advertisements are placed in appropriate professional journals by the Office of Academic Affairs upon the recommendation of the search committee. Specific procedures concerning recruitment advertising are available from the Office of Academic Affairs.
    - c. All other means are used by the department to conduct an active search for the largest possible pool of qualified candidates.
    - d. Credentials of candidates are carefully screened by the department or interdepartmental search committee in order to determine the ones with the best qualifications for the open position.
    - e. After ensuring that appropriate affirmative action policies and procedures have been met, the chair, with the approval of the dean, then chooses one or more of the most qualified candidates to visit the campus. All final candidates for a position should visit the Old Dominion University campus. Because of fund limitations, it will usually not be possible to invite more than two or three candidates for one position.
  - 4. The following procedures for campus visitations are followed:
    - a. The search committee must receive prior approval from the Office of Academic Affairs (who will check with the assistant vice president for institutional equity and diversity in order to ensure that procedures have been followed) for the expenditure of travel funds before the candidate is invited.
    - b. The search committee has the responsibility for setting up the schedule of campus meetings with designated personnel.
    - c. All candidates meet with the chair, dean, all available faculty members of the department, and selected students. Candidates who will be expected to teach courses on the 500 level or above and candidates for associate professor and full professor are scheduled for appointments with the provost and vice president for academic affairs or a designee whenever possible.

---

<sup>1</sup>Refer to the Hiring Procedures for Instructional and Administrative Faculty for additional information.



- d. The department chair informs the candidate of the University policies concerning moving expenses and other relevant matters. All candidates should be told that they may be assigned to day, evening, distance learning or off-campus classes as part of their regular loads.
  - e. As part of campus visitation and the interview process, candidates are expected to present a classroom lecture, conduct a seminar, or deliver a public talk so that their potential associates and students may observe their command of subject and clarity of presentation.
  - f. The department chair and search committee shall confirm a candidate's proficiency in spoken English.
- C. Recommendations
- 1. The chair, after receiving and considering a written recommendation from the faculty of the department or the appointments committee and after ensuring that all affirmative action procedures have been followed, recommends to the dean the name of the most acceptable candidate and a possible salary range and includes the recommendation of the faculty or faculty appointments committee.
    - a. If the dean approves the candidate, he or she assigns a salary within the budget previously assigned to the dean's office by the provost and vice president for academic affairs.
    - b. The dean recommends to the provost and vice president for academic affairs on a prescribed form that a contract be written. Appended to this form is a copy of the recommendation of the faculty or of the appointments committee together with the recommendation of the chair.
    - c. If the dean is requesting any special consideration, limitations, or exceptions to normal policy and procedure concerning this appointment, such recommendations should be transmitted to the provost and vice president for academic affairs at this time.
    - d. Any recommendation that credit toward the probationary period for tenure for prior academic experience be granted shall also accompany the request that a contract be written.
  - 2. The provost and vice president for academic affairs or the vice provost consults with the University's assistant vice president for institutional equity and diversity to ensure that proper affirmative action procedures have been followed.
    - a. If all requirements are met, the provost and vice president for academic affairs writes the contract and sends it to the candidate, together with a covering letter specifying any unusual conditions or exceptions concerning the appointment, any credit toward the probationary period for tenure being granted for prior academic experience, and a deadline for returning the signed contract.
    - b. If the signed contract is received by the specified deadline, it becomes effective when approved by the Board of Visitors.
- D. Initial Appointment with Tenure
- 1. If the initial appointment is to the rank of professor or associate professor and the department wishes to award tenure at the time of appointment, request for an initial appointment at that rank with tenure must be initiated by the chair and reviewed by all tenure review bodies.
    - a. The candidate's credentials must be provided to the department promotion and tenure committee and their recommendation and vote recorded and sent to the college promotion and tenure committee.
    - b. The college promotion and tenure committee reviews the credentials and the recommendation of the department promotion and tenure committee and makes a recommendation. The recommendation and vote is recorded and all materials are forwarded to the dean.
    - c. The dean makes a recommendation and forwards all materials to the University promotion and tenure committee.
    - d. The University promotion and tenure committee reviews the materials and recommendations and makes a recommendation to the provost and vice president for academic affairs.
    - e. The provost and vice president for academic affairs makes a recommendation to the president.
  - 2. All reviews shall be based on the candidate's normal application materials and include a statement of research and teaching philosophy and letters of reference. Evidence of teaching and research excellence should be included. Normally, an initial appointment with tenure will be granted only to a faculty member who already has achieved a distinguished academic record and held a tenured position. This policy applies to both internal candidates and external candidates. Current CVs for both the candidate and the references must be provided to all review bodies.
- E. Initial Appointment of Adjunct Faculty and Faculty of Practice
- The following procedures are used for initial appointment of part-time faculty and faculty of practice:

1. Adjunct instructors and adjunct assistant instructors - The chair recommends the appointment of an adjunct instructor and adjunct assistant instructor to the dean. If the dean approves the appointment, he or she reports the appointment to the provost and vice president for academic affairs on the prescribed form.
  2. Appointment to other ranks such as adjunct assistant professor, adjunct associate professor, adjunct professor, faculty of practice, and visiting professors such as artist-in-residence, etc. is recommended by the department chair to the dean after consultation with the faculty of the department. Initial appointment or reappointment of faculty of practice attached to a department must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. If the dean approves, he or she recommends the appointment to the provost and vice president for academic affairs on a prescribed form. If the appointment is approved, the provost and vice president for academic affairs notifies the faculty member.
- F. Initial Appointment of Research Faculty
1. Research faculty are normally supported in large part from non-Commonwealth funds or are expected to generate their own support from such funds.
  2. The department chair recommends appointment of a full-time research faculty member to the dean. The dean recommends to the provost and vice president for academic affairs. The provost and vice president for academic affairs, consulting if appropriate with the vice president for research, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member.

# Joint Appointments

**NUMBER:**

1409

**APPROVED:**

December 9, 2010

Joint appointments are used for individuals whose expertise cuts across existing departments and programs. Such appointments must assist Old Dominion University in providing strong interdisciplinary offerings and in building emerging fields that cross the borders of the traditional disciplines. A joint appointment must reflect the teaching and research expertise of the faculty member.

A joint position is shared by two academic units, but the position must be based in a home department. The "primary appointment" is in the home department and the "secondary appointment" is where the joint appointment is extended to this position. The department of primary appointment is responsible for all promotion and tenure actions with appropriate input from the department of the secondary appointment. The Dean(s) determine(s) where the joint appointment will be primarily based. Appropriate parties must create a written document confirming the terms and conditions of the joint appointment.

Joint faculty appointments are initiated by a head of the involved unit (department chair or program director) or a Dean in agreement with the faculty member being given the joint appointment, and in consultation with the faculty of the departments involved in the joint appointment.

Deans must secure the Provost's endorsement before making any commitments regarding a joint appointment. The chair of the primary department is responsible for documenting the terms and conditions of the joint appointment in a Memorandum of Agreement (MOA) signed by the faculty member, the involved department chairs (or the director of a program that is not administered by a department) and their Dean(s).

Current members of the faculty can receive joint appointments subject to the approval process stated above. However, only in exceptional cases will such a change be approved for an individual who does not already have tenure.

This policy does not preclude the establishment of joint appointments with institutions outside the University.

# **Non-Instructional Part-Time Faculty Employment Policy**

**(University Policy, #6012)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6012>

# Reappointment/Annual Review or Nonreappointment of Faculty

**NUMBER:**

1402

**APPROVED:**

June 12, 1980; Revised June 20, 1985; Revised June 16, 2011; Revised April 26, 2013 (eff. 6/1/13); Revised June 14, 2018 (eff. 7/1/18); Revised June 13, 2019 (eff. 7/1/19); Revised June 18, 2020 (eff. 7/1/20)

## **I. Board of Visitors Policy**

### **A. Nature of Appointment**

1. Unless tenure has been awarded by the university, all appointments of full-time faculty are on an annual, temporary, or probationary basis, renewable one year at a time at the discretion of the university.
2. In some cases, appointments for a period of less than one academic year may be made, for example initial appointments at mid-year or emergency one-semester appointments.

## **II. Guidelines**

- A. Consideration of reappointment or nonreappointment will be according to a timetable distributed by the Office of the Provost and Vice President for Academic Affairs.<sup>1</sup> Consideration takes place early in the second semester for faculty members in their first year of service and early in the first semester for faculty members in the second or subsequent year of service.
- B. For instructors, assistant professors, lecturers, clinical assistant professors, research assistant professors, and untenured associate professors and professors, the initial consideration will be by the departmental tenure and promotion committee unless they are in their first year and have been appointed mid-year. For senior lecturers, master lecturers, research associate professors, research professors, clinical associate professors, and clinical professors, initial consideration will be by the department chair, except for those years when the faculty member is undergoing their sixth year review (see III.B. below).
- C. In the case of financial constraints or demonstrable overstaffing of departments, the dean or the provost and vice president for academic affairs may require that the number of probationary tenurable and nontenable faculty members in the department be reduced.
- D. Faculty members who were appointed as instructors with the expectation that the terminal degrees would be completed may not be reappointed before the award of the degree unless prior approval has been obtained from the provost and vice president for academic affairs. (See the Board of Visitors Policy on Academic Rank and Criteria for Ranks.)
- E. If the critical requirements of the position of a probationary tenurable faculty member are changed so as to affect the primary duties expected of the faculty member, and hence his or her consideration for tenure, the faculty member shall be fully and promptly informed of the changes in writing at least one semester before the changes are implemented.

## **III. Procedures**

### **A. Reappointment or Nonreappointment of Probationary Tenure-Track Faculty<sup>1</sup>**

1. The departmental promotion and tenure committee and all subsequent persons considering the case will take into consideration the formal evaluations of the faculty member's performance by the chair (unless the faculty member evaluated is the chair) and the dean, faculty information sheets, and any other relevant data, as well as the needs of the department.
2. These procedures will be suitably adapted for faculty members who hold interdisciplinary, interdepartmental or joint appointments or who hold appointments in a department with two or fewer tenured faculty members. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans concerned and the provost and vice president for academic affairs.

---

<sup>1</sup>See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

<sup>1</sup>For a definition of the academic ranks, type of appointment and specific procedure variations, see the Policy on Academic Rank and Criteria for Ranks.

3. Each department conducts an annual review of the probationary tenure-track faculty in that department (including the chair if untenured). This review is based on the performance of the individual faculty member and the needs of the department and is initially conducted by a committee consisting of tenured members of the department.
  4. The departmental promotion and tenure committee recommends to the chair (or the dean in case the faculty member being evaluated is the chair) one of the following actions:
    - a. That the faculty member be considered for tenure through normal channels, if a sufficient probationary period has elapsed. (In this case, the faculty member is considered for tenure through the normal tenure procedures, and the remainder of this section does not apply.)
    - b. That the faculty member be offered an additional annual contract without tenure.
    - c. That the faculty member not be reappointed, that is, not be offered an additional contract if in the first or second year of service or offered a terminal contract for the succeeding year if in the third or subsequent year of service.
    - d. A copy of the committee's recommendation shall be supplied to the faculty member.
  5. Considering the written recommendation of this committee, the performance of the faculty member and the needs of the department, the chair (unless she or he is the faculty member being evaluated) makes a recommendation to the dean concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member and provides the faculty member with a copy of the recommendation.
  6. Considering the recommendation of the departmental promotion and tenure committee and of the chair (unless she or he is the faculty member being evaluated) as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member, notifies that faculty member in writing of this decision, and provides the faculty member and the provost and vice president for academic affairs with a copy of the decision letter.
    - a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
    - b. Notice of the dean's decision concerning reappointment or nonreappointment of probationary tenure-track faculty members shall be according to the following schedule:
      1. Not later than March 1 of the first academic year of service.
      2. Not later than December 15 of the second academic year of service.
      3. Terminating appointment of one year, with notice by December 15, after two or more academic years of service.
- B. Reappointment or Nonreappointment of Nontenure-track Faculty
1. Each department conducts an annual review of all nontenure-track faculty members in that department. This review is based on the performance of the individual faculty member and the needs of the department.
    - a. For lecturers and clinical assistant professors, this review is conducted by a committee consisting of tenured members of the department and master lecturers and clinical professors followed by the department chair and dean.
    - b. For senior lecturers and master lecturers, the annual review is conducted by the chair followed by the dean. In lieu of this annual review, and if not applying for promotion, every six years senior lecturers and master lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department followed by the chair and dean.
    - c. For clinical associate professors and clinical professors, the annual review is conducted by the chair followed by the dean. In lieu of this annual review, and if not applying for promotion, every six years clinical associate professors and clinical professors will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department followed by the chair and dean.
    - d. For faculty of practice (any rank) the annual review is conducted by a committee consisting of tenured members of the department followed by the department chair and dean.
  2. For lecturers, faculty of practice, and clinical assistant professors and for all nontenure-track faculty undergoing an in-depth sixth-year evaluation, the departmental committee recommends to the chair one of the following actions:
    - a. That the faculty member be offered an additional annual contract.
    - b. That the faculty member not be reappointed, that is, not be offered an additional annual contract.
  3. A copy of the committee's recommendation shall be supplied to the faculty member.

4. Considering the written recommendation of this committee (in case section 2.b. above applies), the performance of the faculty member, and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or nonreappointment of each individual nontenure-track faculty member and provides the faculty member with a copy of the recommendation.
5. Considering the recommendations of the departmental committee (in case section 2.b. above applies) and of the chair, as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual nontenure-track faculty member and notifies each faculty member of this decision. If the decision is not to reappoint the faculty member, the dean provides the faculty member and the provost and vice president for academic affairs with a copy of the decision letter.
  - a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
  - b. Notice of the dean's decision concerning reappointment or nonreappointment of nontenurable faculty members shall be according to the following schedule:
    1. Not later than March 1 of the first academic year of service.
    2. Not later than December 15 of the second or subsequent academic year of service.

# Academic Rank and Criteria for Ranks

**NUMBER:**

1410

**APPROVED:**

June 12, 1980; Revised February 24, 1984; Revised June 20, 1985; Revised December 13, 1988; Revised September 27, 1990; Revised March 11, 1991; Revised April 9, 1992; Revised April 8, 1993; Revised April 10, 1997; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2001; Revised December 14, 2001; Revised April 12, 2002; Revised June 14, 2002; Revised December 12, 2003; Revised September 22, 2006; Revised June 15, 2007; Revised December 7, 2007; Revised September 17, 2009; Revised April 8, 2010; Revised April 4, 2012 (eff. 5/1/12); Revised December 6, 2012 (eff. 1/1/13); Revised September 26, 2013; Revised September 18, 2014; Revised June 9, 2016 (eff. 7/1/16); Revised June 8, 2017 (eff. 7/1/17)

## I. Board of Visitors Policy and Criteria for Academic Rank (Tenure-track Faculty)

A. Full-time faculty members holding the following academic ranks are eligible to be considered for tenure after a suitable probationary period, and time at Old Dominion University in these ranks is counted toward the probationary period unless procedures for reduction in the probationary period are followed (see Policy on Initial Appointment of Teaching and Research Faculty).

1. Professor - This rank is one of the highest honors that the University can bestow.

a. Professors are teacher-scholars of genuinely national standing who have made recognized contributions to the University and to their disciplines. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding research and scholarly activity in their fields of specialization, and to have been pre-eminent in professional service. Except under most unusual circumstances, the highest terminal degree in the field is required.

2. Associate Professor - Appointment or promotion to the rank of associate professor is an honor based on demonstrable performance.

a. Criteria include an established high quality of performance in teaching, research, and service and pre-eminence in at least one of these areas. Except under most unusual circumstances, the highest terminal degree normally attainable in the field is required.

3. Assistant Professor - Appointment or promotion to the rank of assistant professor is the usual rank upon initial hiring.

a. Criteria – This rank usually requires the highest terminal degree normally held in the field or its clear equivalent. Evidence of promise in teaching, research, and service is required. Faculty members holding the rank of assistant professor may be considered for tenure only if promotion to associate professor is simultaneously considered.

## II. Board of Visitors Policy and Criteria for Academic Rank (Nontenure-track Faculty)

A. Full-time faculty members holding the following ranks are not eligible for tenure, but time at Old Dominion University in these ranks may be counted as part of the probationary period for tenure, except as noted in paragraph 1.a. below. No more than 35% of faculty can be non-tenure-track faculty, and no specific academic college should employ more than half of its faculty as non-tenure-track faculty.

1. Instructor - Appointment to the rank of instructor is based on evidence of promise in teaching. Instructors normally hold master's degrees in their areas of specialization. There are three types of instructors at Old Dominion University:

a. Faculty members normally lacking the highest terminal degree who are employed to teach undergraduate courses, usually on the freshman and sophomore levels -- They normally receive annual appointments for a period of three years, but in exceptional circumstances they may be reappointed for a maximum of three additional annual contracts. They must be informed in writing at the time of the original



- appointment that their positions are not permanent and that they will not be eligible to be considered for tenure.
- b. Instructors who are terminal degree candidates – Candidates for a terminal degree may be given annual appointments as instructors if they can provide evidence that they will complete all requirements for the terminal degree within the first year of teaching at Old Dominion University. An instructor in this category who completes this work, and whose department recommends reappointment, is given a second annual contract as an assistant professor and is eligible for tenure at the end of the usual probationary period. An instructor in this category who completes all degree requirements during the first semester at Old Dominion University is given the title of assistant professor for the second semester. An instructor in this category who does not complete all requirements for the terminal degree within the first year of employment is normally not reappointed for a second year, but a second annual contract as instructor may be granted with the approval of the chair, dean and provost and vice president for academic affairs; if all requirements for the degree are completed within the second year, the instructor is promoted to the rank of assistant professor. If all degree requirements are not completed during the second year, a third and terminal contract as instructor may be granted but the faculty member is not eligible for consideration for promotion or tenure.
  - c. Tenure-track, master's-level instructors -- In certain professional departments in which the master's degree is the terminal degree, faculty members who have three years or less of full-time teaching experience at the college level are normally appointed initially to the rank of instructor. Such faculty members are eligible for promotion to the rank of assistant professor after two years in the instructor's rank on the recommendation of the chair and dean and on the approval of the provost and vice president for academic affairs. In exceptional cases, where professional experience is clearly demonstrated, the requirement of prior experience may be waived with the approval of the chair, dean, and provost and vice president for academic affairs.
2. The following full-time academic ranks do not carry tenure, but if a faculty member who has held one of these ranks is subsequently appointed to a tenure-track position as described in section I.A., time spent at Old Dominion University in one of these ranks may be counted as part of the probationary period for tenure.
    - a. Visiting professor - This rank is reserved for scholars of distinction who agree to come to the University for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of a full professor are required.
    - b. Visiting associate professor - This rank is reserved for scholars of distinction who agree to come to the University for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an associate professor are required.
    - c. Visiting assistant professor - This rank is reserved for scholars of distinction who agree to come to the University for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an assistant professor are required.
  3. The following academic ranks do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. All appointments and reappointments are contingent upon available funding.
    - a. Assistant instructor - This is a full-time rank requiring at least a bachelor's degree in the area of specialization. Except under unusual circumstances, assistant instructors do not teach courses carrying degree credits.
    - b. Lecturer - This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required.
    - c. Senior lecturer - This is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.
    - d. Master Lecturer – This is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of superior performance in teaching and professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of senior lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional or

- leadership role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.
- e. Faculty of Practice - Faculty of practice are appointed at the rank of professor, associate professor, or assistant professor. Such appointments are generally made for a specified term and do not lead to tenure or promotion during the specified term. A faculty of practice appointment may be for a term of one to three years and may be renewable under exceptional circumstances. Faculty members in such positions may be employed to work on a specific project or series of projects that could involve teaching, research or service or some combination of these activities. If used in teaching, they need to meet all University credential requirements. Employment of such faculty in project-related positions may be limited by the funds available. Faculty of practice may serve on some University-wide committees and, depending on college and department policies, may serve on some department and college committees. They cannot vote on appointments, retention, promotion, or tenure of faculty. Initial appointment or reappointment of faculty of practice must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. A tenure-track faculty member who is denied tenure shall not be eligible for a faculty of practice appointment for five years after being denied tenure. Faculty of practice appointments should not exceed 10% of the total number of tenured/tenure-track positions in a college.
  - f. Intercollegiate coach - This is a full-time rank normally requiring a master's degree and a record of demonstrated performance in the area of specialization. Persons holding this rank devote half time or less to the instruction of credit students. These positions are normally funded from both Commonwealth and non-Commonwealth sources.
  - g. The University supports the involvement of distinguished practitioners from many disciplines and fields as academics as a means to enrich the experiences of students. Examples of such practitioners are as follows.
    1. Artist-in-residence - The holder of this position is a distinguished practitioner of the fine arts, employed either full time or part time by the University. In most cases, an artist-in-residence devotes half time or less to the instruction of credit students. The rest of the time, for a full-time faculty member, is devoted to noncredit course work and other public service activities; to unstructured instruction to University students; to professional service to the community; and to any combination of these activities. The main criterion for reappointment is pre-eminence in an artistic field, and the normal academic credentials, such as advanced degrees or experience in university teaching, are not necessarily required.
    2. Performer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a distinguished practitioner of the performing arts whose service to the University and the community may include performances available to the University community and to the region.
    3. Writer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a creative writer of distinction.
  - h. Research Faculty
    1. Research professor - Faculty members in this position, which may be either full time or part time, are devoting most of their efforts to research and are normally not teaching more than one course a semester. These positions are normally funded from non-Commonwealth funds. A research professor must meet the research criteria demanded of a full professor in the relevant department.
    2. Research associate professor - This position has the same credentials and expectations as that of research professor except that designation at this rank must also meet the research criteria for appointment to the rank of associate professor in the department(s) to which the research associate professor is attached.
    3. Research assistant professor - This position has the same credentials and expectations as that of research associate professor except that this designation must also meet the research criteria for assistant professor in the department(s) to which the research assistant professor is attached.
    4. Personnel with the title of research professor, research associate professor and research assistant professor may chair doctoral and master's committees provided they are certified as graduate faculty. Research personnel are subject to all University, college and department policies and procedures governing graduate teaching, program implementation, and oversight of graduate

- research and must undergo the same formal academic review and graduate certification review as required of tenured and tenure-track faculty members.
5. Research associate - This position has the same characteristics as that of research assistant professor except that those holding it meet the criteria for instructor in the department(s) to which they are attached.
  6. Postdoctoral Research Associate - This position is generally reserved for a person who has recently completed his or her doctoral degree. While the primary employment activity will be research related, some teaching may be allowed. In general, these positions are funded through non-Commonwealth funds.
- i. Clinical Faculty
    1. Clinical Professor – Faculty members in this position are devoting most of their time to clinical teaching, supervision and service. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding scholarly activity in their fields of specialization, and to be pre-eminent in professional service. Recognition at the national or international level for teaching, service and scholarly accomplishments is required.
    2. Clinical Associate - Faculty members in this position are devoting most of their time to clinical teaching, supervision and service. Criteria include an established high quality performance in teaching and service and pre-eminence in at least one of these areas. The candidate is expected to have scholarly accomplishments with a demonstrated or emerging prominence in his or her field at the state, regional, national or international level as appropriate.
    3. Clinical Assistant - This position requires a terminal degree. Faculty members in this position are devoting most of their time to clinical teaching, supervision and service. Evidence of promise in teaching, scholarly work, and service is required.
    4. Personnel with the title of clinical professor, clinical associate professor and clinical assistant professor may chair capstone projects in their clinical fields provided they are certified as graduate faculty. Clinical personnel are subject to all University, college and department policies and procedures governing graduate teaching, program implementation, and oversight of graduate research and must undergo the same formal academic review and graduate certification review as required of tenured and tenure-track faculty members.
  - j. Adjunct Faculty
    1. Adjunct professor - This rank is awarded to persons engaged in part-time teaching or special services who meet the criteria demanded of a full professor in the department(s) to which they are attached.
    2. Adjunct associate professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for associate professor in the department(s) to which they are attached.
    3. Adjunct assistant professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for assistant professor in the department(s) to which they are attached.
    4. Adjunct instructor - This position is held by part-time faculty members who meet the criteria established for instructor in the department(s) to which they are attached.
    5. Adjunct assistant instructors - This position is held by part-time faculty members who meet the criteria established for assistant instructor in the department(s) to which they are attached.
    6. Adjunct clinical faculty, adjunct community faculty - The titles adjunct clinical faculty or adjunct community faculty (as appropriate), with their respective ranks, may be awarded to persons engaged in part-time teaching or special services relating to the practical instruction of students, and who meet the professional and academic criteria for those ranks established in the department(s) to which they are attached. These titles pertain to persons who are not normally paid a salary by the university, but who supervise activities designed to give students practical experience in a given profession.
  - k. Other - The president may recommend to the Board of Visitors the establishment of other nontenured positions to allow the appointment of persons distinguished in their fields but not covered by any of the above.

# Policy on Conversion of a Non-Tenure Eligible Position to a Tenure-Eligible Position

## I. Purpose

The purpose of this policy is to establish a uniform procedure, including criteria, for the colleges and departments/schools to follow when addressing the issue of the conversion of current faculty from non-tenure eligible to tenure-eligible positions and appointment to the academic rank of assistant, associate or full professor. The intent of the policy is to provide guidance for these actions that is consistent with the policy on Academic Rank and Criteria for Ranks. Conversion from a non-tenure eligible to a tenure-eligible position cannot be used to support recommendation for promotion or salary adjustment.

## II. Criteria

If a faculty member who is appointed in a non-tenure eligible position meets the criteria listed below, he/she may be considered for conversion to a tenure-eligible position and appointment to the rank of assistant, associate or full professor.

1. Must have been appointed to current position after a national search.
2. Must have been appointed as a full-time faculty member for at least one academic year in a non-tenure eligible position.
3. Must have a terminal degree in the field or its clear equivalent from an accredited institution of higher education that supports the individual's role as a teaching and research faculty member.
4. Must provide evidence of demonstrated success in current teaching and research performance and positive evaluation of future potential necessary to meet the criteria for tenure and promotion at Old Dominion University, as evaluated by the department/school and college.
5. A current faculty member in a non-tenure eligible position can request conversion to a tenure-eligible position that is below, at the same or higher rank than their current rank. For example, a research associate professor can seek conversion to a tenure-track assistant, associate or full professor. Selection of the post-conversion rank should be discussed with the department chair and dean and the vice president for research (if applicable).

## III. Application, Review, Recommendation, and Approval Procedures

Faculty who are appointed in non-tenure eligible positions who meet the criteria for conversion to a tenure-eligible assistant, associate, or professor position should discuss the matter with their department/school chair and dean. In the case of research faculty with an appointment in a research center, this process should also be discussed with the center director and needs approval from the relevant chair and dean as well as the vice president for research for faculty in research centers that do not reside in an academic college. Base funding for the converted position must be identified and committed before an application is considered.

Prior to moving an application for conversion forward, the dean will confirm that the candidate meets all the qualifications for the requested position and provide the following information in his/her recommendation: (i) demonstrated need for a tenure-eligible faculty in the department/school, (ii) justification for conversion instead of conducting a national search for the position, (iii) impact of the conversion on teaching workload and/or research productivity in the department/school and college, (iv) availability of funds in the department/school/college to support the position, (v) a statement that all conversion eligible faculty in the department/school with pertinent background and expertise were given the opportunity to apply, (vi) a statement that the applicant has been informed that if his/her application is successful he/she must remain in rank for at least four years before being considered for tenure and/or promotion, and (vii) an acknowledgment that approval of the conversion request does not mean that the department/school or college will receive an additional non-tenure track position as a replacement for the converted position.

The guidance and procedure outlined below should be followed in the preparation and submission of the application for conversion.

1. The application for conversion to a tenure-eligible position and appointment as an assistant, associate, or full professor must include the following materials: a current vita, a personal statement, a teaching portfolio that includes courses taught and student course evaluation data, and copies of scholarly work completed within the past five years.

2. Faculty whose terminal degree is not awarded in their teaching discipline must present documentation, as part of their application, that demonstrates that the degree and program of study is the clear equivalent of a terminal degree in the field/discipline.
3. With one exception, the normal procedures, as outlined in the Teaching and Research Faculty Handbook policy on Academic Rank and Criteria for Ranks, are followed for consideration of appointment to assistant, associate or full professor, which are tenure-eligible academic ranks. The exception is the addition of external reviews of current research and research potential.
4. Three external individuals identified by the department/school chair shall be invited to provide recommendations on the applicant's record of current research/creative work and future potential. These reviews shall be submitted by the reviewers to the department/school chair.
5. The review and approval process for the application to convert a faculty position from a tenure ineligible to tenure eligible position shall be as follows. Approval is required at each level for the review process to continue.
  - a. The department/school promotion and tenure committee reviews the application, including the external reviews, for conversion to tenure-eligible status and submits its recommendation to the department/school chair.
  - b. The department/school chair reviews the complete set of application materials and the department/school promotion and tenure committee recommendation and submits a recommendation along with the application materials to the college promotion and tenure committee.
  - c. The college promotion and tenure committee reviews the application materials and prior recommendations and submits the application and its recommendation to the college dean.
  - d. The college dean reviews the application materials and all prior recommendations and submits them with a recommendation to the provost and vice president for academic affairs.
  - e. The provost and vice president for academic affairs reviews the application materials and all previous recommendations and makes a final decision on the conversion to tenure-eligible status, informing the candidate, department/school chair, college dean, and the president.
  - f. If approved, the conversion shall be effective with the beginning of the next academic year.

- Approved by the provost and vice president for academic affairs

July 1, 2003

Approved by the President and

Revised May 17, 2004

Revised July 9, 2018

Revised May 26, 2020

# Policy on Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position

## I. Purpose

The purpose of this policy is to establish a uniform procedure, including criteria, for the colleges and departments/schools to follow when addressing the issue of the conversion of current faculty from lecturer ranks to clinical track and appointment to the rank of clinical assistant, clinical associate, or clinical professor. The intent of the policy is to provide guidance for these actions that is consistent with the policy on Academic Rank and Criteria for Ranks. Conversion to a clinical position cannot be used to support recommendation for promotion or salary adjustment.

## II. Criteria

If a faculty member who is appointed in a lecturer position meets the criteria listed below, he/she may be considered for conversion to the rank of clinical assistant, clinical associate, or clinical professor.

1. Must have been appointed as a full-time faculty member for at least one academic year.
2. Must have a terminal degree in the field or its clear equivalent from an accredited institution of higher education that supports the individual's role as a teaching and clinical faculty member.
3. Must provide evidence of demonstrated success in current teaching and clinical practice and positive evaluation of future potential necessary to meet the criteria for promotion at Old Dominion University, as evaluated by the department and college.

## III. Application, Review, Recommendation, and Approval Procedures

Faculty who are appointed in a lecturer position who meet the criteria for conversion to a clinical assistant, clinical associate, or clinical professor position should discuss the matter with their department/school chair and dean.

Prior to moving an application for conversion forward, the dean will confirm that the candidate meets all the qualifications for the requested position and provide the following information in his/her recommendation: (i) demonstrated need for a clinical faculty in the department/school, (ii) justification for conversion, (iii) a statement that the applicant has been informed that if his/her application is successful he/she must remain in rank for at least four years before being considered for another promotion, and (iv) an acknowledgment that approval of the conversion request does not mean that the department/school or college will receive an additional lecturer position as a replacement for the converted position.

The guidance and procedure outlined below should be followed in the preparation and submission of the application for conversion.

1. The application for conversion to a clinical faculty position must include the following materials: a current vita, a personal statement, a teaching portfolio that includes courses taught and student course evaluation data, and documented expertise in clinical instruction or professional practice as recognized by peers.
2. Faculty whose terminal degree is not awarded in their teaching discipline or on the SACS approved list for the discipline must present documentation, as part of their application, that demonstrates that the degree and program of study is the clear equivalent of a terminal degree in the field/discipline.
3. The review and approval process for the application to convert a faculty position from a lecturer position to a non-tenure eligible clinical position shall be as follows. Approval is required at each level for the review process to continue.
  - a. The department/school promotion and tenure committee reviews the application for conversion to clinical rank and submits its recommendation to the department/school chair.
  - b. The department/school chair reviews the complete set of application materials and the department/school promotion and tenure committee recommendation and submits a recommendation along with the application materials to the college promotion and tenure committee.
  - c. The college promotion and tenure committee reviews the application materials and prior recommendations and submits the application and its recommendation to the college dean. The representative from the conversion candidate's department/school will participate in deliberations in the candidate's case but will not cast a vote.
  - d. The college dean reviews the application materials and all prior recommendations and submits them with a recommendation to the provost and vice president for academic affairs.

- e. The provost and vice president for academic affairs reviews the application materials and all previous recommendations and makes a final decision on the conversion to non-tenure eligible clinical faculty status, informing the candidate, department/school chair, college dean, and the president.
- f. If approved, the conversion shall be effective with the beginning of the next academic year.

-Approved by the president  
July 9, 2018  
Revised March 4, 2019  
Revised May 26, 2020

# Tenure-Track Positions Funded by Research Centers

**NUMBER:**

1422

**APPROVED:**

December 7, 2007

Base funding for research centers from the Commonwealth for tenure-track faculty positions presents an opportunity for the university to enhance both the research center and the departments and colleges in which these faculty are located. Clearly stated expectations of these faculty members, by both the research center and the department, are essential. To that end, there must be constant and clear communications between the director of the research center and the chair of the academic department. These two individuals must work collaboratively to optimize the arrangement and to make sure the faculty member in the position is treated fairly. Ideally, this communication should begin before the position is advertised.

The following principles will guide these appointments.

1. One or more tenure-track faculty positions may be funded in a given department by mutual agreement of the vice president for research and the provost and vice president for academic affairs.
2. The salary and fringe benefits for the position will be funded by the research center.
3. The faculty member will be a full member of their academic department subject to all departmental policies.
4. The faculty member must have a research focus related to the research center's goals.
5. The department chair and research center director will meet at least once a year to assign the faculty member's teaching, research, and service duties. Due diligence will be given to meeting the needs of both the department and research center.
6. The research center director will submit to the chair an annual report of the faculty member's activities in advance of the annual evaluation. After receiving the research director's annual evaluation of the faculty member, the university policies and procedures on reappointment, promotion and tenure will be in effect and followed as outlined in the Faculty Handbook.
7. If the department chair and director do not agree on performance of the faculty member, the dean, vice president for research and provost and vice president for academic affairs will determine how to resolve the situation in consultation with all involved.



# Eminent Scholars

The eminent scholars designation has been established in order to recognize faculty members of unusual merit and service to the university. Only faculty members holding the rank of full professor at Old Dominion University for a minimum of three years may be considered for this honor. Only when eminent scholar status is considered as a part of the initial appointment process may this requirement be waived. A select number of full professors may be designated as eminent scholars.

## A. The Committee

1. The Eminent Scholars Committee shall be comprised of one eminent scholar from each college, selected by the college promotion and tenure committee, plus one eminent scholar chosen by the Faculty Senate in order to reflect the affirmative action goals of the university. If a college has only one eminent scholar who is ineligible to serve due to a conflict of interest, then the dean and full professors of that college can select a representative from among the eminent scholars from any college. The eminent scholar selected must not have been selected to represent his or her college and have no known conflict of interest that would impair or call into question his or her impartiality in evaluating the nominees. It is recommended that each eminent scholar will serve on the committee for one three-year term. No dean, associate dean, assistant dean or department chair shall attend, be a member or participate in the deliberations of the Eminent Scholars Committee. The committee will select its own chair, and deliberations shall remain confidential.
2. Before an eminent scholar participates in committee reviews, he or she must be evaluated by the dean for actual or potential conflict of interest with any applicant based on the following:
  - Is a close relative (e.g., spouse, minor child, sibling, or parent) or partner;
  - Is a close professional associate or other colleague and/or has a financial interest in the outcome of the applicant's review;
  - Acts as an officer, director, member, owner, trustee, expert, advisor, consultant (with or without compensation), or employee of the applicant or other organization that would be affected by his or her decision;
  - Negotiating or has an arrangement for prospective employment with an applicant or other organization that would be affected by his or her decision; and
  - Conducting research or other professional activities with an applicant or has done so within three years of the review date.
3. The Committee will be convened by the provost and vice president for academic affairs by November 1. At that time, the provost and vice president for academic affairs will brief the committee about its responsibilities and duties. The committee will elect its own chair and set its agenda.

## B. Nomination Process

1. Nomination will be by any tenured faculty member in the nominee's discipline. The nomination must be a written letter that highlights the applicant's qualification for the designation and submitted to the department chair and dean no later than September 15.
2. The chair, in cooperation with the applicant and tenured faculty in the relevant department or school, solicits names of suitable external reviewers. When the chair is a nominee for the designation, the department/school tenured faculty and the chair as the applicant, in cooperation with the chair of the college promotion and tenure committee or his/her designee, will select the external reviewers.
  - a. External reviewers are expected to be distinguished experts in the applicant's field or disciplines with national/international accomplishments and reputations. A minimum of five such letters shall be sought and submitted along with the review letters. Care should be taken to select reviewers who can form independent evaluations and judgments. Reviewers should meet the same criteria for eligibility as Eminent Scholar Committee members as specified in section A.2. Further, external review letters shall remain confidential.
  - b. The chair convenes the department/school committee composed of all department/school tenured faculty by October 1 and ensures that complete application packets are available for their review to be completed by November 15. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three.
  - c. If the department/school chair is a nominee, the convening of the department/school committee and the secret balloting will be conducted by the chair of the college promotion and tenure committee or his/her designee.

3. The department/school committee shall conduct a secret ballot on the nomination no later than November 15. The department/school review letter shall specifically address the following: evidence of the candidate's sustained focused scholarly publication record or stature in the creative arts that substantiates a national reputation as a scholar in the discipline, the substance of the external reviews, and the quality of the external reviewers.
  - a. The chair shall complete an independent evaluation and submit it, the department/school review letter and vote, and the credentials to the dean by December 1. When the department or school chair is the nominee, the evaluation shall be conducted by the chair of the college promotion and tenure committee or his/her designee.
  - b. The dean of the college shall evaluate the credentials and submit an independent evaluation and the faculty member's credentials and review letters to the committee via the Provost's Office by January 15.
  - c. The provost and vice president for academic affairs ensures all application packets are complete and shall make these available electronically to the committee, and notify the committee when these are available for their review by February 1. The committee may, by an affirmative vote of at least five members, recommend designation to the provost and vice president for academic affairs.
  - d. The Eminent Scholars Committee shall complete its review by March 1 and submit its recommendations to the provost and vice president for academic affairs.
  - e. The provost and vice president for academic affairs will make the final designation no later than April 15.<sup>1</sup> If eminent scholars announce their retirement after the process has begun, these vacancies will remain unfilled until the next year's cycle.

#### C. Criteria

Nominees shall have met the following criteria:

1. Service in the rank of full professor at Old Dominion University for a minimum of three academic years. Only when eminent scholar status is considered as a part of the initial appointment process may this requirement be waived.
2. A scholarly publication record or stature in the creative arts which will have clearly established a national reputation as a scholar in the nominee's discipline. Scholarly publications are recognized as those that have received peer review or have been otherwise recognized and critiqued by authorities in the discipline. A consistent pattern of scholarly contributions, invited chapters, scholarly books, invited lectureships, prestigious academic honors, officer positions in the individual's discipline, editor of multi-authored books, organizer or coordinator of symposiums and other similar examples would represent evidence that an individual is a contributing scholar of note to his or her discipline. It is expected that an individual meriting eminent scholar designation will have a long and consistent record of achievement in at least several of the above-noted categories. Moreover, the individual should be one who is easily recognized by other eminent authorities in the discipline, with positive comments on his or her work. It is also important to note that new works in the discipline frequently cite the individual's contributions. His or her scholarly contributions or artistic achievements should at some time or other have been a benchmark, reflecting evolution of the discipline.
3. Substantial success in obtaining external funding for research - in those disciplines in which such success is expected; and positive evaluations by scholars external to the university who will have been solicited by the department/school chair.
4. Only in exceptional cases can a candidate for a faculty position at the university be considered for eminent scholar status. Such candidates must be exceptional scholars in their disciplines, have held the rank of full professor for a minimum of three years and receive endorsements and approval from the tenured department faculty, department chair, dean and a majority of members of the university's Eminent Scholars Committee.  
Designation of persons as eminent scholars upon their initial appointment to the university can be made by the provost and vice president for academic affairs after recommendation by the Eminent Scholars Committee, based upon the procedures and using the criteria specified above.

#### D. Preparation of Application Packets

1. Candidates are responsible for providing sufficient materials to enable the department colleagues and chair, the dean, and the Eminent Scholars Committee to decide whether they meet the criteria. In addition to an up-to-date curriculum vitae, a letter from the candidate should explain why he or she merits this honor and what is being provided to document the request for designation as eminent scholar. Five external reviews by nationally-recognized experts testifying to the national and international reputation of the body of the candidate's

---

<sup>1</sup>See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

work should be solicited independently by the department chair. The candidate is encouraged to solicit additional letters of this kind. A curriculum vitae from each expert should be included. Candidates should provide copies of works (refereed articles, monographs, books, etc.) regarded as representative of their most important contributions over time. Citations, reviews, and information such as awards, invited lectures, and organized symposia or conferences should also be included as evidence of a broad recognition of the importance of the works. Quality of publications-judged by eminent presses and journals, letters, etc.-outweighs quantity in the judging process. No updates may be added after the department/school review is submitted.

2. Nomination materials should be organized into proper categories, e.g., books, book chapters, peer reviewed journal articles, etc., and properly referenced in the applicant's supporting documents. National/international scholarly and/or creative works must be in a clearly identified and separate category on the vitae and other supporting materials. Each applicant's nomination material will be stored on DVD or password-protected drive that will allow committee members 24/7 access for review.

- Approved by the president

December 12, 2003

Revised May 28, 2009

Revised December 17, 2010

Revised October 30, 2015

# University Professors

## I. Policy

- A. The designation of University Professor has been established in order to recognize faculty members at the University who are outstanding teachers at the undergraduate level. Only tenured faculty members will be considered for this honor. Designated faculty members will hold the title permanently, be so identified in University publications, and will receive an annual monetary award of discretionary funds to support their professional development for the four years following their appointment. The names of all University Professors will be engraved on a plaque to be prominently displayed at the University. Faculty holding the designation of University Professor may not be reappointed.

## II. Procedure

- A. Nomination will be in writing by a tenured departmental colleague in the nominee's discipline by September 1.
  1. The chair of the department shall provide the full nomination packet to the department tenured faculty prior to the ballot, and the chair of the department promotion and tenure committee shall conduct a secret ballot of all tenured members of the department/school and submit the vote with the nomination. Upon affirmation of a majority of those voting, the chair shall forward the nomination(s) to the dean.
  2. The dean of the college shall evaluate the credentials and submit the names of no more than 10% of the tenured faculty in their college for nomination to the University Professors Committee.
  3. The University Professors Committee shall normally be comprised of one tenured faculty member from each college who holds the designation of University Professor as selected by the College Promotion and Tenure Committee. The University Professors Committee may, by an affirmative vote of at least four members, recommend designation to the provost and vice president for academic affairs who will make the final designation not later than January 1 for the next year.
- B. Criteria
  1. Each nominee shall ordinarily teach a minimum of three undergraduate courses per year for at least the past three years.
  2. Faculty nominated for consideration as University Professors shall have a record of superior accomplishment in teaching. The nominee shall document this record with evidence such as results of student opinion surveys, peer evaluation, statements from former students, and other relevant information.
    - a. The nomination packet shall include:
      1. Personal statement by the person nominated describing general teaching philosophy [maximum two pages double spaced].
      2. Documentation of teaching innovations.
      3. Additional documentation such as a current Portfolio Review is required.
      4. Curriculum vitae with priority given to activities and awards that focus on teaching [maximum two pages].
      5. Professor's teaching log listing courses taught in the last five years with number of students, numerical student opinion surveys for the last five years, grade distributions from the last three years, and all student comments for the last three years.
      6. In addition to the nomination letter, no more than four letters of support with at least two written by former students who have graduated from the University. The other two may come from persons in the community of his or her profession including former students [maximum 12 pages]. All letters should be solicited by and sent to the nominator not the nominee.

- Approved by the president  
December 12, 2003  
Revised May 17, 2004  
Revised May 12, 2005  
Revised March 18, 2011

# University Distinguished Teachers

## I. Policy

- A. The designation of University Distinguished Teacher has been established in order to recognize faculty members at the University who are outstanding teachers at the undergraduate level. Only full-time non-tenure-track and non-tenured faculty members will be considered for this honor. Designated faculty members will hold the title permanently, be so identified in University publications, and receive an annual monetary award of discretionary funds to support their professional development for the four years following their appointment. The names of all University Distinguished Teachers will be engraved on a plaque to be prominently displayed at the University. Faculty holding the designation of University Distinguished Teacher are not eligible to be re-nominated for the award.

## II. Procedure

- A. Nomination will be in writing by a departmental colleague in the nominee's discipline by September 1.
  1. The chair of the department/school shall provide the full nomination packet to the department/school full-time faculty prior to the ballot, and the chair of the department shall conduct a secret ballot of all full-time members of the department/school and submit the vote with the nomination. Upon affirmation of a majority of those voting, the chair shall forward the nomination(s) to the Dean.
  2. The Dean of the college shall evaluate the credentials and submit the names of no more than 10% of the full-time non-tenure-track and non-tenured faculty in their college for nomination to the University Distinguished Teacher Committee.
  3. The University Distinguished Teacher Committee shall normally be comprised of one full-time faculty member from each college who holds the designation of University Professor or University Distinguished Teacher as selected by the College Promotion and Tenure Committee. The University Distinguished Teacher Committee may, by an affirmative vote of at least four members, recommend designation to the Provost and Vice President for Academic Affairs who will make the final designation not later than January 1 for the next year.
- B. Criteria
  1. Each nominee shall ordinarily teach a minimum of three undergraduate courses per year for at least the past three years.
  2. Faculty nominated for consideration as University Distinguished Teachers shall have a record of superior accomplishment in teaching. The nominee shall document this record with evidence such as results of student opinion surveys, peer evaluation, statements from former students, and other relevant information.
    - a. The nomination packet shall include:
      1. Personal statement by the person nominated describing general teaching philosophy [maximum two pages double spaced].
      2. Documentation of teaching innovations and of a scholarly approach to teaching and learning.
      3. Portfolio reviews for the last three years are required.
      4. Curriculum vitae with priority given to activities and awards that focus on teaching [maximum two pages].
      5. Faculty member's teaching log listing courses taught in the last three years with number of students, student opinion surveys for the last three years, and grade distributions from the last three years.
      6. In addition to the nomination letter, no more than four letters of support with at least two written by the nominee's former students who have graduated from the University. The other two may come from persons in the community of his or her profession including former students [maximum 12 pages]

- Approved by the president  
December 18, 2012

# Guidelines for Named Chairs

**NUMBER:** 1406

**APPROVED:** June 15, 2004; Revised December 4, 2014 (eff. 1/1/15)

## I. Statement of Purpose and Expectations

The purpose of the award of a named chair is to recognize and give support to a full professor who has demonstrated sustained excellence in research and teaching and will significantly contribute to the University. The holder of a named chair is a person of national stature.

The recipient must have a distinguished record of accomplishments in his/her field, as indicated variously by research, publication, external funding, creative endeavors, awards and honors, and leadership positions in professional organizations. The holder of a named chair will meet all requirements (or equivalents) for the rank of full professor. Named chairs serve as models of professional accomplishment and commitment to the mission of the University. Appointments to named chair positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named chair shall receive a document from the Dean, with input from the department/school chair or center director where appropriate, outlining research expectations over the next five years.

The named chair will hold a tenured, full-time faculty appointment or senior research appointment at the level of full professor. Normally, named chairs do not hold administrative posts such as department chair, Dean, or Provost.

## II. Selection Procedures

- A. The selection and appointment procedures followed shall be fully consistent with the institution's promotion and tenure policies and other applicable personnel policies.
- B. If candidates for the named chair are sought by a national search, they may be nominated or apply. If no national search is held, candidates may be nominated by college Deans, the Provost or the President.
- C. When an external candidate is an applicant for the named chair, the candidate must be reviewed for appointment according to the usual procedures and criteria of the department/school/college in which the appointment will be made.
- D. The college Dean shall forward nominations for named chairs with his/her recommendation to the Provost. The nomination must include the following.
  1. A letter stating the rationale for the nomination and addressing the criteria for the named chair.
  2. The nominee's curriculum vitae.
  3. A narrative description of the nominee's record of accomplishments meriting the appointment.
  4. A statement of the perceived relation of the appointment to achieving the University's mission and goals and strategic plan.
  5. A brief statement of the nominee's interests, the future direction of his/her pursuits, and perceived benefits to the University, college and department/school.
  6. The Dean should provide an indication of the expected financial commitment.
- E. The Provost shall call a meeting of the Named Chair Selection Committee whose membership includes:
  1. Provost, who will serve as committee chair
  2. Vice President for Research
  3. Vice Provost for Academic Affairs
  4. Three top scholars to be named by the President
  5. Donor or a representative, if the donor chooses to participate
- F. The Named Chair Selection Committee reviews the nominations and supporting materials and sends a recommendation to the President.
- G. The President reviews all supporting materials and makes a recommendation to the Board of Visitors for final approval of the appointment.

# Guidelines for Named Professorships

**NUMBER:**

1407

**APPROVED:**

June 15, 2004; Revised December 4, 2014 (eff. 1/1/15)

## **I. Statement of Purpose and Expectations**

The purpose of the award of a named professorship is to recognize and provide support to an Old Dominion University faculty member who has exhibited sustained excellence in teaching and/or research as well as a continuing, exemplary commitment to the University.

Appointments to named professor positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named professor shall receive a document from the Dean, with input from the department/school chair or center director where appropriate, outlining research, teaching, and service expectations over the next five years. The recipient will serve as a model of professional accomplishment and commitment to the mission of the University.

The recipient must hold a full-time faculty or senior research appointment at Old Dominion University.

## **II. Selection Procedures**

The selection and appointment procedures will be as follows.

