



OLD DOMINION
UNIVERSITY

I D E A FUSION

Administrative and Professional FACULTY GUIDEBOOK



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Introduction

The Administrative and Professional Faculty Guidebook outlines the policies and procedures that govern the terms and conditions of appointment and employment for AP faculty with Old Dominion University. In addition to this guidebook, AP faculty are subject to all other applicable administrative policies and procedures of the Commonwealth of Virginia and Old Dominion University.

In order to remain current, the guidebook treats most topics briefly and provides links to the relevant policies and procedures. This guidebook is updated as official policies change and the most recent version is available on the university's web site. In cases where there may be a conflict between the guidebook and applicable laws or regulations of the Commonwealth of Virginia, or written administrative policies and procedures of Old Dominion University, the laws, regulations, or administrative policies and procedures will prevail.

This guidebook does not create any vested rights or benefits. It is not a contract nor is it an invitation to contract. Nothing in this guidebook is intended to create or imply any contract rights.

Employees are responsible for complying with all policies and procedures pertaining to their employment with Old Dominion University and are also responsible for keeping informed of any changes or updates made to these policies and procedures. Changes in policies and procedures will be communicated through the university's web site and/or by e-mail.

The Department of Human Resources maintains the Administrative and Professional Faculty Guidebook and administers the policies, procedures and benefits outlined herein, unless otherwise noted. Any questions or comments regarding the guidebook should be directed to the Director of Human Resources for Employee Relations.

I. OVERVIEW OF THE UNIVERSITY

History

Old Dominion University began its tradition of excellence when it was founded in 1930 by the College of William and Mary, the second oldest university in the United States. Established as an extension of William and Mary in Williamsburg, Virginia and Virginia Polytechnic Institute in Blacksburg, Virginia, Old Dominion began educating teachers and engineers. The two-year school rapidly evolved into a full four-year institution, and was granted independence in 1962 as Old Dominion College.

Considerable growth in enrollment, the expansion of research facilities and preparation for the addition of graduate programs led the Board of Visitors to approve the name change to Old Dominion University. Now Old Dominion is a powerhouse for higher education with seven colleges: Arts and Letters, Business and Public Administration, Education, Engineering and Technology, Health Sciences, Sciences and Continuing Education. Old Dominion has offered master's degrees since 1964 and Ph.D.s since 1971. Students currently choose from 69 baccalaureate programs, 55 master's programs, two education specialist programs and 41 doctoral programs. The university has achieved designation as a Research University (high research activity) from the Carnegie Foundation for the Advancement of Teaching.

Proud of its past, Old Dominion looks to the future and prides itself on its constantly expanding research and teaching programs. An ever-evolving university, Old Dominion is an agent of change for its students, for the region and the nation it serves. Old Dominion is Virginia's forward-focused, public doctoral research university for students from around the world who want a rigorous academic experience in a profoundly multicultural community. Our nationally recognized faculty use real-world expertise and innovative teaching methods to challenge students to achieve their highest goals. Our determined entrepreneurial approach to problem-solving drives cutting-edge research, eminent scholarship and strategic partnerships with government, business, industry, organizations and the arts.

Mission of the University

Old Dominion University, located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a dynamic public research institution that serves its students and enriches the Commonwealth of Virginia, the nation and the world through rigorous academic programs, strategic partnerships, and active civic engagement.

BACKGROUND

Old Dominion University is located in Hampton Roads, one of the world's major seaports. Since the early seventeenth century, Hampton Roads has been the state's gateway to the rest of the world and the world's gateway to Virginia in commerce and industry, in recreation and culture, and in national security. Now a complex of seven major cities, it is a microcosm of the opportunities and challenges of contemporary urban America. It is also a major center for research and development and a home for extensive scientific and technological activities in marine science, aerospace, ship design and construction, advanced electronics, and nuclear physics.

The university takes its unique character from Hampton Roads as it provides leadership to the state and nation in teaching, research, and service. Thus the university has a special mission for the Commonwealth in commerce, and in international affairs and cultures. It has a significant commitment in science, engineering and technology, particularly in fields of major importance to the region. As a metropolitan institution, the university places particular emphasis upon urban issues, including education and health care, and upon fine and performing arts.

As one of America's major ports, Hampton Roads is the locus of national and international military commands, and the home of a culturally diverse population. The university therefore has natural strengths in activities having international outreach. Faculty members in such fields as business, economics, international studies, geography and the sciences strive to design curricula, teach courses, and encourage foreign exchanges that enhance the university's role as Virginia's international institution.

The Hampton Roads scientific environment provides special opportunities for science and engineering faculty to emphasize research and graduate programs in such fields as marine science, aerospace, and advanced electronics. Global ocean studies and cooperative research at NASA receive particular attention, as university researchers collaborate with U.S. and foreign engineers and scientists.

Urban issues are addressed by programs in public administration, education, the social sciences, and the health professions. The richness of Hampton Roads' artistic life gives great vitality to the university's programs in the visual arts, music, theater, and dance.

MISSION SUPPORT

Old Dominion University serves the needs of several internal and external constituents with its resources. These include: current and prospective students seeking undergraduate, graduate, and continuing education programs; business and industry; government agencies at all levels; the military; research organizations; and the community at large regionally, state-wide, nationally, and internationally. These constituencies are discussed in greater detail in the following paragraphs.

Old Dominion University offers a wide array of undergraduate programs, all of which meet national standards of excellence. Every Old Dominion undergraduate student follows a general education program that is designed to develop the intellectual skills of critical thinking and problem solving and to encompass the breadth of understanding needed for personal growth and achievement and for responsible citizenship. This general education program places special emphasis upon appreciation of the arts and upon understanding the perspectives of women, minorities, and non-Western cultures. Each undergraduate chooses a major program in the liberal arts or sciences or in a technological or professional field.

Old Dominion University's graduate offerings are focused on society's need for advanced professional education and on specialized programs at the master's and doctoral levels for which the institution is prepared through unusual strength of faculty or special geographic advantages. All graduate programs meet national standards of excellence.

As a national leader in the field of technology-delivered distance learning, the university strives to enhance the quality of the educational experience, wherever education is delivered, by applying emerging technologies; it also supports research to explore the impact of these technologies on the teaching-learning process. By utilizing these technologies and by partnering with institutions of higher education, corporations, and governmental entities, the university is able to provide undergraduate and graduate degree programs to students across time and geographic boundaries.

Because of its commitment to Hampton Roads and its emphasis on creative innovation, Old Dominion University offers life-long learning opportunities through credit and non-credit courses and brings educational services and programs to the people of Hampton Roads at several off-campus centers. The university has a

responsibility to serve the many members of the military services and their families. The military forms a unique combination of national and international constituents because they are from other locales in the United States and are looking to become, among other things, internationally capable in an international environment.

As a center of learning, Old Dominion University is committed to the principle of free inquiry. The university faculty of distinguished teacher-scholars seek to pass on the best in academic tradition while establishing themselves at the forefront of discovery and creativity. As partners in the development of the university's future, the faculty enjoy full academic freedom and have a recognized role in the decision-making process of the university. Mindful of present and future needs for a multicultural academic climate, the university deems recruitment and retention of minority and women faculty members and staff to be essential.

The university is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

The discovery of new knowledge through research and creative endeavor is a central function of Old Dominion University, which values and supports faculty participation in the discovery, synthesis, application and creation of new knowledge and art forms. The institution shall promote and preserve excellence in basic and applied research as a Carnegie Foundation Doctoral Research-Extensive University which is a key production and coordination force in technology development.

The university encourages the involvement of its faculty and staff in community service. The enrichment of the lives of students and residents of Hampton Roads is fostered through university sponsored cultural activities, fine and performing arts events, and intercollegiate athletics. In addition, through applied research, consulting, and other activities, the university plays a prominent role in the development of local business and industry and serves as a resource to government agencies and both public and private educational institutions.

The university seeks in its student body a diversity of age, gender, ethnic, religious, social, and national backgrounds. It actively recruits American minority students along with students from other countries worldwide in such numbers as to have their presence make a discernible impact upon the university's educational processes. Old Dominion recognizes its mandate to serve both the academically gifted and those who have the potential for academic success despite educational, social, or economic disadvantages.

Extracurricular activities and experiences are offered that challenge students to develop a personal system of values, to think and act autonomously, to achieve physical competence, and to establish a sense of their own identity. Other services help students meet educational, personal, and health needs.

Old Dominion University depends on its alumni for advice, leadership, and support. In close collaboration with the university, the Alumni Association provides to former students opportunities to continue their participation in various aspects of university life, to advance their personal and professional development, and to sustain communication and strengthen bonds with their alma mater and fellow alumni.

To evaluate its accomplishments against its goals, a continuing process of systematic assessment is given high priority by the university. Information gained from such efforts is utilized to ensure the highest possible quality for all university programs. The Board of Visitors will conduct a periodic review of the university's mission and major goals in conjunction with representatives of the major university constituencies. The review will ensure that the mission clearly identifies the university's unique role in Virginia's public higher education system and assures that the university is focusing its resources to be the best that it can be in that role to achieve its mission and accomplish the major goals.

Major Goals of the University

1. Students.

Old Dominion University is a selective admission institution. The university strives to serve those students in the immediate geographical area as well as attract students from the national and international communities. Additionally, the university seeks to attract and serve a culturally and ethnically diverse student body. The university pays particular attention to identifying and admitting students who are academically gifted. As a major metropolitan university, Old Dominion University has a special commitment to serve those students who have been academically, socially, or economically disadvantaged, but who have the potential for academic success.

2. Faculty.

Old Dominion University seeks to attract and retain a distinguished faculty of teacher-scholars. Its faculty enjoy academic freedom and have a recognized role in the decision-making process of the university. The

university is committed to strengthening its faculty through the recruitment and retention of minorities and women.

3. Academic Programs.

UNDERGRADUATE PROGRAMS. As a comprehensive university, Old Dominion University offers and develops quality liberal arts, science, technology and professional programs. Old Dominion University undergraduate students follow a general education program that emphasizes intellectual skills and the breadth of intercultural understanding necessary for personal growth and achievement and responsible citizenship. All Old Dominion University degree programs meet national standards of excellence.

GRADUATE PROGRAMS. Old Dominion University's graduate offerings are focused on society's need for advanced professional education and on specialized programs at the master's and doctoral levels for which the institution is prepared through unusual strength of faculty or special geographic advantages. In selected graduate programs, the university aspires to international leadership.

SPECIAL EMPHASIS AREAS. Because Hampton Roads is a major international maritime and commerce center that is Virginia's window to the nation and world, the university has a special mission for the Commonwealth in commerce, and in international affairs and cultures. With the principal marine and aerospace activities of the Commonwealth concentrated in Hampton Roads, the university has a significant commitment to science, engineering and technology, specifically in marine science, aerospace and other fields of major importance to the region. Due to its location in a large metropolitan area, Old Dominion University places particular emphasis on urban issues, including education and health care, and on fine and performing arts.

4. Teaching.

Old Dominion University is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

5. Research, Scholarship and Creativity.

Old Dominion University is a center of learning committed to the principle of free inquiry. The university seeks to participate in the acquisition, discovery, synthesis, application, and creation of new knowledge and art forms through research, scholarly endeavor and creative undertakings by faculty and students. In selected areas of research, scholarship and creativity, the university strives for international recognition.

6. Distance Learning.

As a national leader in the field of technology-delivered distance learning, Old Dominion University is committed to providing academic programs to a diverse national and international population. The university seeks partnerships and alliances that will facilitate delivering those programs to place-bound students.

7. Life-long Learning.

Old Dominion University is committed to the concept of life-long learning, and offers credit and non-credit courses throughout the region. The university seeks to develop off-campus centers to bring educational services and programs to the citizens of the region. Because of the major Armed Forces presence in Hampton Roads, the university is particularly cognizant of its responsibility to serve members of the military services and their families.

8. Community Service.

Community service is an important part of the university's mission. Particular importance is attached to the enrichment of the lives of students and residents of Hampton Roads through university cultural activities, fine and performing arts events, and recreational, intramural and intercollegiate athletics. The university acts as a resource to business, industrial, health care and educational organizations, as well as to the agencies of local, state and federal government. The university is committed through applied research, consulting and other activities to playing a major role in advancing the overall development of Hampton Roads.

9. Student Life.

The university provides opportunities for student development outside of the classroom. Programs are offered to enhance personal and social growth of individual students, to provide an exciting and stimulating collegiate environment and to enable students to cope with educational, career, and health needs. Students choosing to live in on-campus housing benefit from programs especially designed to promote student educational and personal development.

10. Alumni.

Alumni are an important part of the university community. Through outreach programs, participation on advisory committees, and a variety of professional and social activities, the university maintains a close relationship with its alumni and seeks alumni involvement and support for planning and development purposes.

11. Quality.

Improvement of the university is a continual process. The foregoing goals provide criteria for the rigorous and regular evaluation of the quality, pertinence and effectiveness of academic and other university programs. These goals also provide criteria for the assessment of student achievement and the performance of members of the faculty, administration, and staff.

Code of Ethics

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. As members of the Old Dominion University community, we are all responsible for maintaining the highest ethical standards and principles of integrity. The University Code of Ethics was developed as a set of values-based statements that demonstrate our commitment to this goal. This Code of Ethics forms a broad framework for conducting the University's affairs in an ethical manner.

1. We are responsible for maintaining the highest level of ethical standards, and for complying with all applicable laws, regulations and university policies.
2. We will promote the integrity of all university business and transactions by avoiding engagement in 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, since the appearance of influence can be as important as its reality.
3. We will adopt policies and programs in accordance with affirmative action and the Commonwealth's EEO policy, supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, age, disability, veteran status, sexual orientation, or political affiliation.
4. We will maintain the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
5. 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.
6. 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 and promoting efficient, effective and economical means of accomplishing tasks.
7. 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.
8. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
9. We will comply with accepted accounting rules and controls at all times. We will not make any false or misleading entries in the university's records for any reason whatsoever.
10. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.
11. We will nurture a climate of care, concern, and civility towards others.
12. 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.

Equal Opportunity Statement

It is the policy of Old Dominion University to provide equal employment and educational opportunities for all persons regardless of race, color, religion, sex (including pregnancy), national origin, age, veteran status, disability, political affiliation, sexual orientation or genetic information. An integral part of this policy is to administer recruiting, hiring, working conditions, compensation, training, opportunities for advancement, and termination of employment for all employees without discrimination because of race, color, religion, sex (including pregnancy), national origin, gender, age, veteran status, disability, political affiliation, sexual orientation or genetic information.

Monarch Creed

Old Dominion University is an academic community committed to education, scholarship and the overall development of the individual. The Monarch Creed establishes a model of conduct for our members.

Administrative Organization

The Board of Visitors

The Board of Visitors has the power to control and to expend the funds of the University and any appropriation made to it, the power to make all policies and procedures concerning the University, the power to appoint a President who shall be the University's chief executive officer and to appoint all of the University's faculty, staff, and agents and fix their salaries, the power to fix tuition, fees, and necessary charges for University students, the power to confer degrees, and all other powers necessary to direct the affairs of the University consistent with applicable statutory provisions and general laws of the State.

President

The President is the chief academic and administrative officer of the University. Reporting to the Office of the President are the Provost and Vice President for Academic Affairs, the Chief Operating Officer, the Vice President for Administration and Finance, the Vice President for Human Resources, the Vice President for Research, the Vice President for Student Engagement and Enrollment Services, and the Vice President for University Advancement. In addition, the President has administrative responsibility for Communications and Marketing, General Counsel, Governmental Relations, Intercollegiate Athletics, Institutional Equity and Diversity, and University Auditor.

Provost and Vice President for Academic Affairs

The Provost and Vice President for Academic Affairs is responsible to the President of the University for all of the instructional, research, and continuing education/public service programs of the University and their associated faculty, staff and resources. The Provost and Vice President for Academic Affairs acts in place of the President when the President is absent from campus and unavailable and has direct administrative responsibility for the academic colleges, the University Libraries, Distance Learning, the Office of the University Registrar, Graduate Studies, Institutional Research and Assessment, the Higher Education Centers, International Programs, Academic Enhancement, and the Honors College.

Chief Operating Officer

The Chief Operating Officer is responsible to the President of the University for the effective administration of the Office of University Counsel, Marketing and Strategic Communication, Office of the University Auditor, the Department of Public Safety, the Department of Human Resources, and Administration and Finance (includes Auxiliary Services, Financial Planning and Budget, Information Technology Services, Construction and Procurement Services, Economic Development, Environmental Health and Safety, Facilities Management, Office of Finance, Real Estate and Space Management, Risk Management, the Business Gateway, and the Real Estate Foundation).

Vice President for Human Resources

The Vice President for Human Resources is responsible to the President of the University for providing human resources services and has administrative responsibility for benefits, compensation, employee relations, human resources compliance, human resources information systems, organization development, staffing and human resources operations, and training and development.

Vice President for Research

The Vice President for Research is the chief research officer responsible to the President for the coordination and oversight of the University's externally funded, internally funded, and unfunded research and scholarly program. In

addition, the Vice President for Research serves as the liaison with the Old Dominion University Research Foundation and Federal, State, local and industrial entities and has administrative responsibility for research compliance (to include animal use, bio-safety, conflict of interest, export control, human subjects, recombinant DNA, and research integrity), research development, licensing and patents, the Animal Facility, the Orchids Conservatory, the Frank Reidy Research Center for Bioelectronics, the Virginia Coastal Energy Research Consortium, and the Virginia Modeling, Analysis and Simulation Center.

Vice President for Student Engagement and Enrollment Services

The Vice President for Student Engagement and Enrollment Services is responsible to the President for the development, implementation, communication, and maintenance of an institutional focus on student success, which includes enrollment management. The Vice President has administrative responsibility for Admissions, which includes International Admissions, the Career Management Center, the Center for Major Exploration, Educational Accessibility, Enrollment Management, Financial Aid, Housing and Residence Life, Intercultural Relations/International Student Programming, New Student and Parent Programs/Preview, Recreation and Wellness, Student Activities and Leadership, Student Conduct and Academic Integrity, Student Engagement, Student Health Services, Student Ombudsperson Services and the Women's Center.