- A. The candidate will be recommended by the department's Promotion and Tenure Committee.
- B. The college Dean will forward the nomination and his/her recommendation to the Provost along with:
  - 1. A letter stating the rationale for the nomination and addressing the criteria for the named professorship.
  - 2. The nominee's curriculum vitae.
  - 3. A narrative description of the nominee's record of accomplishments meriting the appointment.
  - 4. A statement of the perceived relation of the appointment to achieving the University's mission and goals and strategic plan.
  - 5. A brief statement of the nominee's interests, the future direction of his/her pursuits, and perceived benefits to the University, college and department/school.
  - 6. The Dean should provide an indication of the expected financial commitment.
- C. The Provost will consult the Named Chair Committee and recommend to the President who will make a recommendation to the Board of Visitors for final approval of the appointment.

# Emeritus/Emerita Appointments

**NUMBER:**

1441

**APPROVED:**

September 28, 1972; Revised August 30, 1990; Revised April 12, 2002; Revised April 7, 2006; Revised June 13, 2008; Revised April 8, 2010; Revised December 3, 2015 (eff. 1/1/16)

## **I. Emeritus/Emerita Appointments for Tenured Faculty**

- A. The title "emeritus/emera" shall be granted only by the Board of Visitors. The title of emeritus/emera is granted in recognition of dedicated and meritorious service at Old Dominion University and entitles its holders to commensurate rights and privileges.
- B. Eligibility for the titles of professor emeritus/emera and associate professor emeritus/emera shall be limited to full-time tenured faculty upon their retirement.
- C. Administrative officers who hold faculty rank and tenure, except for the president, may be named "emeritus/emera" upon retirement. The Board of Visitors may in its discretion award the title of "president emeritus/emera" to a former president upon his or her retirement from the university or departure from the position. The president emeritus/emera may, with the approval of the Board of Visitors, continue to serve the university after retirement or departure from the position. Responsibilities of the president emeritus/emera may include teaching and consulting as well as activities that carry forward the name and reputation of the university.
- D. To be eligible for a faculty emeritus/emera appointment, a faculty member shall be recommended by his or her chair and approved by the dean, provost and vice president for academic affairs, and president, or the process may begin with the recommendation of the provost and vice president for academic affairs.
- E. Should a qualifying faculty member die before actual retirement, his or her chair may recommend him or her for posthumous emeritus/emera recognition.
- F. Each person receiving the title of emeritus/emera with faculty status will receive appropriate recognition from the university.
- G. Emeritus/emera appointments for faculty carry the following lifetime privileges.
  - 1. Use of the library as a faculty member.
  - 2. Attendance at faculty meetings (non-voting), at receptions, and at academic processions, including Commencement.
  - 3. Listing in all university publications on the same basis as active faculty.
  - 4. Receipt of all university informational bulletins that are circulated to active faculty.
  - 5. Attendance at lectures, concerts, athletic events, banquets, etc., and use of university facilities, including parking lots, on the same basis as active faculty.
  - 6. Office and laboratory space, or library study space, as available and on a temporary basis, but priority will be given to active faculty, staff and students when space is limited.
  - 7. Use of the university's email account.

## **II. Emeritus/Emerita Appointments for Non-Tenured Faculty, Librarians and Administrators**

- A. The title of emeritus/emera may also be conferred on retired non-tenured faculty, administrative officers, and librarians with continued appointment of at least 10 years who have given exemplary service to the university and who are specifically recommended by the president and approved by the Board of Visitors.
- B. To be eligible for this category of emeritus/emera appointment, a non-tenured faculty member, administrator or librarian shall be recommended by his or her supervisor and approved by the dean and/or vice president, the provost, and the president or the process may begin with the recommendation of the relevant vice president.
- C. Should a qualifying employee die before actual retirement, his or her supervisor may recommend him or her for posthumous emeritus/emera recognition.
- D. Each non-tenured faculty member, administrator or librarian receiving the title of emeritus/emera will receive appropriate recognition from the university.
- E. Emeritus/emera appointments in this category carry the following lifetime privileges.
  - 1. Use of the library as a university employee.
  - 2. Receipt of all university informational bulletins that are circulated to active employees.



3. Attendance at lectures, concerts, athletic events, banquets, etc. and use of university facilities, including parking lots, on the same basis as active employees.
4. Use of the university's email account.

## **Administrators Returning to Faculty Positions**

1. Faculty members who assume administrative positions (chair or above) will have their contracts changed to 12/10ths of the faculty salary. When they return to their faculty position, their salary will return to the original faculty salary plus an amount equal to the average adjustment to faculty compensation that accrued during the administrative appointment. The president may add a stipend to the administrative position. However, upon return to the faculty position, the stipend will not be included in the faculty salary or in its determination.
2. Faculty in administrative positions will earn research and development opportunities at the same rate as other faculty.

- Approved by the president

June 6, 1987

Revised effective January 1, 2005

# **Guidelines for Appointment and Promotion of Librarians**

**(Board of Visitors Policy, #1480)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1480.pdf>

# Tenure

**NUMBER:** 1411

**APPROVED:** June 12, 1980; Revised February 24, 1984; Revised November 19, 1987; Revised December 13, 1988; Revised September 27, 1990; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2002; Revised April 11, 2003; Revised June 14, 2005; Revised September 9, 2005; Revised September 22, 2006; Revised June 15, 2007; Revised December 7, 2007; Revised September 17, 2009; Revised April 8, 2010; Revised April 4, 2012 (eff. 5/1/12); Revised June 14, 2012; Revised September 26, 2013; Revised April 24, 2014 (eff. 7/1/14); Revised September 18, 2014; Revised April 23, 2015 (eff. 6/1/15); Revised June 9, 2016 (eff. 7/1/16); Revised June 14, 2018 (eff. 7/1/18); Revised June 13, 2019 (eff. 7/1/19); Revised June 18, 2020 (eff. 7/1/20)

## I. Purpose of Tenure

The main purposes of tenure are to protect academic freedom and to enable the University to attract and retain a permanent faculty of distinction in order to accomplish its mission. For these reasons, tenure is usually awarded only after a suitable probationary period, and the decision to award tenure is based both on the merit of the individual faculty member and on the long-term needs and mission of the department, the college, and the University.

## II. Eligibility for Tenure

- A. Only faculty members who hold the ranks of assistant professor, associate professor, or full professor are eligible to be considered for tenure. Assistant professors will be awarded tenure only if they are simultaneously being promoted to the rank of associate professor.
- B. Faculty members may be considered for tenure only once.
- C. Under certain circumstances administrative faculty holding rank in a department at the assistant professor (if promotion to the rank of associate professor is being simultaneously considered), associate professor, or full professor level may be considered for tenure, as specified by the Board of Visitors policy concerning administrative faculty.
- D. Since tenure is granted as a faculty member in an academic department or program, the award of tenure does not imply continuance in any full-time or part-time administrative position, nor does it imply continuance of any specific work assignment within or outside the department in which tenure is granted.

## III. Probationary Period

- A. The probationary period begins with the initial full-time, tenure-track appointment at Old Dominion University at the rank of instructor, assistant professor, associate professor, or full professor; only time spent in a tenure-track position at one of these ranks is counted as part of the probationary period.

Subject to agreement by the University and the faculty member, any academic year in which the faculty member was on a full-time tenure-track appointment in one of these ranks for at least one semester may be counted as one year of the probationary period.
- B. The following do not count as part of the probationary period:
  1. Time in the rank of assistant instructor, lecturer, master or senior lecturer, faculty of practice, clinical faculty, artist-in-residence, performer-in-residence, writer-in-residence, research professor, research associate professor, research assistant professor, research associate, or any part-time position.
  2. Time in appointment as an administrator, that is, in a position designated as a teaching/research administrative position or as a classified position in the state personnel system. (Time spent in a teaching and research faculty position as defined in the state personnel system will count as part of the probationary period, even if administrative responsibilities are assigned as part of that position; normally, departmental administrative positions such as chair or assistant chair will thus count as part of the probationary period.)
  3. Time in a position that involves no teaching of credit courses, for example as a teacher of children or a therapist in the Children's Learning and Research Center or as a teacher of exclusively noncredit course work.
  4. Time spent on leave of absence.
  5. Time spent on faculty exchanges (including nationally competitive fellowships) if the faculty member so chooses.

- C. A period of time, not to exceed one year,<sup>1</sup> may be excluded from the probationary period, upon the approval of the provost and vice president for academic affairs subject to the following conditions:
1. That the faculty member submits a request in writing to the department chair. The department chair and the dean shall forward the request with a recommendation to the provost and vice president for academic affairs.
  2. The request must be the result of the occurrence of a serious event. A “serious event” is defined as a life-altering situation which requires the faculty member to devote a significant fraction of each day to alleviate the impact of the event for a period greater than six weeks and less than one year. These events may include the birth of a child, adoption of a child under the age of six years, serious personal illness or care of an immediate family member, such as a parent, stepparent, child, spouse, or domestic partner.
  3. The faculty member shall provide documentation to justify the time requested and the seriousness of the event.
  4. The request shall be made no later than one year from the first day of the serious event.
  5. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.
  6. Faculty who are awarded this exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
  7. Work accomplished during the excluded period may be cited in the tenure case.
  8. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.
  9. Decisions will be made within 60 days of the receipt of the faculty member’s request by the department chair.
  10. The decision of the provost and vice president for academic affairs is final.
- D. The maximum total period for full-time probationary appointments (excluding periods not counted, see section III.B.) is six years, unless an approved extension is granted (see section III.C.). If the tenure decision is negative, a one-year terminal appointment is offered.
- E. The length of the probationary period may be reduced in any of the following instances:
1. A faculty member initially appointed to the rank of full professor may be considered for tenure in the second year of service and would be notified of a tenure decision according to the schedule in the Teaching and Research Faculty Handbook; if tenure is awarded, a tenure contract will be offered for the third year of service. In addition, the probationary period for a full professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used. (Please refer to the policy on Initial Appointment of Teaching and Research Faculty for additional information on an initial appointment with tenure.)
  2. A faculty member initially appointed to the rank of associate professor may be considered for tenure in the fourth year of service and would be notified of a tenure decision according to the schedule in the Teaching and Research Faculty Handbook. If tenure is approved, a tenure contract will be offered for the fifth year. In addition, the probationary period for an associate professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.
  3. A faculty member may apply for early consideration for tenure, if the faculty member believes that he or she has met or exceeded the expectations of quantity and quality of achievements for teaching, scholarship, research, and service needed to qualify for tenure before the end of the normal probationary time period. The criteria for the award of tenure for such faculty will be the same as for those who apply after the normal probationary time period, i.e., the total body of work must be equivalent to that expected after a normal probationary period. A faculty member who applies for early consideration for tenure and is denied tenure

---

<sup>1</sup>In case of a national, state or local emergency that prevents or seriously hinders the normal activities of faculty members for a period of several months, the University may provide the option for all tenure-track faculty members to extend their tenure clock by a specified period of time equivalent to that lost to the emergency, irrespective of any other exclusion granted to a faculty member.

will be offered a terminal contract for the ensuing year. It is the sense of the Board of Visitors that only demonstrably exceptional faculty or faculty with equivalent experience at a commensurate rank at another accredited institution of higher education or national institutions will be awarded tenure under this clause. Any faculty member considering an application for early consideration for tenure should first elicit feedback on this plan from the department chair, the dean, the provost and vice president for academic affairs, and the chair of the departmental Tenure Committee, in particular, in a case where no pre-tenure review has occurred yet.

4. A faculty member who applies for tenure before the end of the standard probationary period cannot withdraw from the tenure process after the provost and vice president for academic affairs has approved the final list of external reviewers (Section V.C.2.).

#### IV. Criteria for the Award of Tenure

- A. The following criteria are used in the evaluation of every candidate for tenure. Each faculty committee and administrator considering a tenure case must specifically address each of these criteria as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. Committee votes must be recorded in the recommendations. In cases in which a vote is not unanimous, reasons for negative votes must be included.
- B. Criteria to be used are as follows:
  1. Since tenure may be awarded only to faculty members who hold the rank of associate or full professor or who are being simultaneously appointed to one of those ranks, any faculty member awarded tenure must meet the minimum requirements for the rank of associate professor.
  2. Merit - Merit of the faculty member in teaching, research, and service over the entire probationary period and the contributions made by the faculty member in these areas to the University. Scholarly and teaching activity up to six years before the tenure decision should be considered, which can include activity at another accredited institution of higher education or national research institutions. (For definition of teaching, research, and service and a discussion of methods of evaluation, see policies and procedures concerning evaluation of faculty members, evaluation of teaching, evaluation of scholarly activity and research, and evaluation of service.) In addition to information supplied by faculty information sheets, the chair's evaluation, and other material presented by the department, an opportunity shall be made available for the faculty member to provide in writing any other material in support of the tenure candidacy. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for tenure. The evidence should address the quality of the journals and the reputation of book and other such publishers. In case of material developments, additional documentation may be added to the portfolio before the conclusion of the evaluation process with the concurrence of the department chair and dean.

External evaluation of the quality of the faculty member's research performance will be required from nationally recognized experts in the faculty member's field. Candidates for tenure are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. Candidates for tenure should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.

- a. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For tenure of department chairs, the responsibility belongs to the dean.
- b. External reviewers will be asked to evaluate all submitted material mailed to them based on the department's approved criteria for the evaluation of scholarly activity and research. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
- c. All candidates for tenure will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidate.
3. The determined long-term needs of the department, college, and University, including at least the following:
  - a. The long-term enrollment of the department.
  - b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department in terms of the mission of the department, the college, and the University.

- c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)
4. No person can be awarded tenure unless convincing evidence is provided of effective teaching.
5. No faculty member can be awarded tenure unless convincing evidence is provided of successful performance in scholarly activity and research, as judged by the department's approved criteria for the evaluation of scholarly activity and research. It is the faculty member's responsibility to include these criteria in the research portfolio submitted to external reviewers and in the data file submitted internally. If these criteria changed during the faculty member's probationary period, he or she can choose which version to submit. All evaluations of the faculty member's research and scholarly activity, at every stage of the tenure process, should be guided by these criteria.

#### **V. Procedure for Tenure Consideration<sup>1</sup>**

- A. The provost and vice president for academic affairs, fifteen months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching, and explain what procedures should be followed by those wishing to be considered for tenure.
- B. The initial steps of the review process are normally conducted by the chair of the department or unit with which the candidate for tenure is affiliated, assuming the chair has tenure. If the chair is not tenured, he or she may not be involved in any aspect of the tenure decision. In that case, the dean of the college housing the department should appoint a tenured member of the department in question to act in the chair's stead. This faculty member shall not take part in any deliberations or votes of the departmental, college or University tenure committee. If the candidate for tenure is the chair of a department, the dean shall conduct the initial steps of the review process but will not write a separate recommendation at the departmental level.
- C. External review process
  1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair, or his/her replacement if the chair is not tenured (see section V.B.).
  2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers, including potential conflicts of interest. This documentation will become part of the tenure file. The chair (or replacement, see section V.B.) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or replacement, see section V.B.) will provide this list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. The final list of external reviewers, together with the documentation of personal and professional relationships by the candidate (as outlined above), should be included as part of the application package for all internal reviewers. External reviewers should not be close collaborators or (former) mentors of the candidate. In general, co-authors on publications should also be excluded as external reviewers, except as permissible under the departmental statement on evaluation of research (see the Policy on the Evaluation of Scholarly Activity and Research). The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for tenure.
  3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for tenure will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers

---

<sup>1</sup>See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

will receive a standard letter sent by the chair (or replacement, see section V.B.) but prepared by the provost and vice president for academic affairs in consultation with the deans and a copy of the policy on external reviews so their responsibilities will be clear.

4. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.

D. Initial consideration of tenure cases is conducted by the tenured faculty of the department.

1. The tenured faculty of a department may determine that a tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the chair (or replacement, see section V.B.). In this case, the entire full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee.
2. In departments where fewer than three members are tenured, the dean, in consultation with the chair (or replacement, see section V.B.), will appoint enough additional tenured faculty members to form a committee of at least three.
3. Candidates for tenure should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
4. The tenured faculty of the department, or the members of the tenure committee, elect a chair of the committee among their members. It is the responsibility of that chair to direct the committee members to consider and apply the relevant sections in the Teaching and Research Faculty Handbook and the departmental statement on research evaluation in their comments and votes.
5. No dean, associate dean, assistant dean, or other full-time administrator or department chair (or replacement, see section V.B.) shall attend or participate in the deliberations of the departmental, college, or University Promotion and Tenure Committee, or of the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.
6. The college committees shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. Every reasonable effort should be made to ensure that there at least three full professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year. The representative from a tenure candidate's department will participate in deliberations in the candidate's case but will not cast a vote.
7. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair.<sup>1</sup> No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year. The representative from a tenure candidate's college will participate in deliberations in the candidate's case but will not cast a vote.
8. Any committee member who participates in the tenure process votes at most only once on any particular case.
9. In order to ensure transparency, fairness, and equity in the internal review process, a faculty member or administrator who participates in the tenure process must disclose any potential conflict of interest that might undermine the credibility of the process. The chair of the department (or replacement, see section V.B.) will work in consultation with the dean of the college to decide whether the person should be excluded from serving on the review committee.
10. The faculty member under consideration is informed whenever a committee is considering tenure and is given an opportunity to submit a statement (in electronic form) to the Provost's Office in support of their

---

<sup>1</sup>The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committees elected by each individual degree-granting college serve for an entire academic year, not for the spring semester of one year and the fall semester of the following year.



tenure case, or to correct any factual misinformation in previous recommendations. The Provost's Office will add such statements to the candidate's file.

11. In case of material new accomplishments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the dean. Such additional material must be clearly marked as such and dated at the time of addition to the tenure file by the Provost's Office. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual (e.g. dean) who first see this new material.
- E. The committee or group of tenured faculty makes its recommendation to the chair (or replacement, see section V.B.) together with reasons for the recommendation (including a minority statement in the case of a non-unanimous vote). All committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. The chair of the committee shall record the names of all members participating in the discussion and voting in the recommendation letter, as well as the total number of votes in favor and against. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. Considering this recommendation, the department chair (or replacement, unless the dean is acting in the chair's stead, see section V.B.) makes an additional evaluation and recommendation concerning tenure. A copy of that review and recommendation letter will be sent to the faculty member and the dean by the chair of the department.
- F. If either the tenured faculty (or their committee), or the chair (or replacement, see section V.B.), or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair (or replacement, see section V.B.) are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. All eligible committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's tenure application are defined in section V.D.4. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee.
- G. If neither the departmental committee nor the chair (or replacement, see section V.B.) recommends tenure for the faculty member, tenure is not granted in the ensuing year. The faculty member is given a terminal contract for the ensuing year unless a further review is requested.

If the faculty member requests further review, all materials including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. All committee members should vote yes or no through a secret ballot. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. The dean then makes a decision concerning tenure and informs the faculty member.

If either the decision of the college committee or that of the dean is positive, the faculty member's case is considered in accordance with the procedures in the following paragraphs. If both decisions are negative, the faculty member may request, within two weeks, a further review by the provost and vice president for academic affairs, who makes a final determination concerning further consideration of tenure.

- H. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded, with reasons, to the provost and vice president for academic affairs, with copy to the faculty member.
- I. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons) concerning tenure, which is forwarded to the provost and vice president for academic affairs. All eligible committee members shall vote yes or no through a secret ballot, after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's tenure application are defined in section V.D.5. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. The Office of the

Provost will provide a copy of the recommendation letter to the dean of the college, the department chair and the faculty member.

- J. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair (if tenured) and dean concerned.
- K. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case according to the schedule in the Teaching and Research Faculty Handbook of the year in which it is being taken up. Upon approval of the Board of Visitors, the faculty member is offered a tenure contract for the coming year.
- L. If the determination of the provost and vice president for academic affairs is against tenure, the faculty member is notified according to the schedule in the Teaching and Research Faculty Handbook that a terminal contract will be offered for the ensuing year.
- M. The faculty member may request, within two weeks, that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review within one month. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee within two weeks. (Refer to the policy on Communications With the Board of Visitors for procedural information.) The decision of the Board of Visitors or its designated committee is final.
- N. Copies of the recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for tenure. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure file at any stage, or up until March 1 to the provost (November 22 for faculty hired mid-year).
- O. The above procedures at the departmental and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as designated above in all cases.

#### **VI. Pre-Tenure Review**

- A. The concept of a major review of faculty performance is intended to serve the purpose of giving the faculty member a clear indication of progress toward tenure and to offer constructive suggestions for self-improvement.
- B. Non-tenured faculty members, without prior teaching experience, who are in their third year of probationary service at Old Dominion University will receive a major faculty review. This review will be conducted by the dean and will begin in the spring of the third year of faculty service (fall of the third calendar year of service for faculty hired mid-year). The review will include a meeting with the faculty member and chair. The review process, conducted by the department promotion and tenure committee, department chair, college promotion and tenure committee, and dean, will include an in-depth evaluation of teaching effectiveness, scholarly works, grant and contract efforts, and other professional activities. An evaluation report emphasizing the long-range impact of the faculty member on the University should be submitted to the provost and vice president for academic affairs by May 1 (December 1 for faculty hired mid-year) following the completion of the review at the college level with a copy provided to the faculty member at all evaluation levels<sup>1</sup>. It is important that the review extend beyond certifying adequate teaching performance and focus on creative ability, productivity, and potential to excel.
- C. If a faculty member applies for tenure in or before their third year of probationary service at Old Dominion University, the pre-tenure review will not be conducted.

---

<sup>1</sup>See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

# Promotion in Rank

**NUMBER:** 1412

**APPROVED:** September 26, 2013; Revised June 9, 2016 (eff. 7/1/16);  
Revised June 6, 2017 (eff. 7/1/17); Revised June 14, 2018 (eff. 7/1/18); Revised June 13, 2019  
(eff. 7/1/19); Revised June 18, 2020 (eff. 7/1/20)

## I. Board of Visitors Policy

- A. All promotions in rank are based on evaluation of the faculty member's performance in teaching, research, and service (as appropriate) over the total time in the previous rank as compared to the criteria established by the Board of Visitors for the rank being considered and any other criteria established by the department or college.
- B. Promotion to the rank of associate professor must occur at the time of the tenure award, and the policy on tenure applies.
- C. Promotion to the rank of full professor is normally considered no earlier than during the sixth year of a faculty member's service as associate professor at Old Dominion University. Exceptions are made only under the following circumstances:
  - 1. A faculty member who has held the rank of associate professor at another institution and was initially appointed to Old Dominion University at the rank of associate professor may be considered for promotion at the time of the award of tenure.
  - 2. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.
- D. The president, upon the recommendation of the Faculty Senate, shall establish procedures for consideration of promotion to the rank of full professor (as well as for the designation as eminent scholar). Such procedures shall require consideration and recommendation by faculty members at the department and college level, the chair, the dean, and the University Promotion and Tenure Committee. The decision concerning promotion is to be made by the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against promotion, the faculty member may request a review by the president. The decision of the president is final.

## II. Procedures for Promotion in Rank to Full Professor

- A. Considerations Concerning Promotion
  - 1. Each faculty committee and administrator considering a promotion case must specifically consider factors listed below as they apply to each case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. In the case of committees, the vote must be recorded in the recommendation, and the reasons produced by the minority members must be specified.
  - 2. Each committee and administrator making a recommendation concerning promotion considers evidence of the faculty member's performance over the total time in which the previous rank has been held as compared to the guidelines for the rank being considered as established by the Board of Visitors and any other guidelines established by the department or college.
  - 3. The total rank structure of the department should be considered.
  - 4. At the least, the committees and administrators should examine faculty information sheets, chair evaluations, dean's evaluations, and any other evidence submitted by the faculty member, the chair of the department, or any other relevant source. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for promotion. The evidence should address the quality of the journals and the reputation of book and other such publishers.
- B. External evaluation of the faculty member's research and scholarly activity by nationally recognized experts in the field of specialization will be required.
  - 1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair. If the department chair does not have the rank of full professor, all chair responsibilities for promotion to full professor will be delegated by the dean to a full professor in the department or from another department within the same college who will assume all of the chair's

responsibilities described below. This appointed full professor, acting in the role of chair, cannot take part in any deliberations or votes of the departmental, college or University promotion committees while the promotion case is being considered. In promotion of department chairs, the responsibility belongs to the dean.

2. External reviewers with academic positions must hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers, including potential conflicts of interest. This documentation will become part of the promotion file. The chair (or designee, see 1 above) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or designee) will provide the list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. The final list of external reviewers, together with the documentation of personal and professional relationships by the candidate (as outlined above), should be included as part of the application package for all internal reviewers. External reviewers should not be close collaborators or (former) mentors of the candidate. In general, co-authors on publications should also be excluded as external reviewers, except as permissible under the departmental statement on evaluation of research (see the Policy on the Evaluation of Scholarly Activity and Research). The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for promotion.
  3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair but prepared by the provost and vice president for academic affairs in consultation with the deans and a copy of the policy on external reviews so their responsibilities will be clear.
  4. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For promotion of department chairs, the responsibility belongs to the dean.
  5. External reviewers will be asked to evaluate all submitted material mailed to them. Candidates for promotion are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
  6. All candidates for promotion to full professor will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidate.
  7. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
- C. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above.<sup>1</sup> Only faculty holding the rank of full professor are eligible to deliberate, review, or otherwise participate and vote on candidates for promotion to full professor.
1. In the case of large departments, the faculty members in the rank being considered or above may select a committee from their ranks to consider and make recommendations concerning promotion. In that case, it is the responsibility of the committee to elicit opinions from all faculty members holding the rank being considered or above.
  2. In departments where fewer than three members hold appointments in the rank being considered or above, the dean, in consultation with the chair (or designee; see section II.B.1.), will appoint enough additional faculty in the rank or above from other disciplines to form a committee of at least three.

---

<sup>1</sup>See the Schedules for Faculty Personnel actions in the appendix for specific dates and actions.

3. Candidates for promotion should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
  4. The group of faculty on the promotion committee elect a chair of the committee among their members. It is the responsibility of that chair to direct the committee members to consider and apply the relevant sections in the Teaching and Research Faculty Handbook and the departmental statement on research evaluation in their comments and votes.
  5. No dean, associate dean, assistant dean, or other full-time administrator or department chair (or designee; see section II.B.1.) shall attend or participate in the deliberation of either the departmental, college, or University Promotion and Tenure Committee. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.
  6. The college committees shall consist of one tenured faculty member from each department in the college. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. Every reasonable effort should be made to ensure that there are at least three full professors on the college committee. If the elected representative of a department will not be able to attend college committee meetings for a significant time span, the department may elect a temporary replacement for that time span. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year. Only faculty holding the rank of full professor are eligible to join the deliberations and the vote on candidates for promotion to full professor. If the home department of a candidate for promotion to full professor has no full professor representing it on the college committee, a member of the departmental promotion committee for that candidate (convened as described in section C.1. and C.2. above) shall be elected to serve as its representative only for the duration of the deliberations on that specific candidate. In any case, the representative from a promotion candidate's department will participate in deliberations in the candidate's case but will not cast a vote.
  7. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair.<sup>1</sup> No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year. The representative from a promotion candidate's college will participate in deliberations in the candidate's case but will not cast a vote.
  8. Any committee member who participates in the promotion process votes at most only once on any particular case.
  9. In order to ensure transparency, fairness, and equity in the internal review process, a faculty member or administrator who participates in the promotion process must disclose any potential conflict of interest that might undermine the credibility of the process. The chair of the department (or replacement, see section II.B.1.) will work in consultation with the dean of the college to decide whether the person should be excluded from serving on the review committee.
  10. The faculty member under consideration is informed whenever a committee is considering promotion and is given an opportunity to submit a statement (in electronic form) to the Provost's Office in support of their promotion case, or to correct any factual misinformation in previous recommendations. The Provost's Office will add such statements to the candidate's file.
  11. In case of material new accomplishments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the dean. Such additional material must be clearly marked as such and dated at the time of addition to the promotion file by the Provost's Office. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual (e.g. dean) who first see this new material.
- D. The committee or faculty group makes its recommendation concerning promotion to the chair (or designee; see section II.B.1.) together with reasons for the recommendation (including a minority statement in the case of a

---

<sup>1</sup>The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committee elected by each individual degree-granting college serve for an entire year, not for the spring semester of one year and the fall semester of the following year.

non-unanimous vote). All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. The chair of the committee shall record the names of all members participating in the discussion and voting in the recommendation letter, as well as the total number of votes in favor and against. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. The department chair (or designee) evaluates independently the credentials of the faculty member, the rank structure of the department, and any additional evidence presented, either by the faculty member or from any other source, and makes a recommendation, with reasons, concerning promotion. A copy of that review and recommendation letter will be sent to the faculty member and the dean by the chair of the department.

- E. If either the departmental committee (or group), or the chair (or designee), or both recommend promotion, the faculty member's credentials together with the recommendation of the faculty committee and the chair (or designee) will be forwarded to a promotion committee of the college for consideration. This committee will make an independent evaluation and make a recommendation concerning promotion with reasons (including reasons of the minority), to the dean. The recommendations will indicate the vote of the committee. All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's promotion application are defined in section II.C.5. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion.
- F. If neither the faculty committee (or group) nor the chair (or designee) recommend promotion, the faculty member will not be considered for promotion in the coming year unless a review by the college promotion committee and the dean is requested by the faculty member. If a review is requested, the departmental committee and the chair forward all documents to the promotion committee of the college, which examines them and makes a recommendation concerning promotion to the dean following the stipulations of II.E. above. The dean examines all documents, including the recommendation of the college committee, and makes a determination concerning promotion. If the dean's determination is negative and is in accordance with the recommendations of the departmental committee, the chair, and the college committee, then the faculty member is not promoted for the coming year. If the dean's determination is negative and is not in accordance with all previous recommendations, the faculty member may request a further review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final in such cases.
- G. The dean, considering all previous recommendations and all credentials, then makes a recommendation concerning promotion, which is forwarded, with reasons, to the provost and vice president for academic affairs.
- H. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation, and makes a recommendation (with reasons, including minority reasons, if any) concerning promotion, which is forwarded to the provost and vice president for academic affairs. All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's promotion application are defined in section II.C.6. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation and the minority must be given the option to write the minority opinion.
- I. On the basis of all the evaluations and recommendations presented, and after consultation with staff, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. The decision of the provost and vice president for academic affairs will consist of one of the following:
  - 1. promotion
  - 2. deferral

- J. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.
- K. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.
- L. All promotions are reported by the president to the Board of Visitors.
- M. Copies of the recommendations by all committees, chairs, deans and the provost and vice president for academic affairs shall be provided to the faculty member being considered for promotion. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her promotion file at any stage, or up until April 1, to the provost and vice president for academic affairs.
- N. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.

### III. Research Faculty

- A. Promotion to the rank of research professor from the rank of research associate professor and promotion to the rank of research associate professor from the rank of research assistant professor shall be upon the recommendation of the department, chair, college promotion and tenure committee, dean and University Promotion and Tenure Committee to the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against the promotion, the person may request a review by the president. The decision of the president is final.
- B. The process for promotion to the rank of research professor and promotion to the rank of research associate professor will require external evaluation of the quality of the faculty member's research performance from nationally recognized experts in the faculty member's field; procedures for the external review process can be found in section II.B. of this policy.
- C. For those research faculty who only have appointments in one of the University-level research centers, the following promotion policy will apply. Research centers will establish a promotion committee to review faculty promotions and make recommendations to the center director. Appointments to this committee will follow the guidance of section II.C. of this policy pertaining to departments. This promotion committee should include at least one member from the academic department(s) most closely aligned to the center to ensure promotion considerations are being applied equitably between the faculty assigned to that department and those assigned to the center. In centers where fewer than three members hold appointments in the rank being considered or above, the center director will solicit members of the department(s) most closely aligned to the center, in consultation with the chair(s) of those department(s), to form a committee of at least three. The center director will review faculty promotion recommendations and will recommend to the vice president for research those members who have met the promotion criteria. The vice president for research will forward a recommendation regarding promotion to the Office of Academic Affairs for review by the University Promotion and Tenure Committee and the provost and vice president for academic affairs. The University Promotion and Tenure Committee will forward a recommendation to the provost and vice president for academic affairs. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.

### IV. Clinical Faculty

- A. Promotion to the rank of clinical professor from the rank of clinical associate professor and promotion to the rank of clinical associate professor from the rank of clinical assistant professor shall be upon the recommendation of the department promotion and tenure committee, department chair, college promotion and tenure committee, dean and University Promotion and Tenure Committee to the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against the promotion the person may request a review by the president. The decision of the president is final.
- B. The process for promotion to the rank of clinical professor and promotion to the rank of clinical associate professor will require external evaluation of the quality of the faculty member's scholarly activities from nationally recognized experts in the faculty member's field; procedures for the external review process can be found in section II.B. of this policy. The schedule for review will follow that for clinical faculty seeking promotion in rank.

- V. Lecturers may be promoted in rank to senior lecturer and senior lecturers may be promoted in rank to master lecturer. The applicable policies are contained in the section “Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers.”
- VI. Part-time instructional faculty may be promoted in rank (for example, from adjunct assistant professor to adjunct associate professor) upon recommendation of the chair and dean to the provost and vice president for academic affairs. Full documentation of the credentials of the faculty member being recommended for promotion is required. If the provost and vice president for academic affairs denies the promotion, the faculty member may request a review by the president. The decision of the president is final.



# Evaluation of Tenured Faculty

**NUMBER:**

1413

**APPROVED:**

June 12, 1980; Revised September 14, 1984; Revised November 19, 1987; Revised December 3, 1992; Revised April 8, 1993; Revised December 2, 1993; Revised April 6, 1995; Revised April 10, 1997; Revised April 12, 2001; Revised June 14, 2005; Revised April 6, 2007; Revised September 17, 2009; Revised December 10, 2009; Revised September 26, 2013; Revised December 4, 2014 (eff. 1/1/15)

## **I. Board of Visitors Policy**

- A. An annual evaluation of the performance of all faculty members will be conducted in order that they may receive full credit and review for their contributions to the University and to their disciplines. The three criteria on which this evaluation will be based are teaching, research, and service.
- B. The initial responsibility for evaluation of faculty performance rests with the chair, on the basis of evidence supplied by the faculty member or collected elsewhere. The faculty member shall be given a copy of the chair's evaluation and may submit comments. Both the chair's evaluation and the faculty member's comments are submitted to the dean, who has the final responsibility for evaluation of faculty. A copy of the dean's evaluation should be sent to the faculty member in a timely fashion.

## **II. Procedures for Evaluation of Faculty**

- A. Annual Evaluation
  - 1. In order to insure that all relevant information is included in the evaluation, all faculty members are required to submit once a year a faculty information sheet in which they detail the evidence in support of their performance in teaching, research, and service, together with whatever other information they wish to be taken into consideration by the chair and dean in the evaluation. These evaluations will be based on a faculty information sheet, student evaluations of teaching, up-to-date curricula vitae, peer evaluation of course portfolios, and such other information as the faculty or the chair wishes to include. The evaluations will comment on the performance of the faculty member in teaching, research and service and on progress toward meeting individual goals resulting from previous evaluations.
- B. Evaluation Process
  - 1. The chair, using the faculty information sheet and whatever other information is obtainable, evaluates the performance of the faculty member during the previous year and writes up the evaluation into a formal statement of the contributions of the faculty member to the department, college, and University. In the case of chairs, these evaluations are written by the dean. Since evaluation of performance is one of the essential factors in determinations concerning tenure, promotion, reappointment, and salary increments, the chair and dean should make every effort to insure that the evaluations are clear, honest, and genuinely evaluative. A listing of facts without interpretation is helpful neither to the faculty member nor to the committees concerning personnel decisions.
  - 2. The chair and the dean will interpret the cumulative record of annual evaluations along with the performance of the faculty member during the previous year (see section 11.B.1), so that a clear picture of positive contributions and any deficiencies will emerge. An in-depth evaluation will be conducted if requested by the faculty member, the chair, or the dean. In no case will a faculty member be considered for promotion or other major personnel decision unless an in-depth evaluation, as described in the policies on Evaluation of Teaching Effectiveness, Evaluation of Scholarly Activity and Research, and Evaluation of Service, has been conducted in the previous twelve months.
  - 3. The dean evaluates in writing the performance of the faculty member by either:
    - a. endorsing the evaluation of the chair; or
    - b. indicating areas in which the dean's evaluation differs from that of the chair.
  - 4. After completing the evaluation of the faculty member's activities, the chair gives the faculty member a copy of the evaluation and discusses it with the faculty member. At this time, the faculty member and chair

agree on a written set of goals for the coming year. If appropriate, the chair should make suggestions for improvement and give the faculty member a clear idea of ways in which the performance might be improved in future years.

5. Where deficiencies are noted, the chair should work with the faculty member to develop a plan to address the deficiencies and either provide resources to implement the plan, if necessary, or if resources are not available in the department recommend to the dean and provost and vice president for academic affairs that such resources are needed. If a pattern of deficiency in the performance of a tenured faculty member is documented from the cumulative annual evaluations, for a period of at least two years, the chair or dean shall call for an in-depth evaluation of the faculty member and may conduct a post-tenure review, as described in the Policy and Procedures on Post-Tenure Review. The chair should take particular care in the counseling of non-tenured faculty members who are working toward the criteria for tenure.
6. Copies of the faculty information sheets, the chair's evaluation, the faculty member's comments, and the dean's evaluation are retained for the record in the faculty member's personnel file maintained in the dean's office.
7. An annual evaluation is not required in the year a candidate is evaluated for tenure or for promotion to the rank of professor.

C. Appeal of Unfavorable Evaluations

1. Any faculty member who is dissatisfied with the personal evaluation prepared by the chair may present in writing additional comments or evidence to the chair and to the dean.
2. Any faculty member who is dissatisfied with the personal evaluation prepared by the dean may present in writing additional comments or evidence to the dean and to the provost and vice president for academic affairs.

D. Criteria for Evaluation

1. All faculty members will be evaluated on the basis of teaching, research, and service. The weighting of these three areas will vary from one faculty member to another depending upon the needs of the department and the particular accountability of the individual faculty member in contributing toward the fulfillment of these needs.
  - a. Teaching - It is the responsibility of the chair to evaluate the information that is available concerning teaching. (For a detailed discussion on evaluation of teaching, see the University Policy on the Evaluation of Teaching Effectiveness.)
  - b. Scholarly Activity and Research - It is the responsibility of the chair to evaluate the quality of the scholarly activity and research of the faculty member (a mere listing of publications or grants does not constitute evaluation). Each department should establish, with the approval of the dean and the provost and vice president for academic affairs, a clear statement of the criteria for evaluating scholarly activity and research in that department. These criteria should take into consideration both the mission of the department and the nature of the scholarly activity and research within the discipline or related disciplines and in appropriate interdisciplinary venues. The evaluation of scholarly activity and research in a department should be based on these criteria. In evaluation, emphasis should be placed on quality, not just quantity. See the Policy on Evaluation of Scholarly Activity and Research for more detailed information.
  - c. Service - The category of professional service is more difficult to define than teaching or research, but deserves the same kind of rigorous evaluation and positive credit given to teaching and scholarly activities. The chair has the responsibility to seek out methods of evaluating quality of professional service, not merely to list the activities. The task is sometimes complicated by the fact that much professional service takes place outside the department. Ideally, each faculty member should exercise their professional expertise in all three areas of department, college and University service, community engagement, and service to the discipline. Where individual faculty members may be expected by the chair to play different roles, those specific roles should be defined and understood. In all cases, service should be judged on the basis of quality and effectiveness, not just quantity. When distance education technologies are used for providing service, evaluations should include items specific to these delivery formats. See the Policy on Evaluation of Service for detailed information.
    - i. Departmental, college, and University service
    - ii. Community engagement is defined as the application of a faculty member's professional skills to engage with the external community in a manner that both assists the community and is consistent with fulfillment of the University's mission. Community engagement in religious, political, or

social organizations (although meritorious in itself) is not relevant to the faculty member's professional area.

iii. Service to the discipline

# Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers

**NUMBER:**

1417

**APPROVED:**

September 26, 2013; Revised June 9, 2016 (eff. 7/1/16);  
Revised June 14, 2018 (eff. 7/1/18); Revised June 13, 2019  
(eff. 7/1/19)

The academic ranks of lecturer, senior lecturer, and master lecturer do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. These ranks are intended to meet the University's need to fill special instructional roles that differ from the traditional university faculty role, preparation, and expectation. All appointments and reappointments are contingent upon available funding.

A. Lecturer - This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation

- a. Lecturers will undergo an annual in-depth review by their department committee, as defined in the policy on "Reappointment/Annual Review or Nonreappointment of Faculty," section III.B.1.a., and department chair and a recommendation will be made to the dean concerning the lecturer's reappointment on an annual basis, according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty."
- b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty."
- c. If the decision by the dean is not to retain the lecturer, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment/Annual Review or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.
- d. Lecturers considered for promotion to senior lecturer in a given year will not undergo a separate annual evaluation in the same year.

2. Promotion from Lecturer to Senior Lecturer

Promotion to the rank of senior lecturer from the rank of lecturer shall be initiated by request from the lecturer and conferred upon the recommendation of the department promotion and tenure committee, chair, and college promotion and tenure committee to the dean of the college.

- a. The candidate prepares and submits to the department chair his/her professional accomplishments to include at a minimum a curriculum vitae prepared in accordance with the Guidelines from the Provost's Office, a list of teaching assignments with teaching portfolio evaluations, student opinions both quantitative and qualitative, all annual evaluations by the department chair and dean, and other relevant materials. The chair forwards the credentials to the department promotion and tenure committee.
- b. The department promotion and tenure committee reviews the credentials, votes, and makes a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department chair with a copy to the lecturer seeking promotion.
- c. The department chair makes an independent evaluation and recommendation with copies to the lecturer seeking promotion and forwards all credentials and recommendations to the college promotion and tenure committee.
- d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes and other documents are forwarded to the dean.
  1. If the dean decides against the promotion, the candidate may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

2. If the dean finds in favor of promotion, the promotion becomes effective at the start of the subsequent academic year.
- B. Senior Lecturer - This is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.
1. Evaluation
    - a. Senior lecturers will be evaluated by their department chair every year according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty." In lieu of this annual review, and if not applying for promotion, every six years senior lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department, and then by the chair, following the steps outlined in section A.1. In either case, the evaluation and a recommendation on retention is forwarded to the dean.
    - b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty."
    - c. If the decision by the dean is not to retain the senior lecturer, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment/Annual Review or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.
    - d. Senior lecturers considered for promotion to master lecturer in a given year or going through an in-depth sixth-year review (section B.1.a) will not undergo a separate annual evaluation in that same year.
  2. Promotion from Senior Lecturer to Master Lecturer
 

Promotion to the rank of master lecturer from the rank of senior lecturer shall be initiated by the senior lecturer and conferred upon the recommendation of the department promotion and tenure committee, chair, and college promotion and tenure committee to the dean of the college.

    - a. The candidate prepares and submits to the department chair his/her professional accomplishments to include at a minimum a curriculum vitae prepared in accordance with the Guidelines from the Provost's Office, a list of teaching assignments with teaching portfolio evaluations, student opinions both quantitative and qualitative, all annual evaluations by the department chair and dean, and other relevant materials. The chair forwards the credentials to the department promotion and tenure committee.
    - b. The department promotion and tenure committee and master lecturers review the credentials, vote, and make a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department chair with a copy to the senior lecturer seeking promotion.
    - c. The department chair makes an independent evaluation and recommendation with copies to the senior lecturer seeking promotion and forwards all credentials and recommendations to the college promotion and tenure committee.
    - d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes and other documents are forwarded to the dean.
      1. If the dean decides against the promotion, the candidate may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
      2. If the dean finds in favor of promotion, the promotion becomes effective at the start of the subsequent academic year.
- C. Master Lecturer – This is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of superior performance in teaching and professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of senior lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional or leadership role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.
1. Evaluation
    - a. Master lecturers will be evaluated by their department chair every year according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty." In lieu of this annual review, every six years master lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee

consisting of tenured members of the department, and then by the chair, following the steps outlined in section A.1. In either case, the evaluation and a recommendation on retention is forwarded to the dean.

- b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty."
- c. If the decision by the dean is not to retain the master lecturer, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment/Annual Review or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.

# Policy and Procedures on Post-Tenure Review

**NUMBER:**

1414

**APPROVED:**

April 12, 2001; Revised April 12, 2002

## **I. Board of Visitors Policy**

The faculty and administrators of Old Dominion University are dedicated to the pursuit of excellence in teaching, research, and service. It is the role of the department chair and the dean to conduct annual evaluations of tenured faculty members, to identify the area or areas in which a particular tenured faculty member has not met expectations, to explain the rationale for that assessment, and to facilitate faculty development as needed to improve faculty performance. To this end, the post-tenure review process is intended to be developmental rather than punitive.

A tenured faculty who receives an annual review from the chair and dean stating that he or she has a serious deficiency in teaching, research, and/or service should be aware that a second annual evaluation from the chair and dean which states that he or she has not met expectations in terms of overall performance in the three areas of responsibility could activate the post-tenure review process. It is the responsibility of the department chair to meet within 30 days with the faculty member who has received such an evaluation to present in writing and clarify through discussion the deficiencies identified in the evaluation. The chair and dean should also outline in writing the steps to be taken, the required outcomes, and the points in time at which progress will be assessed in order for the faculty member to correct identified deficiencies and thus meet expectations in subsequent annual reviews. The chair and dean will also notify the faculty member in question that his or her subsequent annual evaluation will be issued no later than January 15 of the following year.

If the post-tenure review policy is activated, the faculty member must be notified in writing by the chair and dean. Post-tenure review cannot be activated unless the pattern of deficiency has been noted in two annual reviews. (See paragraph II.K. of the Policy and Procedures on Evaluation of Faculty.)

## **II. Confidentiality**

The confidentiality of the post-tenure review process must be maintained. When the decision is made to place a faculty member under post-tenure review, discussion of the post-tenure review candidate and the process should be limited to the chair, the dean, the provost and vice president for academic affairs, the president, and the tenured faculty member placed under post-tenure review. With the approval of the faculty member undergoing post-tenure review, other individuals may be involved in various aspects of the strategic development plan for the purpose of mentoring the faculty member under review. Care should be taken, however, to involve in the plan only those individuals who agree to respect the essential confidentiality of the post-tenure review process.

## **III. Procedures**

The chair must recommend initiation of the post-tenure review process no later than January 15, and the dean's recommendation must be made no later than February 8. The decision of the provost and vice president for academic affairs on whether to support the post-tenure review process for the faculty member must be made no later than March 1.

When the post-tenure review process has been activated, the chair and the dean will conduct an in-depth evaluation. In addition to examination of the teaching, research, and service record of the faculty member from previous evaluations, the chair and dean should evaluate the overall contribution of the faculty member to the university. Consideration and assessment of a faculty member's performance in post-tenure review must include all aspects of the faculty member's performance and cannot be limited to teaching. With respect to teaching, the total evaluation of teaching must include evaluation by student questionnaires and at least one other method. If requested by the faculty member, the chair, or the dean, one or more external evaluators may be brought into the process.

In addition to a thorough assessment of faculty performance, a major outcome of this process is a strategic development plan indicating the faculty member's expected long-range contributions to the university in specific terms. Where deficiencies or areas for possible improvement are noted, the strategic development plan should address ways of dealing with these problems, measures of expected outcomes, and a timetable for accomplishing these outcomes. The strategic development plan will be written by the faculty member under review in consultation with the chair and/or dean. The strategic development plan, including measures of expected outcomes, if appropriate, will be detailed in a signed agreement among the faculty member, the chair, and the dean by March 1. The full text of this agreement is submitted to the provost and vice president for academic affairs. The provost and vice president for academic affairs may approve, modify or reject the strategic development plan. The implementation of the strategic development plan is expected to take place by March 10.

If the dean and the chair are unable to solicit the cooperation of the faculty member in the development of the strategic plan, the dean and the chair will prepare a plan to which the faculty member will be expected to agree by March 1. In the event that the individuals involved (dean, chair, faculty member) are unable to reach an agreement on a strategic development plan by March 1, the dean will report to the provost and vice president for academic affairs that an agreement has not been found. In such an instance, if the dean and provost and vice president for academic affairs concur, a major sanction may be issued to the faculty member at this time. If the faculty member refuses to agree to or sign the strategic development plan and elects instead to grieve the post-tenure process, the faculty member must file a formal grievance by March 10 and follow the approved time line for grieving the post-tenure review process.

Annual evaluations in succeeding years will specifically address progress toward meeting the goals outlined in the agreement on the strategic development plan. A faculty member who fails to achieve the outcomes identified in the in-depth evaluation within the agreed-upon timetable may be subject to disciplinary actions up to and including a major sanction as described in the section of this Handbook entitled "Faculty Sanctions."

#### **IV. Appeals and Grievance**

- A. **Appeal of Post-Tenure Review:** A faculty member who disagrees with the administrative decision to initiate a post-tenure review and develop a strategic plan with a timetable may file a grievance (see the section of this Handbook on "Faculty Grievance Policy," III.A.6).
  - 1. To appeal the initial decision of the chair recommending post-tenure review, the faculty member must provide supporting documentation to rebut the evaluation to the dean by February 1.
  - 2. The dean reviews all available information, makes a decision and notifies the provost and vice president for academic affairs and the faculty member by February 8.
  - 3. If the faculty member objects to the dean's decision, he or she may appeal to the provost and vice president for academic affairs. This appeal must be made by February 15.
  - 4. The provost and vice president for academic affairs must act on the faculty member's appeal and approve or reject the strategic development plan by March 1.
- B. **Grievance of Post-Tenure Review:** If a faculty member is placed on post-tenure review, then he or she must combine and respond to in one grievance all issues related to the dispute over post-tenure review: the annual evaluation, the decision to place the faculty member on post-tenure review, the requirements of the strategic plan, and the imposition of a major sanction, if issued. Regardless of the provisions of the "Faculty Grievance Policy," III.A.6. and A. 7., the faculty member must file this grievance by March 10.

#### **V. Annual Report on Post-Tenure Review**

The provost and vice president for academic affairs will present an annual report to the deans and the Faculty Senate on the number of new and continuing post-tenure review cases and on their general outcome.