Vice President for University Advancement

The Vice President for University Advancement is responsible to the President of the University for the effective administration of the fundraising office, which includes the Athletic Foundation, athletic fundraising, corporate and foundation relations, the Dominion Fund, donor relations and stewardship, the Educational Foundation, major gifts, planned giving, and prospect research and management. The Vice President also has administrative responsibility for Alumni Relations, the Community Development Corporation, Community Engagement, Community Relations, Military Activities, University Events, and University Licensing.

Academic Organization

Colleges and Departments of Instruction

Departments are the basic organizational units of the faculty. In addition, the faculty is organized by colleges. Each college has adopted bylaws that provide a statement of purpose and function and an appropriate committee structure.

The dean is the chief administrative officer of a given college, and is responsible to the provost and vice president for academic affairs for the operation and development of that college. The dean is appointed by the Board of Visitors on the recommendation of the provost and vice president for academic affairs and the president.

Each department is administered by a chair. The chair is appointed by the dean of his or her college according to procedures that involve appropriate faculty consultation.

Graduate program directors are appointed by the department chair with the approval of the dean of the college and reviewed by the Office of Academic Affairs.

The colleges and departments of the university are as follows:

College of Arts and Letters

The College of Arts and Letters comprises the departments of Art, Communication and Theatre Arts, English, Foreign Languages and Literatures, History, Music, Philosophy and Religious Studies, Political Science and Geography, Sociology and Criminal Justice, and Women's Studies. The college also administers the Interdisciplinary Studies Program, International Studies at the undergraduate level (BAIS) and graduate level (GPIS), the Institute of Humanities, the Institute for the Study of Race and Ethnicity, the Institute of Asian Studies, the Institute for Ethics and Public Affairs, the Institute for the Advancement of Community Justice, the Institute for Jewish Studies and Interfaith Understanding, the University Art Gallery, the Center for Family Violence Education and Research, the Social Science Research Center, the Filipino American Center, the Community Dance Program, Writing Tutorial Services, and the Old Dominion University Community Music Academy. The college also offers the F. Ludwig Diehn Concert Series and the Annual Literary Festival.

In addition, the college offers M.A. degrees in Applied Linguistics, Applied Sociology, English, History, Humanities, International Studies, and Lifespan and Digital Communication, the M.F.A. in Creative Writing, and Ph.D. degrees in Criminology and Criminal Justice, English and International Studies.

Strome College of Business and Public Administration

The Strome College of Business comprises the departments of Accounting, Economics, Finance, Information Technology and Decision Sciences, Management, Marketing, and Urban Studies and Public Administration. It also provides an academic base for the Department of Military Science and Leadership. The college administers the Ph.D. in Business Administration and Public Administration and Urban Policy and master's degrees in Accounting, Business Administration, Economics, and Public Administration. In addition, the college offers a joint master's degree program in Computer Information Sciences with the Computer Science Department.

The college also administers the following centers and institutes: Center for Asian Business, Center for Economic Education, Executive Development Center, Insurance and Financial Services Center, Maritime Institute, Regional Studies Institute, and the E.V. Williams Center for Real Estate and Economic Development.

Darden College of Education

The Darden College of Education comprises the departments of Communication Disorders and Special Education, Counseling and Human Services, Educational Foundations and Leadership, Human Movement Sciences, STEM Education and Professional Studies, and Teaching and Learning. The college offers master's degrees in 13 disciplinary areas, the Education Specialist degree in Counseling and Education Leadership, and the Ph.D. degree in Community College Leadership, Counseling, Curriculum and Instruction, Early Childhood Education, Educational Leadership, Higher Education, Human Movement Science, Instructional Design and Technology, Literacy Leadership, Occupational and Technical Studies, and Special Education.

In addition, the college administers Teacher Education Services, the Center for Educational Partnerships, the Child Study Center, the Child Development Center, the Speech and Hearing Clinic, the Military Career Transition Program, Virginia Troops to Teachers, Virginia Department of Education Career Switcher Program, and Field-Based Graduate Programs for Teachers and School Administrators.

Frank Batten College of Engineering and Technology

The Batten College of Engineering and Technology comprises the departments of Civil and Environmental Engineering, Electrical and Computer Engineering, Engineering Management and Systems Engineering, Engineering Technology, Mechanical and Aerospace Engineering, Modeling, Simulation and Visualization Engineering, and the Engineering Fundamentals Division. It also provides an organizational home for the Department of Naval Science. The college offers master's degrees in 10 disciplinary areas, the Doctor of Engineering degree in Aerospace Engineering, Civil and Environmental Engineering, Engineering Management and Systems Engineering, Mechanical Engineering, and Modeling and Simulation, and the Ph.D. degree in Aerospace Engineering, Biomedical Engineering, Civil and Environmental Engineering, Electrical and Computer Engineering, Engineering Management, Mechanical Engineering, and Modeling and Simulation.

In addition, the college administers the following enterprise centers and departmental institutes: Applied Research Center, National Center for System of Systems Engineering, Coastal Engineering, Lean Institute, Laser and Plasma Engineering Institute, Ship Maintenance, Repair and Operations, Institute for Multidisciplinary Parallel and Vector Computations, Institute for Sustainable Development, Institute of Micro and Nanotechnology, and Transportation Research Institute. Affiliated centers are the Mid-Atlantic Regional Spaceport, Virginia Modeling, Analysis and Simulation Center, Frank Reidy Research Center for Bioelectrics, and Old Dominion University Business Gateway.

College of Health Sciences

The College of Health Sciences comprises the schools of Community and Environmental Health, Gene W. Hirschfeld Dental Hygiene, Medical Laboratory and Radiation Sciences, Nursing, and Physical Therapy. The college offers master's degrees in Community Health, Dental Hygiene, Nursing, and Public Health, the Doctor of Nursing Practice, the Doctor of Physical Therapy, and the Ph.D. in Health Services Research. It also offers a joint undergraduate Ophthalmic Technology program and graduate programs in public health with the Eastern Virginia Medical School. The college administers the Dental Hygiene Research Center and professional continuing education programs; the Molecular and Clinical Diagnostic Facility; the Center for Brain Research and Rehabilitation; and the Environmental, Public Health Research Laboratory.

College of Sciences

The College of Sciences includes the departments of Biological Sciences, Chemistry and Biochemistry, Computer Science, Mathematics and Statistics, Ocean, Earth and Atmospheric Sciences, Physics, and Psychology. All departments in the college offer one or more Ph.D. programs. In particular, the college offers the Ph.D. degree in Applied Experimental Psychology, Biomedical Sciences, Chemistry, Computational and Applied Mathematics (Applied Mathematics option and Statistics and Biostatistics option), Computer Science, Ecological Sciences, Human Factors Psychology, Industrial/Organizational Psychology, Oceanography, and Physics. The Doctor of Psychology (Psy.D.) degree is offered through the Virginia Consortium Program in Clinical Psychology. The college offers the Master of Science degree in Biology, Chemistry, Computational and Applied Mathematics, Computer Science, Ocean and Earth Sciences, Physics, and Psychology. Also, the college has a joint BS-MD program with Eastern Virginia Medical School.

In addition, the college has the following centers: Center for Accelerator Science, Center for Coastal Physical Oceanography, Center for Computational Science, Center for Molecular Medicine, Center for Quantitative Fisheries Ecology, the Mathematics/Sciences Resource Center, and the Pretlow Planetarium.

College of Continuing Education

The College of Continuing Education and Professional Development was launched in the Spring 2014. The college fosters and supports the University's existing continuing and professional education offerings and will develop and market non-credit workshops, conferences, seminars and certificates, as well as credit-based courses and interdisciplinary certificate programs in collaboration with ODU's six academic colleges. Courses offered will primarily include online offerings, but will also incorporate face-to-face and hybrid learning opportunities. A key component of the college is the creation of certificates and programs that advance employment opportunities, job creation and personal growth for students.

The college is envisioned as Hampton Roads' primary source for advanced workforce development, providing high-quality professional and personal educational opportunities for nontraditional and adult learners, including military-affiliated and career transition learners.

The college offers flexible programs throughout the Commonwealth of Virginia as well as to the national and global community in response to regional, national and international needs. Programs in the new college currently include the programs in Engineering, Education, the English Language Center, the Career Switcher Program, Community Music Division and other programs.

The college is headquartered at the Virginia Beach campus, with courses available both online and live throughout Hampton Roads.

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.

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.

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 Provost's Council, which assists the provost and vice president for academic affairs in the development of policies, procedures, and future directions in academic programming.
- The Faculty Forum, which includes all members of the faculty under full-time teaching and research appointments 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 officio member of all such bodies.

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

University Organization Chart

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

Types of University Employment

Administrative Faculty: Administrative faculty perform work directly related to the management of the educational and general activities of the institution, department or sub-division. Incumbents in these positions have a reporting relationship normally no lower than three levels below the president.

Professional Faculty: Professional faculty positions require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. This category is normally limited to librarians, counselors, coaches, lawyers, and other professional positions serving education, research, athletic, student affairs and development functions.

Teaching and Research Faculty: Positions in this category have specific assignments that customarily require instruction, research, or public service as a principal activity. Examples include academic rank titles such as professor, associate professor, assistant professor, instructor or lecturer.

Classified: 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.

Wage: Wage employment is defined as employment to meet seasonal, temporary, part-time or casual workforce needs. The Virginia Personnel Act does not cover wage employees. Wage employees are limited to working 1,500 hours during a period of 365 consecutive days that starts on the first day a wage employee begins work. Employees do not receive benefits while on wage appointment except for workers' compensation and leave without pay for military service in the reserve components. Wage employees are eligible to participate in tax-sheltered annuities and the legal assistance plan.

Student Workers: There are two types of student workers. Work-study students are paid through some type of financial award, while student hourly employees are paid through general funds.

Graduate Assistants: There are four types of graduate students who may receive financial support. Graduate assistants are expected to participate directly in either instructional, research, or administrative duties in support of the ongoing activities of the university's academic, research, and service units.

II. ADMINISTRATIVE AND PROFESSIONAL FACULTY

(Board of Visitors Policy #1490)

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1490.pdf>

I. Background

Pursuant to §23-38.88, Eligibility for Restructured Financial and Administrative Operational Authority, subdivision A10 states that “public institutions of higher education shall be allowed to establish policies for the designation of AP faculty positions at the institution pursuant to the conditions and provisions provided in subsection E of §2.2-2901.” These designations shall be reserved for positions that require a high level of administrative independence, responsibility, and oversight within the organization or specialized expertise within a given field as defined by the Board of Visitors.

II. Definitions for AP Faculty

Administrative faculty require the performance of work directly related to the management of the educational and general activities of the institution, department or subdivision. Incumbents in these positions should exercise discretion and independent judgment and generally direct the work of others.

Qualification criteria:

- must perform the duties and responsibilities associated with this category 50 percent or more of the appointment time;
- must have advanced degree; or training and work experience at a level which equates to an advanced degree;
- must regularly exercise discretionary actions;
- the organization reporting relationship normally must not go lower than three (3) levels below the president.

Requests for any exception to these criteria must be made to the president. The vice president for human resources may provide assistance as required by the president.

Professional faculty require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. This category is normally limited to librarians, counselors, coaches, lawyers, physicians, and other professional positions serving education, research, athletic, medical, student affairs, and development functions or activities. Some information technology positions may also be included in this category.

Qualification criteria:

- must perform the duties and responsibilities associated with this category 50 percent or more of the appointment time;
- must have advanced degree; or training and work experience at a level which equates to an advanced degree;
- must regularly exercise professional discretion and judgment;
- work produced must be intellectual and varied in character and should not be standardized.

Requests for any exception to these criteria must be made to the president. The vice president for human resources may provide assistance as required by the president. Professional librarians are covered by a separate policy concerning rank and term appointments.

III. Academic Rank

A. Two types of academic rank are awarded to AP faculty members at Old Dominion University:

1. Rank without departmental designation - On initial appointment, an AP faculty member may be assigned rank without departmental designation upon recommendation of the appropriate vice president or director and approval of

the president, the Board of Visitors, and the governor. Normally only holders of the earned doctorate will be awarded ranks above that of instructor, but exceptions may be made on the basis of experience and training.

2. Rank with departmental designation - Upon initial appointment, an AP faculty member may be awarded rank in a department upon recommendation of the chair of the department (after consultation with the promotion and tenure committee of the department or with the tenured faculty of the department) and the dean to the provost and vice president for academic affairs. Award of rank in a department usually implies that the faculty member will be performing service in that department in teaching, research or professional service.
- B. AP faculty members initially appointed to rank without departmental designation may request consideration for granting of rank with departmental designation of the chair of the department. The procedures for the granting of departmental designation are the same as for initial appointment with the departmental designation.

IV. Promotion in Rank

- A. For AP faculty members holding rank without departmental designation the following terms apply:
1. An AP faculty member without departmental rank may be proposed for promotion by that person's immediate supervisor. The supervisor should clearly indicate criteria being used and reasons for promotion. Normally promotion should not take place in a shorter time period than would be used for promotion to the same rank for teaching and research faculty.
 2. In areas reporting to the provost and vice president for academic affairs, the initial recommendation is made through the normal administrative line to the provost and vice president for academic affairs, who approves or disapproves the recommendation. The AP faculty member has the right to request that the president review the decision of the provost and vice president for academic affairs. The decision of the president is final.
 3. In areas not reporting to the provost and vice president for academic affairs, the recommendation is considered through the normal administrative line and a final recommendation made by the appropriate vice president, or director, to the president. The president, after consultation with the provost and vice president for academic affairs concerning the appropriateness of the rank within university practices, takes final action on the recommendation.
- B. For persons holding rank with departmental designation the following apply:
1. Persons who have held rank with departmental designation for the normal length of time before consideration for the next higher rank may request that the chair of the department evaluate their performance. In this evaluation, it is appropriate that the departmental chair take into consideration the fact that the AP faculty member cannot have performed the quantity of teaching, research, and departmental service that would be expected of a full-time member of the teaching faculty of the department. On the other hand, it should be expected that the AP faculty member would hold credentials such that, if the person were being appointed initially to an administrative or professional post, the faculty and chair of the department would be willing to grant the rank to which promotion is proposed.
 2. Consideration of the promotion should begin with the departmental promotion committee and proceed in exactly the same manner as for full-time teaching faculty members.

V. Tenure for AP Faculty Members

- A. No administrative or professional faculty member holds tenure or other right of continuance in their AP faculty appointment.

- B. Time spent at Old Dominion University in an AP faculty appointment does not count toward the probationary period for tenure. If a non-tenured faculty member accepts a full-time AP faculty post, the time spent in that position is not counted toward the probationary period for tenure.
- C. Tenured faculty members who accept administrative posts retain tenure in their academic departments.
- D. An AP faculty member may request tenure consideration by an appropriate academic department. Such consideration begins with an evaluation by the departmental chair of the training, experience, and performance of the AP faculty member. Thereafter, beginning with consideration by the departmental tenure committee or the total tenured faculty of the department, the policy and procedure for the award of tenure to AP faculty members is identical with the policy and procedure for teaching and research faculty members.
- E. An AP faculty member initially appointed to the rank of full professor with departmental designation may be considered for award of tenure without probationary period in accordance with the policy and procedures governing full-time faculty members initially appointed to the rank of full professor.

VI. Notice of Termination of AP Faculty Members

- A. No person has a right of continuance in a specific administrative assignment, and any AP faculty member may be reassigned to different responsibilities at any time. The following policies and procedures, therefore, refer to continuance of salary and of appointment to the university.
- B. AP faculty holding rank without departmental designation:
 - 1. AP Faculty in this category shall be given the following notice of termination:
 - a. At least ninety (90) days for AP faculty in their first twenty-four months of service.
 - b. At least one hundred and eighty (180) days for AP faculty with more than twenty-four months of service.
 - 2. Initial notification of termination is by the AP faculty member's immediate supervisor. The AP faculty member has a right to request a review up the chain of command to the president. The decision of the president concerning termination is final.
 - 3. Effective July 1, 1995, in the event an administrative or professional faculty member is involuntarily separated from employment by the university for reasons that are not performance or behavior related, the notice of termination period (provided in paragraph V.B.1 and 2 above) will be reduced by the number of weeks of severance pay benefits provided by the Workforce Transition Act of 1995. The net benefit for the dismissed employee shall not be less than that which is provided by this policy. This paragraph shall be in force and effect only so long as the Workforce Transition Act of 1995, or successor legislation, is effective. Involuntary separation is defined as position elimination due to budget reductions, work force downsizing, university or departmental reorganization or other causes not related to performance or employee conduct, but shall not include voluntary resignations. Notice of termination of appointment is not an involuntary separation that qualifies for severance benefits.
 - 4. A shortening of the termination notice for cause can take place under the following conditions:
 - a. Inability, unwillingness or failure to perform assigned duties and professional responsibilities at a satisfactory level.
 - b. Violation(s) of university policies and/or procedures.
 - c. Violation(s) of applicable administrative or professional ethics or responsibilities.

- d. Criminal convictions for acts of conduct occurring on or off the job which are related to job performance or are of such a nature that to continue the AP faculty member in the assigned position could constitute negligence in regard to the university's responsibilities to the public or to its students or other employees.
 - e. In the event the appointing official or other appropriate supervisory administrative officer determines that termination of an AP faculty member's employment is warranted, the faculty member shall be advised, in writing, of the intended action and the reason(s) therefore, and shall be afforded the opportunity to respond, in writing and in person, to the intended action and the reasons upon which the intended action is based.
 - f. Termination by reason of inability, unwillingness or failure to perform one's duties and professional responsibilities at an acceptable level may not be undertaken until the AP faculty member has been advised, in writing, of the deficiencies in his/her performance and afforded a reasonable opportunity (at least 30 days) to correct such identified deficiencies.
 - g. If the AP faculty member elects to respond to the notice of intended termination, and the response is deemed unsatisfactory, the appointing official should proceed to implement the termination action by notifying the AP faculty member, in writing, of the termination action and the effective date thereof. The written notification shall state specifically the reasons for the termination and shall inform the individual of the right to appeal the termination decision.
 - h. AP faculty members may appeal a dismissal for cause through the Grievance Policy for Administrative and Professional Faculty if they believe the dismissal resulted from an improper application of policy or is arbitrary or capricious.
- C. AP faculty holding rank with departmental designation:
- 1. AP faculty in this category who do not hold tenure are entitled to the same notice as that given to non-tenured faculty members.² During all or a portion of the time under which the faculty member is on terminal notice, reassignment to the academic department as a teaching faculty member may be made.
 - 2. AP faculty holding rank with departmental designation but not having tenure may request a review of the termination decision through the president. The decision of the president is final.
 - 3. AP faculty holding rank with departmental designation and tenure return to the tenured teaching faculty of the department if they leave their administrative post for any reason. Dismissal from the university can only occur under the policies and procedures for dismissal of tenured faculty members.