# Post-Tenure Review Grievance Timeline

|  |  |
|--|--|
| 1. Chair's delivery of annual evaluation calling for post-tenure review and development of strategic plan  | January 15                                       |
| 2. Faculty objects to evaluation; provides additional information to dean and chair  | February 1                                       |
| 3. Dean issues faculty evaluation to provost which includes chair's evaluation and faculty comment   | February 8                                       |
| 4. Faculty objects to dean's evaluation and provides additional comment to dean and provost and vice president for academic affairs; last date for development of strategic plan; faculty must begin performance of strategic plan or chair may begin to impose sanction | February 15                                      |
| 5. Provost and vice president for academic affairs responds to dean's evaluation   | March 1  |
| 6. Faculty files formal grievance with Faculty Grievance committee. The grievance will include all issues related to evaluating the strategic plan.  | March 1  |
| 7. Faculty delivers grievance to all members of Faculty Grievance Committee and designated administrative officer.   | March 10   |
| 8. Designated administrative officer files written response to grievance with all members of Faculty Grievance Committee; designated administrative officer response will include statement of charges   | March 17<br>Seven days from receipt of Grievance |
| 9. Chair of Faculty Grievance Committee convenes committee to determine whether grievance and response are procedurally adequate   | March 22<br>Two days                             |
| 10. Faculty Grievance Committee creates hearing panel; each member of Faculty Grievance Committee names one member of hearing panel  | March 31   |
| 11. Chair of Faculty Grievance Committee sends grievance and response to each member of hearing panel and designated administrative officer  | April 1  |
| 12. Chair of hearing panel sends notice of hearing date  | April 2<br>(last date for hearing)               |
| 13. Parties submit to chair of hearing panel all documents and exhibits  | April 12<br>Five days before hearing             |
| 14. Chair of hearing panel distributes documents and exhibits to hearing panel   | April 15<br>Two days before hearing              |
| 15. Hearing and decision on grievance, statement of charges and sanction proposed in statement of charges  | April 17<br>(last day for hearing)               |
| 16. Hearing panel drafts report and transmits to president; copy to Faculty Grievance Committee and faculty member   | April 24   |
| 17. Faculty Grievance Committee reviews hearing panel report, issues Faculty Grievance Committee recommendation and transmits hearing panel report and Faculty Grievance Committee recommendation to president   | Seven days after step 16<br>(May 1)              |
| 18. President issues final decision to all (hearing panel, Faculty Grievance Committee and faculty)  | May 15   |

- Approved by the president  
December 20, 2000

# University Policy on the Evaluation of Teaching Effectiveness

## I. General Guidelines

The University is committed to the goal of excellence in teaching. It therefore provides encouragement and means for faculty development and establishes ways to recognize and reward effective teaching. Advisement of students as it relates to undergraduate research and theses, master's theses and doctoral dissertations is an important area of teaching. Each department should develop methods of evaluating, encouraging and rewarding excellence in student research advisement. Evaluation of teaching serves to provide information to the faculty member for self-improvement.

- A. Suitably devised evaluations of teaching (including research advisement) provide a means that is as fair, reliable, and valid as possible for the administrative evaluation of teaching performance for merit rewards. Evaluation for merit awards must follow certain guidelines to ensure maximum fairness, reliability, and validity.
- B. In the evaluation of the various aspects of teaching performance, an emphasis should be placed on skills and knowledge (including aesthetics and clarification of values where appropriate) acquired by students in each course. Attention should also be paid to the relationship of the skills and knowledge acquired to the overall objectives and the specific requirements of a given departmental program.
- C. A combination of methods must be used, so that each source of data will act as a check on the others and thereby contribute to a fairer evaluation. The interpretation of the data must be supplemented by cautious consideration of other factors germane to instruction, such as student ability and needs. Other factors that should be considered include grade distributions, class size, opinion survey response rates, and instructional format. Student learning is the result of the student's skills and efforts as well as those of the instructor.
- D. Great caution must be exercised to ensure that student opinion surveys are not used as a means to make fine distinctions among faculty members. The rating of an instructor in the majority category should be considered as evidence of teaching competence. Rank ordering of teachers or comparisons to departmental, college or university averages is not valid in the evaluation process. References to isolated student comments should be avoided unless an established trend can be demonstrated. When teaching is considered deficient or needs improvement, the evaluator(s) should make suggestions for improvement.
- E. Variables, such as course level, type of course, class size, whether the course is required vs. elective, teaching load, etc., must be constantly investigated and taken into consideration by those involved in the evaluation process. Class attrition is a questionable measure of teaching effectiveness, but if it is to be used, its relationship to various variables must be examined.
  1. Evaluators in all levels of the evaluation process must be attentive to allegations of bias and be particularly alert to patterns of possible discrimination.
  2. Department chairs, deans, and appropriate faculty committees should be knowledgeable concerning the evaluation, interpretation, and use of the data gathered from the various evaluation sources. The University, through the Office of Academic Affairs and other means, should make available opportunities for faculty members and responsible administrators to obtain appropriate knowledge.
  3. The data gathered in the evaluation process will not be made available to anyone beyond those officially part of the evaluation process without the written authorization of the faculty member. This restriction is not intended to apply to college-wide statistical studies that do not reveal the identity of individual faculty members.
- F. The several colleges are responsible for implementing the provisions of this policy. The colleges may delegate this responsibility to departments as appropriate. The development of college or departmental policy within the context of this policy is primarily a function of the faculty.
  1. Appropriate departmental, college, and University individuals and committees should regularly review these policies on the evaluation of teaching (including research advisement) and how they are being implemented, both to ensure that they are not being violated to the possible detriment of the individuals being evaluated, and to initiate needed improvements.
- G. It is the ultimate responsibility of the provost and vice president for academic affairs to enforce the provisions of this policy.

## II. Evaluation

The total evaluation of teaching must include evaluation by Peer Review of Portfolio and student opinion surveys. Colleges may choose to use additional methods especially in the case of untenured, tenure-track faculty.

**A. Peer Review of Portfolio<sup>1</sup>**

The function of Peer Review of Portfolio is to evaluate teaching effectiveness by an examination of the documents used in instruction. These documents are to be assembled by each faculty member and presented to the department chair in accordance with the established University evaluation schedule. The chair will collect all portfolios and make them available to the designated evaluation committee.

1. Reviews of portfolios should be conducted every five years for tenured faculty, every three years for clinical professors and clinical associate professors, master lecturers and senior lecturers, and every year for other nontenure-eligible faculty with teaching duties (including faculty of practice, lecturers, clinical assistant professors, instructors, and adjunct faculty), as well as untenured tenure-track faculty. More frequent review may be requested by the faculty member, the chair or the dean. All courses taught during the review period should be included in the portfolio.
2. The full-time faculty of each department, through an election, are responsible for establishing the procedure for the selection of evaluation committees as well as the process for evaluation. Each portfolio must be evaluated by at least three individuals. Under this policy it is possible that a department might elect to have a separate committee for each faculty member, to assign the evaluation of all faculty to a standing committee, or to designate a specifically elected committee for the purpose of portfolio evaluation.
3. This portfolio will consist of all instructor-provided materials used in each course (not section) during the period covered by the evaluation. Materials from only the most recently taught section of each course and only from courses taught during the period covered by the evaluation should be included. If the faculty member chooses, summer session courses may be included. Where it is impractical to include items, such as films, a description of those materials should be included.
  - a. Examples of materials to be submitted are the course syllabus, assignment lists, research paper assignments, reading lists, study guides, handouts, problem sets, laboratory exercises, performance assignments, simulations, all testing materials including the final examination, efforts to improve teaching (including research advising), teaching development activities, and any other material or information that would assist the committee in evaluating the effectiveness of teaching. Student opinion surveys are considered in the annual review and are not a part of the teaching portfolio review.
  - b. In addition to the course materials, the faculty member should also provide a brief summary of teaching and research advising loads, grade distributions, the course objectives and methods used to evaluate student performance.
4. The issues that the evaluation committee will address in its review are as follows:
  - a. The overall nature of the faculty member's teaching tasks. Examples include number of courses taught, number of students in each course, whether the faculty member had graduate student assistance with large classes, presence of written work for large classes, number of research students advised, and participation in distance learning and other teaching venues requiring extra time and effort.
  - b. The overall quality of the materials selected for use by the faculty member in each course covered by the evaluation. Issues include whether the materials are current and represent the best work in the field, whether the materials represent a superficial or a thorough coverage, how well the course has been developed, and whether the intellectual tasks set by the instructor are appropriate.
  - c. The overall quality of feedback, evaluation and testing in each course covered by the evaluation. Issues include whether the testing and evaluation procedures are consistent with the intellectual tasks set by the instructor and whether adequate feedback is provided to students in order to develop the desired levels of intellectual performance. If appropriate, the reasonableness of grade distributions will be addressed.
  - d. Specific suggestions for improvement in any of the above areas.
5. In colleges or departments where faculty portfolios are developed and evaluated as part of the accreditation process, this effort can substitute for peer review of portfolio for the year of the accreditation review. The college or department should follow the process outlined above in other years.
6. The peer review of portfolio process could result in faculty development proposals for those faculty whose instruction, course materials, or evaluation methods need improvement. Proposals for faculty development

---

<sup>1</sup>See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

funds should be submitted by the faculty member, the chair or the dean and should include cost-sharing figures.

#### **B. Student Opinion Surveys**

1. The colleges are responsible for obtaining data to assist in the evaluation of teaching effectiveness within the college by means of a university-wide student opinion survey. Supplemental questions (or separate surveys) may be used by departments or individual faculty. In the case of courses taught by telecommunications, questions related to teaching in that environment should also be included. When courses are team-taught by more than one faculty member, students should be asked to complete separate surveys for each faculty member. Questions specific to team teaching should also be included where appropriate. Responses in the student's own words are to be solicited on surveys.
2. Students are to be made aware of the purposes and value of the survey.
3. The standardized student opinion surveys will be administered online by the University. Students will receive multiple notices from the University and should be encouraged by the course instructors to respond.
  - a. The statistical results, produced so as to ensure student anonymity, are made available to the faculty, to the chair of the department, and to the dean as soon as the results are produced or at the end of the normal grading period for the course, whichever comes later. Results for student opinion surveys where five or fewer students are enrolled in a class will be made available to faculty and administrators with the removal of demographic information.
  - b. The student opinion survey results form one component of the overall evaluation of teaching effectiveness. Individuals who have a role in the process of evaluating teaching effectiveness will have access to the statistical results as contained in the individual faculty member's file. Survey results obtained by means other than these standardized procedures shall not be accepted as primary evidence of teaching ability.
  - c. Student opinion surveys will be administered within the last two weeks of classes for full-term classes (15 weeks or greater) and during the last nine days of classes for courses less than 15 weeks for the fall and spring semesters for all faculty members, including tenured, nontenured, adjunct and graduate teaching assistants, and during the last two weeks of classes of the summer semesters (for faculty who request that student opinion surveys be administered in the summer courses and for faculty on alternate contracts).

#### **C. Other Methods of Evaluation**

As noted above, colleges and/or departments desiring an additional method of evaluation should submit a proposal to the dean for review and possible approval. Methods of evaluation that might be used are as follows:

1. Student achievement tests - Student achievement tests should be used for evaluation of teaching if standardized and uniform questions and scoring are feasible, and there exists a wide testing sample of students with different instructors in different semesters or in different sections of the course. Testing shall be performed both early and late in the course to ensure a valid measure of learning actually achieved during the course. It should be developed and utilized, where possible, on a regular basis by the faculty on the department or college level.
2. Student interviews - Systematic exit interviews or surveys, or interviews at predetermined stages of a student's major program, may be conducted within each college or department. A standard format should be used. A means should be devised to ensure accurate recording of the interview, through the presence of a disinterested observer, through maintenance of a written account, tape, or transcription of the interview, or through other appropriate means. Comments about individual faculty members should be transcribed and made available to them, although the identity of the students will remain confidential.
3. Classroom visitation - A carefully designed and consistent program of peer observation of teaching may be established within a college or department. The design of the program of observation must provide for a consistent program, with sufficient controls to avoid prejudice or caprice, and must be approved by the college/department faculty, the department chair, the dean and the provost and vice president for academic affairs.
4. Evaluation of distance education - When teaching students at a distance using technology, such as instructional television, or the internet, further evaluation may be based on: class visitation at a distant site (as defined above), personal interviews of distant students (as defined above), benchmarking against quality standards established by industry experts, e.g., the Sloan Consortium, or a review of evaluations prepared by regional or national consortia such as National Technological University. If a course is part of a larger program for distance learners, the evaluation should also assess faculty contribution to the success of the overall program.

5. Certain other procedures are generally considered to provide a less reliable contribution to a fair and systematic evaluation of teaching performance and therefore should be employed only with due caution. They include (1) evaluation by organized student groups; (2) alumni surveys; and (3) self-evaluations. Normally, use of data based on these procedures should be limited to a supplemental role and not constitute a primary means of evaluating teaching performance. Colleges or departments that wish to use these or other techniques not noted above as a primary data source for the evaluation of teaching must develop clear standards of application for their use. These procedures and standards of application must be approved by the faculty, the dean and the provost and vice president for academic affairs.
6. It is the responsibility of colleges or departments to establish formal procedures for the evaluation of faculty, supervision of student research projects, internships, tutorials, honors programs, and the like. The results of such evaluations may be included in the evaluation process but must be used with extreme caution, particularly when such activities constitute a major portion of an instructor's teaching load.

- Recommended by the Faculty Senate

Approved by the president

June 1980

Revised August 10, 1992

Revised January 22, 1993

Revised May 3, 1993

Revised April, 2003

Revised May 17, 2004

Revised June 2, 2005

Revised January 23, 2006

Revised April 9, 2007

Revised June 24, 2010

Revised April 16, 2013

Revised December 16, 2014

Revised May 12, 2016 effective for July 1, 2016

Revised May 1, 2020

# Evaluation of Scholarly Activity and Research

Scholarly activity and research is central to the mission of the University, is expected of all tenured and tenure-track faculty, and should be recognized where appropriate for other faculty. It is the responsibility of the chair, the dean and all tenure and promotion committees to evaluate the quality of the scholarly activity and research of the faculty member (a mere listing of publications or grants does not constitute evaluation).

- A. Each department should establish a clear statement of the criteria for evaluating scholarly activity and research in that department. These criteria must include items E.1-3 at a minimum and items E.4-11 where appropriate. The criteria should take into consideration both the mission of the department and the nature of the scholarly activity and research within the discipline or related disciplines and in appropriate interdisciplinary venues. In particular, the statement should document the appropriate rules of co-authorship within the discipline, including when such co-authorship constitutes a potential conflict of interest in tenure and promotion reviews. It should also refer to the applicable ethics guidelines of the appropriate professional societies. All tenured and tenure-track faculty members of the department should be given an opportunity to help develop these criteria, and the final statement must be adopted through a majority vote of all tenured faculty. The statement should undergo periodic review by the department. The statement must be approved by the dean and the provost and vice president for academic affairs. The department criteria should be attached to the evaluation by the chair that is submitted to the dean and to the provost and vice president for academic affairs.
- B. If the faculty member has received release time for research, the chair should evaluate the effectiveness with which this release time has been used.
- C. To further the University's commitment to internationalization, collaborative research with international colleagues, international grant activity, and presentations at international conferences, seminars and workshops should be recognized. For such international work, faculty should assist the chair with documenting the quality, impact, and value of their international work and in identifying and soliciting external evaluation by international peers, as appropriate.
- D. Consistent with the University's commitment to equity and inclusive excellence, faculty research that contributes to the diversity of learners and scholars at the University and enhances our environment of equity and inclusion should be noted in the review process.
- E. In evaluation, emphasis should be placed on quality, not just quantity. Within definitions 1-11 noted below, the following, where appropriate, are considered scholarly activity and research at Old Dominion University: publications, presentations at professional meetings, grants and contracts, computer software and educational media, patents submitted and awarded, instructional research, interdisciplinary research, creative and artistic productions, translational research including patents awarded, and applied projects in technical and professional fields, as well as entrepreneurship and community-engaged research. Faculty should assist the chair with documenting the quality, impact and value of these scholarly activities and soliciting external evaluation by international peers, as appropriate.
  - 1. Publications - The chair's evaluation should consider and comment upon the reputation and editorship of journals in which the faculty member has published, the extent of external peer review of articles, level of authorship for the faculty member, e.g. sole, first, or second author, and the level of publications, e.g. international/national, regional, state, or local. Published books are evaluated on the type and reputation of the publishing company, e.g. international/national, regional, state, local, or self-published, and the nature of the reviews received. Evaluation of the quality of the publication is essential. For major personnel decisions (e.g., tenure and promotion) external evaluation of publications is required.
  - 2. Presentations at professional meetings - The chair will be expected to evaluate such presentations on a similar basis to publications in learned journals - that is, taking into consideration the extent of external peer review before acceptance of the paper and the prestige associated with having a paper accepted for presentation at that meeting.
  - 3. Grants and contracts - The chair should consider the aggressiveness with which the faculty members have sought out research opportunities (considering the availability of opportunities in their fields), the effectiveness with which faculty members have met the requirements established by the funding agency, the effectiveness with which the faculty members have worked with colleagues and contributed to funding for graduate assistants and post-doctoral fellows, purchased released funds obtained, and the leadership that faculty members have provided on particular grants (as principal investigator, co-principal investigator, collaborator, consultant or other major participant).

4. Computer software and educational media - Work resulting in the creation of significant computer software or digital educational materials for use by others will be evaluated by the chair based on external evaluations and reviews.
5. Instructional research - The chair should give credit to effective instructional research by faculty members, with emphasis on well-designed and controlled research in teaching, particularly in their own or closely related disciplines, and the recognition that the instructional research has received, e.g. through publication or adoption at other institutions.
6. Interdisciplinary research – Credit should be given for interdisciplinary and cross-disciplinary research, including collaboration with others outside the immediate field of expertise of the faculty member, whether internal or external to the University.
7. In fields such as music, performing arts, and art, performance and juried/curated exhibition are counted as research activity. The chair should evaluate the quality of the artistic production, and may consider evidence such as published reviews of performance and exhibitions, stature and exclusivity of venue and juror/curators, or awards in juried exhibitions.
8. Translational research - The chair should give credit for translational research that results in important new industrial, health services, or business applications.
9. Entrepreneurial activities related to the faculty member's research should be considered as scholarly activity. Entrepreneurship involves systematic efforts to identify and solve problems through applied and/or field-based research resulting in innovative social, scientific, civic, economic, creative, pedagogical, technological, and/or consumer interventions and initiatives. The specific problem-solving innovation or intervention will vary by discipline and will encompass a praxis-based approach that may include a direct community or market intervention. Such activities may result in inventions, patents, new products, processes, techniques, and/or intervention strategies. Evaluation of entrepreneurial activity should ascertain the rigor of the approach and the impact on the constituencies targeted by the intervention or patent.
10. Community-engaged research can include entrepreneurial research as well as applied projects supporting community agencies, government, industry, business, or other parties, and leading to comprehensive technical papers such as economic impact studies, reports to government agencies, white papers, articles in trade journals, etc.
11. Other – Editorship of prestigious journals may be considered scholarly activity in certain disciplines. Book reviews, instructional manuals, and articles in national popular magazines related to the faculty member's expertise may be considered, but are not substantial scholarly publications.

- Approved by the president

June 24, 2013

Revised June 13, 2018

Revised May 1, 2020

# Evaluation of Service

The category of professional service is more difficult to define than teaching or research, but deserves the same kind of rigorous evaluation and positive credit given to teaching and scholarly activities. The chair has the responsibility to seek out methods of evaluating quality of professional service, not merely to list the activities. The task is sometimes complicated by the fact that much professional service takes place outside the department. Ideally, each faculty member should exercise their professional expertise in all three areas of department, college and University service, community engagement, and service to the discipline. Where individual faculty members may be expected by the chair to play different roles, those specific roles should be defined and understood. In all cases, service should be judged on the basis of quality and effectiveness, not just quantity. When distance education technologies are used for providing service, evaluations should include items specific to these delivery formats.

In the following listing, items are not necessarily listed in priority order, and faculty are not expected to engage in service activities in each area.

- A. Mentoring of students cuts across all areas of the faculty role – teaching, research, and service. Among service activities, mentoring of students is one of the most important areas of faculty service. Review committees are encouraged to recognize and reward faculty who mentor students in research, international work, service learning, entrepreneurial and innovation activities, and work-related experiential learning.
- B. Mentoring of faculty colleagues should be considered important service that promotes faculty advancement.
- C. Community engagement is a significant part of the University's mission and commitment to contributing to the well-being of our local, state, and global communities. Community engagement is defined as the application of a faculty member's professional skills to engage with the external community in a manner that both assists the community and is consistent with fulfillment of the University's mission. Community engagement in religious, political, or social organizations (although meritorious in itself) is not relevant to the faculty member's professional area. Examples of community engagement activities to be evaluated include participation in University outreach programs, teaching noncredit courses, workshops, projects, and colloquia in the faculty member's expertise, speaking engagements, both reimbursed and unreimbursed consulting activities, and other ways the faculty member uses his or her professional knowledge for service.
- D. Consistent with the University's commitment to equity and inclusive excellence, faculty work that contributes to the diversity of learners and scholars at the University and enhances our environment of equity and inclusion is highly valued and should be recognized and rewarded in the review process.
- E. Service to the discipline is exemplified by service to scholarly or professional societies, journal editorships, peer review activities for scholarly journals, scholarly books and texts, and external funding agencies, and other ways of contributing to the advancement of the discipline or appropriate interdisciplinary fields other than in areas relevant to teaching and research.

Service to scholarly or professional societies may include holding of office, serving on boards, chairing symposia and special sessions at conferences, editing proceedings, reading non-research papers, being instrumental in bringing a professional group to the local community and serving on the local arrangements committee, developing a teleconference, and any other ways in which the faculty member is active within the professional society. It is the responsibility of the chair to evaluate the quality of the work done for the professional society by the faculty member and the stature of the professional society itself and its relevance to the mission of the University.
- F. Departmental, college, and University service also includes special service assignments, sponsorship of student activities, cooperation with the Office of Development in outreach to alumni and securing external funding for the University, service on departmental, college and University committees and task forces, cooperation with the Office of Admissions in recruitment of students to the University, and other service activities.

Recognizing that service expectations vary according to department needs and faculty expertise, each department should develop methods of evaluating, encouraging, and rewarding excellence in service activities related to student mentoring, peer mentoring, community engagement, diversity initiatives, service to the discipline, and service to the department, college, and University.

- Approved by the president  
September 30, 2013  
Revised June 11, 2018



# Faculty Salary Increments

**NUMBER:**

1420

**APPROVED:**

June 12, 1980; Revised November 19, 1987; Revised June 20, 1996

## **I. Board of Visitors Policy**

Annual salary increments for faculty members are determined primarily by the evaluation of performance in teaching, research, and service. Initial recommendations for salary increments are made by the chair. The chair's recommendations are reviewed by the dean, who determines the salary for each faculty member in the college within the total salary budget assigned to the college by the provost and vice president for academic affairs. A faculty member may request that the salary decision be reviewed by the provost and vice president for academic affairs. Requests for review must be submitted to the provost and vice president for academic affairs no later than two weeks after the list of all faculty salaries is submitted by the dean. The decision of the provost and vice president for academic affairs is final.

## **II. Procedures**

- A. These procedures are designed to implement the policy on salary increments established by the Board of Visitors. In all matters concerning salary increments, the board policy is governing.
- B. Based on the anticipated operating budget of the university, the president allocates a certain percentage increment for returning faculty at the institution to the provost and vice president for academic affairs.
- C. The provost and vice president for academic affairs allocates a specific dollar amount to each dean for salary increments within the college or division reporting to that dean. The provost and vice president for academic affairs may designate certain funds for a specific purpose, such as increments for faculty members receiving promotion.
- D. The dean, on the basis of the evaluation of the performance of the department chairs, allocates a salary increment to each chair in the college.
- E. Of the funds remaining, the dean allocates to the chair of each department a dollar amount for use in increments to the other faculty members in the department.
- F. The chair, on the basis of faculty evaluations, allocates specific dollar amounts for each faculty member in the department. In this allocation, the chair should consider not only the percentage increment being granted but also the correction of inequities in cases in which faculty members of equal merit are receiving salaries that are substantially different. The chair notifies each faculty member of his/her proposed increment. The chair then forwards recommendations for salary increments to the dean.
- G. The dean reviews the recommendations made by the chair with particular attention to the dean's evaluation of individual faculty members if it differs from the chair's, and to consistency with the merit principle.
- H. A dean who wishes to change a salary recommendation of a chair first discusses this change with the chair. After such discussions, if any, the dean determines the salary for all returning faculty members in the college for the coming year.
- I. The dean forwards to the provost and vice president for academic affairs a list of all returning faculty members in the college with the salaries for the coming year. The provost and vice president for academic affairs writes contracts for all returning faculty members specifying the salary as determined by the dean.
- J. The dean informs each chair of the salaries determined for the members of each department, and the chair informs each faculty member of the salary to be offered to that faculty member in the contract for the coming year.
- K. The faculty member may request that the provost and vice president for academic affairs review the salary decision of the dean. Requests for review must be submitted to the provost and vice president for academic affairs no later than two weeks after the list of all faculty salaries is submitted by the dean. The decision of the provost and vice president for academic affairs is final.

# Appointment and Evaluation of Academic Deans

The dean of an academic college is the chief administrator for that college who has the major responsibility for the leadership of the college. Duties of each dean are specified in detail in the position description. Deans are expected to have excellent credentials in teaching, scholarship and research, and service when hired.

## I. Appointment

- A. The Provost and Vice President for Academic Affairs is responsible for all aspects of the search process and ensures that it is carried out as specified by University policy.
  - 1. Candidates selected for interviews should have the credentials for tenure and full professor at the initial appointment at Old Dominion University. Appointments with tenure will follow the process described in the policy on Initial Appointment of Teaching and Research Faculty, section II.D.
  - 2. The curriculum vitae and other relevant documents for each candidate must be made available to the college and University community prior to the interview.
  - 3. Deans are appointed without any term limit expectation. A regularly scheduled review involving faculty input will be conducted every three years.
  - 4. Deans serve at the pleasure of the Provost and Vice President for Academic Affairs and do not receive tenure in the administrative position.

## II. Evaluation

- A. Deans are evaluated annually during the spring semester for improvement, potential and merit consideration by the Provost and Vice President for Academic Affairs. The evaluation process is as follows:
  - 1. The dean prepares and submits a report of college achievements and personal professional growth to the Provost and Vice President for Academic Affairs.
  - 2. College chairs submit performance appraisals of the dean of their college to the Provost and Vice President for Academic Affairs. Confidentiality and anonymity will be maintained.
- B. Criteria for the performance appraisal shall be both generic and specific. Specific criteria refer to the college, and generic criteria are common to all deans.
- C. The Provost and Vice President for Academic Affairs will inform the dean of the results of the appraisals and of the Provost and Vice President for Academic Affairs' response to the evaluation materials in writing, including constructive criticism.
- D. The evaluation results and the dean's reply (if any) will be retained in confidence by the Provost and Vice President for Academic Affairs but will be available to the President upon request.

## III. Review Procedures

- A. The third year review process is conducted by the Provost and Vice President for Academic Affairs who notifies the faculty that the dean is being considered for review.
- B. Input from all full-time faculty in the relevant college will be solicited by the Provost and Vice President for Academic Affairs through use of a survey form that also provides for written comment. Confidentiality and anonymity will be maintained.
- C. The Provost and Vice President for Academic Affairs will consider results of the dean's annual evaluations, progress in attaining goals, and faculty input. Faculty in the college will receive a summary report from the Provost and Vice President for Academic Affairs.

## IV. Associate and Assistant Academic Deans

- A. These positions are staff appointments by the dean of the college. Associate deans are usually selected from tenured faculty in the college.
- B. Associate and assistant deans do not hold tenure in the administrative position.
- C. The dean shall provide associate and/or assistant deans with a job description that will form the basis for annual evaluations by the dean.
- D. For all appointments, the dean shall be responsible for initiating the search, forming the search committee, providing a written job description, inviting interested internal faculty to apply, and following established University policies and procedures.
- E. All associate and assistant deans are evaluated annually in the spring semester by the dean for continuance and merit. Annual evaluations of teaching, research, and service should include input from the department chair in the department in which the associate/assistant dean holds a faculty appointment unless the associate or assistant

dean is a full time administrator. Collaborative goals are set for the subsequent year after the evaluation is completed.

1. The criteria for evaluation must be specific to the job description.
  2. The associate or assistant dean will submit a report of yearly achievements and progress toward previous year's goals to the dean.
  3. The dean will use the report and other relevant data to provide an evaluation. The evaluation will be provided to the associate or assistant dean through a performance appraisal letter.
- F. A reappointment process shall be conducted by the dean every three years and shall include the results of annual evaluations and a survey to provide for faculty input. The associate or assistant dean, the faculty and the Provost and Vice President for Academic Affairs will be notified of the decision to reappoint or to not reappoint.

- Approved by the president

February 27, 1990

Revised February 27, 2007

Revised December 16, 2014

# Policy for Department Chair Evaluation<sup>1</sup>

- I. Assumptions
  - A. Chair responsibilities vary from one department/college to another.
  - B. Some chairs are on ten-month appointments, others may be on twelve.
  - C. Different structure and operation of colleges may cause different expectations of chair performance.
  - D. Principal elements of commonality:
    - 1. While shorter terms are possible, chairs are normally appointed for three-year terms.
    - 2. The statement on Department Chairs in this Handbook specifies the process for initial appointment and expectation of faculty participation.
- II. Annual evaluations of performance are an administrative responsibility of the dean and are to be conducted.
  - A. The evaluation shall be based on annual identification of each chair's goals and objectives, established in collaboration with the dean.
  - B. The evaluation shall be conducted and completed each spring prior to the salary adjustment process.
  - C. The evaluation shall be based on actual accomplishments in relation to previously established goals and objectives.
  - D. Deans will obtain input from all departmental faculty each year using a written survey. The process shall provide for anonymity.
  - E. The evaluation shall be discussed with each chair and reported to the provost and vice president for academic affairs.
  - F. A summary of the feedback will be shared by the dean with department faculty. No formal report of the annual performance evaluation shall be required for publication to faculty.
- III. The three-year reappointment review process shall be conducted by the college dean.
  - A. The process shall be conducted no later than spring semester of the third year of the chair's term.
  - B. The process shall be designed to fit the customs and circumstances of each college; however, in all cases:
    - 1. primary criteria for reappointment review shall be discussed with faculty of the department;
    - 2. all members of the departmental faculty shall be invited and encouraged to provide individual input (anonymously if desired) in the form of written comments on designated criteria;
    - 3. an appropriate survey instrument shall be developed and used in the evaluation;
    - 4. all members of the faculty shall be invited to comment on the desirability of reappointment of the chair for an additional three-year term;
    - 5. the process shall be concluded with a written report from the dean to members of the departmental faculty, summarizing important conclusions of the evaluation and announcing the reappointment decision; and
    - 6. a copy of this report shall be provided to and discussed with the provost and vice president for academic affairs prior to reappointment.
  - C. This process need not be implemented in the case of a chair who does not desire reappointment. In this case, an annual review would serve to determine the salary increment.
  - D. In the event that the chair does not desire reappointment, or the dean's decision based on the evaluation is against reappointment, the established procedure within each college for designation of a new chair shall be implemented. (Please see section 3.a. of the Policy on Department Chairs.)
- IV. Summary Observations
  - A. The principal objectives of these guidelines are to:
    - 1. assure systematic and fair evaluation of chairs on a regularly established schedule;
    - 2. ensure opportunity for faculty input to the evaluation process;
    - 3. preserve maximum flexibility for colleges in establishing details of the procedure in keeping with the rules, customs, and needs particular to each college;
    - 4. recognize the needs of colleges to establish evaluation criteria suitable to their own operations, which criteria may vary among colleges or even among departments within a college, or from year to year as departmental needs and objectives may require; and
    - 5. reaffirm that evaluation of chairs is a collegial function that is an administrative responsibility of deans but must involve input from the faculty.

---

<sup>1</sup>Refer also to the statement on Department Chairs later in this section.

- Approved by the provost and vice president for academic affairs  
September 5, 2003  
Revised by the president  
February 27, 2007

# **Declaration of a State of Bona Fide Financial Exigency or Severe Financial Difficulty**

**(Board of Visitors Policy, #1461)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1461.pdf>

# **Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or a Department of Instruction**

**(Board of Visitors Policy, #1463)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1463.pdf>

# **Fitness for Duty**

## **University Policy, #6028**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6028.pdf>



# Faculty Sanctions

NUMBER:

1450

APPROVED:

February 13, 1982

## I. General

A sanction may not be imposed upon a faculty member unless the faculty member has been notified in writing of the charges upon which the sanction is based and has been provided with an opportunity to respond to those charges.

Under no circumstances shall the imposition of sanctions or the threat of the imposition of sanctions be used to restrain a faculty member's exercise of academic freedom or exercise of any of the rights guaranteed by the Constitution of Virginia or by the Constitution of the United States.

## II. Minor Sanctions

### A. Authority

A minor sanction, i.e. a written reprimand, may be imposed upon a faculty member by a department chair, a dean, the provost and vice president for academic affairs, or the president.

### B. Procedure

1. Before a minor sanction may be imposed upon a faculty member, the faculty member must be notified in writing of the charges for which a sanction might be imposed. The faculty member then must be provided with an opportunity to meet with and to present a statement in defense or in mitigation of the charges to the individual with the authority to impose the sanction. That opportunity shall be provided no less than ten (10) and no more than thirty (30) days following the faculty member's receipt of notification of charges.
  2. Before a department chair or a dean exercises the authority to impose a minor sanction upon a faculty member, the decision to impose the sanction and the reasons therefore must be reviewed and approved by the immediate administrative supervisor of the individual imposing the sanction.
  3. Within sixty (60) days from the date of the faculty member's receipt of notice of charges, the faculty member shall be notified as to whether a minor sanction has been imposed. If a minor sanction has been imposed, the notice shall include a statement of the reasons for the sanction. Any sanction imposed and the reasons therefore shall be noted in the faculty member's permanent personnel file but if no sanction is imposed, there shall be no notation or reference to the charges in the file.
  4. The faculty member may respond in writing to the imposition of a minor sanction but must do so within thirty (30) days following the faculty member's receipt of notice of the sanction. The faculty member's written response to the charges will be included in the faculty member's permanent personnel file unless the faculty member requests otherwise.
- C. A faculty member who desires a review of the minor sanction imposed upon him or her may file a grievance against the administrative official imposing the sanction in accordance with the Faculty Grievance Policy.

## III. Dismissal and Other Severe Sanctions

### A. Authority

Only the Board of Visitors has the authority to dismiss a faculty member and only the Board of Visitors or the president has the authority to impose upon a faculty member a severe sanction short of dismissal, i.e., reduction in current salary level or suspension from service for a stated period with or without pay. "Dismissal" as used in this policy means the termination of a tenured faculty member or the termination of a nontenured faculty member prior to the end of a term appointment to which that faculty member would otherwise be entitled upon the policies of the university, but does not include the termination of faculty due to financial exigency, severe financial difficulties, or extensive curtailment in or discontinuance of a program of study or department of instruction.

### B. Grounds for Dismissal or for the Imposition of Other Severe Sanctions

The dismissal of a faculty member or the imposition upon a faculty member of another severe sanction shall be only for adequate cause. Such adequate cause must be related, directly and substantially, to the faculty member's performance of professional duties or responsibilities or to the fitness of the faculty member in his or her professional capacity.

### C. Proceedings to Dismiss or to Impose Other Severe Sanctions Upon a Faculty Member

1. The dismissal of a faculty member or the imposition upon a faculty member of other severe sanction(s) shall be only in accordance with the procedures described herein.
2. It is solely within the discretion of the president to determine those cases in which the institution of proceedings to dismiss or to sanction severely a faculty member might be appropriate. In deciding whether

- to initiate such proceedings, the president may act upon the recommendation of a department chair, a dean, the provost and vice president for academic affairs or upon his or her own initiative.
3. Except in extraordinary circumstances, if the president decides to initiate proceedings to dismiss or to sanction severely a faculty member, either the president or an administrative official designated by the president shall discuss the matter in private conference with the faculty member. At that time the matter may be resolved by agreement. If the agreement includes the faculty member's acceptance of dismissal or another severe sanction, that agreement shall be in writing and shall be placed in the faculty member's permanent personnel file.
  4. The president shall commence a proceeding to dismiss or to sanction severely a faculty member by designating an administrative official to present charges against the faculty member and by requesting that the chair of the Faculty Grievance Committee initiate the applicable procedures of the committee.
  5. Upon the conclusion of the committee's procedures and upon the president's receipt of the recommendation and report of the committee issued as described therein, the president may decide to accept, alter, or reject the recommendation of the committee as the president sees fit. If the president decides to alter or reject the committee's recommendation, the president must state in writing the reasons for that decision.
  6. The president must notify the faculty member and the committee of the president's decision and, if required, the reasons therefore, within thirty (30) days of the president's receipt of the committee's report. If the president fails to forward notice to the faculty member and to the committee within thirty (30) days, the president shall be deemed to have accepted the committee's recommendation.
  7. If the president decides to dismiss the charges or to impose a minor sanction upon the faculty member, the president's decision shall be final.
  8. If the president decides to impose a severe sanction other than dismissal upon the faculty member, the president's decision shall be final unless appealed to the Board of Visitors by the faculty member. In order to so appeal, the faculty member must notify the president of the appeal within thirty (30) days after the faculty member's receipt of the president's decision.
  9. If the president decides to recommend dismissal of the faculty member, the president shall forward that decision to the Board of Visitors at the time of notification of the faculty member and the committee as provided in paragraph 6.
  10. During its consideration of a presidential recommendation to dismiss a faculty member or during its consideration of a faculty member's appeal of a presidential decision to impose another severe sanction, the board shall review the record of the case, including the report of the Faculty Grievance Committee, and shall provide the faculty member (or his or her designated representative) and the president (or the president's designated representative) with an opportunity to make a written statement and, if either party should so choose, an oral statement. Generally, these statements will be based upon the record of the case. The board, in its discretion, may request additional evidence from either party or may permit either party, upon that party's request, to present additional evidence so long as the other party has the opportunity to examine and to respond to the additional evidence. Any additional evidence presented to the board by either party shall be fully disclosed to the other party prior to presentation of the evidence to the board.
  11. After its consideration of a presidential recommendation to dismiss a faculty member, the board may decide to dismiss the faculty member. If it should decide to dismiss the faculty member, the board shall provide written notification of this decision to the faculty member and to the president. Written notice shall include the effective date of the dismissal which may be any time following the date of notice.
  12. After such consideration, the board may decide instead to impose a severe sanction other than dismissal, to impose a minor sanction, to dismiss the charges, or to withhold final decision and to remand the matter to the Faculty Grievance Committee for further proceedings in accordance with the board's directions. The board shall provide written notice of its decision to the president and to the faculty member.
  13. After its consideration of a presidential decision to impose a severe sanction other than dismissal upon a faculty member, the board may decide to sustain the president's decision, to reduce the sanction, to dismiss the charges, or to withhold final decision and to remand the matter to the Faculty Grievance Committee for further proceedings in accordance with the board's directions. The board shall provide written notice of its decision to the faculty member and to the president.
  14. If the matter is remanded to the Faculty Grievance Committee, the committee shall conduct additional proceedings in accordance with the board's directions. Following the conclusion of such proceedings, the committee shall transmit its report to the board and shall furnish copies of its report to the president and to

the faculty member. After receipt of the committee's report, the board shall make its final decision and shall provide written notice of its decision to the president and to the faculty member.

15. In every case, the decision of the board is final.

**D. Limitation Upon the Imposition of More than One Sanction**

The imposition upon a faculty member of a minor or severe sanction shall preclude the imposition upon that faculty member of another sanction based upon the same incident. This limitation shall not preclude the consideration of a sanction previously imposed upon a faculty member during the determination of the sanction to be imposed or sought to be imposed as a result of another incident involving the same faculty member.

**E. Suspension Prior to the Completion of Proceedings**

Prior to the completion of proceedings under this policy, a faculty member may be suspended by the president or assigned other duties in lieu of suspension if serious harm to the faculty member or to others is threatened by the faculty member's continued performance of regular duties. Salary shall continue during suspension. Suspension pursuant to this section does not release the university from its obligation to complete proceedings as described in this policy within a reasonable time after suspension.

# Faculty Grievance Policy

**NUMBER:**

1470

**APPROVED:**

June 15, 1978; Revised May 15, 1982; Revised June 15, 1989; Revised November 14, 1990; Revised June 22, 1995; Revised December 4, 2014 (eff. 1/1/15)

## I. General

### A. Purpose

The purpose of this policy is to supplement the administrative and academic procedures of Old Dominion University and to provide a grievance procedure which will insure academic due process and fair treatment for faculty.

### B. Application

Only faculty under full-time teaching and research contracts and professional librarians may use the procedure described in this policy. A teaching and research administrator with departmental designation may use the procedure but only to grieve, in accordance with the requirements described herein, an action concerning the academic promotion of or the award of tenure to that administrator.

### C. Definition of Grievance

As used in this policy, a grievance is an allegation by a faculty member that he or she has suffered direct injury as a result of the following:

1. An action, refusal to act, or failure to act by an administrative officer of the university which deviated materially from the existing policies or procedures of the university; or
2. An action by an administrative officer of the university which was arbitrary, capricious, unreasonable, or contrary to the facts.

"Administrative officer," as used in this policy, refers to any individual exercising administrative authority, including, but not limited to, a department chair or a program director.

### D. Remedies

1. Except as otherwise provided herein, a faculty member who chooses to grieve under this policy may seek any remedy appropriate to the grievance which the university has the authority to provide.
2. The remedy available to a faculty member who chooses to grieve a personnel action, i.e., a nonreappointment, promotion, evaluation, salary increment, a decision not to award tenure, or appointment to emeritus status, is the initiation of a proper reconsideration of that decision through the applicable procedures of the university.

### E. Limitations Upon the Application of the Grievance Policy

1. Except as provided in I.E.3 herein, a faculty member must exhaust existing administrative or academic procedures for review of an action about which the faculty member chooses to grieve prior to filing a grievance under this policy.
2. An action concerning the imposition of a sanction upon a faculty member or the dismissal of faculty from employment due to a financial exigency, etc. must be reviewed in accordance with the applicable policies for review of such an action and may not be reviewed under this Grievance Policy unless the applicable policies so provide.
3. An action concerning the promotion of a faculty member or the award of tenure to a faculty member must be grieved by that faculty member after action by the provost and vice president for academic affairs but before the faculty member's request for review by the president.
4. An action concerning the promotion of a faculty member, the nonreappointment of a faculty member, or the award of tenure to a faculty member only may be grieved by that faculty member upon the ground that there was a material deviation from the applicable procedures of the university during the process leading to the action.

### F. Maintenance of Records

1. The complaint and all records developed during the investigation of the complaint shall be considered confidential and shall not be released except as required by law or by the provisions of this policy.
2. The complaint and all records developed during the investigation of the complaint shall be retained in the University Counsel's Office for a period of three years after the date of the final determination. Records

developed as a result of the grievance will be filed separate from the faculty member's official personnel file. Thereafter the records shall be destroyed unless state or federal action is pending.

## **II. Informal Resolution of a Grievance**

- A. A faculty member who chooses to grieve under this policy should first discuss the matter with the administrative officer whose action or failure to act is the basis for the grievance.
- B. If the discussion does not produce a resolution, the faculty member may request mediation provided by the Faculty Mediation program through the Faculty Senate Office.
- C. If, as a result of the faculty member's discussion with the administrative officer, the matter is not resolved to the faculty member's satisfaction, the faculty member shall discuss the matter with the immediate supervisor of the administrative officer whose action is the basis of the grievance. The faculty member shall not discuss the matter with the immediate supervisor of the administrative officer if that immediate supervisor is the president.
- D. If, as a result of these discussions and/or mediation, the matter is not resolved to the faculty member's satisfaction, the faculty member may proceed to formal resolution of the grievance.

## **III. Formal Resolution of a Grievance**

### **A. Written Statement of Grievance**

- 1. A faculty member shall initiate formal resolution of a grievance by filing a written statement of grievance with the chair of the Faculty Grievance Committee.
- 2. The written statement filed electronically by the faculty member shall contain, as a minimum, the following:
  - a. a description of the action, refusal or failure to act by the administrator that the faculty member is grieving;
  - b. the grounds upon which the faculty member is grieving the action including an identification of the applicable policy or procedures, if any;
  - c. a description of the events leading to the action, refusal or failure to act the faculty member is grieving;
  - d. a statement of the injury suffered by the faculty member and the date thereof; and
  - e. a statement of the remedy sought by the faculty member.
- 3. The written statement should be no longer than 1,000 words.
- 4. The faculty member should attach to the written statement copies of relevant documentation.
- 5. Except in cases involving personnel actions, the written statement of grievance shall be filed with the chair of the Faculty Grievance Committee within ninety (90) days of the date that the faculty member suffers the alleged injury. In those exceptional cases when the faculty member can demonstrate that he or she did not know, or have reason to know, of the grievance within ninety (90) days, the Grievance Committee may extend this period to one hundred and eighty (180) days. If the faculty member's grievance concerns a series or pattern of injurious decisions, the period shall run from that date of the latest alleged injury; however, the committee may review all of the decisions in the alleged pattern and the committee may make recommendations concerning all of the decisions in the alleged pattern if it finds that such a pattern did exist and that any incident of the pattern occurred within the number of days specified herein.
- 6. In a case involving a personnel action, i.e., a nonreappointment, promotion, evaluation, salary increment, or a decision not to award tenure, the written statement of grievance shall be filed with the chair of the Faculty Grievance Committee within thirty (30) days of the date that the faculty member is provided notice of action taken after administrative and academic review procedures have been exhausted as required by paragraphs I(D)(2) and I(E)(3) herein.
- 7. If the period described in paragraph 5 or paragraph 6 above would expire ordinarily between the university's regular semesters, the period shall be extended and shall expire fifteen (15) days after the beginning of the next regular semester.

### **B. Review by the Faculty Grievance Committee**

Upon a faculty member's filing of a written statement of grievance with the chair of the Faculty Grievance Committee, the Grievance Committee shall review the statement, and, if appropriate, proceed with a review of the grievance in accordance with its applicable procedures, as described in sections II and III of Faculty Grievance Committee and Hearing Panels: Composition and Procedures.

### **C. Withdrawal and Settlement of Matters Before the Committee**

The faculty member in any matter before the Grievance Committee may withdraw the matter at any time during the committee's proceedings without the committee's or a Hearing Panel's approval. Such a settlement removes the matter from the jurisdiction of the committee and closes the case. The committee or a Hearing Panel may take whatever steps it deems necessary and appropriate to encourage settlement.

## **IV. Decision by the President**

- A. Upon the conclusion of the applicable procedures of the Grievance Committee and upon the president's receipt of the committee's report and recommendation issued as described therein, the president may decide to accept, alter, or reject the recommendation of the committee as the president sees fit.
- B. Before deciding whether to accept, alter, or reject the recommendation of the committee, the president may request and consider written or oral statements from the parties to the grievance or their designated representatives. Each party must be provided a copy of the written statement filed by the other party and each party must be provided the opportunity to be present when an oral statement is made by the other party. The president shall not discuss the matter with either party prior to making a decision except as provided herein.
- C. If the president decides to alter or reject the recommendation of the committee, the president must state in writing the reasons for that decision.
- D. The president must provide notice to the grievant and to the Grievance Committee of the president's decision, and, if required, the reasons therefore, within thirty (30) days of the president's receipt of the committee's recommendation and report. If the president fails to forward notice to the grievant and to the committee within thirty (30) days, the president shall be deemed to have accepted the committee's recommendation.
- E. The president shall cause the implementation of any remedy provided to the grievant as a result of the president's decision.

**V. Review and Evaluation of the Policy and Procedures**

The president or his/her designated representative(s) and the Faculty Senate or its designated representative(s) shall jointly review and evaluate this policy every five years. At a Board of Visitors' meeting near the end of an academic year after the review, the president shall present to the Board of Visitors a report describing the results of the review and evaluation and recommending necessary changes, if any. The Faculty Senate, through the designated faculty representative, may present a separate report containing other recommended changes if it should choose to do so.

# Faculty Grievance Committee and Hearing Panels: Composition and Procedures

**NUMBER:** 1471

**APPROVED:** May 15, 1982; Revised June 15, 1989; Revised December 3, 1992; Revised June 22, 1995;  
Revised April 23, 2015 (eff. 6/1/15)

## **I. Composition and Term of Service**

### **A. Composition and Selection of the Committee**

1. The Faculty Grievance Committee shall consist of three full-time faculty members and two administrative faculty according to the following guidelines.
  - a. Three tenured full-time teaching and research faculty members appointed by the Faculty Senate.
  - b. Two administrative faculty members appointed by the president as described in paragraph I(A)(2) below.
  - c. The chair shall be a tenured faculty member elected by the Faculty Grievance Committee.
2. Presidential appointment(s) to the Grievance Committee shall be made as follows. After consultation with the president, the Executive Committee of the Faculty Senate shall recommend to the president five administrative faculty members for service on the Grievance Committee. From the recommendations of the Executive Committee, the president shall choose two appointee(s) to the committee.

### **B. Term of Service**

1. Except as otherwise provided herein, a Faculty Grievance Committee member shall serve a term of two calendar years, commencing August 1 in a year and ending July 31 of the second year thereafter.
2. All members of the committee, including those initially appointed to one-year terms, may be reappointed to consecutive terms.
3. The chair shall serve a two-year term and may be appointed to serve consecutive terms.
4. If a position is vacated during midterm, it shall be filled as the position was filled according to the rule in I(A), and the individual designated to fill the position shall serve until the expiration of the original term, unless reappointed.
5. Members of the committee shall make diligent efforts to attend all meetings of the committee. The committee may declare vacant the position of a member who is absent from three committee meetings during the course of a year.