Administrators Returning to Faculty Positions

Faculty members who assume administrative positions (chair or above) will have their appointments 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.

Faculty in administrative positions will earn research and development opportunities at the same rate as other faculty.

Certification of Faculty for Graduate Instruction

All faculty assigned to teach graduate courses or supervise graduate student research must be certified according to the provisions of the following policy:

1. Faculty are to be certified for graduate instruction in their field of specialization based on the appropriate college's published criteria of required scholarly and/or professional accomplishments, satisfactory teaching performance at the advanced level in appropriate disciplines, and necessary terminal graduate degrees. All faculty may be approved for periods of up to five years. At the end of the approval period, a review is made by the appropriate department/school and college graduate committee for renewal of the certification for graduate instruction.

2. **CERTIFICATION PROCESS:** After reviewing the candidate's qualifications, the appropriate department/school chair submits Form 18: Certification of Faculty for Graduate Instruction, and the necessary documents (C.V., transcripts, licensures/certifications) to its academic college graduate committee, or its equivalent, for evaluation and recommendation for approval. The college graduate committee submits to the dean of the academic college Form 18 and required documentation of qualifications of those faculty deemed eligible for certification and informs the department of its decision. The dean either approves or disapproves the recommendation and informs the college committee and the department of the decision. The academic dean forwards a copy of the approved Form 18 and required documents to the vice provost for graduate studies and research for review. If questions arise concerning the qualifications of faculty for certification, these should be addressed to the prior level of recommendation or approval. Attempts should be made to resolve them among the recommending and approving authorities. An appeal may be made to the provost and vice president for academic affairs if these efforts fail to resolve the problem.

3. **EXCEPTIONS AND TERMINATION:** Exceptions to this policy, e.g., duration of certification, qualifications, require approval of the appropriate department chair, the college graduate committee, the dean of the academic college, and the vice provost for graduate studies and research. Exceptions will be granted only in clearly extraordinary circumstances. Failure to maintain the required level of productive, creative scholarly or professional activity and satisfactory teaching performance will result in termination of the faculty's certification for graduate instruction.

4. **ASSIGNMENT OF GRADUATE FACULTY:** The deans of the academic colleges are responsible for insuring that all faculty are certified prior to assuming their graduate assignments.

Compensation and Human Resources Administration Plan

I. Objective:

Old Dominion University is committed to using effective compensation and human resources administration policies and practices in managing AP faculty positions. Starting salaries for AP faculty will be determined by an analysis of market salaries for similar positions and the internal value to the university. Subsequent salary increments will be based primarily on performance contributions of the individual; however, the market and internal worth of the job will continue to be reviewed for possible adjustment.

II. Procedure:

A. Compensation Management

1. Each year, the Department of Human Resources will obtain compensation data from the College and University Personnel Association's (CUPA's) Administrative Salary Survey. The data will reflect median salaries at the university's peer group institutions for all positions surveyed.
2. The Department of Human Resources will prepare an analysis comparing university positions to relevant CUPA-survey positions. Significant deviation from median salary averages which may suggest needed adjustments will be noted.
3. An internal analysis for all university AP faculty positions will supplement the CUPA data. University positions not included in the CUPA survey will be

compared to similar university positions or supervisory positions for which there are data in order to gauge market value.

B. Position Descriptions

1. Each AP faculty position will have a position description which will enable Human Resources staff to confirm the position meets the qualifications for one of the two classifications specified in Board of Visitors Policy #1490, Administrative and Professional Faculty.
2. Positions not meeting the criteria will not be assigned the AP faculty designation in accordance with the guidelines established by the Board of Visitors in Policy #1490.

C. Performance Appraisal

A performance appraisal program will be used to assess each AP faculty member's performance level on an annual basis. The evaluation will be based on documented position description tasks and mutually agreed-upon performance standards. The evaluation component will be a basis for salary increments for faculty administrators.

Pay Practices

INTRODUCTION

Pay practices for AP faculty provide criteria and define the process for compensation adjustments. The pay practices provide university management with the tools to encourage employee growth and development, address compensation issues, and reward and recognize employees for their performance and increased capability to contribute to the achievement of organizational goals (in addition to the annual merit increase process and the Faculty Incentives Policy). The application of these pay practices will enable the university to:

- Respond to competitive realities in the labor market;
- Pay for acquisition and application of new skills and competencies;
- Address the addition of new duties, responsibilities and title changes; and
- Maintain internal alignment and address salary compression.

RESPONSIBILITIES

Managers are responsible for the consistent and equitable administration of employee compensation. Management is accountable for justifying salary decisions based on organizational needs, their budgets, compliance with EEO regulations and an overall understanding and demonstration of stewardship in the expenditure of university funds.

Senior administrators are responsible for holding managers accountable for salary decisions and proper application of the pay practices.

The Department of Human Resources is responsible for conducting classification and compensation reviews of management requests for salary adjustments, change of duties, and title changes for all AP faculty. Human Resources, in conjunction with the Office of Institutional Equity and Diversity, will review the EEO impact of the application of the pay practices.

PAY FACTORS

The pay practices are designed to allow variable salary adjustments. In determining salaries, university management must take the following pay factors into consideration:

Job Based Factors

Business Need: The specific activities and organizational, financial, and human resource requirements that are directly derived from the university's mission. For example, changes in an employee's duties, abilities, etc., should be relevant to university business need in order to be compensable.

Duties and Responsibilities: The primary and essential work functions performed by an employee or group of employees as documented in the position description(s). Variation in these duties and responsibilities help distinguish one employee from another for comparison purposes.

Employee Based Factors

Performance: The candidate or incumbent's previous and/or current work accomplishments or outcomes and behavioral interactions that are typically assessed in written, verbal or observational forms. NOTE: All management-initiated salary increases normally are based on employees meeting an acceptable performance level as documented during the annual performance evaluation process for AP faculty.

Work Experience And Education: The candidate or incumbent's relevant employment history and academic qualifications. Work experience is the employment history of an individual, and typically includes the titles of jobs held and a corresponding description of the duties, responsibilities and tasks performed. Education is academic credentials obtained and is usually listed as master's or specific advanced degree.

Knowledge, Skills, Abilities and Competencies: Elements commonly listed for job requirements, hiring qualifications or employee credentials. Knowledge refers to information related to a particular job (e.g. principles of accounting).

Skills refer to acquired psychomotor behaviors (e.g., operation of personal computer). Abilities refer to an individual's talents or capacity to engage in specific, observable behaviors. Competencies are the knowledge, skills, and underlying behaviors that correlate with successful job performance.

Training, Certification and License: Job requirements or employee qualifications that are relevant or highly desirable for a particular job. Training refers to a specialized course of instruction outside the realm of recognized academic degree programs (e.g., in-service training, etc.). Certification refers to a specialized course of study resulting in a certificate upon successful completion (e.g., Certified Professional Accountant, etc.). A license is a credential that is required by law to practice one's occupation (e.g., licensed counselor).

Internal Salary Alignment: A fairness criterion that takes into consideration the proximity of one employee's salary to the salaries of others who have comparable levels of training and experience, similar duties and responsibilities, similar performance, and similar knowledge, skills, abilities, and competencies. Internal salary alignment is determined by the examination of an employee's salary in relation to salaries of comparable co-workers.

Current Salary: The candidate's or incumbent's current base pay compensation, which may be reported as an hourly wage or a weekly, semimonthly, monthly, or annual salary. Current salary does not include shift differentials, benefits, overtime, incentive premiums, bonuses, commissions, or other similar non-base-pay compensation.

Market Factors

Market Availability: The relative availability of suitable, qualified employees in the general labor market, which is subject to the effects of supply and demand.

Salary Reference Data: A composite of relevant salary information (e.g., median salary, weighted median salary, etc.) extracted from available surveys, such as CUPA-HR, that indicate market pricing for various jobs at the university.

Total Compensation: This includes all forms of cash compensation (e.g., base pay, bonuses, commissions, etc.) and the dollar value of the employer-sponsored benefit package (e.g., health and dental insurance, long- and short-term disability programs, paid leave, retirement, life insurance, etc.). NOTE: The greatest impact of total compensation will be on starting pay and competitive offers.

Financial Factors

Budget Implications: The short and long term financial consequences of pay decisions and the way salary dollars are managed by the university.

Long Term Impact: The strategic and financial effect of anticipated future salary costs, staffing changes, salary alignment among employees, career growth, and salary reference data changes.

TYPES OF PAY PRACTICES

An individual's pay is influenced by external labor markets, internal alignment, sustained employee performance, importance of the position to the department/university, and availability of financial resources (employee value, job value, market value).

1. Starting Pay:

The objective of establishing a flexible starting pay practice is to attract highly skilled and competent job candidates to the university's workforce. The Starting Pay practice is competitive and negotiable. There are situations where the negotiated salary is less than the candidate's current or most recent salary (e.g., geographic salary differences, different competencies for the position, internal alignment, etc.). The hiring manager must document that the appropriate pay factors were considered, especially internal alignment, and that negotiations with the candidate transpired to ensure that an appropriate salary was offered in order to secure job acceptance. For example, offering a starting salary of \$45,000 for an academic advisor in a department where current academic advisors' salaries are \$38,000 could create an internal alignment issue. Hiring managers may consult with Human Resources concerning market data and an acceptable starting pay offer.

2. Voluntary Transfers:

A voluntary transfer is employee-initiated movement to another vacant position comparable in title, duties, responsibilities, qualifications and compensation.

The employee may seek the transfer through the recruitment and selection process or through a non-competitive process. The Office of Institutional Equity and Diversity must approve the waiver for recruitment for a non-competitive voluntary transfer.

There may be circumstances where the negotiated salary for a voluntary transfer is the same or less than the employee's current salary. Pay factors, comparison of the positions in terms of complexity, results and accountability, and budgeted salary are some factors which may affect negotiated salary.

3. Promotion/Title Change:

Promotion is the advancement in rank or position. The movement of an employee to a different, vacant position with a higher title through the competitive recruitment and selection process is one type of promotion.

The hiring manager must document that the appropriate pay factors were considered, especially internal alignment, and that negotiations with the candidate transpired to ensure that an appropriate salary was offered in order to secure job acceptance. Hiring managers may consult with Human Resources concerning market data and an acceptable starting pay offer.

A title change occurs when an employee remains in his/her current position but the duties and responsibilities have changed significantly warranting a title change. The change can be upward, downward, or lateral. A title change does not always include a salary adjustment. The approval process will include a classification and compensation analysis by Human Resources. An upward title change is also a promotion. When the title change is upward, the Office of Institutional Equity and Diversity must also approve the title change and waive the requirement to recruit for a "new" position.

4. Salary Adjustments:

This is a multi-faceted pay practice that allows university management the flexibility to adjust employee base pay on the basis of:

- assumption of new higher level job duties and responsibilities critical to university operations;
- application of new job-related skills and competencies from education, certifications, licensures;
- retention (i.e., responding to salary market changes, labor market fluctuations, etc.);
- internal alignment and salary compression.

Salary adjustments can increase an employee's salary from 0 to 10%. However, increases greater than 10% may be approved based on supporting market data, alignment issues or other exceptional circumstances based on the vice president's approval.

5. Temporary Pay:

Temporary pay can be provided to an employee who experiences a change in job duties and responsibilities for a specified period of time (i.e., assignment to a special project, reassignment during organizational changes, assuming some additional duties from a higher level vacant position, etc.). Temporary pay should not last longer than six months. Extensions to the six month limit due to exceptional circumstances may be granted by the appropriate vice president.

When temporary pay is provided for serving in an acting/interim role in a higher level position, the temporary appointment should not last longer than one year. Exceptions to the one-year limit due to extenuating circumstances must be submitted to the president for approval. The submission must also include a recruitment plan approved by the Office of Institutional Equity and Diversity.

6. Voluntary Demotions:

A voluntary demotion is when an employee voluntarily moves to a different position with duties and responsibilities at a lower level than their current position through the recruitment and selection process or through non-competitive means. The Office of Institutional Equity and Diversity must approve the waiver for recruitment for a non-competitive voluntary demotion.

Typically, there is a reduction in salary for a voluntary demotion based on pay factors, and comparison of the positions in terms of complexity, results and accountability.

7. Disciplinary or Performance Related Salary Action:

An employee's job duties and responsibilities may be reduced as a result of improper conduct or poor performance. This reduction in job duties will also result in a reduction in salary. Salary reductions must be reviewed by Human Resources and approved by the appropriate vice president.

8. Competitive Salary Offer:

Once the critical need to make a competitive offer has been determined, the appropriate vice president, in conjunction with the Budget Office and Human Resources, must approve competitive salary offers. The competitive offer can match the outside offer.

9. Management Reassignment:

This is a management-initiated action. No AP faculty member has a right of continuance in a specific administrative assignment, and any AP faculty member may be reassigned to different responsibilities at any time. Base salary may remain the same or be reduced based on the application of the pay factors.

PROCESS AND TRANSMITTAL DOCUMENTS

1. Managers should submit an updated position description, organization chart and the HR-2000 form-Request to Redefine an AP Faculty position to Human Resources' compensation unit for the following pay practices:

- Title changes
- Salary adjustments based on assumption of new higher level job duties and responsibilities or application of new job-related skills and competencies
- Management reassignment (unless move is to an existing vacant position)

The justification on the HR-2000 must address the relevant pay factors in support of the requested action. Human Resources will coordinate the Office of Institutional Equity and Diversity's review of relevant pay practices with the department requesting the action. Human Resources will coordinate the paperwork with the supervisor and Academic Affairs.

2. A memorandum addressing the pay factors and including information on requested salary, effective date and funding source should be submitted to Human Resources for the following pay practices:

- Voluntary transfer
- Voluntary demotion
- Disciplinary or performance related salary action (updated position description is required)
- Salary adjustments based on retention, internal alignment or compression

- Competitive salary offer

No notification should be provided to the employee until the entire approval process has been completed.

3. Temporary pay – Human Resources will coordinate the paperwork with the supervisor and Academic Affairs for appointment in an acting/interim role. The AP Faculty Temporary Pay Form should be used to process temporary pay for special projects and additional duties. Compensation for additional duties outside the regular position description, and performed for another department on campus **and** outside of the normal work week schedule should be processed on the 4031 form.

Faculty Incentive Options

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.

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

Incentives 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.

Extra Compensation for AP Faculty with Faculty Rank

I. Philosophy:

AP faculty with faculty rank are a major component of the university's professional management staff. AP faculty are assigned responsibility for a variety of tasks and programs, including, but not limited to departmental management, committee work and special projects.

II. Definition:

Extra Monetary Compensation: Payment from the university above the salary set forth in the AP faculty member's annual notice of appointment.

III. Policy:

- A. The amount reflected in the annual notice of appointment is the total salary that an AP faculty member shall receive for work directly or indirectly related to his/her administrative position at the university, regardless of the time necessary to complete the work.
- B. All university AP faculty with faculty rank are exempt from the provisions of the Fair Labor Standards Act.
- C. AP faculty with faculty rank who provide services which are completely unrelated to their direct and/or presumed administrative responsibilities may receive extra monetary compensation. AP faculty may also receive extra monetary compensation for teaching any credit courses, unless provided otherwise in the position description. The additional compensation must be provided pursuant to an addendum to the administrative letter of appointment, which describes the additional responsibility to be performed and the extra compensation to be paid.
- D. Any work for which AP faculty will receive extra compensation from an Old Dominion University source requires the advance approval of the AP faculty's vice president and execution of an addendum by the president.
- E. Remunerative work performed for any employer other than Old Dominion University is governed by the Outside Employment Policy for Administrative and Professional Faculty.

III. WORK SCHEDULE

Hours of Work

AP faculty are exempt under the Fair Labor Standards Act. Full-time AP faculty are required to work a minimum of 40 hours per week. The standard university work week begins at 12:01 a.m. on Sunday and ends at midnight on the following Saturday. Normal university business hours are 8 a.m. to 5 p.m., Monday through Friday. Employees working in certain activities (i.e. library, public safety, athletics) may work nonstandard shifts or work weeks. Exceptions to the standard work week may be requested to and approved by the Department of Human Resources.

All full-time employees are normally entitled to a one-hour daily meal break. The meal period is not included in the count of hours worked – it is unpaid. Employees who work at least six consecutive hours must be afforded a lunch period (meal break) of at least 30 minutes.

It is the employee's responsibility to notify his/her supervisor when he/she expects to be absent or late for work. Some departments have unique notification guidelines. An employee should check with his/her supervisor for the department's proper notification procedures.

Alternative Work Schedules

Alternative work hours may be necessary in some instances to provide effective services to the university community. As far as practicable, the university also tries to provide employees with a work schedule that is flexible enough to allow an opportunity to balance work and family or personal responsibilities. AP faculty are eligible for alternative work schedules such as flextime, compressed work week, job-sharing, or a nine, ten or eleven-month appointment. The Budget Unit Director must approve the alternative work schedule. The Alternative Work Schedules Policy provides information on the options, approval process and procedures.

Telework

Teleworking permits the university to designate employees to work at alternate work locations for all or part of their work week in order to promote general work efficiencies. It is not intended to serve as a substitute for child or adult care.

Teleworkers do essentially the same work that they would do in a traditional work setting in accordance with their same performance expectations and other agreed upon terms; however, they are located at an alternate site. Policies and procedures that normally apply to the workplace remain the same. Teleworking assignments do

not change the conditions of employment or required compliance with policy. A written Teleworking agreement is required.

The Telework Policy provides information on the requirements, approval process and procedures.