## **II. Faculty Grievance Committee Procedures**

### **A. General**

1. All questions to be decided by the committee shall be decided by a majority of committee members present and voting. A quorum of the committee shall be four members. Unless otherwise provided herein, all questions to be decided by the chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the committee if the chair is unavailable to make such decisions or to take such actions.
2. It shall be the responsibility of the chair of the Grievance Committee to initiate the proper procedures for review of a matter that is referred to the committee. A matter arising under the Faculty Grievance Policy shall be reviewed in accordance with the procedures described in section II(B). A matter arising under section III of the Faculty Sanctions Policy shall be reviewed in accordance with the procedures described in section II(C). A matter arising under the policy on Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or a Department of Instruction shall be reviewed in accordance with the procedures described in section II(D).
3. All notices required by these procedures to be given shall be in writing and shall be considered given as required when delivered electronically or hand-delivered to the grievant and respondent. Notice to the chair of the Grievance Committee, to the chair of the Hearing Panel, or to an administrative officer in a matter before the committee shall be considered given as required when hand or electronically delivered to the office where the chair or such administrative officer receives mail.

4. Except as provided in paragraphs II(A)(5-6), designated university vacation days and days between the end of one academic year and the beginning of the next academic year shall not be included in calculations of the time periods specified in these procedures. This provision is applicable only to the Faculty Grievance Committee Procedures and is not applicable to the Faculty Grievance Policy, the Faculty Sanctions Policy, or any other university policy or procedure, unless otherwise provided in that policy or procedure.
5. Generally, the committee will not be active during the months between the end of one academic year and the beginning of the next academic year. However, the committee may continue its activity after the end of an academic year when necessary to complete review of a matter pending before the committee, particularly if, in the committee's judgment, a delay until the beginning of the next academic year would have a substantial adverse effect upon a party's interests. Under such circumstances, the time periods described in these procedures shall be calculated by excluding only designated university vacation days.
6. The president may request that the chair of the committee initiate the applicable procedures of the committee during the months between the end of one academic year and the beginning of the next academic year when necessary for review of a matter arising during those months under the Faculty Sanctions Policy. Upon receiving such a request, the chair shall initiate the applicable procedures of the committee and may call meetings of the committee as necessary. During those months, a quorum of the committee shall be three members, so long as one Faculty Senate appointee and one presidential appointee are present, and the time periods described in these procedures shall be calculated by excluding only designated university vacation days.

**B. Procedures for Review of a Faculty Grievance**

1. Within 30 days of the chair's receipt of a written statement of faculty grievance, the committee shall determine whether the written statement was filed in a timely manner, is adequate in that it meets the requirements of section III(A)(2) of the Faculty Grievance Policy, and describes a matter that the committee has the authority to review under the Faculty Grievance Policy.
  - a. If the Faculty Grievance Committee determines that the written statement of grievance does not meet the requirements of section III(A)(2) of the Faculty Grievance Policy, the grievant shall be advised of the deficiencies in the statement and shall be provided a reasonable time, as determined by the committee, within which to forward an adequate statement to the chair. If the faculty member does not file a statement that the committee determines to be adequate within such reasonable time, the committee may decide not to review the grievance. If the committee so decides, it shall notify the faculty member accordingly. If the faculty member does file a statement that the committee determines to be adequate within such reasonable time, the committee shall have 14 days from the chair's receipt of the adequate statement within which to determine whether the grievance was filed in a timely manner and whether the committee has authority to review the matter described in the statement. The timeliness of the filing of the grievance shall be determined by the date the initial statement was filed, although the committee may have determined it to be inadequate, so long as the committee has not closed the matter by deciding not to review the grievance.
  - b. If the committee determines that the written grievance was not filed in a timely manner or that the matter described in the grievance is not within the authority of the committee to review, the committee shall not review the grievance. The faculty member shall be notified of the committee's decision and the reasons therefore.
  - c. If the committee should decide that the written statement was filed in a timely manner, is adequate, and describes a matter over which the committee has authority, the grievant and the administrative officer against whom the grievance was filed shall be notified that the committee will review the grievance, and the administrative officer shall be provided a copy of the written statement filed by the grievant.
2. Within 14 days of receipt of the committee's decision that it will review a grievance, the administrative officer against whom the grievance was filed shall provide to the chair and to the grievant a written response to the written statement of grievance. The response should be filed electronically, be no more than 1,000 words in length and should include, as attachments, copies of relevant documentation.
3. Within 14 days of the chair's receipt of the administrator's response, the chair shall impanel a Hearing Panel as described in section III(A). The Faculty Grievance Committee chair shall provide the written statement of grievance, the administrator's response, and attached documentation to the chair of the Hearing Panel.
4. The proceedings on the grievance before the Hearing Panel shall be in accordance with the procedures of the Hearing Panel as described in section IV.



5. Upon concluding its hearing procedures and upon making its findings on the merits of the grievance, as described in section IV, the panel shall determine its recommendation for dismissal or remedy of the grievance and shall report to the chair of the Grievance Committee as described in section IV.

**C. Review by Hearing of Matters Arising under Section III of the Faculty Sanctions Policy**

1. Prior to the president's request that the chair of the Grievance Committee initiate the applicable procedures to dismiss or to sanction severely a faculty member, the administrative official designated by the president shall notify the faculty member of the president's intent to make such a request. This notice to the faculty member shall include a statement of charges.
2. The president's request to the chair of the Grievance Committee shall include a copy of the statement of charges provided to the faculty member.
3. The statement of charges shall include a specific description of the charges, a summary of the evidence upon which the charges are based, a list of witnesses whose identities are known, a summary of the expected testimony of those witnesses, and a recommendation of sanctions.
4. The Grievance Committee shall determine whether the statement of charges is procedurally adequate in that it meets the requirements of paragraph 3 above. If the committee should decide that the statement of charges is procedurally inadequate in that it does not meet the requirements of paragraph 3 above, the administrative official shall be advised of the deficiencies in the statement and within a reasonable time, as determined by the committee, shall forward an adequate statement to the faculty member and to the chair. The chair shall not initiate the following procedures until the administrative official has presented an adequate statement of charges.
5. Within 14 days of the chair's receipt of an adequate statement of charges, the chair of the Grievance Committee will impanel a Hearing Panel as described in section III(A). The chair shall provide the written statement of charges and the response of the faculty member, if any, to the chair of the Hearing Panel.
6. The faculty member may respond in writing to the statement of charges at any time prior to the hearing. The faculty member's failure to respond to the charges shall not constitute an admission of the charges. The faculty member's response, if any, shall be made to the chair of the Grievance Committee. Upon receipt of a faculty member's response, the chair of the Grievance Committee shall forward a copy to the administrative official who presented the charges and a copy to the chair of the Hearing Panel, if the panel has been constituted.
7. During each and every stage of the proceedings on the statement of charges, the faculty member may choose to appear, to be heard or not.
8. Each party may be represented by legal counsel or by an adviser during each and every stage of the proceedings.
9. The burden of proving the charges shall be on the administrative official.
10. The proceedings before the Hearing Panel on the statement of charges shall be in accordance with the procedures of the Hearing Panel as described in sections IV(A) and IV(B).
11. If the panel should conclude that none of the charges against the faculty member were proven, the proceedings before the panel will terminate and the panel will report to the chair of the Grievance Committee as described in section IV(C) with a recommendation that the charges be dismissed.
12. If the panel should find the charges proven in whole or in part, it shall convene a hearing on the sanction.
13. At the sanction hearing:
  - a. The administrative official and the faculty member shall have the right to present evidence, including witnesses and documentary evidence, and to present arguments on the question of the appropriate sanction, including evidence in mitigation or aggravation of the seriousness of the charges and evidence as to the implications of the charges for the welfare of the university.
  - b. The previous disciplinary record of the faculty member may be considered by the panel but becomes relevant only at this stage of the proceedings.
  - c. Except as otherwise provided in this paragraph, the sanction hearing shall be conducted in accordance with the procedures described in sections IV(A) and IV(B).
14. At the close of the presentation of evidence on the sanction, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present and shall determine its recommendations as to the sanction(s) to be imposed upon the faculty member. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.

15. The panel may recommend dismissal of the faculty member or the imposition of another severe sanction, or if it finds that the proven charge does not warrant imposition of a severe sanction, it may recommend that a minor sanction be imposed.
16. Upon determining its recommendation, the chair of the Hearing Panel shall report to the chair of the Grievance Committee as described in section IV(C).

**D. Procedures Governing Review of a Matter Involving the Dismissal of Faculty from Employment Due to Financial Exigency, Etc.**

1. Within 14 days of the chair's receipt of a request from the president that the Grievance Committee review a faculty member's appeal of a notice of termination issued to that faculty member under the policy for Dismissal of Faculty from Employment Due to Financial Exigency, etc., the chair of the committee shall impanel a Hearing Panel.
2. The chair of the Grievance Committee shall provide a copy of the faculty member's appeal and notice of termination to the chair of the Hearing Panel.
3. The Hearing Panel shall review the notice of termination in accordance with the procedures described in section IV.
4. The president or an administrative official designated by the president shall appear in proceedings before the Hearing Panel in support of the notice of termination issued to the faculty member.
5. The faculty member shall bear the burden of proving that the president's decision to issue notice was arbitrary, capricious, unreasonable, or contrary to the facts or that there was a material deviation from the university's policies or procedures in the issuance of the notice.
6. Each party may be represented by an advisor who may be legal counsel.
7. Faculty members from the same department of instruction or program of study may appear before the Hearing Panel collectively if they should so choose.

**III. Hearing Panels**

**A. Composition of the Panels**

1. The committee shall not hear matters brought before it but shall designate Hearing Panels for that purpose. A Hearing Panel shall consist of five full-time faculty members and shall be selected on a case-by-case basis.
2. Each member of the Faculty Grievance Committee, including the chair, shall designate one member of a Hearing Panel.
3. After committee members have designated the Hearing Panel members, the chair of the Grievance Committee shall appoint one of the Hearing Panel members as chair.
4. A Grievance Committee member who has taken a prejudicial public position on a matter before the committee, who has a personal interest in a matter before the committee, or who has a close personal or direct professional relationship with either of the parties in a matter before the committee shall not designate a member of the Hearing Panel for that matter. Such Grievance Committee member shall disclose the relevant conflict of interest and recuse him/herself. No person may serve on the Grievance Committee or a Hearing Panel if he/she is the person against whom the grievance is brought.
5. In the event that a member of the Grievance Committee appointed by the president is disqualified or is otherwise unable to designate a Hearing Panel member, the other presidential appointee on the committee shall designate one additional Hearing Panel member. In the event that a member of the Grievance Committee appointed by the Faculty Senate is disqualified or is otherwise unable to designate a Hearing Panel member, the other Faculty Senate appointee on the committee shall designate one additional Hearing Panel member. In the event that the disqualified or otherwise unavailable member of the Grievance Committee is the chair, the remaining four members of the Grievance Committee shall designate the fifth member of the Hearing Panel and appoint its chair.
6. Only full-time faculty members whose duties are primarily nonadministrative in nature are eligible to serve on Hearing Panels. A Hearing Panel constituted to hear the case of a tenured faculty member shall consist of tenured faculty members. A Hearing Panel constituted to hear the case of a nontenured faculty member shall consist of at least one but not more than two nontenured faculty members. No members of the panel may be from the college of the faculty member whose case will be heard by the panel. No member of the panel may be from the library if the faculty member whose case will be heard is from the library. There shall be no restriction as to the colleges of panel members selected to hear the case of an administrative faculty member who has no departmental designation.

7. Department chairs are ineligible to serve on a Hearing Panel constituted to hear a grievance in which the action of a department chair is the action being grieved.
8. It shall be the responsibility of the chair of the Faculty Grievance Committee to assure that members of the Hearing Panel meet the requirements described herein. In order to assure that such requirements are met, the chair may limit, as to college and as to tenure status, the designations made by Grievance Committee members. Limitations upon such designations should be evenly applied to designations made by Faculty Senate appointees on the committee and to designations made by presidential appointees on the committee.
9. Either party in a case may challenge individual members of the Hearing Panel for cause. "Cause" may include the taking of a prejudicial public position on the matter to be heard, a personal interest in the matter to be heard, or a close, personal or direct professional relationship with either of the parties. The Grievance Committee shall determine over the legitimacy of a challenge.
10. Members of a Hearing Panel should voluntarily recuse themselves from hearing matters if their participation on the Hearing Panel could result in legitimate challenges for cause, whether or not such challenges have been made.
11. Any Hearing Panel member who has a close personal or direct professional relationship with the person filing a grievance or the administrator against whom the grievance is filed must disqualify himself/herself from serving on that case.

#### **IV. Hearing Panel Procedures**

##### **A. Prior to the Hearing**

1. The Faculty Grievance Committee chair will provide contact information for the Hearing Panel chair to the grievant and respondent.
2. At least five working days prior to a hearing all parties must submit all written documents and exhibits to be considered at the hearing to the chair of the Hearing Panel who will distribute, or otherwise make available, all materials to both parties at least two working days before the hearing.
3. The Hearing Panel shall be provided and shall review all statements and attached documentation filed by the parties in the cases before the panel.
4. The Hearing Panel may hold a pre-hearing conference with or without the parties prior to the hearing to discuss procedures, to clarify the issues, to exchange documentary evidence, to make stipulations of fact, and to take any other actions necessary to expedite the proceedings.
5. At any stage of the proceedings, the Hearing Panel may call upon the University Counsel, the chair of the Grievance Committee, or the Grievance Committee as a whole for procedural advice concerning the matter before the panel.
6. The Hearing Panel chair shall set the date, time, and place of the hearing. Insofar as is possible within the guidelines described in paragraphs 5 and 6, the hearing shall be set at a date and time which is convenient to all parties and continuance of the hearing date may be granted by the chair of the Hearing Panel upon the request of either party or upon the panel's own motion.
7. A hearing on a matter arising under the Faculty Grievance Policy and under the policy on Dismissal of Faculty from Employment Due to Financial Exigency, etc. should be held no less than 14 days and no more than 45 days after impaneling of the Hearing Panel. Upon agreement of all parties, a hearing may be held earlier than 14 days and, in extraordinary cases as determined by the chair of the Grievance Committee in consultation with the University Counsel, a hearing may be held later than 45 days.
8. A hearing on a matter arising under the Faculty Sanctions Policy shall be held no less than 30 days and no more than 60 days after notice of the statement of charges is given to the faculty member. Upon agreement of all parties, a hearing may be held earlier than 30 days and, in extraordinary cases as determined by the chair of the Grievance Committee, a hearing may be held later than 60 days.
9. Fourteen days prior to the hearing, the chair of the Hearing Panel shall notify each party of the date, time, and place of the hearing. A party may agree to waive this notice. All parties not given timely notice must agree to waive notice before the hearing may be held as scheduled.
10. Except as provided in Paragraph II C(7), each party who has been given timely notice or who has waived timely notice is expected to appear in person at the hearing. If any such party should fail to appear, the chair of the Hearing Panel may decide, in the chair's sole discretion, to proceed with the hearing in that party's absence. If the chair of the Hearing Panel should decide to proceed, the party's absence shall not invalidate the hearing.

##### **B. At the Hearing**

1. The administrative official and the faculty member in the case before the panel shall present evidence by calling and questioning witnesses, by introducing the documentary evidence, or otherwise. Each party shall have the right to ask questions of witnesses called by the other party or by the Hearing Panel.
2. During the hearing, each party to the grievance and the Hearing Panel may have one advisor. The advisor may serve as a consultant to the party/panel during the presentation of the matter before the Hearing Panel. The advisor is not permitted to address the Hearing Panel, the other party, witnesses, or other individuals present at the hearing. The advisor may confer only with the individual or the panel for whom he or she is the designated advisor. Failure to comply with this rule will result in removal of the advisor for the duration of the hearing.
3. The burden of proving the allegations of the grievance shall be upon the faculty member.
4. Access to the hearing shall be limited to the panel, parties, advisors, and witnesses.
5. In conducting the hearing, the Hearing Panel shall admit all evidence determined by it to be relevant and not cumulative and shall accord such evidence the merit it deserves. The panel may limit the number of witnesses to prevent repetitive or cumulative testimony and may grant adjournments as it deems necessary.
6. The Hearing Panel may determine, on its own motion, the necessity of calling witnesses additional to those called by the parties and of examining documentary evidence additional to that presented by the parties.
7. The university will make its best efforts to assist the parties and the Hearing Panel in obtaining witnesses and documentary evidence. Each party in a case before the panel shall have access to all records needed to present that party's case except as follows:
  - a. Access to records covered by the Family Education Rights and Privacy Act of 1974, as amended (section 438 of the General Education Provisions Act, Title IV of Public Law 90-247, as amended) shall be in accordance with the provisions of that act;
  - b. Access to records covered by the Virginia Privacy Protection Act of 1976 (2.1-377 et seq. of the 1950 Code of Virginia, as amended) shall be in accordance with the provisions of that act; and
  - c. There shall be no right of access to records excluded absolutely by the provisions of the Virginia Freedom of Information Act (2.1-340 et seq. of the 1950 Code of Virginia, as amended).
8. The Hearing Panel chair will preside at the hearing and will rule, on the panel's behalf, on all procedural questions which arise during the hearing. A panel member who disagrees with the chair's ruling on a procedural question may ask that the question be decided by the panel and the question shall be so decided. All questions on the merits will be decided by the panel.
9. A digital audio recording shall be made of the hearing and shall be kept securely in the University Counsel's office.

**C. After the Hearing**

1. At the close of the presentation of evidence, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present to make its findings and to arrive at its conclusions and recommendations for dismissal or remedy of the grievance.
2. The Hearing Panel shall create a report which shall include the following:
  - a. Copies of statements and attached documentation filed by the parties in the matter before the panel;
  - b. The names of the parties and their advisers;
  - c. The names of witnesses appearing before the panel;
  - d. The findings and conclusions of the panel which must include addressing the charges brought by the faculty member; and
  - e. The recommendations and rationale of the panel. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
3. The report shall be certified as correct by each Hearing Panel member who participated in the decision.
4. The Hearing Panel chair shall provide copies of the report to the chair of the Grievance Committee and to each party.
5. A digital audio or recording of the hearing shall accompany the report provided to the chair of the Grievance Committee and shall be made available to the parties.

**D. Decisions by a Hearing Panel and Its Chair**

1. All questions to be decided by a Hearing Panel shall be decided by a majority vote of panel members present and voting.
2. A quorum of the panel shall be four members.
3. Generally, a panel member who has not attended a substantial portion of each hearing session held in a case should not vote in the panel's decision on the merits of the case or on the panel's recommendation in the

case. In the event that a question is raised by either party or by other panel members as to the propriety of a panel member's vote because of that panel member's absences, the question shall be referred to the Grievance Committee for determination.

4. All questions to be decided by the Hearing Panel chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the panel if the chair is unavailable to make such decisions or take such actions.

**V. Faculty Grievance Committee's Review and Report**

**A. Review of the Report of the Hearing Panel**

1. Within 30 days of the chair's receipt of the Hearing Panel's report, the Grievance Committee shall review the report and shall determine whether the procedural requirements of the committee and of the Hearing Panel were met and whether the recommendations made by the panel were within the authority of the Grievance Committee and the panel to make.
2. Before making such a determination, the committee may request and consider written or oral statements from the parties or their designated representatives on questions of procedure or on questions regarding the committee's authority to make the recommendations proposed by the panel. Each party must be provided a copy of any written statement filed by the other party and each party must be provided the opportunity to be present when an oral statement is made by the other party.

**B. Action and Report of the Grievance Committee**

1. If the Grievance Committee should decide that procedural errors were committed which were substantially prejudicial to either party, the committee may refer the matter to the original Hearing Panel for a rehearing of the matter or may impanel another Hearing Panel for a rehearing of the matter. The committee shall provide a reasonable time within which the rehearing must be completed and a report provided to the chair of the committee.
2. If the Grievance Committee should decide that the recommendations made by the panel are not within the authority of the committee or of the panel to recommend, the committee shall refer the matter to the Hearing Panel for a redetermination of its recommendations. The Hearing Panel shall report its revised recommendations to the committee within a reasonable time, as determined by the committee.
3. Upon the Grievance Committee's determination that procedural requirements were met and that the recommendations of the Hearing Panel were within the authority of the committee or of the panel to make, the Grievance Committee shall so certify and shall adopt the report and recommendations of the Hearing Panel as the report and recommendations of the Grievance Committee.
4. The chair of the Grievance Committee shall advise the chair of the Hearing Panel and both parties of any action taken by the Grievance Committee upon its review of the report of the Hearing Panel. Both parties shall be provided copies of any new or revised reports issued by the Hearing Panel.
5. The chair of the Grievance Committee shall transmit the report and recommendations of the Grievance Committee to the president (see section IV of the Faculty Grievance Policy).

**VI. Retaliation Prohibited**

Retaliation against witnesses for any party is prohibited, and University Policy 3020 applies to all alleged retaliation that arises from or as a result of a grievance matter. Witnesses are defined as persons that provide actual testimony or provide documentary evidence.

# Voluntary Phased Separation Program for Tenured Faculty

NUMBER: 1442

APPROVED: June 16, 2011

## I. Policy Statement

An optional voluntary phased separation program is offered to eligible tenured faculty members at Old Dominion University ("University"). It permits them to phase down their work expectations in the final years of their career and will provide opportunities for a phased approach to separation for those who prefer a gradual transition to full retirement. It responds to the expressed desires of many faculty members to move into retirement gradually, and it enables departments and schools and colleges to plan for the replacement of faculty members in advance of their actual retirement.

## II. Eligibility

A full-time tenured faculty member is eligible to participate in the Voluntary Phased Separation Program if, as of the date his or her phased separation would commence under the Voluntary Phased Separation Program, he or she is at least 55 years of age and has completed at least 10 academic years of full-time employment at the University. Faculty who occupy full-time administrative positions are not eligible for the program until they vacate the administrative position. Thus, phased separation will be only for those performing teaching, research, and service duties under faculty appointment. (The Board of Visitors reserves the right, in appropriate situations deemed to be in the best interests of the University, to disregard the requirement of a faculty appointment.)

## III. Participation and Compensation

- A. **Phase-Down Period.** Eligible faculty members may apply to take a reduced workload over a period of one year to a maximum three years (the phase-down period), followed by retirement at the end of the phase-down period.
- B. **Workload During the Phase-Down Period.** The workload of faculty members participating in the program would be a 50% workload as specified by the chair and approved by the Dean and Provost and Vice President for Academic Affairs. This workload could be distributed throughout the academic year. However, with the agreement of the department chair, formal class teaching duties may be executed in one semester with advising, mentoring and service obligations continuing through the academic year.
- C. **Tenure.** Eligible faculty members participating in the program do not enjoy the benefits of tenure. They may not serve on committees that require members be tenured. Otherwise, participants have the same academic freedoms and responsibilities as other faculty members and have access to all grievance and appeal procedures available to non-tenured members of the faculty who are not participating in the program.
- D. **Compensation and Benefits.** An appointment under this policy would be compensated by a salary equal to 50% of the participant's previous academic year's base salary enhanced by 50% of the cost of medical insurance. Basic and Optional Life insurance coverage will be based on the participant's 50% salary. Participants will continue to be eligible for annual merit salary increases.

Participants will continue to be enrolled in the University's retirement plans (Virginia Retirement System or Optional retirement Plan) with University and employee contributions based on the 50% salary.

- E. **Limitations on Participation.** Eligible faculty members do not have an absolute right to participate in the program. Departments, schools, colleges or the University may limit participation in the program if there is a finding that financial circumstances prohibit enrollment in the program by the eligible faculty member or if enrollment in the program would substantially weaken academic quality or disrupt program sequence within the department, school, college or the University. Further, a department, school, college or the University may each establish a cap or limit on the number of eligible faculty members who may enter the program.
- F. **Procedure for Participation.** An eligible faculty member interested in participating in the Voluntary Phased Separation Program must make a transition appointment proposal to his or her chair, by October 15 preceding the fall semester in which they intend to begin the phase down, and work with the chair and relevant Dean to develop a mutually agreeable transition appointment and set of duties for a period of one to three years leading to the date of full retirement. Eligible faculty members with joint appointments between two or more departments, schools or colleges must receive approval from each of the chairs and deans.

A Dean may refuse to recommend or alter a proposed transition appointment based on legitimate institutional need. Refusal to recommend or alter a faculty member's proposed transition appointment by the Dean, to which the

faculty member objects, is subject to review and decision by the Provost and Vice President for Academic Affairs. A final determination of whether the disapproval or an alteration of a proposed transition appointment is based on legitimate institutional need will be made by the Provost and Vice President for Academic Affairs. Examples of legitimate institutional need are such situations as the unavailability of another person to offer a particular required course or the need for the individual's exclusive expertise for an externally funded research grant.

In order to participate in the Voluntary Phased Separation Program, an eligible faculty member must complete a Voluntary Agreement and General Release. When a transition appointment has been agreed to by the eligible faculty member, chair, Dean, and Provost and Vice President for Academic Affairs, the faculty member's Voluntary Phased Separation Agreement will be forwarded to the Office of Academic Affairs for processing. An eligible faculty member's Voluntary Phased Separation Agreement must be signed by the faculty member, the faculty member's Dean, and the Provost and Vice President for Academic Affairs in order for it to be final and binding.

Once the Provost and Vice President for Academic Affairs has signed the Voluntary Phased Separation Agreement, the agreement to retire within the term specified is final and binding. However, nothing in the program precludes a participating faculty member from terminating his or her phased separation in favor of complete retirement at any time.

#### **IV. Administrative Provisions**

The University may make such exceptions to the requirements of the Voluntary Phased Separation Program as the President and the Provost and Vice President for Academic Affairs jointly determine to be in the best interests of the University. In addition, the University reserves the right to formally amend the existing provisions of the Voluntary Phased Separation Program or to terminate the Voluntary Phased Separation Program at such time(s) as it deems appropriate.

# Separation Process for Faculty and Staff

## University Policy, #6060

### A. PURPOSE

The purpose of this policy is to ensure the timely notification and processing of faculty and staff separations from employment.

### B. AUTHORITY

Virginia Code Section 23-9.2:3, as amended [<http://law.lis.virginia.gov/vacode/title23/chapter1/section23-9.2:3/>], grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [<http://www.odu.edu/about/bov/bov-manual/bylaws>] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Department of Human Resource Management Policy #1.70 - Terminations/Separations from State Service [[http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1\\_70.html](http://web1.dhrm.virginia.gov/itech/hrpolicy/pol1_70.html)]

Department of Accounts' Commonwealth Accounts Policies and Procedures Manual #50320 Terminations [[http://www.doa.virginia.gov/Admin\\_Services/CAPP/CAPP\\_Topics/50320.pdf](http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Topics/50320.pdf)]

### C. DEFINITIONS

Banner Administrative Information System - The term used to reference the information technology system, Banner® Digital Campus. Banner is the administrative software system used to manage student information, financial aid, finance, and human resources at Old Dominion University.

Classified Employee - A salaried employee whose terms and conditions of employment are subject to the Virginia Personnel Act, Code of Virginia Section 2.2-2900 et seq., as amended [<http://law.lis.virginia.gov/vacode/title2.2/chapter29/>], and who is employed in a classified position.

Department Records Coordinators - Individuals who serve as a liaison between the University Records Manager and their respective department.

Hiring Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate employees, and discipline employees.

Separation - Cessation of employment with Old Dominion University. Types of separation include, but are not limited to: voluntary resignation, retirement, discharge, involuntary termination, layoff, transfer to another State agency, or death while in service.

Web Time Entry (WTE) - A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

### D. SCOPE

This policy applies to the following types of employees of the University and their supervisors: administrative and professional faculty, teaching and research faculty, and classified or wage staff. This policy does not apply to adjunct faculty or student employees.

### E. POLICY STATEMENT



This policy provides specific procedures to be followed in order to ensure the timely processing of separations as follows:

- ensure accurate computation of compensation and disbursement;
- facilitate final pay actions;
- protect and account for University property; and
- provide faculty and staff with an opportunity to exercise appropriate benefit options.

## **F. PROCEDURES**

University hiring supervisors are responsible for immediately notifying the Department of Human Resources concerning the separation of faculty and staff. Notification to the Department of Human Resources must occur no later than one workday upon the hiring supervisor's receipt of this information.

An employee is responsible for providing advance notice and written notification of his/her intent to resign to his/her hiring supervisor as soon as the decision has been made to separate from University employment. The written notification should provide an explanation for the resignation and must state the effective date of separation, which is the last day the employee will work.

Reasonable advance notice of resignation for classified employees is at least two weeks or longer for professional level positions. As contractual employees, faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave Old Dominion University.

Upon being notified of an employee's intention to resign, the hiring supervisor shall request the written resignation. On the bottom of the document, the hiring supervisor should note the date the resignation was received, sign his/her name acknowledging receipt, and submit the document to the Department of Human Resources immediately. Hiring supervisors are also advised to contact the Department of Human Resources, the Payroll Office, and the Department of Information Technology Services immediately once they are aware of an employee's intention to resign.

Hiring supervisors are also responsible for the following actions:

- certifying that all leave activity has been submitted via WTE to the Payroll Office;
- notifying the Payroll Office if the classified employee is in a time-loss status or has an annual leave balance of less than 40 hours;
- collecting University property;
- directing the return of keys to the Department of Facilities Management;
- referring departing faculty and staff to the Department of Human Resources for benefits information;
- if applicable, ensuring that contractual obligations are fulfilled by the separating faculty member or reassigned as appropriate;
- notifying the Department of Information Technology Services to delete access to departmental and University systems, as appropriate;
- maintaining all departmental personnel and timekeeping records\* for five years in a safe and confidential manner.

\*Department Records Coordinators are responsible for securing such physical records as are uniquely created, received and maintained for the position concerned, contacting the Office of Information Technology Services regarding the secure storage of such electronic records, including email, as are associated with the position concerned, and advising the University Records Manager about the separation so that inquiries can be made to ascertain if any litigation, investigations, or Freedom of Information Act requests are in effect that would suspend the routine destruction of records associated with the position concerned.

The Department of Human Resources will provide the hiring supervisor with an e-mail message confirming receipt of the separation notice and will provide the hiring supervisor with a checklist to ensure that the hiring supervisor's responsibilities for the separation process are communicated and completed. The separating employee will be contacted by the Department of Human Resources to schedule an exit interview and to inform the employee

about his/her responsibilities in completing the separation process. The Department of Human Resources is responsible for inactivating the employee's pay status in the Banner Administrative Information System upon notification of an employee's separation. The Department of Human Resources is also responsible for providing timely notification to the Payroll Office of separating employees.

The Payroll Office is responsible for processing final salary payments, processing final leave pay-outs, terminating direct deposits, and terminating employee records in the Banner Administrative Information System.

#### Records Retention

Separation decision records are retained for two years and then destroyed in compliance with the Commonwealth's Records Retention and Disposition Schedule.

### G. **RESPONSIBLE OFFICER**

Staffing and Operations Manager, Department of Human Resources

### H. **RELATED INFORMATION**

University Policy 3700 – Records Management Policy [<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3700.pdf>]

- Approved by the president  
July 1, 2001  
Revised August 22, 2003  
Revised October 2, 2009  
Revised March 30, 2016

# Academic Freedom

**NUMBER:**

1403

**APPROVED:**

September 22, 1994

The university subscribes to the following 1940 statement on academic freedom of the American Association of University Professors, which has been endorsed by nearly all important national organizations of higher education.

- a. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

# Professional Ethics

**NUMBER:**

1404

**APPROVED:**

September 22, 1994

The university subscribes to the following 1987 statement on professional ethics of the American Association of University Professors.

- I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
- IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

# Statement on Freedom of Expression

**NUMBER:** 1011

**APPROVED:** August 27, 1970

Old Dominion University will at all times defend the right of free expression, including the right of free assembly.

The right will be protected in behalf of all persons associated with the academic community - students, faculty, administration, and official guests. No action by an individual or a group which seeks to restrict the exercise of these rights by any other individual or group on this campus will be tolerated.

Old Dominion University will not condone or allow any unauthorized occupation of university facilities, nor will it permit any interference with its normal and regular activities.

No discussion of any issue will be carried on or be conducted under any form of duress, nor will attempts to intimidate, frighten, or otherwise promote by force be tolerated.

Any attempt by individuals or a group to intimidate or otherwise force demands of any kind by occupation of buildings, or interference with the business and purpose of the university, will be dealt with by sufficient means to relieve the situation.

# Resolution Supporting Intellectual Diversity

Whereas higher education should challenge students to think critically, debate and explore ideas they are not familiar with;

Whereas a free exchange of ideas between students and faculty is the key to learning on a college campus;

Whereas freedom and open debate are the core of what makes learning at a college campus possible, and whereas it is this freedom that sponsors new ideas, fosters debate, exposes students to frames and theories they have never encountered and challenges core beliefs;

Whereas restrictions on what content is taught in the classroom, what subjects are open to debate and what ideas students can be exposed to would hamper education at Old Dominion University;

Whereas college and university teachers are citizens, members of a learned profession, and officers of an educational institution and should be free from institutional censorship or discipline;

Be it resolved, that the Faculty Senate of Old Dominion University opposes any administrative or legislative attempts to place restrictions on what ideas and theories can be taught in our classrooms or to restrict open debate and discussion on campus;

Be it further resolved that the Faculty Senate of Old Dominion University believes that Old Dominion University should remain an open marketplace of ideas where free expression is exercised and where diverse views are expressed and debate of those ideas is encouraged.

-Approved by the president

May 2008

# Faculty Performance Period

**NUMBER:** 1405

**APPROVED:** June 18, 1998

Unless otherwise noted on the contract, full-time and research faculty appointments are made for a period of one academic year. In the most common case, when faculty are appointed for the fall and spring semesters, they are expected to be on duty from the first faculty meeting of the academic year through spring commencement, except for holidays noted in the university academic calendar; this period is approximately nine months. In general, whatever their period of appointment, faculty are expected to be on duty during the entirety of the semesters or terms for which they are appointed, including opening faculty meetings, final examinations, and commencement ceremonies.

However, full-time teaching and research faculty also may be appointed for "alternative" contractual periods that consist of two semesters or their equivalent. Rather than the traditional academic year consisting of the fall and spring semester, this alternative period may be comprised of only one of those semesters plus duties during summer sessions equivalent to a single semester. The following provisions apply in such cases:

- No tenured or tenure-track full-time faculty member may be appointed to an alternative contractual period more than one year in every four without his/her consent. A minimum of six months advance notice shall be provided to a faculty member selected for an alternative contractual period. The date of the new alternative contract will be used to determine notification requirements.
- Faculty appointed to an alternative contractual period will receive the same salary as they would have received had they been appointed to regular fall and spring semester sessions.
- Faculty appointed to an alternative contractual period will be regarded as regular, full-time faculty for all personnel and fiscal purposes including accrued seniority, years served toward tenure, health coverage, retirement, and other fringe benefits.
- Full-time faculty who have an alternative contract are eligible to work during an "off-term" time period and earn extra compensation as set forth in the Faculty Handbook section entitled "Extra Compensation in 'Off-Term' Sessions." For example, a faculty member who is appointed for the fall semester and the summer sessions will be eligible for employment (including research employment) during the spring semester, but the faculty member's salary rate neither may exceed the weekly equivalent (1/39th) of the normal academic year salary of the individual, nor may the total in the "off-term" exceed (13/39=1/3) of the normal academic year salary. The salaries of full-time faculty members during the "off-term" period are calculated according to a step-by-rank schedule available from the Office of the Provost and Vice President for Academic Affairs.

# Faculty Teaching Load

1. The standard teaching load at Old Dominion University is 24 load hours for the academic year. Each chair will, in consultation with the faculty member, determine how the equivalent of that load is comprised for that faculty member in the department/school, after considering the goals and objectives developed by the faculty member and agreed to by the chair as a part of the annual evaluation process. Such load should be apportioned among teaching, research, administration, and other significant responsibilities approved by the chair. Responsibilities which the chair should take into account include curriculum development, academic advising, supervision of theses and dissertations, supervision of student internships, service in professional organizations, and special community or university services. Copies of the workload apportionment will be provided to each faculty member and forwarded to the dean for approval each semester and to the provost and vice president for academic affairs for information.
2. In courses where the credit hours equal the contact hours, one credit hour will be the equivalent of one load hour. Other factors that need to be taken into account in assigning class loads are: class enrollment, number of preparations, preparations for new courses, team teaching, number of honors, tutorial, independent study, or thesis courses, hours of graduate-level courses taught, and the number of registered thesis and dissertation students supervised.
3. In courses that have more contact hours than credit hours (for example, laboratories in some sciences and studio art) faculty compensation shall not exceed .75 load hours for each contact hour, assuming that no more than two contact hours per credit hour is in any case required. In courses consisting of both lecture and laboratory, only the laboratory will be calculated at .75 load hours for each contact hour, and the lecture at one load hour for each credit hour.
4. In the case of nontraditional or unusual teaching experiences such as student teaching, applied music, clinical experiences in an allied health program, or internships, the relationship between teaching time and load hours will be determined on a course-by-course basis by the faculty of the department with the approval of the dean and the provost and vice president for academic affairs.
5. The university, whenever appropriate, supports and encourages team teaching. Since team teaching allows for collaboration among peers and often results in an enhanced classroom environment or novel course content, there is potential for personal and professional growth for instructors and for broader and more stimulating experiences for students. Professors involved in team teaching will determine their individual contributions to the course and, in consultation with the chair(s) of their department(s), calculate their load hours for the course. The total load hours for the team should equal at least the total teaching load hours for the course. However, since team teaching and the administration of assignments and grading may be significantly more time consuming than for a course taught by one faculty member, the chair(s) may award additional load hours to team members. It is typically necessary for one member of the faculty team to be designated as course director for the semester to coordinate such course administrative activities as recording, completing, and submitting grades.
6. A faculty member's responsibility toward the university includes research and service in addition to teaching. Faculty members may not be assigned a teaching load beyond the standardized load hours per academic year described above without their consent. If the department and the faculty member request a teaching load beyond this limit, approval of such a request must be forwarded to the provost and vice president for academic affairs on the recommendation of the chair and dean.

- Approved by the president  
Revised February 18, 1997  
Revised November 17, 1997  
Revised April, 2003  
Revised March 22, 2013



# Temporary Change in Duties for Full-Time Teaching Faculty Who Expect a New Family Member through Birth or Adoption

Old Dominion University complies with Federal and State laws when overseeing employee benefits for faculty, staff, and administrators. Further, the University supports members of the University community in areas of work-life balance, including policies related to telecommuting, job sharing, flexible scheduling, extension of the tenure clock, and other institutional practices. For the University, such benefits become important components of faculty recruitment and retention. For full-time teaching faculty, several key benefits are particularly important during semesters in which births or adoptions are anticipated.

The University is committed to supporting teaching faculty who expect a new family member through birth or adoption by encouraging flexible work arrangements such as research, advising, and other non-teaching duties that would ease the transition from work to parental care. As such, faculty members are eligible to request a temporary change in duties that would cover a maximum of one semester for the birth or adoption of a child. This change of duties would only release the faculty member from teaching duties. Faculty must consult with her/his chair in order to arrange for one semester (fall, spring or summer) in which she/he has no teaching responsibilities. In the event both parents have teaching responsibilities in the same department and both wish to access this policy, they are required to propose staggered periods to ensure that the instructional needs of the department are met.

An application process is available for ten-month teaching faculty with anticipated due /adoption dates during the year. Upon approval, the faculty member is assigned non-teaching duties with pay for the approved period. For ten-month faculty who access this policy during the summer, pay equivalent to a three-credit course is available, providing the faculty member has regularly taught in the summer in previous years. A fund is maintained in the Office of Academic Affairs for departments that request support for replacement faculty during the semester or summer term.

## **Application process**

Eligible faculty must submit a written request for a temporary change in duties to their respective department chair. The request, to be made as soon as practicable, must include the following information:

- The circumstances that have prompted the request for a change, including the anticipated birth date or adoption date of the new family member
- A statement regarding the dates of the proposed change in duties
- Information about the manner in which the change in duties may be implemented

Note: If applicable, a separate application is required for those who wish to request an extension to his/her promotion and tenure review date.

The department chair will review the request, prepare a recommendation and forward it, along with the faculty member's request, to the dean of the college. The dean will forward a recommendation to the provost and vice president for academic affairs for final approval.

## **Temporary Change in Duties for New Parents and Approved Leave**

If a faculty member uses her sick leave for pregnancy or childbirth, a physician's certification is required, as specified in the University's sick leave policy. If the faculty member who has approval for a temporary change in duties is also eligible for FMLA leave, that leave will run concurrently for up to 480 hours or 12 weeks. Medical certifications and other requirements of FMLA must be met. Although the use of this policy mirrors portions of the Family and Medical Leave Act (FMLA), eligibility criteria are different such that the proposed change in duties may be available when FMLA is not (e.g., the new parental policy regarding a temporary change of duties is available in the first year of employment regardless of hours worked).

- Approved by the president  
January 22, 2015

# Policy for the Support of Program Development and Growth in an Online Delivery Format

## Policy

Old Dominion University delivers courses in a variety of modalities, and it is the expectation that faculty are able to deliver instruction in all of these different modalities. In support of further advancing online program offerings available to Old Dominion University students, academic units and faculty should be appropriately resourced. This policy explains how departments and other units may receive resources to support the development, instruction and growth of programs in an online format.

### Course Development

For the development of an asynchronous course to be offered online, full-time and part-time faculty will be provided one course release [in some instances, if release time is not possible, a stipend will be paid directly to the faculty developer]. The course may be developed following the Center for Learning and Teaching's (CLT's) course development process and hosted by the designated content management system. A faculty member who, with the support of his/her department, develops an online course independent of CLT will be provided with release time or stipend after the program/course has been approved by Distance Learning.

The Office of Distance Learning will work with University administrators and departments to identify and agree upon programs to be developed in an online asynchronous format. Distance Learning will work with the academic unit and Academic Affairs to fund each online asynchronous program development initiative.

### Course Revision

For the major revision of an asynchronous course offered online, full-time and part-time faculty will be provided a course release of 0.5 of the total credit hours for the course (in some instances, if release time is not possible, a stipend will be paid directly to the faculty developer). The course may be revised following the Center for Learning and Teaching's course development process and hosted by the designated content management system. Departments/faculty that revise courses independent of CLT will be provided with course release time and/or stipends to support course revision once the revisions have been approved by Distance Learning.

Course revisions that are managed by the Office of Distance Learning will be handled on a program-by-program, or a course-by-course, basis and integrated into the production/revision cycles available through the Center for Learning and Teaching. Distance Learning will work with the academic unit and Academic Affairs to fund each revision initiative.

### Online Delivery Resource Allocation

Beginning in fiscal year 2016, College Deans and departments will receive funds in support of online course offerings. Deans will receive ten percent (10%) of the per student credit hour technology fee assessed for technology delivered courses, departments will receive 50% and Distance Learning will receive 40%. These funds will be base funds adjusted up or down each year to account for increases or decreases in registrations from year to year. The allocation will be determined using the previous year's registrations (summer, fall, spring).

All departments with online programs that received base funded allocations resulting from previous resource allocation models will continue to receive the FY14 base funded level ongoing. All registrations above the FY14 baseline will apply to the new resource allocation methodology described in the paragraph above and additional funds will be allocated accordingly.

Departments and other units offering program(s)/course(s) in an online format, per the terms of this policy, should use the resources to support instructional needs within the program at their discretion. Departments and units that wish to offer new programs or courses may submit a resource request based on projected costs associated with supporting the new program. Requests should include resources needed to provide the highest level of academic support to online learners and sufficient course offerings to permit a flexible, agile, and efficient online learning option for students enrolled in the program. Programs of an interdisciplinary nature are encouraged and may be jointly funded across academic units. Requests should be submitted to Academic Affairs as part of the annual budget submission cycle and process.

This policy will be reviewed every three years to make adjustments as needed.

- Approved by the president  
May 8, 2015

# **Class Audit (Non-Formal) by Faculty, Spouses, and Retired Faculty**

It is customary for faculty members to allow other faculty members, faculty spouses, and retired faculty members to audit classes without formality.

Information on tuition assistance for faculty and faculty administrators may be found in "Tuition Assistance Program for Faculty and Faculty Administrators" and "Tuition Assistance Program for Dependents and Spouses of Faculty and Faculty Administrators" in Section II of this handbook. Tuition assistance may be considered as taxable income based on applicable IRS regulations.

-Approved by the provost and vice president  
for academic affairs  
September 5, 2003  
Revised May 31, 2005

## **Class Attendance by Guests**

*Statement:* The propriety for non-student presence in the classroom will vary dependent upon the nature of curricular offerings, dangers inherent to certain classrooms and labs, the optimum classroom environment for each class, and the preferences of each instructor. Guidelines specifying whether non-student guests will be permitted in the classroom, which are consistent with departmental policy, will be established for each class by the instructor and included in the syllabus for the course. These guidelines will apply to each site at which the class is offered.

- Approved by the president  
March 10, 2000

## **Full-Time Faculty Member as a Degree Candidate**

A full-time tenure-track faculty member should not be a degree candidate in the department in which he or she holds a contract. Requests for exception should be made by the department chair and must be approved by the dean and the provost and vice president for academic affairs.

- Adopted by the Council of Academic Deans and approved by the vice president for academic affairs

January 25, 1977

Revised February 29, 2012

# Faculty Class Attendance

Faculty members are expected to meet classes as scheduled. In cases of an occasional faculty absence, the faculty member should make arrangements to cover the class, and those arrangements should be communicated to the chair.

Any rescheduling of a class other than for an occasional absence is permitted only with the written approval of the dean.

- Approved by the provost and vice president for academic affairs

September 5, 2003

Revised May 5, 2005

# Final Examinations

The university firmly believes that a comprehensive evaluation of a student's achievement in a course is a vital part of the educational process. Final examinations for campus-based and higher education center courses, if given, are to be given at the time provided on the Registrar's Office website at [www.odu.edu/registrar](http://www.odu.edu/registrar). Upon request of the instructor, exceptions to this regulation may be made only by the dean. Final examinations are normally scheduled in the classroom where the course has met throughout the semester.

In the event that a final examination is changed to other than that of the scheduled time, provisions will be made by the instructor for any student who cannot comply with the schedule change.

Any student who has three examinations scheduled in one calendar day and is unable to resolve the problem informally with the instructor or instructors may petition the dean for relief.

All examinations are to be retained for one year by the faculty members. Students have the privilege of requesting conferences with the instructors in regard to their final grades.

All distance learning final exams shall be available for students to complete in a minimum 24-hour window as defined by the professor, including one business day, during the final examination period as defined for that course. Students may secure proctoring at a distance learning location or higher education center, at a distance learning partner site testing center, or with a third party proctor. Students who do not secure proctoring with an ODU staff member must have all proctors approved in advance by the Office of Distance Learning at 1-800-968-2638. For more information about proctoring and distance learning examinations, visit <http://dl.odu.edu/how-it-works/exams-proctors>. [<http://dl.odu.edu/how-it-works/exams-proctors>]

- Approved by the provost and vice president for academic affairs  
September 5, 2003  
Revised May 5, 2005  
Revised July 14, 2006  
Revised and approved by the president  
May 2, 2016

# Faculty Office Hours

Faculty members are responsible for setting aside definite office hours so that students and other faculty members may confer with them. These hours should be communicated on the course syllabus and in other appropriate ways to students and departmental office personnel. Deans and department chairs are authorized to require faculty to designate a minimum number of office hours per week in the context of the faculty member's teaching responsibilities.

-Approved by the provost and vice president for academic affairs  
September 5, 2003  
Revised March 25, 2004  
Revised May 5, 2005



# Course Syllabi

During the first week of each semester, the instructor will provide the students with a syllabus in either electronic or hard copy form. Exceptions to this must be approved in writing by the dean. Course descriptions are found in the Undergraduate and Graduate Catalogs.

The syllabus should include the Catalog description for the course, an outline of the material to be covered during the semester, course objectives, course expectations of students, a statement about academic dishonesty, the instructor's requirements for student participation, required and optional textbooks/readings, assignments, the instructor's grading system, the attendance policy for the course, and an accommodation statement. The accommodation statement should read: "Students are encouraged to self-disclose disabilities that have been verified by the Office of Educational Accessibility by providing Accommodation Letters to their instructors early in the semester in order to start receiving accommodations. Accommodations will not be made until the Accommodation Letters are provided to instructors each semester."

Course syllabi are available through the office of the academic unit offering the course.

- Approved by the president  
December 1981  
Revised October 22, 2015

# Class Rosters

Electronic class rosters are available at [www.leonline.odu.edu](http://www.leonline.odu.edu) and are current as registrations occur. Faculty who have students attending class who are not on the roster must refer these students to the Office of the University Registrar, as they are not officially registered, have not paid tuition and will not be counted in the faculty workload reports. Faculty are advised not to permit students who are not on the class roster to attend class if they are not officially registered once the drop/add period has ended each semester. The course instructor may approve late registration by signing a drop/add form if the semester has not yet ended. Permission to add a course past the end of the semester must be approved by memo on letterhead signed by the instructor and the department chair. The final grade should be reported through the Banner self-service processes at [www.leonline.odu.edu](http://www.leonline.odu.edu) [<http://www.leonline.odu.edu/>].

- Approved by the provost and vice president for academic affairs  
September 5, 2003  
Revised July 16, 2008

# Grades and Grade Sheets

The university believes that regular assessment of students and feedback to them is essential to effective teaching and learning. Therefore, faculty members will provide all students with evaluation of their progress in a course prior to mid-semester. Faculty teaching 100- and 200-level undergraduate courses will provide specific feedback regarding progress in the course by submitting an early alert grade by the beginning of the fifth week of classes in the fall and spring semesters. Instructions for submitting early alert grades are sent out every semester by the Center for Advising Administration and Academic Partnerships.

All faculty must report grades for fall, spring and summer terms through the secure website by logging in to [www.leoonline.odu.edu](http://www.leoonline.odu.edu) within 48 hours after the final examination has been given. Official grades are maintained in the Office of the University Registrar.

An online process for grade changes is available to faculty if the grade to be changed is not older than two semesters. In these cases, the instructor of record makes the change online. If the grade to be changed is older than two semesters, the instructor submits an Academic Record Change Form (H-1002) to the chair, who forwards it to the university registrar if it is approved and notifies the instructor of reasons for denial if it is not approved. A report of grade changes made online is available to department chairs in Leo Online in the Faculty & Advisors menu. A department chair may object to a change of grade made by a faculty member online by emailing [studentrecords@odu.edu](mailto:studentrecords@odu.edu).