Inclement Weather and Emergencies

When weather conditions or other emergency situations warrant late openings or early or full-day closings of the university, AP faculty are paid for these periods. The Inclement Weather and Emergencies Policy #1020 details the procedure and communication methods concerning official closings that affect the operation of Old Dominion University (classes, academic services, and administrative operations) at its main campus in Norfolk, Virginia, the Virginia Beach Higher Education Center, the Peninsula Higher Education Center, the Tri-Cities Higher Education Center, and the Northern Virginia Center, as well as other off-campus locations in the affected geographic areas.

IV. LEAVES OF ABSENCE

Annual Leave Policy

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1491.pdf>

Old Dominion University, as a state agency and public institution, is supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers and ensuring accountability for using public funds effectively. Therefore, it is the policy of the commonwealth and the university that faculty are not paid for time that they do not work, except when using appropriate leave time as set forth in policy by the university.

1. AP faculty earn sixteen hours (16) of annual leave per month. Twelve-month teaching and research faculty who hold academic rank with departmental designation and have twenty-five (25) percent or less of their workload assigned to administrative duties are not eligible for annual leave. This annual leave is in addition to the twelve (12) holidays observed by the state. AP faculty employed on less than a twelve-month basis receive all state holidays scheduled during their employment period and annual leave at the rate of sixteen hours (16) per month. AP faculty who work less than 40 hours per work week accrue annual leave on a pro-rated basis.
2. Annual leave days are to be accrued monthly on the first of the month. Leave may be taken at any time subsequent to being earned but should be planned with regard to workload and office schedules. The dates of the leave must be approved in advance by the supervisor. Annual leave will not be accrued during any month in which the faculty member is on a leave without pay status.
3. A vice president may authorize annual leave advances, i.e. granting of leave prior to it being earned, when unusual circumstances dictate. Covered faculty members should submit a written request to the vice president which explains the reasons for the request. Should a faculty member resign prior to working the entire period during which the leave would have been earned, a payroll deduction will be initiated to recover the salary amount of the leave advance.
4. Workload and office schedules should be arranged to allow each member full benefit of annual leave. It is not in the best interest of the university or the employee for the employee to work a full year with less than full annual leave. However, to allow for special university requirements, a maximum of thirty-six (36)* days (288 hours) may be carried forward from one university fiscal year (June 10 to the following June 9) to the next. Annual leave balances may exceed thirty-six (36)* days during the university fiscal year as a result of monthly accruals. (*Twenty days (160 hours) for covered employees employed on or after July 1, 1993.)
5. Those whose initial appointment or contract period begins in the middle of a month will accrue annual leave for the month during which he/she is hired.
6. Unless approved by the president, employees who terminate for any reason are expected to utilize all accumulated annual leave prior to their date of termination.
7. A vice president may grant an exception to the limit of annual leave that may be carried over into the next university fiscal year when AP faculty have not been allowed to use their leave because of university and/or departmental work demands over a substantial period of time. Such exceptions should be given in writing

and should indicate the timeframe during which the person must use the additional leave time. Written exceptions should be submitted to the Department of Human Resources.

8. In general, those who terminate employment or an administrative assignment will not be compensated for any accrued unused annual leave days that remain when they terminate that employment or assignment. However, in exceptional cases, where the presence of a key employee is required by the university until he/she actually terminates employment, the president may approve a lump sum payout equal to the value of the salary of accrued, but unused, annual leave days. The maximum number of accumulated leave days that may be so compensated is 36 for individuals employed prior to July 1, 1993, and 20 for individuals employed thereafter.

University Sick Leave Policy

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1430.pdf>

This policy applies to AP faculty in optional retirement plans and in the Virginia Retirement System who do not elect coverage under the Virginia Sickness and Disability Program.

It is the policy of the university to grant sick leave with pay to AP faculty when this becomes necessary during the period covered by the person's appointment. Sick leave is subject to verification. AP faculty with a history of frequent and/or prolonged illness may be asked to provide a health care provider's certification. AP faculty must comply with a management request for verification of the need to use sick leave. Extended absences (five workdays or more) due to illness should be discussed with the vice president for human resources because of the requirements of the Family and Medical Leave Act (FMLA). Sick leave will continue until the person is able to resume his or her responsibilities, but for no longer than six months of sick leave during those months normally covered by appointment for teaching and research faculty or the university's fiscal year (June 10 through the following June 9) for AP faculty.

AP faculty may use their sick leave, up to 10 days at a time, for an illness or death in their immediate families. Leave for this purpose may not exceed 10 days in the university's fiscal year. Immediate family includes parents, stepparents, spouse, partner, children, stepchildren, foster children, legal ward, grandparents, siblings, stepsiblings, corresponding in-laws, and any relative, either by blood or marriage, living in the faculty member's or AP faculty member's home.

AP faculty may use sick leave with pay for the period of absence that is certified by a physician as medically necessary because of illness, health conditions, or recuperation due to pregnancy or childbirth. Therefore, the period of absence before, during and after delivery that is certified by the attending physician as medically necessary may be charged to sick leave. Any additional period of absence that the faculty member elects to take must be taken as leave without pay. The provisions of the Family and Medical Leave Act (FMLA) apply to absences due to the birth of a child or the mother's health condition related to childbirth. The FMLA specifies the conditions under which the university is required to allow eligible AP faculty up to 12 weeks of job-protected leave (paid or unpaid) during a 12-month period for several listed reasons. Please see the Family and Medical Leave section for more specific information. All such leave should be requested in advance, or as soon as possible after an eligible need is known.

AP faculty members are encouraged to carry a disability insurance policy that begins coverage after six months when sick leave is exhausted and the faculty member is removed from the payroll. Such a policy is offered through the university's Department of Human Resources. If a leave of absence without pay is granted after sick leave is exhausted, the position will be filled with a temporary appointment for the period of the leave.

The chair and/or dean, or director, in conjunction with the AP faculty member, will be responsible for developing a work-management plan for hiring replacements or assigning work to others when an AP faculty member takes sick leave.

Virginia Sickness and Disability Program

This program applies to full-time AP 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 an AP 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 leave year (January 10 through January 9), 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 60, 80 or 100 percent for a maximum of 125 workdays. The exact number of days of each income replacement percentage depends on the AP 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.)

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 an AP 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

The purpose of this policy is to provide an effective means for administering the Family and Medical Leave Act of 1993 (FMLA). Old Dominion University complies with the Family and Medical Leave Act of 1993 and provides eligible employees with up to 12 weeks of unpaid, job-protected family or medical leave for the birth, adoption, or foster care of a child; because the employee is needed to care for a family member (child, spouse or parent) with a serious health condition; or because the employee's own serious health condition makes him or her unable to do his or her job. FMLA also provides for specific military family leave rights related to military service.

ELIGIBLE UNIVERSITY EMPLOYEES

All full-time faculty, administrative and professional faculty and classified staff employed at the University or the Commonwealth of Virginia for at least 12 months in the past seven years and who have worked 1,250 hours during the 12 months before the start of the FMLA leave are eligible.

TWELVE-MONTH FMLA LEAVE YEAR

For faculty, administrative and professional faculty, adjunct faculty and those employees applying for military caregiver leave, the FMLA Leave Year is a rolling 12-month period measured backward from the date an employee begins an FMLA-approved leave.

USE OF PAID LEAVE

The University will require employees eligible for paid leave to use accrued paid leave at the beginning of the 12-week FMLA-approved leave period or the 26-week FMLA-approved military caregiver leave period. The types of paid leave that may be used are based on the applicable State and University leave policies.

Civil and Administrative Leave

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1433.pdf>

1. Civil and administrative leave is granted to fulfill the civic duties and functions listed below:
 - As required by a summons to jury duty.
 - To appear as a crime victim or witness in a court proceeding or deposition as compelled by a subpoena or summons.
 - To accompany the faculty member's minor child when the child is legally required to appear in court.
 - To attend work-related administrative hearings as a party or witness.
 - To attend one initial session with the Employee Assistance Program per qualifying incident.
 - To cover periods of investigation as approved by Human Resources and senior management.
 - To provide paid leave during the due process period.

2. Civil and administrative leave is not granted for use by an AP faculty member:
 - who is a defendant in a criminal matter, where criminal matter means either an alleged misdemeanor or felony,
 - who has received a summons to appear in traffic court (except as a witness), or
 - who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.

Recognition Leave

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1436.pdf>

Recognition leave up to five workdays may be awarded to AP faculty in the university fiscal year and 12-month faculty eligible for annual leave in an appointment year to reward outstanding performance, contributions to the goals and objectives of the department or university, and to acknowledge individual or team accomplishments. The vice president must approve the awarding of recognition leave.

Recognition leave lapses within 12 months from the date it is awarded. However, the vice president may extend the 12-month retention period for recognition leave if the department has been unable to allow the use of the leave.