Faculty may choose to make grades available to students, but should not post class rosters outside offices, classrooms or other public areas. Students should be encouraged to view their posted grades through the secure website ([www.leoonline.odu.edu](http://www.leoonline.odu.edu)). Student records are guaranteed confidentiality by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). In no case should the student's name, social security number or any other personally identifiable information be posted or released verbally or in written format to anyone other than the student. Students should be referred to the Office of the University Registrar for official release of information.

- Approved by the provost and vice president for academic affairs  
September 5, 2003  
Revised July 16, 2008  
Revised January 12, 2020

# Grade Appeals: Policy and Procedures

## I. Policy and Purpose

- A. The purpose of the grade appeal procedure is to serve the needs of graduate and undergraduate students who believe that they were unjustly awarded a final course grade by a faculty member through prejudice or caprice. This policy applies to the final grade for the award of academic credit and does not apply to graduate and undergraduate examinations that are administered as part of the degree progression and certification processes (such as comprehensive examinations and candidacy examinations at the graduate level).
- B. The basis for a grade appeal is the student's charge that the final grade was awarded through prejudice or caprice. The burden of proof rests with the student.
- C. Students must initiate the first review of the appeal within 45 days of the official end of the semester in which the grade was awarded. For grades awarded and appealed from fall and summer semesters, the entire appeal process must be completed before the official end of the next semester; the entire appeal process for grades awarded and appealed from the spring semester must be completed before the official end of the next fall semester.

## II. Procedure

Prior to initiating a formal appeal, the student must attempt to consult with the instructor to request an explanation of the method of evaluation and to determine whether an error has been made. This consultation may be face to face, via e-mail, phone, or video conference if both agree, and efforts to consult with the instructor must be documented by the student. If at any point in the appeals process the student and instructor, or the student and a subsequent appeals body, agree that a grade of P is acceptable, that grade shall be assigned for the course and the appeals process will conclude. At all stages of the grade appeal processes outlined below, the instructor and student shall be notified of any actions recommended or taken by the chair, Grade Appeal Review Committee, Dean (or designated Associate Dean) or Provost and Vice President for Academic Affairs (or designated Vice Provost).

### A. First Review of Appeal

- 1. If the student is not satisfied with the results of the consultation with the instructor, or the instructor is not available as described in section IV. B, then the student may file a grade appeal. The chair of the department in which the instructor is teaching will conduct the first review of the student's appeal, unless the instructor is the department chair. The student's case must be presented on the Grade Appeal Form with supporting documents/explanations to the instructor's department chair within 14 days of the consultation with the instructor.
- 2. The student's Grade Appeal Form should (1) state specific reasons and give examples of faculty prejudice or caprice, (2) show that prejudice or caprice affected the awarding of the final course grade, and (3) be presented as a complete package and include all other supporting documentation.
- 3. The chair shall notify the instructor of the appeal and provide the instructor with copies of the form and other documents that were submitted. The chair or Dean (or designated Associate Dean) shall also request a response from the instructor that should include at a minimum the course syllabus, grade distribution for the course, attendance policy, the grading plan for the course, and other grading rubrics.
- 4. The chair shall review all documents and may hold a hearing where both the instructor and student are present. (See section V. for guidelines for hearings.) No other persons will attend the hearing and the hearing must be recorded.
- 5. If the chair concludes that there is no cause for complaint, the student and the instructor will be notified in writing of the decision within seven days of receipt of the request for an appeal and the supporting documents. The student may request a second review of the appeal (see section II.B. for details).

6. If the chair concludes that there is valid cause for the complaint, the chair should consult with the instructor and student and attempt to mediate the dispute by working with both parties to agree on an appropriate course grade. Among the alternatives available for resolution of the case will be the assignment of the grade of P if the chair, the instructor, and the student express their agreement in writing. If the instructor and student agree to a grade change or to award a grade of P, the instructor will make the official grade change.
7. If mediation fails, the chair will notify the college Grade Appeal Review Committee of the need for a review and submit all documents to the committee. The instructor and the student will be notified of this action.
8. The chair will ask the college Grade Appeal Review Committee to appoint the reviewers within five working days. (See Section III for the composition of the committee.)
  - a. The faculty and the student who form the Grade Appeal Review Committee will notify the instructor and student involved in the appeal when the review will take place and request needed documents.
  - b. The Grade Appeal Review Committee will review the documents, consult with relevant parties as needed and determine if there is sufficient evidence in the documents to support the student's appeal, or if more information is needed in which case a hearing with the student and instructor may be held. (See Section V for details about the hearing.) The review and hearing must be scheduled within 15 days of the receipt of the materials by the committee.
  - c. If the Grade Appeal Review Committee finds that there is sufficient evidence that the grade was awarded with prejudice or caprice, they may consult with the instructor to suggest a grade change and provide a rationale for that decision. The decision and rationale must be provided in writing to the instructor. The final outcome of the committee's review will be documented and communicated to the instructor, the student, the department chair, and Dean.
  - d. If the committee finds on behalf of the student and recommends a change of grade and the instructor refuses to change the grade but is willing to assign a grade of P, then the committee will consult with the student about the advisability of accepting a P grade. Should the student agree to accept a grade of P, the instructor will make the official grade change.
  - e. If the committee finds on behalf of the student and recommends a change of grade and the student is unwilling to accept a grade of P, the Dean will review and make a recommendation to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs or a designated Vice Provost will submit the recommended grade change to the Registrar. Only the Provost and Vice President for Academic Affairs or designated Vice Provost is authorized to change an instructor's grade. The instructor, chair, student, and Dean will be notified. The Provost and Vice President for Academic Affairs' decision will be final.
  - f. If the committee finds on behalf of the instructor, the original grade will stand and the instructor and the student will be notified.
9. If the instructor is the department chair, the student will submit the Grade Appeal Form and documents to the Dean (or designated Associate Dean) and the Dean (or designated Associate Dean) will conduct the first review following the procedures described in II.A.1-8.
10. If the instructor is a Dean or Vice President, the student will submit the Grade Appeal Form and documents to the chair of the department in which the Dean or Vice President is teaching the course.

#### B. Second Review of Appeal

1. The student may request a second review of the appeal if the conclusion of the first review is that there is no cause for complaint. The request for a second review must be submitted within seven days of the denial

of the first review. The student should request in writing that the person responsible for conducting the first review forward the grade appeal package to the person responsible for conducting the second review. The instructor is notified of this action.

2. When the instructor is a faculty member, the Dean (or designated Associate Dean) is responsible for conducting the second review. If the instructor is the chair and the Dean (or designated Associate Dean) conducted the first review, the Provost and Vice President for Academic Affairs or designated Vice Provost is responsible for conducting the second review. If the instructor is a Dean or Vice President and the chair of the department in which the Dean or Vice President is teaching conducted the first review, the Provost and Vice President for Academic Affairs/designated Vice Provost is responsible for conducting the second review.
3. The second review shall follow the same procedures as the first review, as described in section II.A.1–4.
4. If the person to whom the second review is submitted concludes that there is no cause for complaint, the student and the instructor will be notified in writing that the grade appeal process is complete. No further appeal will be allowed.
5. If the person to whom the second review is submitted concludes that there may be valid cause for the complaint, the procedures as described in section II.A.6–8 will apply.

### III. Grade Appeal Review Committee

#### A. Committee Composition and Duties

1. Each college will create a Grade Appeal Review Committee that has one representative from each department in the college and a list of potential student members. If an appeal is heard, the Dean will select two faculty members and one student from these lists.
2. Representatives must be full-time tenured or tenure-track faculty in an academic department elected by the department faculty. At least two committee members shall be tenured. No administrator, such as a Chief Departmental Advisor or Graduate Program Director, shall be eligible to serve on the committee.
3. Terms of service will be for two years. Members may be re-elected for an additional two-year term.
4. At the beginning of each academic year, each department in the college will submit a list of full-time students who are eligible and willing to serve on the committee. This list will be formulated each year. When needed, one student will serve on a review committee.
5. The committee will select its own chair and develop guidelines for the review process and procedures.
6. Two faculty members and one student selected from the names submitted by each department will review the appeal including documents from the student filing the appeal and the instructor of record. Neither the faculty members nor the student member shall be from the instructor's or student's department.
7. Both the instructor and the student will have the right to challenge, for valid cause, any or all of the members of the committee, and in that event replacements will be appointed and no further challenge will be permitted.

### IV. Instructors' Responsibilities and Rights

#### A. The following are guides for the instructor's responsibilities and rights.

1. Instructors have a responsibility to meet with students to explain the course grading procedure and the process for determining the final grade.

2. When requested, instructors must provide the documents requested for a review at all levels. These documents will include at a minimum the course syllabus, grade distribution for the course, attendance policy, and grading procedures for course tasks with rubrics. Other documents may be included or requested.
3. The instructor must assist in making arrangements for a hearing when one is needed.
4. Instructors have the responsibility to participate in a grade appeal.
5. No instructor shall be forced or coerced into making a grade change.

#### B. Unavailable Instructors

1. In the event a student makes documented efforts to consult with an instructor and is unable to find the instructor, or does not receive a response, the student shall seek assistance from the chair.
2. When the chair has made reasonable efforts to contact an instructor whose final grade is being appealed and is unsuccessful, the Grade Appeal Review Committee and chair will independently review available materials and reach a consensual decision. In the event that these two reviews reach different decisions that are not reconciled, the Provost and Vice President for Academic Affairs or designated Vice Provost will make a final decision. No other appeal can be made.
  - a. If the decision is in favor of the student, and the student is not willing to accept a grade of P, the Provost and Vice President for Academic Affairs or designated Vice Provost will submit the recommended grade change to the Registrar. Only the Provost and Vice President for Academic Affairs or designated Vice Provost is authorized to change an instructor's grade upon the recommendation of the college Grade Appeal Review committee.
  - b. If the decision is not in favor of the student, the instructor's original grade will remain.
3. In the event of an instructor's unavailability due to death, serious illness, or any other cause that would prevent the instructor from participating in the process in time for the process to be completed during the designated semester, the procedure in II.A.1. and IV.B.2 will be followed.

#### V. Procedures for Hearings

A hearing involving the faculty member and the student may be held at any level of appeal.

- a. After the Grade Appeal Review Committee reviews the appeal form and supporting documents and the instructor's documents, a hearing may be held to clarify issues and/or to receive further evidence. Both the student and the instructor may submit additional materials at the hearing.
- b. Hearings may be held at any level only when both the instructor and the student can participate. No other persons may attend this hearing.
- c. The conclusions, decision(s), and a rationale for these must be disseminated in writing to the instructor and to the student.
- d. If either the instructor or the student believes that the established procedures for the appeal of grades have not been followed, an appeal for an additional hearing may be made to the Dean (or designated Associate Dean), or when the chair or Dean is the instructor, to the Provost/designee. The only basis for an appeal will be the failure to have been provided due process as prescribed by the policy.

#### VI. Records

- A. The original Grade Appeal Form and all decision letters for each level of review will be kept in a secure location in the Dean's office for a minimum of one year.
- B. Recordings of hearings will be kept in the Dean's office for a minimum of one year.

#### VII. Assignment of P Grade

A P grade established under this policy at any stage of the grade appeal process will be given irrespective of the University policy on hours permitted for P grades or restrictions on when a P grade is permissible and will not prevent progression in the degree program or courses for which this course is a prerequisite.

- Approved by the president  
May 2, 2016  
Revised February 13, 2018



# Student Complaint Procedure

Although the University and its Colleges have a variety of procedures for dealing with student-initiated complaints, including grade appeals, general harassment, sexual harassment complaints, disability accommodations, and discrimination, those procedures generally have not covered student complaints about faculty conduct in the classroom or other formal academic settings. The University recognizes that the instructor has the authority to maintain appropriate classroom behavior and respects the academic freedom of the faculty (see Board of Visitors Policy 1403: Academic Freedom). The University will not normally interfere with content or style of teaching activities. The University recognizes the responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures (see Board of Visitors Policy 1502: Student Rights and Freedoms).

## I. General Provisions Procedures

### A. Determination of Appropriate Procedure.

The student is responsible for filing the complaint under the proper procedure. Complaints should only be filed using this procedure if there is no other provision available. Failure to follow the appropriate procedures may result in the complaint not being heard.

### B. Student Complaints and Concurrent Procedures

The act of filing a complaint under this procedure will not normally delay any pending process or procedure involving the student and/or faculty member. Normally, any concurrent process or procedure will move forward independently of the student complaint, though it may be delayed for good cause as determined by the appropriate University official(s).

### C. Retaliation

No student who files a complaint under this procedure shall be subject to any form of retaliation by any person, department, program or college.

## II. Procedures

### A. STEP 1 - Informal Resolution.

Students must first attempt to resolve complaints informally. Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first raise the issue with the faculty member. In the event this is not feasible, the student will contact the Department Chair. In instances where there is no Department Chair, the student should contact the Program Director.

### B. STEP 2 - Formal Complaint.

If the issue is not resolved informally, the student may contact the Department Chair or Program Director if there is no Chair. In instances where the Chair is the subject of the complaint, the student should contact the Dean of the College to which the chair is assigned. The student must contact the Chair (or Program Director if there is no Chair or Dean if the Chair is the subject of the complaint) within 30 business days of the action from which the complaint rises or the complaint will be barred. The Chair or Dean has the discretion to accept a complaint filed after this deadline for good cause.

The complaint must be in writing and contain:

- The student's name and University Identification Number
- The faculty member's name and the course subject area prefix and number
- A detailed description of the nature of the complaint
- A detailed description of attempts at informal resolution with the faculty member and Chair
- A detailed description of the relief sought

### C. STEP 3 – Investigation.

The Chair may designate a faculty member to investigate the complaint. If the Chair is the subject of the complaint, the student shall contact the academic Dean who will designate a faculty member to investigate the complaint. The person investigating the complaint will meet, either independently or collectively, with the student and the person who is the subject of the complaint within 10 business days from the filing of the complaint. The decision should be issued in writing to the student and the faculty member within 20 business days of the date the complaint is filed.

The complaint process is not intended to be an adversarial hearing and both the interviews of the student and the faculty member will usually be conducted without the other present.

### D. STEP 4 - Appeal Procedure.

If the student is not satisfied with the resolution in Step 3, the student may file a formal appeal with the appropriate academic Dean. The appeal must be filed within five business days after the decision in Step 3 has been sent. The Dean has the discretion to accept a complaint filed after this deadline for good cause.

The appeal must be in writing and contain:

- a. The student's name and University Identification Number
- b. The faculty member's name and the course subject area prefix and number
- c. A detailed description of the nature of the complaint
- d. A detailed description of attempts at resolution with the faculty member and Chair or Program Director
- e. A detailed description of the relief sought
- f. A copy of the Chair's (or Program Director's) finding and supporting documents. (No new information is permitted.)

1. The Dean shall provide the faculty member and Chair or Program Director a copy of the appeal.
2. The Dean may consider the appeal or appoint a faculty member to consider the appeal. The person appointed shall not have been involved as a decision maker in Steps 1-3 above
3. The person considering the appeal shall review the materials and issue the finding within 30 business days from the date the appeal is filed. The review of materials will generally occur outside the presence of the complainant and respondent, and it will be limited to a review of the record. The person considering the appeal may interview any person, such as the original decision-maker, as needed.
4. The person making the decision shall first determine whether the conduct in question is protected by academic freedom and whether the student's complaint is best addressed by this process.
5. At the end of the review, a written decision will be issued. A copy of the decision will be sent to the complaining student, the faculty member, and the Chair or Program Director.
6. The decision by the designee of the Dean is final.

- Approved by the president  
May 13, 2011

# Academic Functions

University faculty meetings are held once each year in August and on call by the president. At other times during the school year, college and departmental meetings are held.

Attendance at commencement exercises is an important duty of faculty members and faculty administrators. While it would be desirable for every faculty member and faculty administrator to attend every commencement, a minimum requirement is that each faculty member and faculty administrator attend at least one commencement per year. Departments are required to guarantee that at least one-third of their faculty and faculty administrators attend the fall commencement exercise and two-thirds the spring exercise.

- Approved by the provost and vice president for academic affairs  
September 5, 2003

# Outside Employment

**NUMBER:**

1421

**APPROVED:**

April 22, 1971; Revised September 26, 1972; Revised September 14, 1984; Revised April 26, 2013 (eff. 6/1/13)

*Statement:* This policy recognizes the necessity of providing some opportunities for approved outside employment by full-time faculty but also recognizes the need for the University to be sure that faculty are devoting their full attention and energy to supporting the instructional, research, and service programs of the University. The intention of this policy is to ensure that there is no conflict of interest between a faculty member's outside employment activities and the job for which he or she is being employed at the University.

- A. Deans and department chairs should review their areas to assure that no situations exist where faculty are doing work that would interfere with completion of their University duties. The same level of attention should be devoted to assuring that there is no misuse of University equipment, supplies, or facilities by faculty.
- B. Guidelines
  - 1. Work supported by grants and contracts awarded to the University does not constitute outside activity.
  - 2. The outside employment should not exceed 20 percent of the faculty member's time per week.
  - 3. A faculty member who engages in outside employment will not use the name of the University in such a manner as to suggest institutional endorsement.
  - 4. The department chair and dean shall review each outside activity. Requests that clearly interfere with the faculty member's ability to fulfill his/her responsibilities to the University will not be approved. If a request is denied the faculty member should receive a written explanation of the basis for the denial. If the chair or dean does not approve a particular activity, the faculty member may appeal to the provost and vice president for academic affairs. In the instances where University services, supplies, or equipment are to be used, the faculty member must notify the chair of what facilities are to be used and why they are needed.
  - 5. No faculty member may engage in part-time or full-time teaching for another institution during the semesters he or she is employed by the University without prior approval of the provost and vice president for academic affairs. Any faculty member who accepts a full-time position elsewhere without prior approval will be considered to have resigned his or her position with the University.
  - 6. If University space, services, supplies, or equipment are to be used to perform the outside activity for compensation, and where the work is in the interest of the University, permission must be obtained from the Office of Academic Affairs and arrangements made for payment of a reasonable fee for such use. University nonfaculty personnel will not be used to support outside employment activities by the faculty.
  - 7. Each college's annual report will include a summary of the college faculty's outside employment activities

# Extra Compensation

*Statement:* The university encourages appropriate and properly sanctioned faculty creative and professional activity that may result in extra faculty compensation. Such appropriate activities include, but are not necessarily limited to, teaching, research, professional consulting, invention, technical or professional innovation, and clinical practice.

Because of differences in traditions, opportunities, methods, resources, and/or client populations among different discipline groups which may require flexibility and/or variation in policies and/or procedures from one part of the campus to another, college deans are encouraged and expected to be flexible and creative in the utilization of available techniques, mechanisms, and incentives to encourage, monitor, and evaluate such faculty activities. At the same time, college deans and the provost and vice president for academic affairs should institute policies and monitoring mechanisms to define, preserve and insure commitment of faculty to the traditional basic workload of teaching, research, and service. A normal faculty workload for each discipline must be established in order to permit deans and department chairs to determine which activities should be considered overload for payment of extra compensation.

Four existing mechanisms may be utilized within academic colleges to facilitate faculty extra compensation activities. These are:

1. Traditional overload payment from university-administered accounts, as currently used for credit and noncredit instruction. Such payment could be made under the existing standard faculty appointments if such payment is specifically permitted by university policy and regulations;
2. Overload payment from grant or contract funds administered through the Old Dominion University Research Foundation, provided 12 load hours per semester are assigned and all of the following conditions have been met:
  - A. Purchased Release Time options have been utilized to the maximum extent permitted by the grant or contract.
  - B. The semester workload of faculty requesting overload payment includes a minimum of three load hours for a lecture course unless 100% of the faculty's time is purchased.
  - C. The semester workload of faculty requesting overload payment includes no more than three load hours of contributed grant or contract time, if required, and does not include unfunded research time as part of the assigned semester workload.
  - D. The assigned semester workload of faculty requesting overload payment only recognizes administrative release time for serving as department chair or graduate program director.
  - E. The request for overload payment is submitted prior to the start of the semester in which the payment is scheduled to be made.
  - F. The request is allowable under Federal regulations and the terms of the grant or contract.\*
3. The flexible employment contract, with specific provisions governing compensation for specific activity that is above and beyond basic contractual workload; and
4. Creation of special-purpose enterprises, under the umbrella of a university-affiliated foundation, for the conduct of appropriately designed and approved activities.

The total amount of extra compensation earned by an individual faculty member, on a specific project or in total over the period of a year, should not be arbitrarily limited by university policy. Limits on the amount of such earnings, whether on a specific project or in total, should be based on the quantity and quality of services provided, the importance and value of the services to the university's mission and objectives, and the amount of additional institutional revenues generated by the faculty activity. Should any individual(s) engage in such activities to the extent that their basic faculty workload responsibilities are being neglected or not performed in a satisfactory manner, it should be the responsibility of the department chair and/or dean to take appropriate corrective action, including placing reasonable limits on the extent of future involvement in such extra compensation activities.

The principal responsibility for development and administration of such endeavors is at the college level, with appropriate reporting to and oversight by the provost and vice president for academic affairs. No overload payments from university or research foundation accounts shall be paid to faculty without the approval of the provost and vice president for academic affairs or his/her designee.

- Approved by the president

Revised May 14, 2001

December 1, 1988

May 26, 2011

\*Subject to Office of Management and Budget (OMB) Circular A-21 on "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions" (as revised on 05/10/2004)

# Faculty Incentive Options Policy

*Statement:* Incentive options provide opportunities to recognize and reward a faculty member's contributions to the overall objectives of Old Dominion University and to enhance the recruitment and retention of exceptional faculty.

## **APPLICATION**

This policy applies to full-time instructional and administrative/professional faculty.

## **TYPES OF OPTIONS**

Hiring Incentive - applies to new faculty agreeing to work for a specified period of time. A formal agreement must be executed which includes requirements for satisfactory performance and pay back if terms are not met.

Retention Incentive - applies to current university faculty agreeing to continue to work for a specified period of time. A formal agreement must be executed which includes requirements for satisfactory performance and pay back if terms are not met.

Recognition Incentive - to recognize faculty for exceptional performance, special acts, or innovative ideas. In addition to performance-related incentives, recognition awards may also be provided for employee appreciation and for team accomplishments.

## **APPROVAL PROCESS**

The president and the vice presidents have the discretion to award incentives to faculty for their contributions to the university.

Vice presidents are responsible for submitting nominees to the president for recruitment and retention incentives when warranted.

## **PAYROLL-RELATED ISSUES**

Incentive cannot be added to the faculty's base pay. Incentives are considered income for the faculty and will be taxed accordingly. The university may not increase incentive totals by the amount of payroll taxes normally deducted from the faculty's pay.

## **PAYMENT SCHEDULE**

Faculty may choose one of two methods for the payment of the incentive:

1. Lump sum payment.
2. Scheduled payments over a designated number of paydays within the fiscal year.

- Approved by the president

July 1, 2001

# **Policy for Conflicts of Interests Arising from an Employee's or Family Member's Financial Interests, Employment at, or Representation of Old Dominion University**

**(University Policy, #6220)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/policies/university/6000/univ-6220.pdf>



# University Telephone System Usage

University Policy, #3300

**Responsible Oversight Executive:** Vice President for Administration and Finance

**Date of Current Revision or Creation:** February 14, 2018

## A. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the proper use of University-owned telephones and services.

## B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended [<http://law.lis.virginia.gov/vacode/title23.1/chapter13/section23.1-1301/>], grants authority to the Board of Visitors to make rules and regulations concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws [<http://www.odu.edu/content/odu/about/bov/bov-manual/bylaws.html>] grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth Department of Accounts and Department of the Treasury relating to the decentralization of non-payroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of non-payroll disbursement to Old Dominion University as part of a program to grant relief from rules, regulations and reporting requirements in the areas of finance and accounting.

## C. DEFINITIONS

*Budget Unit Director* - The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

*Collect Call* - A call received where the caller is requesting that the University be charged for the call.

*Operator Assisted Call* - Calls or services requiring the assistance of an outside operator.

*Progressive Discipline* - A system of increasingly significant measures that are utilized to provide feedback to employees so that they can correct conduct or performance problems.

*Supervisor* - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

*Third Party Billing* - A call made from a non-University phone but charged to the University.

## D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property, owned, leased, or otherwise controlled by the University.

## E. POLICY STATEMENT

The University telephone system is available to conduct official business. Abuse of the telephone system including, but not limited to, charging personal long distance phone calls to the University, conducting business related to outside employment or business ownership, making or receiving excessive personal calls, and disclosing confidential information over the phone may result in disciplinary action, including termination.

As a general rule, faculty and staff are discouraged from making or receiving personal telephone calls through the University's telephone system. It is recognized that under certain circumstances, however, an employee may need to make or receive a telephone call of a personal nature from a University phone. Those calls must be held to a minimum in both duration and frequency.

If, on rare occasions, the need arises for an employee to make a personal call that would result in an assessed charge, the employee should use his or her personal cell phone or calling card to place the call. If those options are unavailable, the employee must receive prior approval from his/her supervisor or designee before using a University phone, and any charges resulting from the call must be reimbursed to the University using established procedures.

Collect, operator-assisted and third-party billing calls are prohibited. Any such call will be investigated by the supervisor or designee and charged to the employee who accepted or placed the call.

#### **F. PROCEDURES**

1. Budget Unit Directors are responsible for reviewing the monthly telephone billing reports to ensure compliance with this policy and investigating any questionable calls, such as unexpected charges or unusual frequency of numbers called.
2. Budget Unit Directors noting questionable calls should inquire about the purpose of the call. If the call was for personal reasons, the employee's supervisor should be notified.
3. If the supervisor determines that inappropriate use of University telephones has occurred, he or she will address the issue with the employee using a progressive discipline approach, which may result in sanctions, including termination. The supervisor shall also notify the University Auditor in order to pursue the matter in accordance with University Policy 3003 - Detection, Investigation and Reporting of Fraud and Misuse of University Property/Funds [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/3000/3003.html>].

#### **G. RECORDS RETENTION**

Applicable records must be retained and then destroyed in accordance with the Commonwealth's Records Retention Schedules. [[http://www.lva.virginia.gov/agencies/records/sched\\_state/index.htm](http://www.lva.virginia.gov/agencies/records/sched_state/index.htm)]

#### **H. RESPONSIBLE OFFICER**

Associate Vice President for Financial Services

#### **I. RELATED INFORMATION**

Board of Visitors Policy 1450 - Faculty Sanctions [<http://www.odu.edu/content/odu/about/policiesandprocedures/bov/bov1400/1450.html>]

University Policy 1020 - Code of Ethics [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/1000/1002.html>]

University Policy 6600 - Standards of Conduct for Classified Employees [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/6000/6600.html>]

University Policy 6620 - Personal Use of University Materials or Funds [<http://www.odu.edu/content/odu/about/policiesandprocedures/university/6000/6620.html>]

# **Allowance for Usage of Personal Mobile Devices and Wireless Service for University Business**

**University Policy, #3310**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3310>

# Faculty Credentialing Records Policy

All faculty members, including full- and part-time instructors and graduate assistants who are the instructor of record, are required to submit copies of their official transcripts directly from the issuing institution(s) for all graduate coursework completed and a current vita to the Office of Academic Affairs. Academic Affairs, in consultation with departments, is responsible for verifying and certifying the authenticity of academic transcripts (in electronic or paper form) once they are received and ensuring a copy is filed in the office of the dean. Faculty members should make sure their credentialing records, to include, but not limited to transcripts, certifications, licenses, etc., on file are current. Faculty records should be retained for five years after resignation, separation or termination.

Employment records are maintained in the Department of Human Resources and payroll records are maintained in the Payroll Office. Other records of faculty activity and credentialing records are stored electronically by Academic Affairs.

- Approved by the provost and vice president for academic affairs  
September 5, 2003  
Revised September 23, 2014  
Revised November 8, 2016  
Revised February 26, 2019

# **Discrimination Policy**

## **University Policy, #1005**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf>

# **Disruptive Behavior Policy for Faculty and Faculty Administrators**

*Statement:* Ensuring workplace safety is of vital importance. All members of the Old Dominion University community have an investment in fostering productive working relationships. Disruptive behavior will not be condoned by any faculty member or administrator.

Disruptive behavior may include verbal threats, harassment, non-verbal inferences which are viewed as intimidating, stalking, and other activity which interferes with the safe and effective operation of the university. Faculty members and administrators who engage in disruptive behavior will be sanctioned under the appropriate standards of conduct.

- Approved by the president  
July 18, 1995

# **Communications With The Board of Visitors**

**(Board of Visitors Policy, #1102)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1100/BOV1102.pdf>



# **The University's Name and Identification**

**(Board of Visitors Policy, #1003)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1003.pdf>

# **Authority to Act on Behalf of the University**

**(Board of Visitors Policy, #1210)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1200/BOV1210.pdf>

# **University Spokesperson and Media Liaison**

**(University Policy, #2001)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/2000/2001>

# **Development Policy**

**(Board of Visitors Policy, #1801)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1800/BOV1801.pdf>

# **Gift Management**

**(University Policy, #1100)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1100>

# **Policy on the Establishment and Operation of Annual and Endowed Scholarships, Fellowships, and Prizes**

**(University Policy, #1300)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1300>

# **Advisory Councils**

**(Board of Visitors Policy, #1840)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1800/BOV1840.pdf>

# **Institutional and Individual Memberships in Professional or Civic Organizations and Social Clubs**

**(University Policy, #1060)**

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/1000/1060>



# ODU Faculty Receiving Nationally Competitive Fellowships

It is the policy of the university to encourage and support faculty who apply for and receive nationally competitive fellowships that provide a significant portion of their salary (e.g. Fulbright, NEH, NEW, German Marshall, etc.) The goal of this policy is for faculty members to remain on contract, receiving their current salary and full benefits. The assumption on which the policy is based is the reality that, while providing outstanding recognition for ODU faculty, these fellowships pay less than the average faculty member's current salary.

The following are the procedures and terms for full-time faculty members receiving such fellowships:

- a. If a faculty member is applying for a fellowship, he/she must consult the chair and dean to allow them to plan for future semesters and to be assured that the fellowship being sought meets the criteria of this policy (e.g., nationally competitive). In addition, there may be a limit to the number of fellowships supported over a period of time for one person. When the university's share of the faculty member's salary exceeds 50%, full benefits will be paid. If the university's share is less than 50%, the specifics will be dealt with on an individual basis at the point of application.
- b. If the granting agency will pay the award directly to the university, then the faculty member remains on his/her current salary and the department/college will use the award as purchase release time to support the department and college in which the faculty member resides.
- c. If the granting agency (e.g., Fulbright) will only pay the faculty member directly, then the university will top off the award so that the faculty member maintains his/her current salary. This will be based on the stipend amount only.
- d. Fellowship money provided for maintenance and travel expenses is to be excluded from these calculations.
- e. These policies do not apply to faculty receiving fellowships for the summer only, as faculty are not on contract to the university.
- f. Faculty members must return for one year of full-time university service following the period of the fellowship. Therefore, those on terminal contracts are not eligible.

- Approved by the president  
June 6, 2002

# **Faculty Exchange Between Norfolk State University and Old Dominion University**

Since both institutions wish to encourage and facilitate further exchange of faculty, the following policy for faculty exchanges has been adopted.

A department chair or dean from either institution may request that a faculty member in a comparable department at the other institution be loaned for the purpose of teaching a course. If agreement is reached, the course taught at the other institution will be considered part of the faculty member's regular load so the teaching load at the home institution will be reduced accordingly. Copies of the agreement will be forwarded to the vice presidents for academic affairs at both institutions for the purpose of record-keeping.

Since faculty are not under contract during the summer session, this arrangement applies only to the regular session. During the summer session, faculty from the other institution may be paid directly by the borrowing institution.

- Approved by the president  
October 1, 2003

# Department Chairs<sup>1</sup>

1. The chair is an administrative officer of the university, and the chief executive officer of a department. The chair has primary responsibility for the development of quality programs in instruction, research, and professional service within the department.
2. Within the context of university and college policy and governance structure, the chair's responsibilities include, but are not limited to, the following:
  - a. The administration of university and college policies at the departmental level;
  - b. The development of departmental short- and long-range plans and the evaluation thereof;
  - c. The definition of the role of the discipline and department in the college and university and of its relationship to the needs of the community and state;
  - d. The development of departmental curricula;
  - e. The maintenance of an effective advising system within the department;
  - f. The preparation and administration of the departmental budget;
  - g. The administration of the departmental office and facilities and the supervision of the departmental staff;
  - h. The provisions of leadership in the development of faculty in teaching, research, and professional service;
  - i. The evaluation of faculty performance in teaching, research, and professional service, and of all departmental staff;
  - j. The promotion of an effective equal opportunity/affirmative action program within the department;
  - k. The recruitment and reappointment of faculty and the recommendation of them for tenure, promotion, and salary increases;
  - l. The promotion of the welfare of faculty, staff, and students;
  - m. The maintenance of liaison with other academic and administrative units of the college and university, and with appropriate external agencies.
3. The chair shall be a full-time member in the department appointed by the dean after survey of the full-time faculty of the department, and with approval of the provost and vice president for academic affairs. In the case of internal appointments, except in the absence of a viable candidate or reasonable consensus among the faculty, the chair shall be a tenured member of the department.
  - a. The chair normally serves a three-year appointment. When the term of a chair is ending, the dean shall notify the department no later than February 1, and invite anonymous written comments on the chair's performance from all full-time faculty of the department. Such response shall be submitted on a survey instrument appropriate to the department, to be developed by the dean in consultation with the Promotion and Tenure Policy Committee of the Faculty Senate and with the provost and vice president for academic affairs. The dean, taking into account the survey results, shall recommend to the provost and vice president for academic affairs either (a) reappointment of the incumbent chair, (b) appointment of a new chair from within the department, or (c) appointment of a new chair to be recruited from outside the department. Subsequent to the approval of the recommendation by the provost and vice president for academic affairs, the dean shall make a written report to the departmental faculty, summarizing important conclusions of the evaluation and announcing the decision.
  - b. A person normally may serve no more than two consecutive terms as chair; however, if the departmental survey reasonably supports such conclusion, the dean may reappoint for one additional term subject to the approval of the provost and vice president for academic affairs. Appointment exceeding three consecutive terms may be made only in extraordinary circumstances with approval of the provost and vice president for academic affairs and the president, and with full explanation to the faculty of the department of the reasons therefore.
  - c. Termination of a chair's appointment prior to its normal expiration date may be effected by the dean for reasonable cause, subsequent to consultation with faculty of the department and approval by the provost and vice president for academic affairs.
4. The annual evaluation of performance of all chairs is the administrative responsibility of the dean and will be conducted by the dean. The evaluation shall be based on annual identification and accomplishments of each chair's goals and objectives established in collaboration with the dean and conducted each spring prior to the salary adjustment process. Deans are encouraged to solicit anonymous comments from all full-time faculty in the department. The evaluation results shall be discussed with the chair and reported to the provost and vice president for academic affairs.

---

<sup>1</sup>Refer also to the Policy for Chair Evaluation earlier in this section.

5. The chair does not hold tenure in the administrative office. In cases in which persons are recruited from outside the university to serve as chairs, recommendations for academic tenure effective upon initial appointment shall normally follow the established tenure review process. If time constraints preclude full employment of the regular tenure review process, academic tenure on initial appointment will be recommended by the president to the Board of Visitors if (a) the dean so recommends after consultation with tenured faculty of the department, and (b) the provost and vice president for academic affairs approves.

- Approved, as revised, by the Council of Academic Deans  
May 1978  
Revised by the president  
January 9, 1990  
February 27, 2007

# Graduate Program Director

## A. Introduction

The primary role of the graduate program director is to ensure the academic integrity of graduate degree programs in his or her academic program area. First and foremost a graduate program director is charged with determining that policies and procedures outlined in the Graduate Catalog are followed by all program area faculty and students. Second, but of equal import, a graduate program director facilitates faculty engagement around critical program functions such as recruitment, admission, and retention practices and procedures.

## B. Appointment

Many graduate programs are implemented and administered within a single department, while others are multidisciplinary in nature and involve the cooperative efforts of several individual departments or colleges on a shared basis. Because of these variations, some graduate program directors report directly to a particular departmental chair, while others report directly to an individual academic dean. The delineation of administrative authority should be established at the time a program director is appointed and clearly understood by all parties involved. At the time of appointment, graduate program directors and their supervisors should develop a plan for regular consultation and a written position description that provides a clear understanding of the expectations for both parties about their duties and the attendant compensations, along with criteria for the annual evaluation.

The graduate program director should be tenured faculty from the program or department in which the program is located, if applicable, who is certified for graduate instruction at levels I or II (see the policy for Certification of Faculty for Graduate Instruction). The appointment of non-tenured faculty should be made only in exceptional circumstances that are approved by the dean or designee and the provost or designee.

In the case of programs located within a single department, the graduate program director will be appointed by the department chair, after consultation with those faculty certified for graduate instruction in the program and with the approval of the academic dean in whose college the program is offered.

In the case of multidisciplinary programs within a college, the graduate program director will be appointed by the dean of the college that has administrative responsibility for the program, after consultation with the chairs of participating departments and faculty certified for graduate instruction in the program, and deans of other colleges, if necessary.

In the case of multidisciplinary programs that involve more than one college, the graduate program director will be appointed by the provost or designee, after consultation with the chairs of the participating departments and the deans of the participating colleges.

A graduate program director shall serve at the pleasure of the chair or appropriate administrative supervisor and shall ordinarily be appointed to a term of three years with the possibility of renewal. A graduate program director may ordinarily serve no more than two consecutive terms; however, the chair or the appropriate administrative supervisor may reappoint the individual for one additional term subject to the approval of the dean or the next level of administrative supervisor. An appointment exceeding three consecutive terms may be made only in extraordinary circumstances with the additional approval of the provost or designee. The Office of Academic Affairs will be provided with a copy of the appointment letter or memorandum, after approval by the dean or designee for review and record purposes.

## C. Duties and Responsibilities

The duties of a graduate program director depend upon a number of factors: program level (master's, education specialist, or doctoral), particular discipline, size of the program, and degree of staff support being some of the most important. While the ultimate responsibility for a graduate program rests with its graduate faculty, who may serve on specific committees or who may otherwise assist in various capacities, managing the following areas of responsibility will be considered the baseline duties for the position:

**Program Marketing and Recruitment** – work with the Graduate School and the Office of Graduate Admissions to plan, initiate and maintain contact with prospects, prepare the content of promotional materials and maintain program website.

**Admission to Program** – work with the Office of Graduate Admissions and the program admissions committee to coordinate application review, oversee admissions decisions, maintain communication with admitted students, determine financial aid offers to candidates, establish program capacity, manage enrollment, and conduct student orientation.

**Advising and Problem Resolution** - mentor and advise students, establish student plans of study, coordinate thesis and dissertation schedules, handle student requests for exemptions and waivers, coordinate graduate assistant evaluations, and certify students for graduation.

**Thesis and Dissertation Coordination** – approve the appointment of faculty to serve on and/or chair thesis and dissertation committees. Such appointments must also be approved by the appropriate dean or designee.

**Continuance** - work with the department chair or appropriate administrative supervisor and the Graduate School to monitor student's academic progress, and work with the program faculty to coordinate the administration of candidacy examinations.

**Certifying Students for Graduation** – certify students for graduation, including making course substitutions and other exceptions to Graduate Catalog requirements, in coordination with the Office of the University Registrar.

**Program Policies and Manual** - maintain the program manual and disseminate student guidelines.

**Scheduling and Curriculum Review** – advise department chair or appropriate administrative supervisor on course demands and scheduling each semester and work with the Graduate School to revise and update the Graduate Catalog content, including all curricular changes, new course proposals, and old course deactivations.

**Program Assessment** – work with the department chair or appropriate administrative supervisor, the Graduate School, and the Office of Institutional Effectiveness and Assessment to collect graduate student productivity data, survey student needs and satisfaction, complete annual assessment reports, conduct periodic external reviews, and interact with accrediting bodies and the State Council of Higher Education for Virginia (SCHEV). Additional responsibilities may be assigned by the department chair or dean with appropriate levels of support.

#### **D. Release Time and Remuneration**

All graduate program directors will receive some release time and/or remuneration. The amount of release time and/or remuneration will be determined in consultation with the chair, dean, and the provost or designee, and will vary with the size and scope of the program and the duties established for the particular position as discussed in section C (above).

#### **E. Evaluation of Performance**

The primary person responsible for evaluating the performance of the graduate program director will be the person to whom the program director normally reports as indicated in section A (above). It is expected that a portion of the annual faculty evaluation of the graduate program director will be devoted to the performance in that capacity. The person responsible for the evaluation should seek as much input as appropriate to assist in the evaluation and should consult with the academic dean, particularly when a new appointment is contemplated.

- Approved by the vice president for academic affairs  
December 5, 1978  
Revised August 8, 1995  
Revised and approved by the president  
December 16, 1997  
Revised August 22, 2003  
Revised July 24, 2006  
Revised November 5, 2010  
Revised December 11, 2017  
Revised May 1, 2020

# Certification of Faculty for Graduate Instruction

- I. ASSIGNMENT OF GRADUATE FACULTY: All faculty assigned to teach graduate courses and/or supervise graduate student research must be certified using the University's Certification of Faculty for Graduate Instruction form. Faculty are to be certified for graduate instruction in their field of specialization based on their college's published criteria of required scholarly, creative, and/or professional accomplishments; satisfactory teaching performance; and necessary terminal degree. Faculty who are not graduate certified may not participate in any aspect of graduate education. The deans of the colleges are responsible for ensuring that all faculty are certified prior to assuming their graduate assignments. For those faculty who possess a terminal degree in one discipline, but whose research has relevance in a second discipline, the department chair or relevant supervisor must submit a letter of justification to accompany the graduate certification form. For those faculty who do not possess a terminal degree, but who have been appointed in recognition of their exceptional scholarly or creative activity or their professional expertise, the department chair or relevant supervisor must submit the Exceptional Certification of Faculty for Graduate Instruction form to the Office of the Provost and Vice President for Academic Affairs in accordance with the policy on Academic and Professional Preparation Requirements for Faculty. Each college's graduate certification standards shall ordinarily be recognized reciprocally by the other academic colleges.
  - A. Role of the Graduate Committee
    1. Each college must form a graduate committee, whose major duties include reviewing graduate degree curricula to ensure compliance with existing University policies and procedures, developing new college graduate policies and procedures, and certifying faculty for graduate instruction.
    2. The college graduate committee will consist of graduate-level faculty from each department/school and independent program in the college. The associate dean or graduate administrator responsible for graduate studies in the college will serve as a non-voting ex-officio member of the committee.
      - a. Faculty in the college will be notified of the committee meetings, agenda items, decisions and other aspects affecting graduate programs in a timely manner.
      - b. Faculty will be afforded opportunities to attend meetings and to provide input on pending issues and other concerns related to the work of the committee.
  - B. Levels of Certification
    1. Level I certification recognizes faculty who meet standards for scholarly and/or creative research productivity as specified by the college in which they are appointed. Faculty certified at Level I are eligible to participate in all levels of graduate education, including chairing and serving on doctoral dissertation committees and master's thesis committees.
    2. Level II certification recognizes faculty who are engaged in scholarly and/or creative activity, but who do not meet the minimum standards for Level I certification. Faculty certified at Level II are eligible to participate in selected levels of graduate teaching as defined by the college in which they are appointed. They may not chair doctoral dissertation or master's thesis committees, although they may serve on these committees.
    3. Level III certification recognizes faculty who possess a terminal degree but who, in lieu of measurable research activity, possess advanced professional expertise in a particular field. Faculty certified at Level III are eligible to teach specific graduate-level courses germane to their professional expertise. They may not chair doctoral dissertation committees or master's thesis committees, although they may serve on these committees if their particular expertise is warranted with the approval of the department/school graduate committee, the college graduate committee, the dean or designee, and the provost or designee.
  - C. Process for Certification
    1. Faculty must be certified for graduate instruction every five years. At the end of the initial approval period, a review is made by the appropriate department/school and college graduate committee for renewal of the certification. Specific certification standards at Levels I, II, and III are to be set by the individual colleges.
    2. Initial Certification
      - a. Criteria
        - i. All faculty, full time and part time, who are certified for graduate instruction at Levels I, II, or III, must have a terminal degree in the field of specialization as defined by the discipline.
        - ii. Faculty certified at Level I must show evidence of substantial scholarly and/or creative activity as defined by the discipline and the college in which they are appointed.

- iii. Faculty certified at Level II must show some evidence of scholarly and/or creative activity as defined by the discipline and the college in which they are appointed.
    - iv. Faculty certified at Level III must show evidence of specific professional expertise.
  - b. Procedure
    - i. After reviewing the candidate's qualifications, the appropriate department/school submits the Certification of Faculty for Graduate Instruction form and the necessary documents (C.V., transcripts, licensures/certifications, letter of justification, if relevant) to its college graduate committee for evaluation and recommendation for approval.
    - ii. The college graduate committee submits to the dean or designee the completed Certification of Faculty for Graduate Instruction form and required documentation of qualifications of those faculty deemed eligible for certification and informs the department of its decision.
    - iii. The dean or designee either approves or disapproves the recommendation and informs the college committee and the department of the decision. The dean or designee forwards a copy of Certification of Faculty for Graduate Instruction form and required documents to the provost or designee.
    - iv. If questions arise concerning the qualifications of faculty for certification, these must be addressed to the prior level of recommendation for approval. Attempts should be made to resolve them among the recommending and approving authorities. An appeal may be made to the provost or designee if these efforts fail to resolve the problem.
- 3. Recertification
  - a. Criteria
    - i. Faculty recertified at Level I must show continued evidence of scholarly and/or creative activity, and, where appropriate, satisfactory teaching at the advanced level in the discipline and success chairing completed dissertations, theses, or their equivalents.
    - ii. Criteria for recertification at Level II include satisfactory teaching at the advanced level in the discipline, some evidence of scholarly and/or creative activity as defined by the discipline, and evidence of professional contributions to the discipline.
    - iii. Criteria for recertification at Level III are the same as for the initial period of certification.
  - b. Procedure – see Procedure under Initial Certification above.
- D. Exceptions and Termination
  - 1. Exceptions to this policy, for example duration of certification and/or substitution of equivalent qualifications, will be granted only in extraordinary circumstances that can be documented in writing by the program and/or department/school. Such exceptions require the approval of the appropriate department/school committee, the college graduate committee, the dean or designee, and the provost or designee.
  - 2. Failure to maintain the required level of creative, scholarly and/or professional activity and satisfactory teaching performance will result in termination of certification for graduate instruction.

- Approved by the provost and vice president for academic affairs  
 September 5, 2003  
 Revised and approved by the president  
 July 7, 2006  
 May 21, 2014  
 April 6, 2017



# Chief Departmental Advisor – Undergraduate Education

## A. Introduction

Each college at Old Dominion University has the authority to design administrative and advising models that best support the needs of students and programs in each college. The most common departmental advising model is the appointment of a chief departmental advisor (CDA).

The chief departmental advisor serves as the departmental lead in providing advising services to majors and minors and working with the faculty advisors to ensure everyone is current on University advising policies and procedures. The chief departmental advisor assists the department chair in additional activities related to advising undergraduate students, retention initiatives, and other related areas.

## B. Appointment

1. Chief departmental advisors are appointed by the chair, dean or provost depending on where the program is housed.
2. The length of the appointment is for three years. Additional three-year appointments are based on satisfactory annual performance evaluations. There is no limit to the number of three-year appointments for a CDA.
3. The CDA and the chair or dean shall develop a clear written job description to include the expectations, duties and responsibilities for both parties, a plan for regular consultation, the compensation plan, and criteria for the annual evaluation.
4. The expectation is that the CDA should be a full-time faculty member from the program or department in which the program is located. In instances where it is necessary or desired to appoint a CDA who is not a faculty member, the appointment must be approved by the dean or provost.
5. The CDA for programs located within a single department will be appointed by the department chair, after consultation with the other full-time faculty in the program and with the approval of the academic dean in whose college the program is offered.
6. In the case of multidisciplinary programs within colleges, the CDA will be appointed by the dean of the college that has administrative responsibility for the program in consultation with the deans of other colleges.
7. In the case of multidisciplinary programs that involve more than one college, the CDA will be appointed by the provost or designee, after consultation with the chairs and deans of the participating departments and colleges.
8. The Office of Academic Affairs will be provided with a copy of the appointment letter and agreement signed by all appropriate persons for review and record purposes.

## C. Duties and Responsibilities

The duties of the chief departmental advisor depend upon a number of factors and will be determined by the administrator making the appointment. Baseline duties that are considered as areas of responsibility for the CDA are as follows.

- **Mentoring and Advising:** assist students with setting academic and career goals, review plans of study, assist with student requests for exemptions to degree requirements and waivers, and consult with the Office of the Registrar's graduation clearance designee when student issues arise.
- **Problem Resolution:** assist students by referring them to resources for resolution to academic policy and procedural issues that may occur.
- **Major and Minor Declaration:** serve as the point of contact for students declaring the major or minor, unless this is done centrally through the advising center within the college.
- **Continuance:** work with the department chair, undergraduate program director/assistant chair, or Advising Center director to monitor students' academic progress in the major, minor, or college.
- **Coordination of Departmental Advising:** serve as the lead in providing advising services to majors and minors, working with the faculty advisors to ensure everyone is current on University advising policies and procedures, in consultation with the associate dean and the director of advising for the college. Assist/conduct training, provide support and periodically review the advising system within the program. Keep abreast of the use of new technologies in advising and train others in the program on this technology. Ensure that faculty assignments to advisees are managed so that all students have an academic advisor.
- **Summer Advising:** coordinate advising to students in summer months, ensuring that weekly advising appointments can be scheduled (where applicable and resourced through stipends).

- **Transfer Course Management:** serve as program contact for reviewing whether courses transfer to ODU (unless otherwise provided by the chair or undergraduate program director).

**D. Release Time and Compensation**

1. The amount of release time and other compensation, such as a summer stipend, will vary with the size and scope of the program and the duties established in section C above. Summer stipends are expected for CDAs who do summer advising, Preview sessions, and transfer student review and advising. This stipend will be paid by Academic Affairs.
2. A CDA normally is provided with release time for this function. Unless there are exceptional circumstances, academic year stipends (if provided) should be alternatives to course releases, not granted in addition to course release. However, chairs or undergraduate program directors who are functioning as the CDA might be offered a stipend instead of an additional course release.
3. Course releases ordinarily should be three credit hours per year if the annual FTEs are under 200, with a recommended six credit hours per year if the total FTEs are higher. If an exception is needed, such as a CDA for a beginning program, exceptionally large programs, or when there are other complexities, the dean can apply to the provost for the exception.

**E. Evaluation and Performance**

1. Written performance evaluations are expected as part of the regular annual evaluations. The performance evaluation must be based on the criteria set and agreed to by the appointing person.
2. The evaluation is usually completed by the person to whom the CDA reports to in this capacity.

-Approved by the president  
March 3, 2018

# **III. ACADEMIC POLICIES**

## **Notifying the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) of Substantive Change**

**(University Policy, #1800)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1800>

# General Statement on Program Review

Statement: Institutional vigor, integrity, and distinction are dependent in good measure on a regular and critical review of ongoing programs. This process should not be prompted solely by the imperative of visitations by professional, regional, or national accrediting agencies. The university should regularly affirm that its academic offerings continue to serve the legitimate professional, intellectual, and aesthetic needs of the community and region that it serves. Refinement and redefinition of the types and scope of programs should reflect changing societal needs while maintaining the selective educational core undergirding all baccalaureate programs and the selective and distinctive character and quality of graduate programs. Old Dominion University subscribes to this principle and shall continue to pursue a regular schedule of assessment.

A new impetus has been added to the need for program review. Universities are being confronted not only by changes in student demographics and societal needs but by decreasing fiscal resources. The result is an added objective for program review. Besides identifying weak programs or programs that are no longer relevant, the developing need to reduce the scope of institutional offerings will require that choices be made between and among programs. Selective program curtailment or discontinuation will be necessary in order to maintain the level of support and excellence of the remainder.

The policy is designed to describe the process and the basis for making the choices. It is recognized at the outset that there is no simple way to quantify the inherent value of a discipline. The criteria are intended to explore each program in terms of the university mission, student demand, program interrelationship, cost factors (productivity), and the impact of program curtailment or discontinuation. Based on the responses and subsequent to broad-based institutional discussions, judgments will be made. While prompted by fiscal constraints, it is clearly understood that university status dictates that some program judgments will represent educational objectives and values and resource allocations which mitigate comparison with cost and other factors of other programs. The continuing objective of the assessment process is to retain the appropriate balance among academic programs, research, enrichment activities, and public service. In sum, the changing environment requires a dynamic and timely response in order to maintain levels of excellence and to fulfill the mission of the university.

-Approved by the President  
October 1, 2003

# **Policy for the Review of Academic Programs, Departments or Colleges for the Purpose of Possible Curtailment or Discontinuance**

**(Board of Visitors Policy, #1462)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1462.pdf>

# Guidelines for the Establishment of University Centers or Institutes

A proposed university center or institute should include one or more academic discipline areas which are to receive special emphasis by the institution because of their relevance to the overall mission and goals. Those who propose the establishment of a university center or institute should prepare, after preliminary discussion, a formal proposal and submit it through the appropriate academic and administrative channels. Establishment of a center or institute requires the written approval and commitment of the provost and vice president for academic affairs.

The proposal for the justification of a new university center or institute must specifically address the following areas:

- . 1 How will the purposes and activities of the center or institute address an academic need and the mission of Old Dominion University?  
What are the expected specific outcomes of the center or institute?
- . 2 What is the rationale for establishing a center or institute?  
Why does it need to be created in order to attain what specific goals and objectives?
- . What are the organizational and operational aspects of the proposed center or institute?
- . What are the cost and revenue projections for a five-year period of time, including space, library materials and services, equipment, personnel, and nonpersonal services?

-Approved by the Vice President for Academic Affairs  
October 16, 1984

# **Policies and Procedures for Academic Degree Program Approval**

The policies and procedures for program approval are established by the State Council of Higher Education for Virginia (SCHEV) as part of its effort "to promote the development and operation of an educationally and economically sound, vigorous, progressive, and coordinated system of higher education in the state of Virginia" (Code of Virginia). These policies and procedures are intended to provide a systematic process for planning and initiating new academic programs.

Details regarding program proposals and procedures for review are contained in the Curriculum Development and Change Policies and Procedures Manual which is available on the university's web site at [www.odu.edu/ao/affairs/curric\\_manual\\_2007-08.pdf](http://www.odu.edu/ao/affairs/curric_manual_2007-08.pdf) or from the vice provost.

-Approved by the provost and vice  
president for academic affairs  
September 5, 2003

# Definition of the Credit Hour

In accordance with Federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency reasonably approximating: A) Not less than one hour of faculty instruction (whether by classroom contact or by distance modes such as online podcasts) and a minimum of two hours of additional student work each week (such as reading or research) for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or B) At least an equivalent amount of work as required in item A of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

-Approved by the President  
November 11, 2011



# **Guidelines for Noncredit Courses Simultaneously Offered as Credit**

Old Dominion University offers noncredit courses in a variety of areas. These courses may be evaluated by an academic department to determine whether or not they might also be offered for academic credit. When the department has deemed that the noncredit course is equivalent to a designated credit experience (including appropriate contact hours as stipulated by the U.S. Department of Education and achievement of suitable learning outcomes), the academic department will submit the class to the Office of the Registrar for scheduling during established class dates and times (or seek approval from the Office of Academic Affairs if they will not be offered during established dates and times).

In addition, the academic department must evaluate the faculty member's credentials for courses scheduled for academic credit. If a noncredit course is offered for credit at the graduate level, the faculty member must be certified to teach at this level. Questions about such credentials may be directed to the Office of Institutional Effectiveness and Assessment.

Faculty should include a statement in the syllabus for all classes offered as both noncredit and credit coursework. This statement informs students that the course is offered in both formats and enrollment cannot be changed after the drop deadline. Further, the syllabus should state that the noncredit course will not meet undergraduate or graduate degree requirements.

Full-time faculty in academic departments may teach such noncredit-credit courses outside their contractual teach load, with approval by the department chair and the dean. The College of Continuing Education and Professional Development will pay faculty for noncredit-credit offerings; the academic department offering the course for credit will not submit a payroll form for this instruction.

Documentation related to noncredit courses meeting credit course offerings, as well as faculty credentials, will be maintained by the department offering courses for credit.

-Approved by the President  
December 11, 2017

## **College and Department Curricular Recommendations**

In order that appropriate faculty consideration be given to the instructional program, curricular matters that are to be considered at the university level, for example degree program proposals or recommendations concerning courses to meet university general education requirements, should be examined at the department and college levels by appropriate faculty groups and recommendations of these groups forwarded with the proposal for consideration by the Faculty Senate or the central administration.

- Approved by the president  
May 17, 1982

# Policy on Certificate Programs

Old Dominion University offers a variety of certificate programs that meet the same high-quality standards as its academic degree programs, while addressing the specific needs of students and professionals. Certificates may be pursued in conjunction with or independent from graduate or undergraduate degree programs.

Certificate programs offered by Old Dominion University include the following:

## **Credit-Bearing Programs**

**Certificate programs:** These programs are available for those seeking a formal award certifying completion of undergraduate- or graduate-level work in academic or occupational fields of study. Such certificates are ideal for individuals who wish to explore areas of professional interest or for those who need to fulfill accreditation requirements. Such programs generally include a minimum of nine credit hours and a maximum of 21 credit hours. An overall grade point average of 2.0 or above in all courses specified as a requirement for the certificate is required for the award of an undergraduate certificate. An overall grade point average of 3.0 or above in all courses specified as a requirement for the certificate is required for the award of a graduate certificate.

**Certificate of Advanced Graduate Studies (CAGS):** The curriculum in such programs is designed for those seeking a formal award certifying completion of study beyond the master's level in an academic or occupational field of study. These programs are usually intended for professional licensure or professional development, and may be completed prior to or concurrent with doctoral studies, for those interested in such pursuits. The programs generally require a minimum of 24 credit hours.

The Curricular Approval Form must be completed for all new, revised, or discontinued credit-bearing certificate offerings, and submitted to appropriate parties for approval within six months of program initiation or discontinuance. Final approval of the Provost and Vice President for Academic Affairs is required.

Faculty in departments offering certificates will identify residency requirements for all prescribed coursework. The Office of the University Registrar confers certificates to those who have met requirements for these programs.

## **Non-Credit-Bearing Programs**

**Certificate programs:** Non-credit certificates in specific fields may be offered and awarded by colleges at the University upon approval by the appropriate faculty and administrators. These programs are designed to provide continuing education experiences to individuals or groups, usually in a specific profession or vocation. Content in these offerings alone will not meet the requirements of credit-bearing coursework, unless otherwise specified.

The design of all non-credit certificates must follow University guidelines as established by the Office of Academic Affairs.

- Approved by the president  
October 17, 1978  
Revised May 21, 2014  
Revised February 27, 2017

# Approval of Curricular Changes, New Courses and Course Changes

## A. Curricular Changes

1. Significant curricular changes, such as creation of a major or minor, creation or deletion of emphasis areas, degree policies or changes that exceed the University's minimum, or other substantial changes in curriculum will neither be effective nor implemented without the approval of the Provost and Vice President for Academic Affairs.
  - a. Recommendations at the appropriate departmental, college, and University levels will precede the decision by the Provost and Vice President for Academic Affairs. This process includes department chairs, departmental and college governance committees related to curriculum, the dean of the academic college and the Faculty Senate (when applicable, such as for General Education requirements).
  - b. In addition, all proposed changes in curriculum that rely upon the resources of another college or department will require consultation and agreement by the providing unit prior to approval by the Office of Academic Affairs.
2. All curricular changes will be fully documented and indicate all approvals. At a minimum, this documentation will include a full description of the change, rationale, resources needed if applicable, and implementation process, which will include a plan for notification of students and a timetable.
3. Approved changes will be effective with the publication of the next Catalog. Changes shall not normally be applied to students graduating under earlier Catalogs.
4. Changes may not be accepted during the Catalog preparation period. The deadline for the submission of any curricular changes that are intended to be effective the beginning of the following academic year should be December 1.

## B. Credit-Bearing Courses

All requests for new credit-bearing courses or course changes must be submitted in the proper format to the Office of the Provost and Vice President for Academic Affairs after review and approval by the appropriate department and college committee, the department chair and the dean.

1. Changes in courses that are offered as service courses for majors in other departments should be discussed with the chairs of such departments prior to approval of the change. Proposed deactivation of courses that are offered as service courses for majors in other departments will require consultation and agreement by the affected department prior to approval by the Office of Academic Affairs.
2. Requests for changes in existing courses to be active for the next academic year should be submitted before November 1. Approved changes in existing courses will be effective with the publication of the next Catalog. Requests for new courses may be submitted at any time to be effective no sooner than the next semester.
3. The Office of Academic Affairs will identify courses not offered for five years and inform the affected department chair and dean that the courses will be deactivated. These courses will remain active only upon the request of the department chair and approval from the Office of Academic Affairs.

## C. Noncredit Courses

1. All requests for new noncredit courses or course changes must be submitted in the proper format to the Office of the University Registrar after review and approval by the appropriate dean.

- Approved by the president  
January 22, 1988  
Revised August 4, 1996  
Revised October 28, 2004  
Revised April 9, 2007  
Revised October 17, 2012

# Policy On Accelerated Courses

This policy is based upon the following general principles:

- A. The University serves an urban area and a variety of adult, in-service, and military personnel and is committed to providing flexible methods for the delivery of instruction and cannot be limited to the traditional semester format. Development of nontraditional methods of instruction is encouraged.
  - 1. The University provides and supports the traditional semester credit courses of 15 weeks of instruction during the fall and spring semesters, eight weeks of instruction during the fall and spring, and courses of varying lengths during the summer sessions. Accelerated courses are defined as credit courses provided in a shorter time frame and must meet the following guidelines.
- B. Guidelines
  - 1. Accelerated courses should be clearly the academic equivalent of courses taken on the normal semester schedule.
    - a. Traditional lecture courses require students to spend approximately two hours of preparation, research, or writing time outside of class for each one hour of class time.
    - b. Laboratory courses usually require less out-of-class time, but the in-class time is greater, usually twice as many contact hours as would be expected in a lecture course.
  - 2. No more than one semester credit can be earned in a week or weekend of instruction if the entire work of the class is contained in that week or weekend.
    - a. Under unusual circumstances, and only upon the approval of the Dean of the college, two hours of credit may be offered in a single week or weekend.
    - b. The chair must provide the Dean with the proposed syllabus, a written evaluation of the proposed accelerated course comparison with the same or similar course that is conducted during the usual time-frame, and other evidence of its suitability for acceleration. Other evidence to be provided includes the following.
      - 1. The course is of a highly intensive nature and the students admitted to the course are carefully picked for ability to handle such an intensive program, or
      - 2. The course required graded work done prior to or subsequent to the week or weekend of classroom instruction so that the total amount of work required for the course is the clear equivalent of the same number of semester hours during a regular session.
  - 3. If any request is submitted for offering a course at a rate of more than two hours of credit per week or weekend of class sessions, prior approval of the Provost and Vice President for Academic Affairs is required. Such approval will only be given upon clear evidence that substantial work is required of the student outside of the week or weekend of classroom instruction and that the course is clearly equivalent to similar courses offered in the regular session.
  - 4. In cases of dispute, appeal may be made to the Provost and Vice President for Academic Affairs. The decision of the Provost and Vice President for Academic Affairs is final.

- Approved by the Council of  
Academic Deans and the vice  
president for academic affairs  
June 21, 1977  
- Approved by the President  
November 28, 2012

# Course Materials Adoption Policy

**NUMBER:** 1419

**APPROVED:** April 25, 2019

## I. Policy Statement and Purpose

In accordance with the Code of Virginia §23.1-1038, it is the policy of Old Dominion University to encourage efforts to minimize the cost of course materials for students while maintaining the quality of education and academic freedom. In addition, pursuant to §23.1-1308, Old Dominion University shall implement guidelines for the adoption and use of low-cost and no-cost open educational resources in courses offered at the University.

## II. University Compliance

To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes.

Pursuant to § 23.1-1038.3:1 of the Code of Virginia, no employee at Old Dominion University shall demand or receive any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, as an inducement for requiring students to purchase a specific textbook required for coursework or instruction, with the exception that the employee may receive

- i. sample copies, instructor's copies, or instructional material, not to be sold, and
- ii. royalties or other compensation from sales of textbooks that include such instructor's own writing or work.

Faculty members may require course materials they have authored or co-authored for classes they teach. However, the selection of one's own course material should be communicated to the department chair (or the Dean if the faculty member teaching the course is the chair) prior to adoption. The chair should determine that the course materials are appropriate for that class and keep a copy of the communication in the department file.

## III. Definitions

- A. **Course materials** - For the purpose of this policy, course materials include but are not limited to textbooks, articles, videos, streaming media, software applications, and/or media bundles designed to be used in a course to introduce students to a subject or continue basic instruction at the intermediate or advanced level. Commonly, although not always, course materials include study questions, discussion topics, study guides or exercises at the end of each chapter and may be published in subsequent editions in order to update information in previous editions. Course materials may be designed for use in undergraduate courses, graduate courses, or for use in professional programs.
- B. **Open Education Resources** - For the purposes of this policy, the definition of the U.S. Department of Education is followed. Open education resources (OER) are openly licensed educational resources as teaching, learning, and research resources that reside in the public domain or have been released under a license that permits their free use, reuse, modification, and sharing with others.
- C. **Open Education Resources Committee** - The University-level committee that establishes overall policy and guidelines for implementation and expansion of OER course materials in accordance with existing University policies.

## IV. Open Education Resources (OER) Adoption Practices

- A. To reduce costs and provide access to course materials, faculty and departments are encouraged to use open education materials in their courses to minimize the costs of course materials for students.
- B. Faculty are encouraged to adopt or adapt existing, or create new OER, including open textbooks.
- C. Faculty and departments who develop OER can have those resources digitally stored at Old Dominion University.
- D. The Libraries and Academic Affairs, where feasible, will provide resources and training for faculty to identify and use open education resources.
- E. A University OER Committee will be responsible for coordinating the expansion of OER materials across the University.

## V. Additional Actions to Minimize the Cost of Course Materials for Students

- A. Course materials and related class supplies shall be part of the financial aid Cost of Attendance budget used to award financial aid to students.

- B. Faculty are encouraged to utilize the ODU Libraries' collection and electronic books, journals, image databases, audio and video materials, and other supplemental items available.
- C. Faculty are encouraged to limit their use of new edition non-OER textbooks when previous editions do not significantly differ in a substantive way. The appropriate faculty and the University Village Bookstore should ensure adequate supply of the older edition. Faculty members are also encouraged to adopt the best practice of using the same non-OER textbooks for consecutive semesters. Except in unusual circumstances, non-OER textbooks used in sequential courses (e.g., PHYS 101N and PHYS 102N) should not be changed after the first semester.
- D. Faculty are encouraged to use new technologies and packaging techniques such as e-text and bundles that reduce the cost of course materials to students.
- E. Faculty are encouraged to provide instructional materials for students to use through their respective departments and/or the ODU Libraries.
- F. No funds provided for financial aid from University Village Bookstore revenue shall be counted in the calculation for state appropriations for student financial aid.
- G. Faculty should avoid requiring students to purchase materials that will not be used for pedagogical purposes in their courses. For instance, faculty are discouraged from requiring students to purchase technology or software simply to track attendance.
- H. Courses with zero- or low-cost educational resources should be advertised to students.

#### **VI. Responsibilities of the Faculty**

- A. Faculty, departments and/or schools should provide required or assigned OER and non-OER course materials information for each particular course to the University Village Bookstore by the specified due date published by the University Village Bookstore. Exceptions will be made for faculty who are hired or assigned after the course adoption due dates. Chairs are encouraged to make the appropriate course adoption adjustments as soon as possible in these cases.
- B. Faculty members shall affirmatively confirm their intent to use each item in a bundled package when placing an adoption for such a package. If the faculty member does not intend to use all items in the bundle, he/she shall notify the University Village Bookstore of the items required, and the Bookstore shall order the individualized items when the store's procurement is cost effective for both the institution and students and such items are made available by the publisher.
- C. Departments offering courses that have adopted OER course materials should submit an OER course material adoption report to the Assistant Vice President for Auxiliary Services.
- D. Instructors of courses adopting OER course materials should post the resources online prior to the beginning of the semester and notify students in the class how to access it.

#### **VII. Responsibilities of the University Village Bookstore**

- A. The University Village Bookstore Textbook Manager will communicate the requirements and due dates for course adoptions each academic session. Follow-up communications will be sent to the department chairs and the faculty if the requested materials are not available from the publisher or obtained in a timely manner.
  - 1. The University Village Bookstore continuously works directly with instructors and departments to collect adoptions throughout the process.
  - 2. The OER course material adoption report should be submitted prior to the beginning of the semester.
  - 3. Leading up to and after the due date passes, a course material adoption report is sent to the Assistant Vice President for Auxiliary Services and the Provost's Office to be forwarded to the deans and chairs. This process continues through the beginning of classes each semester.
  - 4. Approximately one month after the start of the fall and spring semesters, the University Village Bookstore alerts the Provost's Office about textbook submissions. The Provost's Office sends an email to deans, chairs, and instructors informing them that it is time to submit course material orders for the next semester to the University Village Bookstore.
- B. The University Village Bookstore shall provide a convenient course materials adoption process, including a web-based method, to expedite the ordering process for non-OER course materials.
- C. The University Village Bookstore shall note courses that utilize OER course materials on the course materials website.
- D. Centralized listings of course materials required or assigned for particular courses shall be available from the University Village Bookstore's website after the relevant instructor or academic department notifies the University Village Bookstore. The University Village Bookstore shall post the relevant information received from the faculty

in a timely manner. The listings shall be in a standard format and include the International Standard Book Number (ISBN), when applicable, along with other relevant information.

#### **VIII. Responsibilities of the OER Committee**

The OER Committee reports to the Provost and Vice President for Academic Affairs on the development and enforcement of the University's Course Materials Adoption Policy. The Provost appoints Committee members, to include representatives from the faculty, University Libraries, Information Technology Services (ITS), University Bookstore, Institutional Effectiveness and Assessment, Student Engagement and Enrollment Services (SEES) representative (and/or student), Center for High Impact Practices (CHIP) representative, Center for Learning and Teaching (CLT), Center for Faculty Development, and senior University management. The Provost will solicit recommendations from the Deans for the faculty representatives, who will constitute the majority of the committee. The OER Committee may create subcommittees and task forces as needed to carry out its responsibilities.

Other Committee responsibilities include:

- A. Guiding updates to this policy.
- B. Developing strategies and actions, setting timelines, and determining outcomes that will advance the University's efforts to facilitate adoption of OER.
- C. Tracking local, national, and international developments within the area of OER.
- D. Implementing and coordinating a training program available to faculty on OER. Stimulating discussion, generating supporting material and developing venues for communication and education.
- E. Seeking collaborative ventures internally and with other institutions.
- F. Exploring and identifying possible high impact initiatives that the University could either launch or support, such as pilot projects that promote creation and/or adoption of OER.
- G. Consulting broadly with individuals, groups, and units as needed.

#### **Contacts:**

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The President may revise or eliminate any or all parts as necessary to meet the changing needs of Old Dominion University and the Commonwealth of Virginia.



# **Accommodations for Individuals with Disabilities**

## **University Policy, #5406**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/5000/5406>

# Honorary Degrees: Criteria and Procedures

(Board of Visitors Policy, #1233)

## A. Purpose

Honorary degrees are awarded to bring national recognition to the University; recognize outstanding contributions to society through scholarship, artistic production, or humanitarianism; and recognize major contributions in areas relevant to the mission of the University through significant research or a career of dedicated service. Honorary degrees may be awarded at the University's commencements.

## B. Eligibility for Consideration

Since the recipients of honorary degrees will be forever associated with the University they must therefore be of sufficient stature and character so as to honor the University by receiving an honorary degree from it. Examples of such persons might be: prominent graduates, important business leaders, outstanding professional persons, leaders in public affairs, statesmen, prominent educators, outstanding humanitarians, and persons distinguished in the arts, sciences, and the humanities.

1. There should be clear demonstration why these individuals should be recognized by Old Dominion University. In addition, the individuals considered should be recognized for their contributions to society.
2. People who are not eligible for honorary degrees include members of the Board of Visitors and present employees of the University; emeriti faculty and former members of the board should only be considered for honorary degrees on an exceptional basis. Current and former benefactors of the University should be excluded unless they clearly meet the other criteria for being included for degree consideration. There should be no suggestion that an individual is being awarded an honorary degree because of his or her past or possible future financial contributions to the University.

## C. Selection Process

1. The Honorary Degree Committee will be comprised of: four faculty members selected by the Faculty Senate, two students selected by the Student Government Association, one member of the Alumni Association selected by the Alumni Association, one member of the Board of Visitors appointed by the Rector, and one administrator appointed by the President.
  - a. The President will designate the coordinator of the committee.
  - b. The names of committee members will be submitted to the President by the selection body by June 1.
2. The committee will publicize the criteria and guidelines for making nominations. Nominations will be invited from all constituencies at the University, including the Board of Visitors.
3. The committee will submit a list of nominations recommended for honorary degrees to the President. The President will submit to the Board of Visitors for approval the names of the President's nominee(s), if any, from the list and recommend the appropriate degree(s) to be awarded.

## D. Schedule and Procedure

1. The committee members are appointed and notified of the appointment by the President.
2. The Honorary Degree Committee will be appointed and prepared to begin work by September 1.
3. The President will submit the names of the nominees to the Board of Visitors for approval. The recipients approved by the Board of Visitors may be awarded their honorary degrees at one of the University's commencements. After approval by the Board of Visitors, the President shall contact the approved recipients concerning acceptance and conferral of the honorary degree.

## E. Honorary Degree Types

Among the appropriate honorary degrees to be awarded are:

Doctor of Fine Arts (D.F.A.)  
Doctor of Humane Letters (L.H.D.)  
Doctor of Letters (Litt.D.)  
Doctor of Music (Mus.D.)  
Doctor of Science (Sc.D.)

- Approved by the Board of Visitors  
August 9, 1979  
Revised February 14, 1985  
Revised February 13, 1986  
Revised September 13, 2012

# **Closure of the University Due to Inclement Weather and Emergencies**

**(University Policy, #1020)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1020.pdf>

# IV. RESEARCH POLICIES

## University Research Administration

Sponsored programs agreements and funding will be accepted and administered through the Old Dominion University Research Foundation or, under certain circumstances and with the approval of the vice president for research, through Old Dominion University.

The terms and conditions by which grants and contracts will be accepted and administered by the Old Dominion University Research Foundation are agreed to by the Board of Visitors, the president of the university through a designee, the vice president for research, and by the Board of Trustees of the Old Dominion University Research Foundation through their designee, the executive director.

Conditions of acceptance of grants and contracts by the Research Foundation are as follows:

1. The commitment of the university for each grant or contract shall be the responsibility of the vice president for research and the executive director of the foundation.
2. Members of the faculty and other employees and students of the university, as well as visitors and residents of the university, will participate in a project only with the approval of, and on terms and conditions satisfactory to, the vice president for research and the executive director of the foundation.
3. The supervisor(s) of each project shall submit reports as required by the sponsors through, or at the direction of, the respective department chair to the executive director of the foundation or designated foundation staff.
4. The university shall cause all discoveries, improvements, inventions, and copyright materials resulting from a project to be assigned to the foundation by the person(s) making such discovery, improvement, invention, or copyright.
5. Upon termination of each project, all notes, records, and data resulting from, or collected in the course of, the project shall belong to, and shall be delivered if so requested to, the foundation although the university may, if it desires, retain a copy of any or all such documents.

Regarding each accepted sponsored program agreement, the foundation will do the following:

1. Pay monthly to the university the relevant salaries and wages reimbursable under the terms and conditions of each grant or contract.
2. Procure and provide to the university all materials, supplies, apparatus, equipment, and other items as stipulated in the contractual agreement, with the exception that the university may itself make such purchases providing that approval of the executive director of the foundation is obtained prior to each and every such purchase. If the university elects to purchase, as herein outlined, the foundation will reimburse the university for such cost upon presentation of proof of purchase.
3. Maintain and provide administrative support services related to activities such as agency reporting, travel, and human resources associated with the sponsored program.

The university will incur no other obligations or expense, other than as stipulated in the approved budget of the grant or contract, without the written approval of the vice president for research. All apparatus and equipment procured for a project by or at the expense of the foundation, except that which, pursuant to the foundation's contract with the sponsor, is the property of the sponsor, will at the termination of the project become the property of the Old Dominion University Research Foundation.

In special cases, at the discretion of the vice president for research, some grants and contracts may be accepted through the Old Dominion University Office of Administration and Finance. Examples of grants and contracts which may be accepted through the Office of Administration and Finance include those in which the agency requires, with accompanying documentation, that the university accept and/or administer the award and those in which the Research Foundation is ineligible to receive the award by virtue of its corporate status. Whenever possible, administration of the award will be achieved through the Research Foundation. In the event that administration is also constrained to the university, the Office of Administration and Finance will manage the award. This will be viewed as an exception to normal procedure for grants

management and will require consultation between the vice president for research and the vice president for administration and finance, or their appointed staff.

Conditions of acceptance of grants and contracts by Old Dominion University through its designee, the vice president for research, are as follows:

1. The commitment of the university for each grant or contract shall be determined through consultation between the PI and the vice president for research, which should begin no later than 30 days prior to the proposal submission deadline. One of the conditions of acceptance is the identification of project dates prior to establishing an account to support project activities.
2. Faculty and other employees and students of the university, as well as visitors and residents of the university, will participate in a project only with the approval of, and on the terms and conditions satisfactory to, the vice president for research.
3. The supervisor(s) of each project shall submit reports as required by sponsors through, or at the direction of, the respective department chair to the administrative office charged with management of the sponsored program.
4. The university shall cause all discoveries resulting from a project to be assigned to the university or the Research Foundation by the person(s) making such discovery, improvement, invention, or copyright.
5. Upon termination of each project, all notes, records and data resulting from, or collected in the course of, the project shall belong to, and shall be delivered if so requested to, the vice president for research or his/her designee.

-Approved by the president  
October 1, 2003  
Revised July 17, 2006

# **Facilities and Administration Cost Recovery**

The policy can be found at the following link:

<http://www.odu.edu/facultystaff/research/forms-policies-procedures>

# **Policy on Intellectual Property**

**(Board of Visitors Policy, #1424)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1424.pdf>



# Visiting Scholar/Volunteer Policy

The University's ownership interest in intellectual property and confidentiality in research conducted by the University must be protected. Volunteers and international Visiting Scholars are permitted wide access to research and provide substantial advancement in many instances. This collaboration, while valuable, must not compromise the ownership of the intellectual property or the confidential nature of the projects. All Volunteers/international Visiting Scholars granted access to research projects at the University shall execute an approved agreement regarding intellectual property and security. An international Visiting Scholar is an individual who is invited by a faculty member to study, conduct research or teach at the University and may be paid through the University or the Research Foundation or from an outside source. All international Visiting Scholars must be issued visa documentation through the Visa & Immigration Service Advising Office (or approved to come to campus on alternate documentation). A Volunteer is an individual who has agreed to assist the University without compensation in a research or academic undertaking.

The following procedures shall be followed:

1. Any faculty member inviting an international Visiting Scholar to conduct research on campus must request visa documentation (DS-2019) or approval for the scholar to arrive on campus on alternate visa documentation from the Visa & Immigration Service Advising Office. The responsible faculty member and international scholar will complete and submit the exchange visitor packet to the VISA office. The packet will include an agreement regarding intellectual property, created by the Office of Research. Visiting Scholars and Volunteers who come to the University to work with faculty must also be reviewed and approved by the Dean of the appropriate college and the Provost and Vice President for Academic Affairs. In the case of sponsoring units that report to the Office of Research, approval must come from the Vice President for Research.
2. Each unit of the University shall be responsible for identifying all international Visiting Scholars and Volunteers involved in the development or improvement of intellectual property. Once an international Visiting Scholar or Volunteer is identified, the unit must have the Visiting Scholar or Volunteer sign the sample agreement, which is included in the Exchange Visitor packet. Non-citizen scholars residing in the US are required to comply with this policy. The agreement will provide that the University shall control the disposition of all intellectual property resulting from the research, and shall strictly comply with all Federal Export Control laws and regulations. To this end, international Visiting Scholars or Volunteers will be subject to background checks to ensure that they are not on a sanction list maintained by the Office of Foreign Assets Control; any background checks that are indicated will be charged to the sponsoring unit.
3. Proposed visiting scholars from countries identified as being at "high risk" for espionage by the FBI must provide credentials for review and written approval by the Office of Research before the university will submit Visa and other applications on their behalf. The Office of Research will periodically update a list of those countries for use by Academic Affairs and International Programs.
4. The unit shall maintain a copy of the agreement and the original shall be sent to the Office of the Vice President for Research where the documents are to be maintained.
5. No Volunteer or international Visiting Scholar shall be issued a visa document (DS-2019) or approved to arrive on campus with alternate documentation until the agreement has been approved by the Dean, the Provost and Vice President for Academic Affairs, and the Vice President for Research and executed by a University representative authorized to bind the University.
6. The Office of Research shall monitor the implementation of the policy and provide training to affected units.

- Approved by the president

May 13, 2010

Revised March 4, 2019

# Sponsored Research<sup>1</sup> Guidelines

Old Dominion University recognizes the importance of sponsored research in the academic development of the faculty and in the training of graduate students. Although research benefiting the region is given particular emphasis, the university supports the right of, and encourages, faculty members to engage in any sponsored research, so long as that research does not compromise the educational objectives established by the departments, colleges, and institution.

The university's principal research officer is the vice president for research. This person has been designated by the president of the university as the official signatory for the university for all research and sponsored programs. The executive director of the Old Dominion University Research Foundation has the responsibility for submitting and accepting grants and contracts, and establishing and enforcing administrative procedures necessary to assure compliance with regulations of funding agencies for operation of sponsored projects. The executive director is responsible, subject to the Board of Trustees of the Research Foundation, for the direct administration of, and immediate executive authority with respect to, the conduct of the business and affairs of the foundation.

The Old Dominion University Research Foundation is the grantee for projects under its purview, but responsibility for technical direction of the project is vested solely in the principal investigator.

Since the guidelines are intended to facilitate the research endeavors of the faculty while protecting the interests of both the faculty and the institution, exceptions to the procedures should be rare and must be with the written approval of the vice president for research.

## Guidelines

University policies relating to sponsored research are based on the following guidelines:

1. Sponsored research to be undertaken must support the instructional and research objectives established by the department(s) and college(s) in which the research is to be conducted. Each proposal is reviewed, weighing cost against benefit, to determine its appropriateness by the chair(s), the dean(s), and the vice president for research.
2. Sponsored research normally is not accepted when the terms and conditions contain restrictions that prevent disclosure of the sponsor or the existence of the contract or adequate review of suitability to the academic program of the university.
3. In cooperation with the principal investigator and his/her department and college, the university exerts every effort to minimize publication restrictions imposed by accepted research contracts.
4. Except under special circumstances, all research grants and contracts are submitted through, and administered by, the Old Dominion University Research Foundation.
5. Sponsored programs that require matching funds by the university (i.e., equipment) or projects that involve the transfer of Commonwealth funds from a state agency to the university will normally be submitted by the university and fiscally administered by the Office of Finance.
6. If tenure-accruing faculty positions are to be funded from grant or contract funds, this practice is an exception to usual policy of the university and requires the review and approval of the provost and vice president for academic affairs with a written understanding of how the position would be backed up should the external funding be disrupted.

## Procedures

Preliminary discussions between faculty members and potential sponsors are encouraged and often precede the preparation of a formal proposal. The vice president for research and his or her staff are available for discussion at any stage in the preparation of proposals. Formal procedures are based on the following guidelines:

1. A faculty member interested in submitting a proposal should consult with the department chair and dean to determine whether or not the proposed project is desirable with respect to the goals of the department and college. In addition, the faculty member should consult with the vice president for research and his or her staff on application and proposal development guidelines. The Research Foundation should also be contacted for information and assistance in proposal budget preparation.

---

<sup>1</sup>Research performed by faculty members that is supported by nonCommonwealth funds

2. The faculty member then submits a proposal to the vice president for research for administrative review and any necessary modifications in light of specific requirements of the university and the proposed sponsor. The proposal is then typed and prepared for submission by the Research Foundation; the proposed project director is responsible for obtaining signatures of the department chair and the dean on the final copy. Proposals must be submitted to the Research Foundation for production not less than five working days preceding the project deadline, and be accompanied by a signed proposal.
3. In the event that a proposal is disapproved for submission, the proposing faculty member may appeal the decision to the provost and vice president for academic affairs for reconsideration and decision. The decision of the provost and vice president for academic affairs is final.
4. If the proposed project involves special requirements (i.e., human subjects, radioactive materials, biohazardous materials, or animals), the principal investigator is responsible for notifying the appropriate review board and providing all required justification for university and sponsor approval.
5. All financial reports and statements, property and equipment reports, inventions reports, interim and final technical reports, and closeout reports are submitted through the Research Foundation, where copies are retained on file in accordance with grant or contract requirements.

-Approved by the president  
October 1, 2003

# **Research Conflict of Interests**

**(University Policy, #5201)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/5000/univ-5201.pdf>

# **Research and Scholarly Digital Data Management Policy**

**(University Policy, #5350)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/5000/univ-5350.pdf>

# Review of Research Proposals

*Statement:* Principal investigators, department chairs and college deans are responsible for ensuring that proposals are complete when they arrive at the Research Foundation or Office of Research for signature. To be complete a proposal narrative and all required forms should be in final form and accompanied by a completed and signed Proposal Transmittal Form that contains:

1. A named source and associated signature of approval for any proposed matching funds and/or cost-sharing;
2. Any required signatures from the Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee, and/or Institutional Biosafety Committee as relevant based on the subject area and activities proposed;
3. An abstract describing the project;
4. Signatures of the appropriate chair(s) and dean(s) assuring the merit and quality of the proposal as well as assurance that the project can be carried out should an award be made;
5. Explicit allocations of credit for portions of the project when multiple investigators are collaborating.

For electronic submission, the principal investigator will be expected to upload the proposal narrative and required forms and documents into electronic submission mechanism with the exception of the budget and/or other documents that are within the purview of the authorized institutional administrator/official or the Research Foundation staff. A completed proposal transmittal form is required for electronic submissions as well as those in hardcopy form. The Research Foundation is not authorized to submit proposals to the sponsor unless they are complete.

- Approved by the president  
December 1, 1988  
Revised July 17, 2006

# **Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity**

**(Board of Visitors Policy, #1426)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1426.pdf>

## **APPENDIX**

This appendix summarizes the responsibilities assigned to the DO and the RIO. The appendix is a review of the duties assigned to these two officials.

### **Responsibilities of the DO**

- Determines whether an investigation is warranted
- Determines whether to accept the investigation report
- Determines institutional administrative actions if misconduct is found
- Explains why the institution does not agree with the investigation report, if such is the case, in a transmittal letter to ORI or NSF
- Determines institutional administrative actions against "bad faith" Complainants
- Informs ORI or NSF that an investigation is not warranted, if such is the case, if the agency requested the inquiry

### **Responsibilities of the RIO**

- Receives allegations of misconduct
- Receives allegations of retaliation
- Receives reports of "bad faith" allegations
- Receives reports of violations of PHS or NSF regulations

### **Assessment of Allegations**

- Conducts preliminary assessment of allegations
- Determines whether an inquiry is warranted
- Refers non-scientific misconduct issues to appropriate institutional or Federal office

### **Conduct of Inquiry**

- Initiates inquiry process
- Notifies appropriate institutional officials, the Respondent, and, if necessary, the appropriate agency that an inquiry is underway
- Sequesters research or other relevant records
- Conducts the inquiry
- Determines whether additional expertise is needed
- Establishes conditions of confidentiality
- Protects against bias or conflicts-of-interest
- Develops the charge
- Meets ORI or NSF notification requirements
- Takes appropriate interim administrative actions
- Seeks advice from federal agencies when an admission of misconduct is made
- Determines whether a time extension will be allowed
- Provides a draft report to the Respondent
- Provides appropriate portions of the draft report to Complainant
- Transmits the final report and comments to the DO
- Communicates the decision of the DO to the Complainant and Respondent.
- Notifies ORI or NSF if an investigation will be conducted
- Provides the final report and inquiry file to ORI or NSF upon request, if relevant



- Retains all inquiry records
- Reports "bad faith" allegations to the DO
- Undertakes reasonable efforts to restore the reputation of cleared Respondents
- Undertakes reasonable efforts to protect "good faith" Complainants and others who cooperated with the inquiry

### **Conduct of Investigation**

- Notifies the Respondent that an investigation will be conducted
- Sequesters additional research records when necessary
- May conduct the investigation in appropriate cases
- Appoints the investigation official or committee
- Replaces the first challenged person and determines whether to replace persons challenged later
- Determines whether additional expertise is needed
- Establishes conditions of confidentiality
- Protects against bias or conflicts-of-interest
- Develops the charge
- Convenes the first meeting of the investigation committee
- Provides the investigation official or committee with advice on appropriate procedures
- Meets ORI or NSF notification requirements, if relevant
- Takes appropriate interim administrative actions
- Seeks advice from federal agencies when an admission of misconduct is made
- Requests time extensions if necessary from ORI or NSF and submits progress reports
- Submits plan to terminate an investigation to ORI or NSF
- Provides a draft report to the Respondent
- Provides appropriate portions of the draft report to the Complainant
- Transmits the final report and comments to the DO
- Notifies the Respondent and Complainant of the institution's findings and actions
- Retains all records of investigation
- Reports "bad faith" allegations to the DO
- Undertakes reasonable efforts to restore the reputation of cleared Respondents
- Undertakes reasonable efforts to protect "good faith" Complainants and others who cooperated with the inquiry

### **Post-Investigation**

- Responds to requests from federal agencies for additional information or assistance during the review process
- Responds to requests from ORI for additional information or assistance during a Departmental Appeals Board ('DAB') appeal

### **Inquiry & Investigation Procedures**

| <b>TIMELINE</b>      | <b>STEPS</b>   |
|----------------------|--|
| Day 1 Inquiry Begins | RIO determines sufficient evidence of possible misconduct in scientific research or scholarly activities.<br>RIO immediately secures all original research records and materials relevant to the allegation. RIO may consult with federal agencies through Office of Research. |
| Day 2-29             | RIO interviews Complainant, Respondent, key witnesses and examines relevant research records & materials.  |
| Day 30               | RIO completes evaluation of evidence and testimony and submits a draft report of his/her conclusion to DO, Complainant, and Respondents.   |
| Day 40               | Deadline for Complainant and Respondent to submit to RIO their comments on draft Inquiry report.   |

|   |  |
|---|--|
| Day 50                                      | RIO submits to DO the final inquiry report and any comments from Complainant and Respondent.   |
| Day 60 Inquiry Ends                         | DO makes final determination of whether findings from the inquiry provide sufficient evidence of possible misconduct to justify conducting an investigation.   |
| Day 61 Investigation Begins (if applicable) | The RIO notifies both the Respondent and the Complainant in writing of the DO's decision of whether to proceed to an investigation and will remind them of their obligation to cooperate in the event an investigation is opened. The RIO will also notify the president, the general counsel, the vice president for research, and the dean of the affected college or other university unit.<br>RIO immediately sequesters any additional pertinent research records.  |
| Day 65                                      | RIO in consultation with the president and General Counsel completes appointment of an Investigating Committee.  |
| Day 65                                      | RIO notifies Respondent of the proposed members of the Investigative Committee.  |
| Day 70                                      | Deadline for Respondent to submit in writing any objection for cause to any appointed member of the Investigation Committee. The RIO will immediately replace the first challenged member and determine whether to replace the other challenged members or experts with qualified substitutes.   |
| Day 75                                      | First meeting of the Investigation Committee.  |
| Day 76-100                                  | Investigation Committee conducts its examination of evidence and submits a draft report of its findings to the RIO.  |
| Day 101                                     | RIO provides Respondent with copy of draft Investigating Committee report for comment and rebuttal. RIO provides Complainant with those portions of the draft report that address the Complainant's role and evidence/testimony.   |
| Day 110                                     | Deadline for Respondent and Complainant to submit to the Investigating Committee comments and rebuttal on the draft report.  |
| Day 113                                     | Investigating Committee transmits its final report with attachments, including the Respondent's and Complainant's comments, to the DO, through the RIO.  |
| Day 120 Investigation Ends                  | Based on the preponderance of the evidence, the DO will make the final determination. If this determination varies from that rendered by the Investigating Committee, the DO will provide a full explanation.<br>Deadline for completion of the Investigation if PHS or NSF funded activities. If has not been completed by this day, the RIO must submit to ORI and/or NSF a written request for an extension that explains the delay, reports on the progress to date, estimates the date of completion of the report, and describes other necessary steps to be taken. The request will be submitted through the Office of Research.<br>DO will also notify the Respondent and Complainant in writing of the final determination. |

-Approved by the Board of Visitors  
December 13, 2002  
Revised September 22, 2006  
Revised June 17, 2010  
Revised December 8, 2011

# Financial Interests in Sponsored Programs

The policy can be found at the following link:

<http://www.odu.edu/facultystaff/research/forms-policies-procedures>

# Faculty Research Time

Research, publication, and other scholarly activities are basic to the objectives and responsibilities of the university and its faculty. Recognizing this, the university is committed to the concept of research time for faculty to pursue individual intellectual inquiry, to publish, and to engage in creative activities designed to improve the educational experience of the students.

The awarding of time for research is not a routine matter. It is based on an assessment of the benefit of significant intellectual activity to the university and the department and provides for regular and periodic review of accomplishments. Such time is available to faculty engaged in either graduate or undergraduate teaching.

1. Purchased and contributed faculty time for funded research - Wherever possible, the cost of faculty time should be reimbursed to the university from grant or contract funds. When required, faculty time may be contributed, especially when the funded research has provision for financial support of graduate students or equipment. When such cost-sharing of faculty time is agreed to by the university, the contributed time will be planned in the schedule of the faculty member.
2. Faculty time for unfunded research (departmental research) - External funding is not always available to support the research activities of the faculty. To encourage creative activities, particularly in certain disciplines, time for departmental research is provided by the academic budget of the university. This time is awarded on the basis of a well developed activity that has the approval of the chair and dean. It is essential that such time be based on an activity that is both scholarly and of benefit to the university, the department, and the faculty member.

It is essential to demonstrate, through regular and periodic evaluation of the benefits derived from departmental research, that these monies are being spent wisely. It is recognized that, while in certain departments the results of scholarly activities come to fruition only after a period of two or more years, more frequent evaluation of departmental research time is necessary. Publication in a scholarly journal is certainly clear evidence, although not the only evidence, that the research is producing desirable results. Research in teaching and curriculum development may be more difficult to evaluate, but it is essential that an assessment be made. In extraordinary cases, outside expert review may be solicited in order to evaluate research.

-Approved by the provost and vice  
president for academic affairs  
September 5, 2003

# Criteria for Principal Investigators

- A. The Principal Investigator (PI) is the lead person on the research project and is responsible for the ethical and professional conduct of all aspects of the project. In the case of doctoral students as the PI, this responsibility falls to the supporting faculty member.
1. All full-time faculty members, self-supporting research professionals, or new faculty who have signed full-time contracts are eligible to be Principal Investigators.
  2. Administrators holding the titles of vice president, associate vice president, assistant vice president, vice provost, dean, university librarian, associate dean, assistant dean, and emeritus full and associate professor may be named as PI on projects directly related to the mission and responsibilities of their offices.
  3. Doctoral students seeking funding for fellowships, tuition, or support of research leading to the dissertation may be named as PI when a full-time teaching or research faculty member is named on the project as the responsible PI. The faculty member is responsible for seeing that the terms of the grant or contract are fulfilled.
  4. Persons holding the following titles in the absence of a faculty appointment as noted above are not eligible to be a PI: director, associate director, assistant director, postdoctoral associate, visiting professors at all levels, and research associates at all levels.
    - a. Requests for exceptions for those within Academic Affairs can be made by the unit head with written approval of the college dean and the provost and vice president for academic affairs. For those in areas other than Academic Affairs, it will require that such an application for an exception has been recommended by the unit head and approved by the corresponding vice president. All requests must be accompanied by the curriculum vitae of the prospective investigator.
    - b. The Research Foundation will maintain a list of non-faculty individuals who have been granted permission to submit proposals. The list will note if permission was given on a one-time-only basis or for a more extended period of time. This list will be reported to the provost and vice president for academic affairs, vice president for research, and deans annually.

-Approved by the president  
August 21, 2003  
Revised July 17, 2006  
Revised March 8, 2013

# Faculty Purchased Release Time

## *Statement:*

1. The control of funds for purchased release time rests with the college. Deans should work with department chairs to:
  - A. Determine the expected external support (purchased release time);
  - B. Plan the number of personnel that will be funded by external support;
  - C. Indicate which personnel will be supported by external funds;
  - D. Establish contingency plans for use of unanticipated funds or a shortfall in external support;
  - E. Monitor, at regular intervals, the flow of external funds so as to ensure the prudent use and sound management of these funds.
2. The "line of credit" is established at the same time as the annual budget and is presented in the budget cycle. The plan and the resulting "line of credit" may be revised and amended as needed throughout the academic year.
3. Responsibility for establishing and meeting the external funds plan for each college rests with the dean. Any budget adjustment moving funds from or to the 4010 line must have the dean's or the dean's designee's signature.
4. Since the Office of Academic Affairs oversees the budgets of the colleges, that office services as a "broker" to assist deans to meet their respective commitments while fully utilizing all the external funds realized.

-Approved by the president  
December 1, 1988

# Use of Fixed-Price Contract Residuals

Fixed-price contract residual direct funds may be used by the PI as salary in summer and as purchase release time in regular semesters provided: (a) the amount used as PI salary does not exceed what was budgeted as salary in the fixed-price contract budget carrying full F&A rate; (b) the amount spent on graduate students as stipend and tuition during this same period is at least what was budgeted in the original fixed-priced contract; and (c) the amount used as PI salary is expended within a period to not exceed two years from the date of such approval by the vice president for research.

Fixed-price contract residual amounts that remain unspent for a period exceeding two years may not be spent as PI salary.

-Approved by the president  
February 2008

# Research-Funded Conversion to a 12-Month Faculty Contract

## 1. PURPOSE

Faculty on academic year (AY) appointments often desire to work during the summer months to continue their research, instruct graduate students in thesis and dissertation research, and supervise research staff. During the summer, between AY appointments, many faculty consistently earn summer compensation from sponsored research grants or contracts but the income derived from these sources is not considered part of the annual employment contract. Under current retirement program policy, the Commonwealth only recognizes annual contract pay when administering the employee retirement program. In recognition of their year-round commitments and contributions, AY faculty with a consistent history of sponsored project income from research grants and contracts should be given the opportunity to convert to a 12-month contractual period provided sponsored funds are available for summer salary payments and approval is given by the department chair and the college dean.

## 2. POLICY

A faculty member on an academic year appointment who consistently generates support in the summer through sponsored projects may request conversion to a 12-month appointment reflecting all AY income and summer research payments. Conversion to a 12-month appointment allows retirement contributions to be made on summer income since the summer research payments would become part of the faculty member's annual salary. The conversion from an AY appointment to a 12-month appointment shall be made under the following guidelines:

- A. The faculty member presents written assurance that the required funds are available for the summer pay period and will cover the additional summer salary and fringe benefits costs. The source of such funds must come from sponsored project agreements. No conversion will take place without the appropriate confirmation of these salary funds.
- B. The faculty member initiates a request to a 12-month appointment which is reviewed for approval by the department chair and college dean. Approved requests must be forwarded to Academic Affairs no later than the second week in April. The new 12-month appointment will begin on May 25 and end on May 24 of the following year.
- C. The 12-month appointment must be requested on an annual basis. If a request for the continuance of a 12-month appointment is not provided, subsequent faculty appointment letters will be issued as academic year appointments.
- D. If a 12-month appointment letter is issued and the funding guaranteed in support of the conversion is not received, the funds already expended to extend the length of the appointment contract will be reimbursed from the faculty member's department and/or college's F&A cost accounts.
- E. The 12-month salary will be calculated by adding to the AY salary a minimum 1/9 of the AY salary up to a maximum of 3/9 of the AY salary.
- F. Faculty members on 12-month appointments may receive additional compensation for summer school teaching or other academic support activities on an overload basis. The combined summer pay from all university and grant/contract resources cannot exceed 3/9 of the AY annual salary. Only funds received from research activities will be used to convert AY appointments to 12-month assignments.
- G. Faculty on 12-month conversion appointments are not eligible for annual leave benefits as cited in this Handbook under the section on Annual, Military and Administrative Leave Policy for Administrative and Professional Faculty and Faculty on Twelve-Month Contracts. All other benefits remain the same.
- H. Requests for retroactive conversions will not be considered.

The Virginia Retirement System (VRS) takes into consideration for retirement benefits the length of service, employee age, and the highest consecutive 36 months salary. In terms of salary, the 36 consecutive months translates into the three highest consecutive annual salaries for a three-year period. The annual employment periods must be consecutive with no breaks between them. Since VRS is using the annual contract amount for each of the three years, any amount added to the AY salary rate will add to the retirement benefit of the faculty member. Retirement benefits in other retirement programs (i.e., TIAA-CREF) are based on contributions. Thus, any extra contributions based on additional summer salary payments will benefit the faculty member's retirement account. The minimum amount needed to participate in the research supported conversion to a 12-month faculty appointment is 1/9 of the academic year salary.



-Approved by the provost and vice  
president for academic affairs  
September 5, 2003  
Revised July 17, 2006

# **Policy on Self-Supporting Research Professional Positions**

The policy can be found at the following link:

<http://www.odu.edu/facultystaff/research/forms-policies-procedures>

# Research Review Boards

The university maintains the following four research review boards, which are responsible for approving research proposals involving human subjects, recombinant DNA, radiation safety, and animals.

1. Institutional Review Board - It is university policy that all projects involving risk to human subjects must be approved by the Institutional Review Board. Approval is based on established university, state and sponsoring agency guidelines for the protection of the rights and welfare of subjects at risk.
2. Institutional Biosafety Committee - It is university policy that all research projects involving recombinant DNA and that are considered non-exempt under the NIH "Guidelines for Research Involving Recombinant DNA Molecules" must be approved by the Institutional Biosafety Committee.
3. Radiation Safety Committee - It is university policy that all projects involving radioactive materials must be approved for usage and safety procedure by the Radiation Safety Committee.
4. Institutional Animal Care and Use Committee - It is university policy that all projects involving animals must be approved, in accordance with established university and sponsoring agency regulations, by the Institutional Animal Care and Use Committee.

It is the responsibility of the principal investigator to gain the approval of the appropriate review board(s) prior to the submission of a proposal to a funding agency, or, in the case of unfunded research, prior to engaging in the research activity. The vice president for research is authorized to issue procedures in order to assure that these research policies are implemented in compliance with applicable regulations. Information on the review board policies is available from the Office of Research.

-Approved by the president  
October 1, 2003  
Revised July 17, 2006

# Faculty Research and Development Assignments

## A. Purpose

1. The purpose of the research assignment is to enhance the value of faculty members at Old Dominion University, both to the university and to the Commonwealth, by providing assignments of certain faculty members to a semester or a year of productive research related to their respective disciplines and clearly designed to enhance their teaching effectiveness on the undergraduate or graduate level.
2. The purpose of the development assignment is to enhance the value of faculty members at Old Dominion University, both to the university and the Commonwealth, by providing to certain faculty members a semester or a year of structured study in an area in which expertise is needed for the teaching function of the institution and is not otherwise available to the University.
3. The provost and vice president for academic affairs may establish a limit on the number of research and development assignments to be awarded during one semester.

## B. Eligibility

1. Any faculty member is eligible to apply for a research or development assignment of one semester or one year provided he or she is a tenured full-time faculty member who has accumulated five continuous years of service at Old Dominion University.
2. A faculty member is eligible to apply for an additional assignment provided that five years of continuous service at the university have elapsed since the return of the faculty member from the awarded research or development assignment. The department chair must certify that the courses normally assigned to the faculty member will be covered by other full-time members of the department during the leave.
3. An exception may be made in the case of a faculty member who has been requested to defer a faculty research and development assignment for the convenience of the university. Such an individual will be eligible for another research or development assignment five years from the completion date of the originally requested assignment period. In order to define clearly the university's position and to protect the interests of the faculty members who are asked to defer the research and development assignment, the provost and vice president for academic affairs must approve in writing and confirm agreements for deferral of research and development assignments for the convenience of the university. Such assignment must have the approval of the department chair (after consultation with the department), the dean, and the provost and vice president for academic affairs.

## C. Application Procedures

1. Application for a research assignment should include the following: (a) a detailed proposal outlining the program of research to be undertaken during the research assignment and approved by the chair of the department and the dean of the college; (b) evidence of the faculty member's qualifications for conducting this research, including documentation of previous research accomplishments and publications; and (c) anticipated results of the research assignment, including anticipated publications.
2. Application for a development assignment should include the following: (a) justification in terms of department, college, and university needs in relation to long-term planning; (b) a detailed program for the development study, including evidence that the faculty member has been admitted to a course of study at a college or university, has made arrangements for participation or internship in a relevant organization, or can otherwise demonstrate that the purposes of the assignment can be carried out; and (c) a plan, approved by the chair and dean, on the Faculty Research/Development Assignment Request Form [[https://www.odu.edu/content/dam/odu/offices/academic-affairs/docs/research\\_assignment.pdf](https://www.odu.edu/content/dam/odu/offices/academic-affairs/docs/research_assignment.pdf)] for the establishment or revision of courses in the department that will result from the development activity of the faculty member.
3. Applications for research or development assignments scheduled to begin in the fall semester must be submitted to the provost and vice president for academic affairs at least by January 1 of the previous academic year. Applications for research or development assignments to begin in the spring semester must be submitted to the provost and vice president for academic affairs at least by September 1 of the same academic year.

## D. Length of Assignment

1. A faculty member may be granted a research or development assignment of one semester or one full year. A faculty member who is approved for one semester shall be assigned full time to research or development for that period and shall receive regular compensation from the university, provided that he or she accepts no other outside employment during the semester. The department must agree that the courses normally taught by the faculty member can be offered by the department without additional personnel. In other words, the faculty member will

be counted as one full-time equivalent faculty member on the workload analysis, and the department must meet its normal faculty-student ratio as if the faculty member were teaching full time.

2. A faculty member who chooses a one-year research or development assignment shall receive one-half compensation from the university during this period and may accept outside employment provided that the total income during the academic year does not exceed the faculty member's contractual salary. If the faculty member accepts outside employment for more than one-half of the contractual salary, the reimbursement from the university will be adjusted accordingly. If the department is meeting its stipulated faculty-student ratio, one-half of the normal compensation of the faculty member will be available to the department for the employment of additional personnel.

E. Responsibilities

1. With the next annual review, the faculty member shall include a report on his or her research accomplishments during the assignment.
2. With the next annual review, the faculty member shall include a report on his or her development accomplishments during the assignment.
3. Any faculty member receiving a research or development assignment must agree to return to full-time teaching and research duties at Old Dominion University for a period of not less than one academic year.

- Revision approved by the president

May 28, 1996

Revised December 7, 2009

Revised May 27, 2011

Revised March 5, 2013

Revised June 13, 2019

# **Guidelines for the Establishment, Operation and Evaluation of Research Institutes and Centers**

The guidelines can be found at the following link:

<http://odu.edu/content/dam/odu/offices/research/docs/guidelines-for-the-establishment-and-operation-of-research-ctrs.pdf>

## **Priority for External Funding on Limited Submissions**

In the event that there are multiple faculty who desire to submit a proposal to the same funding agency's program that has limitations imposed on the number of proposals from an institution, strategic decisions will be necessary. Participants in the decision-making process will include the deans of the relevant colleges and the vice president for research. Certain background information may be requested of the faculty and deans to facilitate decision-making and an attempt will be made to do so in a timely manner with respect to the deadline for proposal submission. Final determination will rest with the vice president for research.

- Approved by the president

April 4, 1985

Revised July 17, 2006

# **Export Control Policy**

**University Policy, #5340**

The policy can be found at the following link:  
<http://ww2.odu.edu/ao/polnproc/pdfs/5340.pdf>



# Summer Research Fellowship Programs

## A. Purpose and Eligibility

The University provides a number of fellowship awards for returning tenured and tenure-track faculty for summer research. The awards are made available through the Office of the Vice President for Research.

1. The primary purpose of the awards is to provide support and encouragement for non-tenured, tenure-track faculty members who are initiating programs.
2. In special cases, up to 20% may be awarded to tenured faculty members initiating new research careers or developing new research programs.
3. Awards are given for projects that are designed to ultimately attract outside funding and for those traditional scholarly endeavors and creative activities basic to the goals of the University.
4. Faculty may apply for a research fellowship more than once, but repeat or successive awards will rarely be given within four years.
5. The awards, which carry a stipend and an allowance for justified expenses, are not intended as continuing sources of support.
6. The Vice President for Research sends out the call for submission of proposals to all faculty.

## B. Review and Approval Procedures

1. All proposals are evaluated and ranked on the basis of merit.
2. A faculty member can submit only one proposal, either as PI or Co-PI.
3. Faculty submitting proposals must not be a part of the review and evaluation process, either at the department, college, or University levels.
4. Proposals are submitted to the department chair for review and evaluation. The chair forwards the proposal with recommendation to the college research committee or to the dean's office in the absence of a college committee.
5. The college committee, or the dean's office in the absence of a college committee, reviews all proposals for the academic college and evaluates and ranks them in priority noting strengths and weaknesses. The proposal, department chair's recommendation and rankings, and the committee's ranking and recommendations if applicable are forwarded to the dean.
6. The dean completes an independent review and ranking and forwards all documents to the Faculty Senate Scholarly Activity and Research Committee with a copy to the Office of Research.
7. The Faculty Senate Committee makes recommendations to the Vice President for Research, who awards the fellowships.

## C. Responsibilities

1. Successful applicants are expected to devote a minimum of eight consecutive weeks exclusively to the project during the summer following the award. The department chair has the responsibility to ensure that any teaching duties are not simultaneous with the eight-week research period.
2. During the semester following their awards, successful applicants must make a Progress Report to the Office of Research.
3. Those making satisfactory progress toward publication and/or securing outside funding may apply for additional funds for travel to meet with an external funding agency. When results are published, fellowship recipients are expected to acknowledge the support of the University.

## D. Any exceptions to this policy must be made by the Vice President for Research.

- Approved by the president  
December 1984  
Revised June 8, 1987  
Revised April 19, 1991  
Revised September 26, 1995  
Revised July 17, 2006  
Revised August 25, 2011

## Research Foundation

The information can be found at the following link:

<http://catalog.odu.edu/undergraduate/studentresourcesandservices/#researchfoundation>

# V. LEAVE AND BENEFIT POLICIES

## University Policies

### **Annual Leave Policy for Administrative and Professional Faculty and Eligible Instructional and Research Faculty on 12-Month Contracts** (Board of Visitors Policy, #1491)

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1491.pdf>

## **Sick Leave Policy**

**(Board of Visitors Policy, #1430)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1430.pdf>

## **Civil and Administrative Leave**

**(Board of Visitors Policy, #1433)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1433.pdf>

## **Military Leave**

**(Board of Visitors Policy, #1431)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1431.pdf>

## **Bone Marrow and Organ Donor Leave**

**(Board of Visitors Policy, #1434)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1434.pdf>

## **Emergency/Disaster Leave**

**(Board of Visitors Policy, #1435)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1435.pdf>



## **Recognition Leave**

**(Board of Visitors Policy, #1436)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1436.pdf>

## **School Assistance and Volunteer Service Leave**

**(Board of Visitors Policy, #1437)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1437.pdf>

## **Lactation Support Policy**

**University Policy, #6052**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6052.pdf>

## **Leave of Absence Without Compensation**

**(Board of Visitors Policy, #1432)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1432.pdf>

## **Tuition Assistance Policy**

### **University Policy, #6400**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6400.pdf>

## Policy for Faculty Development Funds

Funds to support faculty development will be made available through the Office of the Provost and Vice President for Academic Affairs. These funds are for the purpose of improving the quality of instruction at Old Dominion University. The awards are available to all full-time faculty who are not on a terminal contract.

After evaluation and signature by the department chair and dean, the Office of the Dean should submit a copy of the faculty member's proposal to the Faculty Senate Scholarly Activity and Research Committee (D.). The committee's recommendations for awards will be based on overall evaluations of competing proposals. The committee will forward its recommendations, along with the evaluation of the chair and dean, to the Provost for final review, evaluation, and determination.

The following list provides some suggestions for funding, but it should not be considered exhaustive.

1. Reimbursement of expenses for workshops on teaching effectiveness.
2. Reimbursement of expenses for workshops which will make the faculty member proficient in some area and which subsequently may lead to course development.
3. Summer stipends, which will not exceed those awarded for summer research grants, to support faculty self-study, development of instructional materials such as videos, course paks and workbooks, development of innovative educational approaches, or significant program curriculum revision.
4. Reimbursement of expenses for guest speakers and/or consultants as related to classroom instruction.

Faculty development funds cannot be used to support faculty attendance or presentations at conferences.

- Approved by the president  
December 13, 1991

## **Participation in Learned Societies**

The university recognizes the necessity of attendance at professional meetings and its effect upon the enhancement of good teaching and related activities. Every effort is made to have funds available to faculty members for this purpose.

-Approved by the provost and vice president for academic affairs  
July 1, 2003

## **Fee Waivers for Full-time Faculty, Staff and Dependents**

Statement: Fees for admission applications and transcripts for full-time faculty, staff, and their dependents are waived.

- Approved by the President  
October 1, 2003



# Federal and Commonwealth Policies

## Virginia Sickness and Disability Program

This program applies to full-time faculty who elected the Virginia Retirement System and enrolled in the Virginia Sickness and Disability Program (VSDP). The VSDP provides short-term and long-term disability coverage when a faculty member incurs an extended illness or injury. The program also provides eight to ten days of regular sick leave and four to five days of family and personal leave per calendar year, based on length of service.

Short-term disability benefits begin after a seven-calendar-day waiting period. On the eighth calendar day, after medical certification by the VSDP administrator, short-term disability benefits provide an income replacement of 100, 80 or 60 percent of income for a maximum of 125 workdays. The exact number of days of each income replacement percentage depends on the faculty member's length of state service. (Employees hired on or after July 1, 2009 have a one-year waiting period before short-term disability benefits are available and a different schedule of short-term disability benefits.) Disability income replacement will be 60 percent for fewer than five years of service. On the fifth year, income replacement is 100, 80 or 60 percent.

Long-term disability benefits begin after a 180-calendar day waiting period, which begins on the day following the commencement of the disability. Long-term disability benefits provide an income replacement of 60 percent.

The use of leave under the VSDP must be reported on a pay-period basis in Banner Web Time Entry (WTE) by the established payroll deadlines. Please refer to the VSDP Reporting Procedures and the Quick Reference for Employee Self Service - Leave Reports on Payroll's web page.

When a faculty member becomes ill or injured, and expects to be unable to work for more than seven calendar days, the Department of Human Resources and the VSDP administrator must be contacted at 1-800-652-5602 to certify the absence with the treating physician and to notify the university what level of benefit to provide.

Detailed information concerning the VSDP is provided in the Virginia Sickness and Disability Program Guidebook, which is distributed by the Department of Human Resources to each participant in the VSDP. Please contact the benefits manager at ext. 4760 for additional information.

## **Family and Medical Leave Act Policy**

### **University Policy, #6050**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/policies/university/6000/univ-6050.pdf>

## **Payroll Deductions**

### **Income Tax Withholding**

Salaries, wages or any other compensation for personal services paid to employees are subject to federal income tax at the time the income is earned.

Federal income tax is withheld from employee pay according to the information the employee provides on the W-4 form. Virginia taxes are withheld from employee pay according to the information provided on the VA-4 form. Both forms must be submitted to the University Payroll Office.

Employees should submit new W-4 and VA-4 forms if their marital status or withholding allowances change during the year.

All income is subject to withholding for federal and state taxes with the exception of certain special classes as indicated in the Internal Revenue Service Employer's Tax Guide and Employer's Supplemental Tax Guide. Additionally, the Tax Reform Act of 1986 imposed a penalty for underpayment of tax liability beginning in calendar year 1987. Employees must pay (either through withholding or estimated tax payments) 90% of their current year tax liability to avoid penalties.

### **Social Security and Medicare Taxes**

The combined employee rate for Social Security and Medicare tax is 7.65%. The Social Security portion is 6.20% on earnings up to the applicable taxable maximum amount. The Medicare portion is 1.45% on all earnings. Additionally, employees with earned income of more than \$200,000 pay an additional 0.9 percent in Medicare taxes.

### **Virginia Retirement System**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Virginia Retirement System Group Term Life Insurance**

Full-time salaried faculty are automatically enrolled in the group life insurance program, a mandatory benefit. Premiums are paid by the university. The amount of life insurance (natural death benefits) is equal to the amount of annual salary rounded up to the next higher thousand, and then doubled. An amount equal to four times salary is payable in the event of accidental death. Coverage is also provided for accidental dismemberment.

Part-time salaried faculty in positions approved for minimum of 0.5 FTE "time and effort" are eligible to participate in the Virginia Retirement System Group Life Insurance Program. (The initial appointment period of faculty to be eligible for retirement benefits must be one year.)

If group life insurance coverage exceeds \$50,000 for natural death, the premiums paid by the university will be considered as income for federal, state and FICA tax purposes.

Additional information is available from the university Department of Human Resources or from the Virginia Retirement System <http://www.varetire.org/>.

## **Optional Benefits Through Payroll Deduction**

The university offers a comprehensive optional benefits program for full-time faculty. Information on any of these programs is available by contacting the university Benefits Manager in the Department of Human Resources.

### **Health Insurance Benefits**

Full-time faculty are eligible for health insurance benefits. Health insurance is provided under the Commonwealth of Virginia Group Health Care Plans. The state's program includes medical, behavioral health, dental, vision and hearing, and prescription drug coverage. New faculty enrollment or transfer of existing coverage must be arranged through the university Department of Human Resources. New faculty applications for enrollment must be completed and received by Human Resources within 30 days of the hire date.

Changes in coverage may be made during the annual open enrollment period or within 60 days of a qualified mid-year event. The state contributes a monthly amount toward the cost of this benefit for employees in full-time status. Part-time salaried faculty may participate in the State Health Benefits Program but do not receive a state contribution to their premium costs. Detailed information is available in Member Handbooks and from the Department of Human Resources.

### **Pre-Tax Health Care Premium Program**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Flexible Spending Accounts**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Tax Sheltered Annuities**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Deferred Compensation Plan (DCP)**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Employer Cash Match Contributions**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Optional Life Insurance**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **ODU Short-Term Disability**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Aflac**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Long-Term Disability**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

### **Personal Accident Insurance**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

## **Long-Term Care Insurance**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

## **Legal Resources**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

## **Pre-Tax Parking Agreement**

<https://www.odu.edu/facultystaff/employee-services/compensation/payroll/pre-tax-parking>

## **Changing Beneficiaries**

The enrollment forms that faculty complete for Virginia Retirement System retirement, supplemental retirement, and group and optional life insurance coverage typically require the designation of a beneficiary. It is important to keep beneficiary information current in case living situations change due to divorce, death, or marriage.

## **Workers' Compensation**

<https://www.odu.edu/facultystaff/employee-services/benefits/101>

## **Child Support Withholding Disclosure**

All new employees are required by Virginia law to disclose whether they are subject to an income withholding order for child support. If an employee is subject to an income withholding order, the university is required to withhold wages according to the terms of the order. The university is authorized to charge a service fee of \$5.00 per remittance of child support payments. All new employees must complete the Child Support Disclosure Form. Falsification or material misrepresentation in the completion of the form may subject the employee to immediate termination. For more information, contact the Payroll Office.

## **Liens and Garnishments**

Tax liens and garnishments must be honored in accordance with the State garnishment law and the federal Wage Garnishment Act. A garnishment or lien is the result of a legal procedure through which part of salary is required to be withheld for the payment of a debt. In accordance with current law, a fee is charged for the costs associated with the collection and disbursement of garnishments, tax liens and child support orders. The fee applies to full-time and part-time faculty and staff. For information on the fee structure, contact the Payroll Office.

## **Unemployment Compensation**

Full-time faculty terminated involuntarily may be eligible for unemployment compensation. Questions concerning unemployment compensation may be directed to the university employee relations manager or the Virginia Employment Commission (VEC).

## **Personal Property Insurance**

The university provides no insurance on personal effects of its employees unless the personal property is specifically included in the employment agreement. Any faculty member who wishes such coverage should investigate the addition of a "scheduled personal property endorsement" to his or her homeowner's policy for specific coverage on property kept at the university. In some cases a special "personal articles" floater policy may be preferred in place of an endorsement.

## **Liability Insurance**

The Commonwealth of Virginia is currently protected under a self-insurance program to provide liability coverage to all agencies as set forth in Section 2.1-191.11 of the Code of Virginia.

# VI. OTHER INFORMATION

## Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 makes it the responsibility of Old Dominion University to verify the identity and employment eligibility of all new employees. In order to comply with the provisions of the Immigration Reform and Control Act, all new employees must complete the I-9 Form which verifies identity and employment eligibility.

Documents which establish identity and employment eligibility must be presented as stated in the Handbook for Employers, M-274.

Employees in the following categories will complete the I-9 Form at the indicated office:

- Faculty (full time and part time) - Office of Academic Affairs
- Classified and hourly employees - Department of Human Resources
- International faculty and students - International Student and Scholar Services - Dragas International Center
- Students, (undergraduate and graduate) - Office of Finance, Room 220, Rollins Hall

Contact the Office of Academic Affairs for any questions concerning the Immigration Reform and Control Act.

**Procedures.** New full-time faculty/administrators and adjunct faculty will be notified by the Office of Academic Affairs of the verification requirements and procedures of the act at the time initial employment is offered.

New faculty/administrators (full time and part time) will present in person to the Office of Academic Affairs, not later than the third calendar day following the first actual day of work, documents demonstrating the individual's identity and authorization to work in the United States.

The required I-9 Form will be completed by the employee, certified by the Office of Academic Affairs, and retained in a master file in the Office of Academic Affairs. All requirements must be met prior to releasing the individual's initial paycheck.



# **Visa and Immigration Services Policy**

**(University Policy, #6026)**

The policy can be found at the following link:  
<http://odu.edu/about/policiesandprocedures/university/6000/6026>

# **Manner and Schedule of Payment to Faculty and Faculty Administrators**

Faculty on twelve-month contracts and faculty administrators are paid semimonthly over a twelve-month period. Faculty with academic year appointments are also paid over 24 pay periods for 12 months. Payments are issued by Old Dominion University through the Payroll Office. Part-time faculty teaching during regular semesters and the summer session are paid on a modified schedule of payments available from the Office of the Provost and Vice President for Academic Affairs.

Direct deposit is mandatory for all newly hired employees and is strongly encouraged for all employees as a means to address many of the logistical issues associated with payment distribution. The form required to establish direct deposit is available on the Old Dominion University web site. Additional information regarding direct deposit can be obtained by contacting the Payroll Office.

## **Extra Compensation in Off-Term Sessions**

Full-time faculty members may teach in the off-term session <sup>1</sup>and earn extra compensation. The rate for full-time off-term employment, including research employment, shall not exceed the weekly equivalent (1/39th) of the full-time academic-year salary of the individual staff member nor may the total salary payments in the off-term exceed 13/39 or 1/3 of the normal academic year salary. Six semester hours is normally considered a full teaching load in the off-term. Full-time faculty members' off-term salaries are calculated according a step-by-rank schedule available from the Office of the Provost and Vice President for Academic Affairs.

-Approved by the president  
October 1, 2003

---

<sup>1</sup>Off term is the semester or session not covered by the faculty member's contract. Refer also to the section of this Handbook on Faculty Performance Period.

# **Responsibility of Budget Unit Directors on Use of Funds (Expenditures)**

**(University Policy, #3001)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3001>

# University Travel

The policy can be found at the following link:  
<http://www.odu.edu/facultystaff/university-business/travel>

# **Business-Related Travel Allowance**

**University Policy, #1050)**

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/1000/1050>

# **Business Travel Policy**

**(University Policy, #1051)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1051.pdf>

# **Policy on the Use of Computing Resources**

**(University Policy, #3500)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3500>

# **Identity Theft Protection (Red Flag) Program**

**(University Policy, #3011)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3011>



# **Information Technology Access Control**

**(University Policy, #3501)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3501>

# **Information Technology Infrastructure, Architecture, and Ongoing Operations**

**(University Policy, #3502)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3502>

# **Data Administration Policy**

**(University Policy, #3504)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3504>

# **Electronic Communication Policy for Official University Business**

(University Policy, #3506)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3506>

# **Policy on the Use of Tobacco and Smoking-Related Products, Electronic Cigarettes and Vaporizers**

**University Policy, #3220**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3220.pdf>

# **University Drug and Alcohol Policy**

**(University Policy, #6603)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/policies/university/6000/univ-6603.pdf>

# Drug-Free Workplace

The federal Drug-Free Workplace Act requires that faculty be informed that the unlawful or unauthorized manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of any state-owned, controlled, or leased property, or the site where state work is performed. Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and/or may be required to participate satisfactorily in an appropriate rehabilitation program. As a condition of employment, each employee must abide by the terms of this prohibition and notify his or her supervisor of any criminal drug statute conviction based upon conduct occurring either on or off the workplace no later than five days after such conviction.

The State policy on alcohol and other drugs generally parallels the Drug-Free Workplace Act. The policy expands the federal act by addressing violations of any alcoholic beverage control law, or law which governs driving while intoxicated, based upon conduct occurring on the workplace.

If there are any questions about this matter, please contact the Department of Human Resources.

## Sanctions

Faculty and staff are expected to comply with State and federal law and state and university policies concerning alcohol and drugs. University sanctions for violating any of these policies or laws may include a warning through dismissal in accordance with the prescribed procedures. Faculty and faculty administrators are governed by the procedures in this Handbook. Violation of local, state, or federal law may also result in prosecution by the appropriate legal authorities.

## Resources

Old Dominion University's complete Drug and Alcohol Policy may be found in the university's Policies and Procedures, #6603. Copies of the university's policy and the entire Commonwealth of Virginia's Policy on Alcohol and Other Drugs may be obtained by contacting the Department of Human Resources.

For information regarding employee assistance programs and the university's health care programs' coverage for outside alcohol and drug treatment, contact the benefits manager in the Department of Human Resources at 683-4760.

Referrals (management or self) for assistance will not jeopardize job security in any manner.

-Approved by the president  
October 8, 1990

# Gun & Weapon Regulation

The regulation can be found at the following link:

<https://www.odu.edu/content/dam/odu/offices/bov/docs/gun-and-weapon-regulation.pdf>



# **Policy on Minors on Campus**

**(University Policy, #3014)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3014>

# **Policy for the Use of Non-Research Related Volunteers**

**(University Policy, #6023)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6023>

# **Use of Facilities and Grounds**

**(University Policy, #3200)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3200.pdf>

# **Use of Bicycles, Skateboards and Personal Transport Devices on University Property**

**(University Policy, #3231)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3231>

# **Unmanned Aircraft Systems (UAS) aka Drones, Aerials and Other Powered Model Aircraft**

**(University Policy, #3015)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3015>

# **Fixed Asset Control**

**(University Policy, #3400)**

The policy can be found at the following link:  
<http://www.odu.edu/ao/poinproc/pdfs/3400.pdf>

# Reserving Space in Academic Buildings for Temporary Use

Any faculty member wishing to reserve space in academic buildings for temporary use should follow the procedures outlined below.

1. A tentative hold may be placed on a room in an academic building by contacting Academic Scheduling, Office of the University Registrar, in Room 116 Rollins Hall, Ext. 3-4434.
2. A room will be held for 24 hours, pending receipt of an e-mail requesting the specified room. The request must include the intended activity, dates and times of use, confirmation number supplied by Scheduling, and a point of contact with telephone number.
3. Make reservations as early as possible but no less than 10 days prior to the scheduled event.
4. Release any space not needed as a courtesy to other organizations.
5. In the case of co-sponsorship, the non-university organization co-sponsoring the event must be listed on the e-mail request.
6. Audio/visual support must be requested directly from Media Services.
7. No food or beverages are allowed in classrooms. For food or beverage associated events, please make arrangements to hold the event in Webb Center by contacting Webb Center Scheduling.

For further information about reserving space in academic buildings for temporary use, contact Academic Scheduling, Office of the University Registrar, in Room 116 Rollins Hall, Ext. 3-4434.

-Approved by the president  
October 1, 2003

# **Solicitation Policy for Employees and Vendors**

**(University Policy, #1600)**

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/1000/1600>



# Old Dominion University Identification Card Program

## General Policy

Old Dominion University's full-time faculty and their dependents, or an adult member residing in the household, are eligible for an Old Dominion University identification card. Part-time faculty and staff are eligible for a temporary ID card. University chaplains, Board of Visitors members, and persons assigned to Old Dominion University, but paid by other sources, are also eligible for an identification card.

Monarch Plus Accounts are available with Debit Card capability to nearly all on-campus locations including Monarch Dining, the University Bookstore, vending services, Parking Services and the Ted Constant Convocation Center. Off-campus businesses also accept these accounts. Faculty, staff and students are encouraged to open an account and support the campus and off-campus business partners.

## Replacement Cards

There is a fee assessed to faculty and staff members and their dependents for replacing their cards when there is a change of name or when a card is lost or stolen.

## Privileges

The holder of a valid I.D. card is entitled to:

- Purchase of a faculty/staff parking decal
- Borrowing privileges from the University Library
- Use of recreation facilities during appropriate hours
- Free printed official transcripts
- Reduced prices for Old Dominion University athletic events
- 10 percent discount toward purchases at the University Bookstore
- Reduced prices for performances of ODU Players

## Security Purposes

Faculty/staff members and dependents should carry their I.D. cards while on campus. Campus police officers may request the card for identification purposes.

## Surrendering Cards

Faculty and staff members who terminate employment with the university must surrender their cards and their dependents' cards during their exit interviews.

# **Whistleblower Retaliation Policy**

**(Board of Visitors Policy, #3020)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3020.pdf>

# **Threat Assessment**

**(Board of Visitors Policy, #1014)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1014.pdf>

# **Workplace Violence Prevention Policy**

**(University Policy, #6501)**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6501.pdf>

# **University Demonstrations Policy**

**(University Policy, #1700)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1700>

# Procedures for Student Suicidal and Emotionally Disruptive Behavior

In the case of behavior or statements which indicate that a student may be suicidal or is emotionally disruptive to the academic process, these procedures will be followed:

1. The student will be asked to meet with the vice president for student services/dean of students and the director of counseling and advising services, who will make an assessment. If action or a decision is required prior to the completion of an assessment, the vice president for student services/dean of students will determine what action will be taken.
2. If an assessment determines that further action is necessary, the student may:
  - a. be instructed by the vice president for student services/dean of students to voluntarily seek counseling and provide documentation to the Office of Student Services;
  - b. be charged with a violation of the Code of Student Conduct;
  - c. be summarily dismissed from the university in accordance with the university's disciplinary procedures.
3. If the student's behavior is threatening or results in serious injury to others, campus police will be called immediately.

In the case of an attempted suicide which requires immediate medical or professional counseling, the following procedures will be followed:

1. Call the Norfolk Emergency Number 911.
2. Call campus police and notify them that an emergency exists and that the emergency 911 number has been called. Campus police will dispatch an officer to the scene and will notify the vice president for student services/dean of students of the incident.

Students previously dismissed from the university due to emotionally disruptive behavior must follow the following procedures in order to be readmitted to the university:

1. The student must submit a letter to the director of counseling and advising services from the mental health professional who has treated him or her indicating the student's readiness to participate successfully in the university environment.
2. The student will then be evaluated by a university mental health professional who will submit a recommendation to the director of counseling and advising services with regard to the student's reentry into the university. A positive recommendation may include provisions to which the student must agree prior to being granted readmission.

-Approved by the provost and vice president for academic affairs  
July 1, 2003

# Guidelines and Policy on Dealing with Disruptive Students

Appropriate conduct by students is an absolute requirement in the college and distance education classroom and the university must operate with a policy of zero tolerance for any disruptive behavior. The term 'disruptive behavior' means any behavior that substantially interferes with the conduct of a class. Disruptive behavior may include but is not limited to:

- Persistent late arrivals or leaving early in a manner that disrupts the regular flow of the class.
- Talking while the instructor is talking.
- Speaking in class without first obtaining recognition and permission to speak.
- Use of electronic equipment such as cell phones, computers, MP3 players, etc. in a manner that disrupts the class.
- A student who becomes belligerent or verbally abusive when confronted as a result of his/her inappropriate behavior.

These guidelines are designed to provide faculty members with their options when confronted with disruptive students as well as inform them of the mechanisms they may use to correct the problem.

The most powerful deterrent to classroom disruption is for the faculty member to provide class expectations concerning appropriate conduct in the classroom. Each faculty member should publish in the course syllabus the course attendance policy, behavior policies, and other expectations for appropriate conduct in the classroom. A faculty member may consider disruptive behavior when assigning grades for the class if participation is part of the final grade.

Students do not have the right to engage in behavior that is disruptive in the classroom. The instructor of record has the authority to maintain appropriate classroom behavior in all courses offered by Old Dominion University, whether in traditional or distance modes. Faculty have the right to immediately confront any student causing disruptive behavior, and request cessation of the behavior. A follow-up conversation with the student(s) is recommended to reinforce the faculty member's expectations for appropriate conduct in the classroom. In situations in which students are cooperative with the faculty member's request to cease disruptive behavior, the faculty member need only report the incident to the department chair.

Should any student choose not to respond to a request to cease disruptive behavior, the faculty member should ask the student to leave the classroom to prevent further disruption to the class. A disruptive student should be reported to the Office of Student Conduct and Academic Integrity for disciplinary action under the Student Disciplinary Policies and Procedures.

Students engaged in classroom disruption will normally be charged with:

1. Failure to comply with the directions of university officials, their authorized agents, and local police agencies acting in the performance of their duties; and/or
2. Obstruction or disruption of university activities.

Should a student refuse to leave a classroom when asked to do so, or should a faculty member become concerned about his/her personal safety or the safety of the class, the Old Dominion University Police Department should be called immediately to remove the student. Even if the student leaves the classroom before Old Dominion University police arrive, the student is to be reported to the Old Dominion University Police Department and the Office of Student Conduct and Academic Integrity for appropriate disciplinary action.

If a faculty member is concerned about the behavior of a student or a group of students, the dean and department chair will consult with the faculty member about ways to improve the situation and will intervene in order to correct the problem.

- Approved by the provost and vice  
president for academic affairs  
February 27, 1992  
Revisions approved by the president  
February 18, 2003  
December 1, 2010

# **Safety and Security Policy**

## **University Policy, #3012**

The policy can be found at the following link:

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3012.pdf>



# **Emergency Management Policy**

**(University Policy, #1021)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1021.pdf>

# **Environmental Health and Occupational Safety**

**(University Policy, #3223)**

The policy can be found at the following link:

<http://odu.edu/about/policiesandprocedures/university/3000/3223>

# **COVID-19 (Interim Policy)**

**(University Policy, #1006)**

The policy can be found at the following link:

<https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1006.pdf>

# APPENDIX

## Schedules for Faculty Personnel Actions

The following schedules are provided by the provost and vice president for academic affairs as guidance for faculty, chairs, deans and committees who are involved in various personnel actions. Only those dates noted with an asterisk are mandated by policy. All other dates are approximate and intended to facilitate the process.

### **Schedule of Reappointment/Annual Review or Nonreappointment of Nontenured Faculty Members and Faculty of Practice in the First Year of Service and Lecturers, Senior Lecturers and Master Lecturers in their First Year of Employment**

- |       |  |
|-------|--|
| 11/15 | Faculty member submits teaching portfolio review materials to the department/school chair.   |
| 11/16 | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.  |
| 12/15 | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.  |
| 12/16 | Faculty member submits materials, including the teaching portfolio review, for evaluation to the department/school chair.  |
| 12/17 | Department/school chair submits faculty member materials for evaluation to the department/school committee.  |
| 1/15  | Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.                 |
| 2/1   | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member. |
| 3/1*  | Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.                                      |
| 3/15  | Faculty member may request a review by the provost and vice president for academic affairs, in the case of a nonreappointment decision by the dean.  |
| 4/1   | Provost and vice president for academic affairs makes a final decision on appeals of nonreappointment and informs the faculty member. The provost and vice president for academic affairs' decision is final.            |

\*Mandated by policy

## **Schedule of Reappointment/Annual Review or Nonreappointment of Nontenured Faculty Members, Lecturers and Faculty of Practice Appointed at Mid-Year in the First Year of Service**

- |      |  |
|------|--|
| 1/31 | Faculty member submits materials for evaluation to the department/school chair.  |
| 2/15 | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member. |
| 3/1* | Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.                                      |
| 3/15 | Faculty member may request a review by the provost and vice president for academic affairs, in the case of a nonreappointment decision by the dean.  |
| 4/1  | Provost and vice president for academic affairs makes a final decision on appeals of nonreappointment and informs the faculty member. The provost and vice president for academic affairs' decision is final.            |

\*Mandated by policy

## **Schedule of Reappointment/Annual Review or Nonreappointment of Nontenured Faculty Members and Faculty of Practice in the Second and Subsequent Years of Service (Nontenured and Non-First Year Faculty)**

- |        |  |
|--------|--|
| 9/1    | Faculty member submits teaching portfolio review materials to the department/school chair.   |
| 9/2    | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.  |
| 10/1   | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.  |
| 10/2   | Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair. In the fall immediately following the pre-tenure review, the faculty member's pre-tenure evaluation materials with any appropriate updates added by the faculty member or chair will be used for the annual evaluation process. |
| 10/3   | Department/school chair submits materials from faculty member for evaluation to department/school committee.   |
| 11/1   | Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.   |
| 11/15  | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member.   |
| 12/15* | Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.  |
| 1/15   | Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.   |
| 2/1    | Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.  |

\*Mandated by policy

## Schedule of Reappointment/Annual Review or Nonreappointment of Lecturers and Clinical Assistant Professors (Beyond Their First Year of Employment)

- |        |   |
|--------|---|
| 10/1   | Faculty member submits teaching portfolio review materials to the department/school chair.  |
| 10/2   | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.   |
| 11/1   | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.   |
| 11/2   | Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair.  |
| 11/3   | Department/school chair submits materials from faculty member for evaluation to department/school committee.  |
| 11/10  | Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.  |
| 12/1   | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member.  |
| 12/15* | <p>Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.</p> <ol style="list-style-type: none"> <li>1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.</li> <li>2. If the decision by the dean is not to retain the lecturer or clinical assistant professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.</li> <li>3. Lecturers and clinical assistant professors considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.</li> </ol> |
| 1/15   | Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.  |
| 2/1    | Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.   |

\*Mandated by policy

## **Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers and Master Lecturers and Clinical Associate Professors and Clinical Professors (Beyond Their First Year of Employment) Not Undergoing an In-Depth Review**

- |        |   |
|--------|---|
| 10/1   | Faculty member submits teaching portfolio review materials to the department/school chair every third year.   |
| 10/2   | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee, when submitted every third year.  |
| 11/1   | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.   |
| 11/2   | Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair.  |
| 12/1   | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, providing a copy to the faculty member.  |
| 12/15* | <p>Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.</p> <ol style="list-style-type: none"> <li>1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.</li> <li>2. If the decision by the dean is not to retain the senior lecturer, master lecturer, clinical associate professor, or clinical professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.</li> <li>3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors considered for promotion in a given year will not undergo a separate annual evaluation in that same year.</li> </ol> |
| 1/15   | Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.  |
| 2/1    | Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.   |

\*Mandated by policy



## **Schedule of Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond Their First Year of Employment) Undergoing an In-Depth Review**

- |        |  |
|--------|--|
| 10/1   | Faculty member submits teaching portfolio review materials to the department/school chair.   |
| 10/2   | Department/school chair submits teaching portfolio review materials to the designated department/school evaluation committee.  |
| 11/1   | Designated department/school evaluation committee submits teaching portfolio review evaluation to the department/school chair, providing copies to the faculty member and dean.  |
| 11/2   | Faculty member submits materials, including the teaching portfolio review, for evaluation and decision to the department/school chair.   |
| 11/3   | Department/school chair submits materials from faculty member for evaluation to department/school committee.   |
| 11/10  | Department/school committee submits its evaluation and recommendation concerning reappointment or nonreappointment of faculty member to department/school chair, providing a copy to the faculty member.   |
| 12/1   | Department/school chair submits an evaluation and recommendation concerning reappointment or nonreappointment to dean, including the department/school committee recommendation, providing a copy to the faculty member.   |
| 12/15* | <p>Dean makes a decision concerning reappointment or nonreappointment and notifies faculty member in writing, providing a copy to the provost and vice president for academic affairs.</p> <ol style="list-style-type: none"> <li>1. If the evaluation is positive and the dean's determination on retention is affirmative, the faculty member will be reappointed according to the policy on Reappointment/Annual Review or Nonreappointment of Faculty.</li> <li>2. If the decision by the dean is not to retain the senior lecturer, master lecturer, clinical associate professor or clinical professor, he or she will be notified of termination according to the appropriate schedule in the policy on the Reappointment/Annual Review or Nonreappointment of Faculty.</li> <li>3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.</li> </ol> |
| 1/15   | Faculty member may request a review by the provost and vice president for academic affairs in the case of a nonreappointment decision by the dean.   |
| 2/1    | Provost and vice president for academic affairs makes a final decision on the appeal of a nonreappointment decision and informs the faculty member. The provost and vice president for academic affairs' decision is final.  |

\*Mandated by policy

## **Schedule for Faculty Seeking Conversion of a Non-Tenure Eligible Position to a Tenure-Eligible Position**

|       |  |
|-------|--|
| 9/1   | Faculty member submits his or her application to a secure site accessible to the department/school and college promotion and tenure committees, the department chair, the dean, and the provost and vice president for academic affairs.   |
| 9/8   | Department/school chair identifies three external individuals to provide recommendations on the applicant's record of current research/creative work and future potential.   |
| 10/8  | External recommendations submitted to the department/school chair.   |
| 10/23 | Department/school committee posts recommendation concerning conversion of a non-tenure eligible position to a tenure-eligible position to the secure site.   |
| 11/1  | Department/school chair posts recommendation on conversion of a non-tenure eligible position to tenure-eligible to the secure site.  |
| 11/15 | College committee posts its recommendation on conversion of a non-tenure eligible position to tenure-eligible to the secure site.  |
| 12/1  | Dean posts his or her recommendation on conversion of a non-tenure eligible position to tenure-eligible to the secure site.  |
| 12/15 | Provost and vice president for academic affairs makes a final decision on conversion of a non-tenure eligible position to tenure-eligible, providing copies to the faculty member, department/school chair, the dean, and the president. The decision of the provost and vice president for academic affairs is final. |

## **Schedule for Faculty Seeking Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position**

|       |   |
|-------|---|
| 9/1   | Faculty member submits his or her application to a secure site accessible to the department/school and college promotion and tenure committees, the department chair, the dean, and the provost and vice president for academic affairs.  |
| 10/23 | Department/school committee posts recommendation concerning conversion from lecturer rank to a non-tenure eligible clinical track position to the secure site.  |
| 11/1  | Department/school chair posts recommendation on conversion from lecturer rank to a non-tenure eligible clinical track position to the secure site.  |
| 11/15 | College committee posts its recommendation on conversion from lecturer rank to a non-tenure eligible clinical track position to the secure site.  |
| 12/1  | Dean posts his or her recommendation on conversion from lecturer rank to a non-tenure eligible clinical track position to the secure site.  |
| 12/15 | Provost and vice president for academic affairs makes a final decision on conversion from lecturer rank to a non-tenure eligible clinical track position, providing copies to the faculty member, department/school chair, the dean, and the president. The decision of the provost and vice president for academic affairs is final. |

## **Schedule for Pre-Tenure Review (Non-Tenured and Non-First Year Faculty)**

- |      |  |
|------|--|
| 11/1 | Provost and vice president for academic affairs sends letters to deans listing faculty members scheduled for pre-tenure review, providing copies to faculty member and department/school chair.  |
| 2/1  | Faculty member submits materials concerning pre-tenure review to a secure site accessible to the department/school and college promotion and tenure committees, the department chair, the dean, and the provost and vice president for academic affairs.   |
| 3/1  | Department/school committee posts comments concerning pre-tenure review to the secure site and provides a copy to the faculty member.  |
| 3/15 | Department/school chair posts comments concerning pre-tenure review to the secure site and provides a copy to the faculty member.  |
| 4/1  | College promotion and tenure committee posts comments concerning pre-tenure review to the secure site and provides a copy to the faculty member.   |
| 5/1* | Dean posts pre-tenure review report to the secure site. (Review is conducted during the spring of the third year of service for tenure-track faculty with no previous teaching experience and during the summer after the second year of service for tenure-track faculty with one or two years of previous teaching experience counted toward the probationary period. At some point during the process, the dean meets with the faculty member and chair.) |
| 6/1  | Provost and vice president for academic affairs responds to faculty member concerning the pre-tenure review evaluation, providing copies to the dean and department/school chair.  |

\*Mandated by policy

## **Schedule for Pre-Tenure Review for Faculty Appointed at Mid-Year (Non-Tenured and Non-First Year Faculty)**

- |       |   |
|-------|---|
| 6/1   | Provost and vice president for academic affairs provides a list to the dean of the faculty appointed at mid year scheduled for pre-tenure review, with copies to the faculty member and department/school chair.  |
| 9/1   | Faculty member submits materials concerning pre-tenure review to a secure site accessible to the department/school and college promotion and tenure committees, the department chair, the dean, and the provost and vice president for academic affairs.  |
| 10/1  | Department/school committee posts comments concerning pre-tenure review to the secure site and provides a copy to the faculty member.   |
| 10/15 | Department/school chair posts comments concerning pre-tenure review to the secure site and provides a copy to the faculty member.   |
| 11/15 | College promotion and tenure committee posts comments concerning pre-tenure review to the secure site and provides a copy to the faculty member.  |
| 12/1* | Dean posts pre-tenure review report to the secure site. (Review is conducted during the fall of the third year of service for tenure-track faculty with no previous teaching experience and during the spring after the second year of service for tenure-track faculty with one or two years of previous teaching experience counted toward the probationary period. At some point during the process the dean meets with the faculty member and chair.) |
| 1/1   | Provost and vice president for academic affairs responds to faculty member concerning the pre-tenure review evaluation, providing copies to the dean and department/school chair.   |

\*Mandated by policy

## Schedule for Faculty Seeking Tenure

- 5/1 Faculty member and department/school promotion and tenure committee identify potential external reviewers.
- 5/8 Department/school chair provides names of external reviewers to the dean.
- 5/15 Dean submits an agreed upon list of external reviewers to the provost and vice president for academic affairs. Upon final approval of the provost and vice president for academic affairs, the department/school chair initiates the review process.
- 5/15 Faculty member submits his or her research portfolio and curriculum vitae to be sent to external reviewers to department/school chair.
- 9/1 Faculty member posts his or her tenure file to a secure site accessible to department, college and University promotion and tenure committees, the department chair, dean, and the provost and vice president for academic affairs.
- 9/15 Department/school chair posts faculty member's external evaluations to the secure site.
- 10/1 Provost and vice president for academic affairs convenes the University Promotion and Tenure Committee. The committee will receive its charge and elect a committee chair.
- 10/1 Department/school committee posts its recommendation on tenure based on merit and needs of the department/school to the secure site and provides a copy to the faculty member. In instances of a non-unanimous vote, a summary of minority opinion must be included, and the minority must be given the option to write a minority opinion.
- 10/15 Department/school chair posts recommendation on tenure to the secure site, if either the department/school committee or the department/school chair or both are recommending tenure, and provides a copy of the recommendation to the faculty member.
- 10/16 Department/school chair advises the faculty member, providing a copy to the dean and provost and vice president for academic affairs, if neither the department/school committee nor the department/school chair recommends tenure.
- 11/1 Faculty member may request a review by the college committee and the dean, if neither the department/school committee nor the department/school chair recommends tenure. If further review is requested, the college tenure committee makes a separate recommendation to the dean. All materials, including departmental and chair evaluations and recommendations, are available to the college tenure committee on the secure site. The dean then makes a decision concerning tenure and informs the faculty member. If either the decision of the college committee or that of the dean is positive, the case is considered in accordance with the procedure for tenure consideration as found in the Board of Visitors Policy on Tenure and the remainder of this schedule.
- 11/15 College committee posts its recommendations on tenure to the secure site and provides a copy to the faculty members. In instances of a non-unanimous vote, a summary of minority opinion must be included, and the minority must be given the option to write a minority opinion.
- 12/10 Dean posts recommendation on tenure, with reasons, to the secure site and provides a copy to the faculty member.
- 12/20 The faculty member may request a review by the provost and vice president for academic affairs if neither the college committee nor the dean recommends tenure.
- 1/5 Provost and vice president for academic affairs replies on the further consideration of tenure requested by the faculty member who was not recommended by the college committee or the dean. The decision of the provost and vice president for academic affairs on further consideration of tenure is final.
- 1/30 Provost and vice president for academic affairs advises the faculty member that the limit of the probationary period is approaching and explains what procedures should be followed by those wishing to be considered for tenure during the next academic year, providing a copy to the dean.
- 2/15 University Promotion and Tenure Committee posts its recommendations (with reasons, including minority reasons, if any) concerning tenure to the secure site and provides a copy to the faculty member. In instances of a non-unanimous vote, a summary of minority opinion must be included, and the minority must be given the option to write a minority opinion.

- 3/1\* Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the tenure file.
- 3/15 Provost and vice president for academic affairs makes determinations on tenure. Determinations from the provost and vice president for academic affairs in favor of tenure are submitted to the president for presentation to the Board of Visitors, and a copy is provided to the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.
- 4/30 Provost and vice president for academic affairs notifies faculty member if his/her decision is against tenure. The faculty member is notified that a terminal contract will be offered for the ensuing year.
- 4/30 Board of Visitors or its designated committee makes its decision on tenure. Upon approval of the Board or its designated committee, the faculty member is offered a tenure contract for the coming year.
- 5/15 Faculty member may request a review by the president of a negative tenure decision by the provost and vice president for academic affairs.
- 6/15 President replies to the faculty member on results of review of denial of tenure.
- 6/30 Faculty member may request a review by the Board of Visitors or its designated committee of a negative tenure decision that has been reviewed by the president.
- 7/25 Board of Visitors or its designated committee makes its decision on the review of a negative tenure decision. The decision of the Board or its designated committee is final.

\*Mandated by policy

## Schedule For Faculty Seeking Tenure Mid-Year

This tenure review calendar for faculty appointed at mid-year is available only to non-tenured faculty whose initial appointments began with the start of the spring semester.

- |       |   |
|-------|---|
| 11/1  | Faculty member and department/school promotion and tenure committee identify potential external reviewers.  |
| 11/8  | Department/school chair provides names of external reviewers to the dean.   |
| 11/15 | Dean submits an agreed upon list of external reviewers to the provost and vice president for academic affairs. Upon final approval of the provost and vice president for academic affairs, the department/school chair initiates the review process.  |
| 11/15 | Faculty member submits his or her research portfolio and curriculum vitae to be sent to external reviewers to department/school chair.  |
| 4/1   | Faculty member posts his or her tenure file to a secure site accessible to department, college and University promotion and tenure committees, the department chair, dean, and the provost and vice president for academic affairs.   |
| 4/15  | Department/school chair posts faculty member's external evaluations to the secure site.   |
| 5/1   | Department/school committee posts its recommendation on tenure based on merit and needs of the department/school to the secure site and provides a copy to the faculty member. In instances of a non-unanimous vote, a summary of minority opinion must be included, and the minority must be given the option to write a minority opinion.   |
| 6/1   | Department/school chair posts recommendations on tenure to the secure site, if either the department/school committee or the department/school chair or both are recommending tenure, and provides a copy of the recommendation to the faculty member.  |
| 6/1   | Department/school chair advises the faculty member, providing a copy to the dean and provost and vice president for academic affairs, if neither the department/school committee nor the department/school chair recommends tenure.   |
| 6/15  | Faculty member may request a review by the college committee and the dean, if neither the department/school committee nor the department/school chair recommends tenure. If further review is requested, the college tenure committee makes a separate recommendation to the dean. All materials, including departmental and chair evaluations and recommendations, are available to the college tenure committee on the secure site. The dean then makes a decision concerning tenure and informs the faculty member. If either the decision of the college committee or that of the dean is positive, the case is considered in accordance with the procedure for tenure consideration as found in the Board of Visitors Policy on Tenure and the remainder of this schedule. |
| 9/22  | Provost and vice president for academic affairs advises the faculty member that the limit of the probationary period is approaching and explains what procedures should be followed by those wishing to be considered for tenure during the next academic year, providing a copy to the dean.   |
| 10/1  | College committee posts its recommendations on tenure to the secure site and provides a copy to the faculty members. In instances of a non-unanimous vote, a summary of minority opinion must be included, and the minority must be given the option to write a minority opinion.   |
| 10/15 | Dean posts recommendation on tenure, with reasons, to the secure site and provides a copy to the faculty member.  |
| 10/25 | The faculty member may request a review by the provost and vice president for academic affairs if neither the college committee nor the dean recommends tenure.   |
| 11/1  | Provost and vice president for academic affairs forwards information on tenure cases for review to the University promotion and tenure committee.   |
| 11/15 | Provost and vice president for academic affairs replies on the further consideration of tenure requested by the faculty member who was not recommended by the college committee or the dean. The decision of the provost and vice president for academic affairs on further consideration of tenure is final.   |



- 11/16 University Promotion and Tenure Committee posts its recommendations (with reasons, including minority reasons, if any) concerning tenure to the secure site and provides a copy to the faculty member. In instances of a non-unanimous vote, a summary of minority opinion must be included, and the minority must be given the option to write a minority opinion.
- 11/22\* Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the tenure file.
- 12/1 Provost and vice president for academic affairs makes determinations on tenure. Determinations from the provost and vice president for academic affairs in favor of tenure are submitted to the president for presentation to the Board of Visitors, and a copy is provided to the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University promotion and tenure committee and with the chair and dean concerned.
- 12/22 Provost and vice president for academic affairs notifies faculty member if his/her decision is against tenure. The faculty member is notified that a terminal contract will be offered for the ensuing year.
- 12/22 Board of Visitors or its designated committee makes its decision on tenure. Upon approval of the Board or its designated committee, the faculty member is offered a tenure contract for the coming year.
- 1/15 Faculty member may request a review by the president of a negative tenure decision by the provost and vice president for academic affairs.
- 2/15 President replies to the faculty member on results of review of denial of tenure.
- 3/1 Faculty member may request a review by the Board of Visitors or its designated committee of a negative tenure decision that has been reviewed by the president.
- 4/30 Board of Visitors or its designated committee makes its decision on the review of a negative tenure decision. The decision of the Board or its designated committee is final.

\*Mandated by policy

## Schedule of Tenured Faculty For Eminent Scholar Designation

- |        |   |
|--------|---|
| 9/15*  | Nomination by any tenured department/school colleague in nominee's discipline submitted to department/school chair.   |
| 10/1*  | Department/school chair convenes department/school committee and ensures complete application packets are available for review.   |
| 11/1*  | Formation of Eminent Scholars Committee.  |
| 11/15* | Department/school chair conducts secret ballot of all tenured members in department/school on the nomination.   |
| 12/1*  | Department/school chair completes independent evaluation and submits it, the department/school review letter and vote, and credentials to the dean.   |
| 1/15*  | Dean evaluates credentials and submits independent evaluations and faculty member's credentials and review letters to the University Eminent Scholars Committee via the Provost's Office. The materials must be submitted to the Provost's Office electronically. |
| 2/1*   | Provost and vice president for academic affairs makes application packets available electronically to Eminent Scholars Committee.   |
| 3/15*  | Eminent Scholars Committee, by affirmative vote of at least five members, submits recommendations to the provost and vice president for academic affairs, who will make final designation.  |
| 4/15*  | Provost and vice president for academic affairs notifies faculty member of decision concerning designation as eminent scholar.  |

\*Mandated by policy

## Schedule of Tenured Faculty For University Professor Designation

- |      |   |
|------|---|
| 8/1  | Provost and vice president for academic affairs calls for nomination of eligible faculty to be submitted to the department/school chair and forms the University Professors Committee.  |
| 9/1* | Nomination(s) submitted by a tenured departmental colleague in the nominee's discipline.  |
| 10/1 | Chair of department/school promotion and tenure committee conducts a secret ballot of all tenured faculty members in the department/school to select the nominees and forwards the nominees who received a majority of the vote, including the votes, to the college dean.  |
| 11/1 | College dean evaluates the credentials of the department/school nominees and selects the college nominees for submission to the University Professors Committee via the Provost's office. The materials must be submitted to the Provost's Office electronically. The number of college nominees shall not exceed 10% of the college's tenured faculty. |
| 12/1 | University Professors Committee reviews the college nominees and submits its recommendations to the provost and vice president for academic affairs. Nominees forwarded to the provost and vice president for academic affairs must have an affirmative vote of at least four Committee members.  |
| 1/1* | Provost and vice president for academic affairs decides which of the University Professor nominees submitted by the Committee will be designated as University Professors.  |

\*Mandated by policy

## **Schedule of Non-tenure-track and Non-tenured Faculty for University Distinguished Teacher Designation**

- |      |   |
|------|---|
| 8/1  | Provost and vice president for academic affairs calls for nomination of eligible faculty to be submitted to the department/school chair and forms the University Distinguished Teacher Committee.   |
| 9/1* | Nomination(s) submitted by a departmental colleague in the nominee's discipline.  |
| 10/1 | Chair of the department/school conducts a secret ballot of the department/school full-time faculty members to select the nominees and forwards the nominees who received a majority of the vote, including the votes, to the college dean.  |
| 11/1 | College dean evaluates the credentials of the department/school nominees and selects the college nominees for submission to the University Distinguished Teacher Committee via the Provost's office. The materials must be submitted to the Provost's Office electronically. The number of college nominees shall not exceed 10% of the college's full-time non-tenure-track and non-tenured faculty. |
| 12/1 | University Distinguished Teacher Committee reviews the college nominees and submits its recommendations to the provost and vice president for academic affairs. Nominees forwarded to the provost and vice president for academic affairs must have an affirmative vote of at least four Committee members.   |
| 1/1* | Provost and vice president for academic affairs decides which of the University Distinguished Teacher nominees submitted by the Committee will be designated as University Distinguished Teachers.  |

\*Mandated by policy

## Schedule For Faculty Seeking Promotion In Rank

- 8/1 Faculty member and department/school promotion and tenure committee identify potential external reviewers.
- 8/8 Department/school chair provides the names of external reviewers to the dean.
- 8/15 Dean submits an agreed upon list of external reviewers to the provost and vice president for academic affairs. Upon final approval of the provost and vice president for academic affairs, the department/school chair initiates the review process.
- 8/15 Faculty member submits his or her research portfolio and curriculum vitae to be sent to external reviewers to department/school chair.
- 11/1 Faculty member posts his or her promotion file to a secure site accessible to department, college and University promotion and tenure committees, the department chair, dean, and the provost and vice president for academic affairs.
- 11/15 Department/school chair posts faculty member's external evaluations to the secure site.
- 12/15 Department/school committee posts its recommendation concerning promotion to the secure site, with reasons and votes (including a minority statement in the case of a non-unanimous vote), and provides a copy to the faculty member.
- 1/15 Department/school chair posts recommendation on promotion, with reasons, to the secure site and provides a copy of the recommendation to the faculty member.  
If neither the department/school committee nor the department/school chair recommends promotion the case is terminated, unless the faculty member requests review by the college committee and the dean. If a review is requested all documents are reviewed by the college committee.
- 2/1 College committee posts its recommendation on promotion to the secure site, with reasons and votes (including reasons of the minority), and provides a copy to the faculty member.
- 2/15 Dean posts his or her recommendation on promotion, with reasons, to the secure site and provides a copy to the faculty member.  
If the dean's recommendation is negative and is in accordance with the recommendations of the department/school committee, the department/school chair and the college committee, the faculty member is not promoted.  
If the dean's recommendation is negative and not in accordance with all previous recommendations, the faculty member may request a further review by the provost and vice president for academic affairs. The provost's decision is final in such cases.
- 3/15 University Promotion and Tenure Committee posts its recommendations (with reasons, including minority reasons if any) on review of promotion cases to the secure site and provides a copy to the faculty member.
- 4/1\* Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the promotion file.
- 4/15 Provost and vice president for academic affairs makes decisions on promotion and provides a copy to the faculty member. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. Decisions for promotion are reported to the president.
- 5/1 Faculty member may appeal a negative decision on promotion by the provost and vice president for academic affairs to the president.
- 6/1 President renders the final decision on promotion, in case of appeal. All promotions are reported to the Board of Visitors.

\*Mandated by policy

## Schedule for Clinical Faculty Seeking Promotion

- |       |   |
|-------|---|
| 8/1   | Clinical faculty member seeking promotion to clinical associate professor or clinical professor and department/school promotion and tenure committee identify potential external reviewers.   |
| 8/8   | Department/school chair provides the names of external reviewers to the dean.   |
| 8/15  | Dean submits an agreed upon list of external reviewers to the provost and vice president for academic affairs. Upon final approval of the provost and vice president for academic affairs, the department/school chair initiates the review process.  |
| 8/15  | Clinical faculty member submits his or her research portfolio and curriculum vitae to be sent to external reviewers to department/school chair.   |
| 11/1  | Clinical faculty member posts his or her promotion file to a secure site accessible to department, college and University promotion and tenure committees, the department chair, dean, and the provost and vice president for academic affairs.   |
| 11/15 | Department/school chair posts faculty member's external evaluations to the secure site.   |
| 12/15 | Department/school promotion committee posts its recommendation concerning promotion to clinical associate professor or clinical professor, with reasons and votes (including a minority statement in the case of a non-unanimous vote), to the secure site and provides a copy to the faculty member. |
| 1/15  | Department/school chair posts his/her recommendation on promotion to clinical associate professor or clinical professor, with reasons, to the secure site and provides a copy to the faculty member.  |
| 2/1   | The college promotion committee posts its recommendation on promotion to clinical associate professor or clinical professor to the secure site, with reasons and votes (including reasons of the minority), and provides a copy to the faculty member.  |
| 2/15  | The college dean posts his/her recommendation concerning the faculty member's promotion to clinical associate professor or clinical professor, with reasons, to the secure site and provides a copy to the faculty member.  |
| 3/15  | University Promotion and Tenure Committee submits its recommendation (with reasons, including minority reasons if any) on promotion to clinical associate professor or clinical professor to the secure site and provides a copy to the faculty member.   |
| 4/15  | Provost and vice president for academic affairs makes a decision on promotion to clinical associate professor or clinical professor and provides a copy to the faculty member.  |
| 5/1   | Faculty member may request a review by the president of a negative decision on promotion by the provost and vice president for academic affairs.  |
| 6/1   | The president makes a decision on promotion to clinical associate professor or clinical professor in those cases where further review was requested. The decision of the president is final.  |

## **Schedule for Lecturers Seeking Promotion to Senior Lecturer and Senior Lecturers Seeking Promotion to Master Lecturer**

Senior lecturers and master lecturers considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.

- |       |   |
|-------|---|
| 10/15 | Faculty member seeking promotion to Senior Lecturer or Master Lecturer submits promotion file to a secure site accessible to the department and college promotion and tenure committees, the department chair, the dean, and the provost and vice president for academic affairs. |
| 11/1  | Department/school promotion and tenure committee posts its recommendation concerning promotion to Senior Lecturer or Master Lecturer to the secure site.  |
| 11/10 | Department/school chair submits recommendation on promotion to Senior Lecturer or Master Lecturer to the secure site.   |
| 12/1  | The college promotion and tenure committee posts its recommendation on promotion to Senior Lecturer or Master Lecturer to the secure site.  |
| 12/15 | The college dean posts his or her decision concerning the faculty member's promotion to Senior Lecturer or Master Lecturer to the secure site.  |
| 1/15  | Faculty member may request a review by the provost and vice president for academic affairs of a negative decision on promotion to Senior Lecturer or Master Lecturer by the college dean.   |
| 2/1   | The provost and vice president for academic affairs makes a decision on promotion to Senior Lecturer or Master Lecturer in those cases where further review was requested. The decision of the provost and vice president for academic affairs is final.                          |

## Schedule Of Annual Evaluation For Tenured Faculty

- |      |   |
|------|---|
| 2/1  | Faculty member submits materials, including teaching portfolio review if available, for evaluation to the department/school chair.  |
| 3/1  | Department/school chair completes evaluation of faculty member providing copies to the dean and the faculty member. The evaluation will comment on the performance of the faculty member in teaching, research and service and on progress toward meeting individual goals resulting from previous evaluations. |
| 3/15 | If dissatisfied with the evaluation by the chair, the faculty member may present in writing additional comments or evidence to the chair and dean.  |
| 4/1  | Dean evaluates the performance of the faculty member in writing.  |
| 4/15 | If dissatisfied with the evaluation by the dean, the faculty member may present in writing additional comments or evidence to the dean and provost and vice president for academic affairs.   |



# Old Dominion University Faculty Senate Constitution

## I. Name

The name of this body shall be the Faculty Senate of Old Dominion University.

## II. Purpose

The faculty of the university, by virtue of their particular competence, are essential participants in the development and implementation of academic policy. The Faculty Senate is a representative body of the faculty, deriving its authority from the faculty of the university. As such, it shall exercise the authority of the faculty with respect to policy on academic matters and the professional affairs of faculty, and perform such other functions as are delegated to it by the faculty of the university. Specifically, the Faculty Senate shall represent the faculty of the university in recommending policies to the president and other appropriate individuals and bodies on admissions and registration, curriculum, academic freedom and tenure, faculty status, academic standards, and related matters.

## III. Membership

### A. Faculty Forum

All faculty under full-time teaching and research contracts and all professional librarians of Old Dominion University who are located in an academic college are members of the Faculty Forum. All faculty senators shall attend meetings of the Faculty Forum as part of their duties. Meetings may be called by the chair of the Faculty Senate, a majority vote of the Faculty Senate, or by petition of at least 10 percent of the forum membership. The chair of the Faculty Senate shall preside at meetings of the forum.

### B. Faculty Senate

1. All members of the Faculty Forum are eligible to serve in the Faculty Senate.
  - a. Excluded from the census of the Faculty Senate districts and, therefore, from Faculty Senate membership are those employees designated as teaching and research administrators or professional faculty. This includes all who hold academic ranks in the offices of the President, Provost and Vice President for Academic Affairs and other Senior Vice Presidents. Academic deans, associate and assistant deans (whether full or part time) and their equivalents in the professional librarians area are also excluded.
  - b. All department chairs are eligible for membership and, thus, will be included in the Faculty Senate census.
2. The Faculty Senate shall consist of forty members elected from the membership of the Faculty Forum. Representation shall be proportional to the size of the academic college in which faculty are members, with at least one representative from each college. For purposes of apportionment, the library shall be considered an academic college. Academic colleges entitled to more than one representative shall have a district system established by the Faculty Senate. The district system shall be reviewed and revised every four years by the appropriate senate committee.

In addition to the forty members provided for in the preceding paragraph, one senator shall be elected by the Old Dominion University Emeriti Faculty Organization, from among its members, to represent that body on the Faculty Senate. The Emeriti Faculty Organization shall be entitled to one senator and no more.

3. At its discretion, the Faculty Senate may invite other members of the university community to participate in its meetings as nonvoting members.
4. The term of office of faculty senators shall be two years beginning the first day following commencement.
5. Elections shall be held each spring and at least two months before commencement. One half of the membership shall be elected in odd-numbered years and the other half in even-numbered years. Elections shall be conducted by the Faculty Senate. District elections shall be by secret ballot and elections shall be by a majority of votes cast in an election.

Written nominations for open Senate seats will be accepted for at least one week prior to the beginning of balloting. Ballots will list the name of each valid nominee and spaces for write-in votes equal to the number of open seats. Ballots will be distributed and collected by members of Committee H or their designees. Voting will cease at a stated hour one week after ballots are distributed and ballots will be counted by two people.

Elections will be by a majority of the total ballots cast. Committee H will validate and record election returns. Results will be distributed promptly to all members of the district and, if needed, a date for run-off elections will be announced.

6. Vacancies shall be filled promptly through election by the original constituency. A senate seat held by a faculty member who takes research leave will be considered vacant.

#### **IV. Officers and Duties**

- A. The officers of the Faculty Senate shall be the chair, the vice chair, the secretary, and such other officers as the Faculty Senate deems necessary, to be elected by the Faculty Senate at its organizational meeting.
- B. The chair of the Faculty Senate shall preside at all meetings of the Executive Committee, the Faculty Senate, and the Faculty Forum.
- C. The vice chair of the Faculty Senate shall perform the duties of the chair in the chair's absence.
- D. The secretary shall prepare and distribute to the Faculty Senate the agenda and minutes of all meetings of the Faculty Senate and the Faculty Forum. The secretary shall have published in an appropriate publication a report to the faculty of the business conducted in each meeting of the Senate as soon as possible following such meeting.
- E. If the chair is unable to complete the term, the vice chair shall immediately assume the position of chair. The senate shall conduct an election for vice chair within 30 days. If the vice chair or secretary are unable to complete their terms, the senate will hold an election for a replacement within 30 days.

#### **V. Meetings**

- A. Faculty Senate meetings shall be scheduled at least twice each term and at the call of the Executive Committee.
- B. A meeting of the Faculty Senate shall be called by the Executive Committee upon petition of at least ten senators.
- C. Meeting of the Faculty Senate shall be governed by Robert's Rules of order Revised, latest edition.
- D. A quorum of the Faculty Senate during the fall and spring terms shall consist of 50 percent of the Senators. A quorum of the Faculty Senate during the summer term shall consist of 25 percent of the Senate body or 11 Senators.

#### **VI. Executive Committee (one from each college)**

The officers plus three faculty senators elected by the Faculty Senate will constitute the Executive Committee of the Faculty Senate. Officers will serve for two calendar years beginning in AY 2005. The three faculty senators serving at-large on the Executive Committee will serve for two calendar years beginning in 2006. All terms begin the first day after commencement.

#### **VII. Faculty Senate Committees**

In addition to the Executive Committee, the Faculty Senate shall provide in its bylaws for such standing and ad hoc committees as are required for the senate to carry out its responsibilities. Faculty members on committees will be elected by the senate to serve for two years beginning in AY 2004-05. The Faculty Senate shall invite representatives of the student government and administrators to serve on its standing committees concerned with policies directly affecting the quality of instruction. In such cases at least two-thirds of the membership of each committee shall be members of the Faculty Forum.

#### **VIII. Joint Committees**

- A. In areas of joint interest the Faculty Senate is empowered to participate with the student government, or other organizations through joint committees, or joint meetings, to the end of preparing joint recommendations. Such recommendations are subject to the approval of the Faculty Senate unless the senate expressly empowers such committees, or joint meetings, to act without such approval.
- B. Joint committees are not to assume responsibility for areas of concern beyond those assigned them, except by prior approval of the Faculty Senate.

#### **IX. Referral of Faculty Senate Actions to the Faculty Forum**

Upon petition of at least 10 percent of the membership of the Faculty Forum to the chair of the senate, any action of the Faculty Senate will be submitted within 30 days to a referendum of the forum. The result of this referendum shall be binding on the Faculty Senate.

#### **X. Representation of Faculty in Other Bodies**

The formal representation of the faculty, or a part of it, can be legitimately accomplished only through consultation with the faculty group being represented or their elected representatives

#### **XI. Amendments**

This constitution may be amended by a majority of ballots cast in a referendum of the entire membership of the Faculty Forum, providing the proposed amendment and nature of the referendum are provided the members of the Faculty Forum at least two weeks prior to the referendum. Amendments must be proposed by two-thirds vote of the Faculty

Senate or by petition of 10 percent of the forum membership to become the subject of a referendum conducted by the Faculty Senate.

# Bylaws for the Faculty Senate of Old Dominion University

## I. Election of Officers

Each spring, after the election of the new members of the Faculty Senate and prior to commencement, the incumbent Executive Committee shall convene the following year's Faculty Senate for the purpose of electing officers. The incumbent officers shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's Faculty Senate are eligible to vote in this meeting.

## II. Executive Committee Duties

- A. Prepare the agenda for all Faculty Senate and Faculty Forum meetings.
- B. Represent the Faculty Senate to the university community.
- C. Assign or reassign all work to Faculty Senate committees and maintain records on the status of the various matters under active consideration by the senate.
- D. Insure that each Faculty Senate committee conducts periodic reviews of the university policies within its charge.
- E. Appoint ad hoc committees as needed.
- F. Arrange for prompt responses to recommendations of the senate from those to whom recommendations are made.
- G. Perform such other duties as assigned it by the Faculty Senate or the Faculty Forum.
- H. Report on its activities since the previous meeting at each senate meeting.

## III. Committees of the Faculty Senate

- A. Recommendations of the committees of the Faculty Senate are to be presented to the Faculty Senate for its approval except when such committees have been specifically empowered by the Faculty Senate to act without such approval.
- B. Recommendations of committees of the Faculty Senate shall be in the form of written motions placed before the senate for its consideration, accompanied by written rationales for the specific recommendations made.
- C. Each standing committee shall have at least two faculty senators among its membership and at least two-thirds of the membership of each committee shall be members of the Faculty Forum. Each standing committee will normally have one member from each academic college. The chair of the senate shall serve as an ex officio, non-voting member of all Senate committees and shall receive materials and agenda distributed to other committee members.
- D. The chair of each standing committee shall be a faculty senator and shall be elected by the Faculty Senate.
- E. The student government shall be invited to appoint the student members to vacancies of Faculty Senate committees on which they have representation.
- F. With the approval of the president, the administrator whose responsibilities are most relevant to the area of responsibility of each standing committee of the Faculty Senate shall be invited to serve on that committee.
- G. The Executive Committee shall be empowered to declare vacant the seat of a member on a committee who fails to attend more than three properly called meetings of the committee.
- H. General Responsibilities
  - 1. Committee chairs will have a special responsibility for keeping the secretary of the Faculty Senate informed of their current work.
  - 2. It is the committee chair's responsibility to schedule committee meetings so that, to the extent possible, all members have the opportunity to attend.
  - 3. Committee chairs will publicize and hold open hearings on issues where appropriate or when so directed by the Faculty Senate.
  - 4. All Faculty Senate committees are required to file agendas and accurate minutes of all committee meetings and hearings with the Faculty Senate secretary.
  - 5. All Faculty Senate committees are required to file an annual report with the Executive Committee.
  - 6. When a committee is ready to bring a resolution to the floor, the committee chair will inform the secretary of the Faculty Senate and submit a written copy of the resolution, with rationale, for consideration by the Executive Committee, which may place the resolution on the agenda of the senate meeting. Resolutions and rationales shall accompany the agenda for the meeting at which the resolution is scheduled for action by the senate.

## IV. Standing Committees

**A. Undergraduate Curriculum and Programs**

1. Areas of Responsibility
  - a. Undergraduate curriculum for existing and proposed programs
  - b. General Education
  - c. Articulation agreements and course equivalency oversight
2. Membership
  - a. Eight faculty members (at least one from each college)
  - b. One student representative appointed by the Student Senate (ex officio/non-voting member)
  - c. Vice provost for undergraduate studies and distance learning (ex officio/non-voting member)

**B. Undergraduate Academic Policy and Procedures**

1. Areas of Responsibility
  - a. Academic policy and procedures relating to admissions, continuance, and exit standards for undergraduate students
  - b. Policy and procedures relating to academic advising for undergraduate students (including advising of student athletes)
  - c. Interaction of intercollegiate athletics with academic units and programs
  - d. Undergraduate instruction
  - e. Advanced standing-policy and procedures related to CLEP and advanced placement exam credit; high school international baccalaureate program; and other standards for experiential learning
2. Membership
  - a. Eight faculty members (one from each college and at least two chief departmental advisors)
  - b. One student representative appointed by the Student Senate (ex officio/non-voting member)
  - c. Assistant vice president for undergraduate studies (ex officio/non-voting member)

**C. Graduate Studies**

1. Areas of Responsibility
  - a. Graduate curriculum and degree requirements for existing and proposed programs
  - b. Financial aid for graduate students
  - c. Admissions, continuance, and exit standards
  - d. Instruction (including training and certification of graduate teaching assistants)
2. Membership
  - a. Eight faculty members certified for graduate instruction. At least six of these must be graduate program directors (one from each college).
  - b. Two graduate student representatives appointed by the Student Senate (one master's and one doctoral student) (ex officio/non-voting members)
  - c. Vice provost for graduate studies and research (ex officio/non-voting member)

**D. Scholarly Activity and Research**

1. Areas of Responsibility
  - a. Policies and procedures for scholarly activity and research
  - b. Resource allocation for support of scholarly activity and research
  - c. Administration of sponsored research
  - d. Faculty development (including review of Faculty Development Fund Program Proposals)
2. Membership
  - a. Six faculty members (one from each college)
  - b. Vice president for research and graduate studies (ex officio/non-voting member)

**E. Student Services**

1. Areas of Responsibility
  - a. Undergraduate admissions standards
  - b. Registration and orientation
  - c. Recruiting and retention of undergraduate students
  - d. Continuance regulations; the Honor System; disciplinary procedures, rules, and regulations;
  - e. Financial aid to undergraduate students (including oversight of financial aid to student athletes)
  - f. Student concerns as they relate to intercollegiate athletics
  - g. Other areas within the responsibility of the vice president for student services
2. Membership
  - a. Six faculty members (one from each college)

- b. One student appointed by the Student Senate (ex officio/non-voting member)
  - c. Vice president for student services (ex officio/non-voting member)
  - d. Director of athletics or designated representative (ex officio/non-voting member)
- F. Promotion and Tenure**
  - 1. Areas of Responsibility
    - a. Policy on academic rank and tenure
    - b. Procedures on awarding various academic ranks and procedure for granting tenure
    - c. Policy on hiring and terminating faculty
    - d. Policy and procedures on evaluation of faculty
  - 2. Membership
    - a. Eight faculty members (at least one from each college)
    - b. Provost and vice president for academic affairs (ex officio/non-voting member)
- G. Faculty Status and Remuneration**
  - 1. Areas of Responsibility
    - a. Faculty rights, privileges, responsibilities, and related matters
    - b. Working conditions for faculty
    - c. Faculty salaries
    - d. Conditions and terms of faculty contracts
    - e. Faculty fringe benefits
    - f. Faculty retirement programs
  - 2. Membership
    - a. Six faculty members (one from each college)
    - b. Provost and vice president for academic affairs (ex officio/non-voting member)
- H. Nominations and Elections**
  - 1. Areas of Responsibility
    - a. Election of faculty senators
    - b. University- and district-wide faculty elections
    - c. Appointments to standing committees
    - d. Other nominations and appointments from the Faculty Senate
    - e. Referenda referred to the faculty
    - f. Faculty Senate redistricting
  - 2. Membership-Six faculty members (one from each college)
- I. Administration, Finance and Academic Support Services**
  - 1. Areas of Responsibility
    - a. Annual budget priorities and policy
    - b. Biennial budget request priorities and policy
    - c. Other budget-related matters, e.g. enrollment projections, budget formulas, local budgets, capital budgets, tuition changes, relationship of budget decisions to the university's mission
    - d. Physical plant, landscaping, and equipment
    - e. Parking facilities, regulation and fee
    - f. Finance Office and Auxiliary Services
    - g. Academic computing services
    - h. Non-credit programming
    - i. Instructional services
    - j. Oversight of planning and use of university physical and financial resources for intercollegiate athletics as these affect the academic mission, units, and programs of the university
    - k. Summer school administration
  - 2. Membership
    - a. Eight faculty members (one from each college), including one member of the Executive Committee and at least two members of the previous year's committee
    - b. Vice president for administration and finance (ex officio/non-voting member)
    - c. Associate vice president for academic services (ex officio/non-voting member)
- J. Library**

1. Areas of Responsibility  
Support the mission of the University Library in meeting the instructional and research needs of students and faculty by:
  - a. identifying and addressing issues affecting the ability of the Library to carry out its mission,
  - b. determining the adequacy of Library resources,
  - c. ensuring the adequacy of communication between the Library and students, faculty, and administrators, and
  - d. advising the university librarian on the allocation of resources for collection material and services, especially in light of changes in the information industry.
2. Membership
  - a. Six faculty members (one from each college)
  - b. Three professional librarians selected by the university librarian
  - c. University librarian (ex officio/non-voting member)

#### **V. Procedures Concerning New Resolutions and Other New Business**

- A. All members of the academic community may submit matters for consideration to the Faculty Senate. The procedure to be used is as follows, except for emergency matters (see section C, below).
  1. Resolutions, petitions, suggestions, or any other matters shall be submitted to the chair of the Faculty Senate in writing. A concise explanation of the rationale behind the petition should form part of the statement.
  2. The Executive Committee will give careful consideration to all matters thus submitted. Depending on the issue and the way it is presented, the Executive Committee may do the following:
    - a. Bring a matter of special urgency directly to the floor of the senate.
    - b. Assign the matter to the appropriate standing committee for deliberation and a report to the senate, or appoint an ad hoc committee to investigate the issue and report its findings to the senate.
    - c. Refer the matter to another officer or organization within the university for action.
    - d. Decide that the matter is outside the purview of the senate, or that it cannot be acted on in the form submitted.
- B. Whatever the decision of the Executive Committee, the secretary of the Faculty Senate will do the following:
  1. Inform the petitioner in writing of the decision taken by the Executive Committee, and in cases of refusal to take action, briefly explain the rationale for the decision.
  2. Inform the Faculty Senate of the actions of the Executive Committee and distribute with the agenda of the senate meetings a list of all matters submitted, together with a statement of the action of the Executive Committee in each case. The Faculty Senate may reverse or revise any of the Executive Committee's actions at its next regular meeting.
  3. Maintain a complete register of all resolutions and issues with a file on each issue, including any action taken on the issue by the administration or Board of Visitors.
- C. Emergency Issues  
Any committee or senator that wishes to bring directly to a meeting an item that is too urgent to be submitted in the normal manner may do so by the following procedures:
  1. The resolution and its rationale, accompanied by a concise explanation of the nature of the emergency, must be distributed in writing to the Faculty Senate before the meeting is called to order.
  2. Under "Approval of the Agenda," a motion must be made to add the item at an appropriate place in the agenda of the meeting. If the motion is passed, the item will be dealt with as part of the Faculty Senate's business.

#### **VI. Attendance**

- A. Any faculty senator who for any reason misses three meetings of the Faculty Senate in an academic year shall be deemed to have vacated his seat and shall be replaced. In the event that a regular meeting is recessed to be reconvened at a later date, each session missed will be considered an absence for purposes of this rule.
- B. Exception to the above provision may be made only by a two-thirds vote of the senate conducted by secret ballot.

#### **VII. Amendment**

These bylaws may be amended at any meeting of the Faculty Senate by a two-thirds vote of the members present, provided the amendment has been submitted in writing and read at the previous regularly scheduled meeting.

# Index

## A

Absence, leave of, without compensation, 222  
Absences, faculty, 120  
Academic and professional preparation requirements, faculty, 23  
Academic freedom, 109  
Academic functions, 133  
Academic policies, 166-182  
Academic program approval, 168  
Academic programs, curtailment or discontinuance, 88-89, 167  
Academic rank and criteria for ranks, 34  
Accelerated courses, 175  
Accident insurance, 230  
Accommodations for individuals with disabilities, 179  
Administrative and civil leave, 215  
Administrators returning to faculty positions, 52  
Advisory councils, 153  
Affirmative action policy, 7  
Aflac, 230  
Alcohol and drug policies, 248  
Alcoholic beverages, use of, 248-249  
Allowance for usage of personal mobile devices and wireless service for university business, 142  
Animal Care and Use Committee, 205  
Annual leave for administrative and professional faculty and eligible instructional and research faculty on 12-month contracts, 213  
Annual review, faculty, 31, 67  
Annuities, 230  
Appointment and evaluation of academic deans, 84  
Appointment of new faculty, 25  
Appointments, joint, 29  
Approval of curricular changes, new courses and course changes, 174  
Attendance in class, guests, 118  
Attendance, faculty, 120  
Auditing classes, faculty, spouses and retired faculty, 117  
Authority to act on behalf of the university, 148

## B

Beneficiaries, 231  
Bicycles, use of on University property, 254  
Biohazards Review Board, 205  
Board of Visitors, communications with, 146  
Bone marrow donor leave, 217  
Budget unit directors, responsibility on use of funds (expenditures), 237  
Business travel policy, 240  
Business-related travel allowance, 239  
Bylaws, University Faculty Senate Constitution, 294

## C

Cash match contributions, 230  
Centers and institutes, establishment of, 168, 208  
Certificate Programs, policy on, 173



- Certification of faculty for graduate instruction, 161
- Chairs, departmental, 86, 157
- Chief Departmental Advisor – Undergraduate Education, 163
- Child Support Withholding Disclosure, 233
- Civic or professional organizations, memberships, 154
- Civil and administrative leave, 215
- Class attendance, faculty, 120
- Class attendance, guests, 118
- Class audit, faculty, spouses and retired faculty, 117
- Class rosters, 124
- Clinical track position, conversion, 40
- Closure of the University due to inclement weather and emergencies, 182
- Code of Ethics, 4
- College and department curricular recommendations, 172, 174
- Commencement (see academic functions)
- Commitments, authority for, 148
- Communication Policy, Electronic, 246
- Communications with the Board of Visitors, 146
- Compensation, extra, 135, 137
- Compensation, unemployment, 233
- Compensation, workers', 232
- Complaint procedure, student, 131
- Computing resources, use of, 241
- Conflict of interest, 138
- Conflict of interests, research, 190
- Constitution, University Faculty Senate, 291
- Consultative and deliberative bodies, 10
- Consulting, faculty (see remunerative outside employment)
- Contact hours (see teaching load)
- Contracts, faculty, 3, 25, 106
- Conversion from lecturer ranks to a non-tenure eligible clinical track position, 40
- Conversion of a non-tenure eligible position to tenure-eligible, 38
- Cost recovery, facilities and administration, 185
- Course changes approval, 174
- Course Materials Adoption Policy, 176
- Course syllabi, 123
- Courses, accelerated, 175
- COVID-19 (Interim Policy), 269
- Credentials, faculty, 143
- Credit hour, definition of, 170
- Criminal Background Checks, 19
- Criteria for principal investigators, 199
- Curricular recommendations, college and department, 172, 174
- Curtailment of academic programs, 88-89, 167

## **D**

- Data administration policy, 245
- Deans, appointment and evaluation of academic deans, 84
- Deductions, payroll, 229-231
- Deferred compensation plan, 230
- Degree candidate, faculty member, 119
- Demonstrations Policy, 263
- Department and college curricular recommendations, 172, 174
- Department chairs, 86, 157
- Department chairs, evaluation of, 86, 157

- Dependents, faculty and administrators, 226
- Development assignments, 206
- Development funds, faculty, 224
- Development policy, 150
- Disabilities, accommodations for individuals, 179
- Disability and sickness program, 227
- Disability, short-term, 230
- Disaster leave, 218
- Discontinuance of academic programs, 88-89, 167
- Discrimination Policy, 144
- Dismissal, faculty, 89, 91
- Disruptive behavior policy, faculty and faculty administrators, 145
- Disruptive students, guidelines, 264-265
- Distance learning program development and growth in an online delivery format, 116
- Distinguished teachers, 47
- Drones, unmanned aircraft systems, aerals and other powered model aircraft, 255
- Drug-free workplace, 249
- Drugs, use of, 248-249
- Dual career resources for those hiring full-time faculty, 20
- Duty, Fitness, 90

## **E**

- Electronic Communication Policy for Official University Business, 246
- Emergencies and inclement weather, closure, 182
- Emergency management policy, 267
- Emergency/disaster leave, 218
- Emeritus/emerita appointments, 50
- Eminent scholars, 43
- Emotionally disruptive behavior, students, 264-265
- Employer cash match contributions, 230
- Employment resolution, 12
- Employment, outside, 134
- Endowed scholarships, fellowships, and prizes, policy on, 152
- Environmental health and occupational safety, 268
- Ethics, Code of, 4
- Ethics, faculty, 110
- Evaluation of deans, appointment and, 84
- Evaluation of department chairs, 86, 157
- Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers, 70
- Evaluation of scholarly activity and research, 80
- Evaluation of service, 82
- Evaluation of teaching, 67, 76
- Evaluation of tenured faculty, 67, 76
- Examinations, 121
- Export control policy, 210
- External funding, priority for, 209
- Extra compensation, 135, 137
- Extra compensation, off-term session, 236

## **F**

- Facilities and administration cost recovery, 185
- Facilities and grounds, use of, 253
- Faculty class attendance, 120
- Faculty Credentialing Records Policy, 143

- Faculty development funds, 224
- Faculty dismissal, 89, 91
- Faculty disruptive behavior, 145
- Faculty evaluation, 67, 76
- Faculty exchange (NSU), 156
- Faculty Forum, 10
- Faculty Grievance Committee, 75, 95, 97
- Faculty grievance policy, 74-75, 94, 97
- Faculty incentive options policy, 137
- Faculty member as degree candidate, 119
- Faculty nonreappointment, 31
- Faculty office hours, 122
- Faculty performance period, 113
- Faculty positions, administrators returning to, 52
- Faculty reappointment, 31
- Faculty recruitment and selection process, 13
- Faculty research time, 198
- Faculty salary increments, 83
- Faculty sanctions, 91
- Faculty Schedules for Personnel Actions, 270-290
- Faculty Senate, 10
- Faculty Senate Bylaws, 294
- Faculty Senate Constitution, 291
- Faculty separation, notification requirement, 106
- Faculty teaching load, 114
- Faculty, absences, 120
- Faculty, academic and professional preparation requirements, 23
- Faculty, accommodation for disabilities, 179
- Faculty, appointment, 25
- Faculty, class audit, 117
- Faculty, extra compensation, 135, 137, 236
- Faculty, fellowships, 155
- Faculty, leave, 213-214, 222, 227-228
- Faculty, outside employment, 134
- Faculty, payment, 236
- Faculty, post-tenure review, 73
- Faculty, promotion, 34
- Faculty, purchased release time, 200
- Faculty, rank, 34
- Faculty, temporary change in duties due to birth or adoption of new family member, 115
- Faculty, tenure, 54
- Faculty, tuition assistance, 223
- Family and Medical Leave, 228
- Family and Medical Leave Act Policy, 228
- Fee waivers, faculty, staff and dependents, 226
- Fellowships, nationally competitive, 155
- Fellowships, summer research, 211
- Final examinations, 121
- Financial exigency, declaration of, 88-89
- Financial interests in sponsored programs, 197
- Fitness for Duty, 90
- Fixed asset control, 256
- Fixed-price contract residuals, 201
- Flexible spending accounts, 230
- Freedom of expression, 111

Freedom, academic, 109  
Functions, academic, 133

## **G**

Garnishments, 233  
Gift Management, 151  
Goals of the university, 3  
Governance of the university, 10  
Grade appeals: policy and procedures, 126  
Grade sheets, 125  
Graduate faculty, 161  
Graduate program director, 161  
Graduation (see academic functions)  
Grievance policy, faculty, 74-75, 94, 97  
Grievance timeline, post-tenure review, 75  
Guidelines for appointment and promotion of librarians, 53  
Guidelines for noncredit courses simultaneously offered as credit, 171  
Gun and weapon regulation, 250

## **H**

Health care premium program, 230  
Health insurance benefits, 230  
Health Maintenance Organizations, 230  
History, university, 1  
Honorary degrees, criteria and procedures, 180  
Human Subjects Review Board, 205

## **I**

Identification card program, 259  
Identification, university, 147  
Identity theft protection (red flag) program, 242  
Immigration and Visa Services Policy, 235  
Immigration papers, 234  
Immigration reform and control act, 234  
Improvement of teaching, 224  
Incentive options, faculty, 137  
Inclement weather and emergencies, closure, 182  
Income withholding tax, 229  
Individual memberships, professional or civic organizations and social clubs, 154  
Individuals, accommodations for disabilities, 179  
Information technology access control, 243  
Information technology infrastructure, architecture, and ongoing operations, 244  
Institutes, establishment of, 168  
Institutional memberships, professional or civic organizations and social clubs, 154  
Instructional/Research Faculty and Administrative/ Professional Faculty Recruitment Funding Policy, 17  
Insurance, 229-230  
Intellectual diversity resolution, 112  
Intellectual property policy, 186

## **J**

Joint appointments, 29

## **L**

Lactation support policy, 221  
Learned societies, participation in, 225  
Leave and benefit policies, 213-233  
Leave of absence without compensation, 222  
Leave, annual, military and civil, 213  
Leave, family, 228  
Leave, maternity, 214, 227-228  
Leave, medical, 214, 227-228  
Leave, research and development, 206  
Leave, sick, 214, 227-228  
Lecturer ranks to clinical track position, 40  
Lecturers, senior lecturers, and master lecturers, evaluation and promotion, 70  
Legal resources, 231  
Liability insurance, 233  
Librarians, guidelines for appointment and promotion, 53  
Liens, 233  
Life insurance, 229-230  
Long-term care insurance, 231

## **M**

Manner and schedule of payment, 236  
Maternity leave, 214, 227-228  
Media liaison and University spokesperson, 149  
Medical leave, 214, 227-228  
Medicare and Social Security Taxes, 229  
Meetings, faculty (see academic functions)  
Memberships, professional or civic organizations and social clubs, 154  
Military leave, 213, 216  
Minors on Campus, policy, 251  
Misconduct, scientific research and scholarly activity, policy, procedures and timeline, 193  
Mission, 2

## **N**

Name and identification, university, 147  
Named chairs, 48  
Named professorships, 49  
Non-discrimination notice, 7  
Non-discrimination statement, Title IX, 9  
Non-Instructional part-time faculty employment policy, 30  
Noncredit courses simultaneously offered as credit, guidelines for, 171  
Nonreappointment or reappointment/annual review of faculty, 31  
Norfolk State University, faculty exchange, 156  
Notifying SACS/COC of substantive change, 165

## **O**

Occupational safety, environmental health and, 268  
Off-term sessions, payment, 236  
Office hours, 122  
Online delivery format, program development and growth, 116  
Organ donor leave, 217  
Organizational chart, 11  
Outside employment, 134  
Overload pay, 135

## P

Part-time faculty, 27  
Part-time faculty employment policy, non-instructional, 30  
Participation in learned societies, 225  
Payment, manner and schedule, 236  
Payment, off-term sessions, 236  
Payroll deductions, 229-231  
Peer review of portfolio, 77  
Performance period, faculty, 113  
Personal accident insurance, 230  
Personal mobile devices and wireless service for University business, allowance, 142  
Personal property insurance, 233  
Personal Transport Devices, use of on University property, 254  
Personnel actions, schedules, 270-290  
Policy on the Establishment and Operation of Annual and Endowed Scholarships, Fellowships, and Prizes, 152  
Portfolio review, 77  
Post-tenure review, 73  
Post-tenure review, grievance timeline, 75  
Pre-tax health care premium program, 230  
Pre-tax parking agreement, 231  
Principal investigators, criteria for, 199  
Professional ethics, faculty, 110  
Professional or civic organizations, memberships, 154  
Professional service, 68  
Program approval, academic, 169, 174  
Program curtailment or discontinuance, 88-89, 167  
Program development and growth in an online delivery format, 116  
Program review, 166  
Promotion in rank, 61  
Protection of animals in research, 205  
Protection of human subjects in research, 205  
Provost's Council, 10  
Public statements, 148  
Purchased release time, faculty, 200

## R

Radiation Safety Review Board, 205  
Rank, academic, 34  
Reappointment/annual review or nonreappointment of faculty, 31  
Recognition leave, 219  
Records, faculty, 143  
Recruitment and selection process, faculty, 13  
Recruitment funding policy, instructional/research faculty and administrative/professional faculty, 17  
Research administration, 183  
Research and development assignments, 206  
Research and scholarly digital data management policy, 191  
Research centers, tenure-track positions, 42  
Research conflict of interests, 190  
Research fellowships, summer, 211  
Research Foundation, 212  
Research institutes and centers, establishment, operation and evaluation of, 208  
Research policies, 183-212  
Research professional positions, 204  
Research proposals, review, 192

Research review boards, 205  
Research, released time for, 198, 200  
Research, sponsored, 188, 197  
Research-funded conversion to 12-month faculty contract, 202  
Reserving space in academic buildings, 257  
Resignation, 106  
Resolution concerning employment, 12  
Resolution supporting intellectual diversity, 112  
Retirement plans, 229  
Retirement System, Virginia, 229  
Review boards, research, 205  
Rooms, university use of, 253, 257

## **S**

SACS/COC notification of substantive change, 165  
Safety and Security Policy, 266  
Salary increments, 83  
Sanctions, faculty, 91  
Schedules for faculty personnel actions, 270-290  
Scheduling, academic buildings, 257  
Scholarly activity and research, evaluation, 80  
Scholarly and digital data management policy, research and, 191  
Scholarships, fellowships, and prizes, annual and endowed, 152  
School assistance leave, 220  
Scientific misconduct, policy, procedures and timeline, 193  
Self-supporting research professional positions, 204  
Separation process for faculty and staff, 106  
Separation program for tenured faculty, voluntary phased, 104  
Service, evaluation, 82  
Short-term disability, 230  
Sick leave, 214, 227-228  
Skateboards, use of on University property, 254  
Smoking-related products and tobacco, and electronic cigarettes and vaporizers, policy on the use of, 247  
Snow policy, 182  
Social clubs, memberships, 154  
Social Security and Medicare Taxes, 229  
Solicitation Policy for Employees and Vendors, 258  
Spokesperson and media liaison, University, 149  
Sponsored programs, financial interests, 197  
Sponsored research, 188, 197  
Student complaint procedure, 131  
Student disruptive behavior, 264-265  
Student evaluation of instruction, 67, 76  
Student Forum, 10  
Student Senate, 10  
Substantive change, SACS/COC, 165  
Suicidal and emotionally disruptive behavior, students, 264  
Summer research fellowships, 211  
Suspension, faculty, 91  
Syllabi, Course, 123

## **T**

Tax, income, 229  
Tax-sheltered annuities, 230

Teaching effectiveness, evaluation, 76  
Teaching load, 114  
Teaching, evaluation, 67  
Teaching, improvement of, 224  
Telephone system usage, 139  
Temporary change in duties for full-time teaching faculty who expect a new family member through birth or adoption, 115  
Tenure, 54  
Tenure-track positions funded by research centers, 42  
Termination of faculty, 89, 91  
Theft protection (red flag) program, identity, 242  
Threat assessment, 261  
Title IX non-discrimination statement, 9  
Travel allowance, 239  
Travel, business, 240  
Travel, university, 238  
Tuition assistance policy, 223

## U

Unemployment compensation, 233  
University Demonstrations Policy, 263  
University distinguished teachers, 47  
University governance, 10  
University name and identification, 147  
University organization chart, 11  
University professors, 46  
University spokesperson and media liaison, 149  
University travel, 238  
Unmanned Aircraft Systems (UAS) aka drones, aerals and other powered model aircraft, 255  
Use of Bicycles, Skateboards and Personal Transport Devices on University Property, 254  
Use of computing resources, 241  
Use of facilities and grounds, 253  
Use of fixed-price contract residuals, 201  
Use of non-research related volunteers, 252

## V

Virginia Retirement System, 229  
Virginia Retirement System Group Term Life Insurance, 229  
Virginia Sickness and Disability Program, 227  
Visa and Immigration Services Policy, 235  
Visiting Scholar/Volunteer Policy, 187  
Voluntary phased separation program for tenured faculty, 104  
Volunteer service leave, 220  
Volunteer/Visiting Scholar Policy, 187  
Volunteers, use of non-research related, 252

## W

Weapon regulation, gun and, 250  
Weather policy, 182  
Whistleblower Retaliation Policy, 260  
Wireless service for University business and usage of personal mobile devices, allowance, 142  
Workers' compensation, 232  
Workplace violence prevention policy, 262