Military Leave

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1431.pdf>

1. Military leave is available to AP faculty. Faculty members are eligible for leave with pay for up to 15 work days in a federal fiscal year (October 1 through September 30) for military duty, including training, if they are members of any reserve component of the Armed Forces or the National Guard. Annual leave for those faculty eligible for annual leave need not be used for military reserve or voluntary, military-related training except in circumstances where more than 15 training days per appointment or contract period are needed.
2. In addition to the 15 days discussed above, up to eight hours of military leave for pre-induction and other physical examinations required for military service are provided per federal fiscal year.
3. The Governor of Virginia may call the Commonwealth's Militia to respond to natural or man-made disasters in Virginia or in another state. Faculty called to such emergency-response military duty are on military leave with pay. This time is separate from and in addition to the 15 days of paid military leave discussed above.
4. To qualify for military leave, faculty members are required to provide their department heads and Human Resources with copies of orders documenting dates and types of required military training, physical examination, or active duty from appropriate military officials, including discharge documentation.
5. Faculty members covered by this policy will be granted unconditional military leave without pay for the duty indicated in their military orders that is not covered by military leave with pay, normally for up to five years.
6. Contact Human Resources for a full description of military leave benefits and conditions, and guidance on all requests for military leave and/or reinstatement.

School Assistance and Volunteer Service Leave

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1437.pdf>

This type of leave permits (or, in the case of volunteer fire and rescue service, requires) the university to grant AP faculty up to 16 hours of time off with pay per university fiscal year to provide volunteer services through eligible non-profit organizations within or outside their communities. Such service may be provided as a member of a service organization or through authorized school assistance. The policy supports the Governor's Commission on National and Community Service which encourages Virginians to dedicate service to others.

Service organizations are defined as those that (1) are community based or that have extensions of their organizations within a community and (2) provide services through voluntary efforts of citizens in the following ways:

- Relief to physically or mentally challenged persons;
- Relief to victims of natural disasters or catastrophes (refer to DHRM [Policy 4.17, Emergency/Disaster Leave](#) or contact Human Resources at 683-3042);
- Health services, emergency relief and shelter, transportation and preparation or delivery of meals;
- Other direct health or welfare services for the economically disadvantaged; or
- Community services which assist residents, including child and youth development.

AP faculty with children may be granted paid leave under this policy to:

- meet with a teacher or administrator of a public or private preschool, elementary school, middle school, or high school concerning their children, step-children, or children for whom the faculty member has legal custody; or
- attend a school function in which such children are participating.

Any AP faculty may be granted paid leave under this policy to perform volunteer work approved by any teacher or school administrator to assist a public preschool, elementary school, middle school, or high school.

Faculty must receive approval from their supervisors prior to using volunteer leave. Supervisors may require written verification from an official of the service organization for use of volunteer leave. If the leave is used for school assistance, written verification should be from a school administrator or teacher.

Supervisors should attempt to approve leave at the time requested by faculty, but have discretion to disapprove leave if it would significantly impact departmental operations.

Supervisors may determine that it is not possible to release certain faculty under this policy, such as faculty in direct care or public safety positions, due to staffing requirements. When adequate, capable back-up staff is readily available, or if it is possible to adjust work schedules, faculty requests should be granted. If they are unable to grant volunteer leave requests, supervisors should inform affected faculty as soon as possible after the decision is made.

Leave not taken under this policy in an appointment year is not carried forward to the next year. There is no payment for unused volunteer leave upon separation from university service.

Bone Marrow and Organ Donor Leave

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1434.pdf>

AP faculty employed by the university for one year may receive up to 30 days of additional paid leave for donating bone marrow or organs. This type of leave is provided in addition to other leave benefits, does not count toward the 12-week period of family and medical leave, requires medical certification prior to approval of the leave, and guarantees the faculty member's position will be available upon return.

For complete information, please refer to Policy 4.37 in the Department of Human Resource Management Policy Manual or call Human Resources at 683-3042.

Emergency/Disaster Leave

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/BOV1435.pdf>

AP faculty eligible for annual leave who are called away from their regular jobs to provide specific kinds of emergency services during defined times of state and/or national disaster are authorized, when approved by the university, to receive up to 80 hours of paid leave on an annual basis.

Leave may also be available under this policy to an AP faculty member who has sustained severe or catastrophic damage to or loss of his or her primary personal residence, or has been ordered to evacuate that residence, as a result of a natural or man-made emergency or disaster. The university president has sole discretion for authorizing up to 80 hours of leave annually under this policy for faculty who meet all criteria shown below:

- The event resulted in a formal declaration of a State of Emergency or of federal disaster status.
- The faculty member's home was located in the officially declared disaster area.
- Formal documentation from recognized disaster relief organizations or insurance companies verifies severe, extreme, or catastrophic damage to or loss of personal property as a result of the declared emergency in which the damage or required evacuation rendered the faculty member's home temporarily or permanently uninhabitable.

Leave without Pay

Leave without pay may be granted in emergency situations when all other types of leave have been exhausted or when an employee is not eligible for other types of leave. In exceptional circumstances, an employee may be granted leave without pay and be allowed to retain his/her earned leave balances. This is at the discretion of the employee's supervisor unless the provisions of the Family and Medical Leave Act policy apply.

If an employee is considering leave without pay, he/she should discuss the situation with his/her supervisor. The employee should write a letter to the supervisor stating the length of absence, the date he/she plans to leave and return, and whether he/she wishes to return to the same position. The employee will also need to review his/her leave balances with the Payroll Office or on LEO Online and determine whether he/she wants to retain them.

There are two types of leave without pay used by the university:

- **Unconditional Leave Without Pay:** Employees are guaranteed the right to return to their former positions at the conclusion of the absence.
- **Conditional Leave Without Pay:** Employees are not guaranteed the right to return to their former positions and departments may fill the positions as they determine the need.

The Family and Medical Leave Act policy guarantees eligible employees 12 weeks of job-protected leave for qualifying reasons ([See Family and Medical Leave](#)).

If an employee takes leave without pay for personal reasons, he/she can continue to get health insurance benefits by paying the group premiums, both the employer and employee portions. If an employee takes leave without pay to take care of a family member covered by the Family and Medical Leave Act, the employee only pays his/her employee portion of the health insurance premiums. If an employee takes sick leave without pay, he/she can still continue his/her current coverage at his/her usual rate if a physician approves the leave for medical reasons. Continued health insurance coverage is not automatic unless the FMLA applies. An employee can continue health insurance coverage by stating in the leave request letter that he/she wishes to keep continuous coverage. Depending upon the type of leave without pay request, Old Dominion University will continue to pay the employer portion of the premiums and the employee must submit payments for his/her portion of the monthly cost. Employees should contact the Department of Human Resources Benefits Unit about other available benefits coverage while on leave without pay.

No leave of any type accrues during periods of leave without pay.

Leave Recordkeeping

State agencies are public institutions supported by the Commonwealth of Virginia, a public employer committed to serving the interests of the taxpayers, to whom they are accountable for using public funds effectively. Therefore, it is the policy of the Commonwealth that employees are not paid for time that they do not work, except when using appropriate leave time as set forth in policy by the University.

LEAVE REPORTING PROCEDURE

1. Sixteen (16) hours of annual leave per month of employment will be accrued on the first of the month.
2. Annual leave may be taken at any time subsequent to being earned but should be planned with regard to workload and office schedules. Requests for annual leave must be approved in advance by the supervisor.
3. Leave taken will be entered on a pay period basis in Banner Web Time Entry (WTE). A leave report must be submitted for each pay period even if no leave was taken during the period.
4. Each supervisor is responsible for monitoring compliance with the University's policies and procedures and ensuring the submission and approval of each AP faculty member's leave report by pay period in WTE.
5. Leave must be entered and approved each pay period by the established payroll deadlines.
6. Annual leave is to be reported in one hour increments.
7. The maximum number of "carry-over" (unused) annual leave hours from one university fiscal year (June 10 through the following June 9) to the next is 288 hours for individuals employed prior to July 1, 1993, and 160 hours for individuals hired on or after July 1, 1993. Leave balances may exceed 160 or 288 hours during the university fiscal year but only 160 or 288, depending on the hire date, may be carried over to the following university fiscal year.
8. Sick leave is provided under either the University's Sick Leave Policy or the Virginia Sickness and Disability Program (VSDP).
9. For AP faculty covered under the University's Sick Leave Policy, sick leave is to be reported in hour increments. Sick leave is subject to verification. AP faculty members with a history of frequent and/or prolonged illness may be asked to provide a health care provider's certification. An AP faculty member must comply with a management request for verification of the need to use sick leave. Extended absences (5 work days or more) due to illness should be discussed with the Vice President for Human Resources because of the requirements of the Family Medical Leave Act (FMLA). Please refer to the University's Family and Medical Leave Act Policy. A maximum of six months sick leave (1000 hours or 125 work days) is extended during those months normally covered by appointment or university fiscal year.
10. For AP faculty covered under the University's Sick Leave Policy, ten days (80 hours) of sick leave per university fiscal year may be used for an illness or death in the AP faculty member's immediate family. Immediate family includes parents, stepparents, spouse, partner, children, stepchildren, foster children, legal ward, grandparents, siblings, stepsiblings, corresponding in-laws, and any relative, either by blood or marriage, living in the faculty member's or AP faculty member's home.

11. AP faculty in VSDP are to report sick leave according to the requirements of the VSDP. VSDP includes an allocation of Family/Personal Leave that may be used for absences due to personal and family reasons.

12. Please refer to the VSDP Handbook for Participants or access Human Resources' web page for policy and procedure information concerning VSDP.

Holidays

The university typically observes 12 state-approved holidays each year. A list of the exact calendar days on which university holidays will be observed for the upcoming calendar year is announced each year, usually in December and is posted on the Human Resources' web page at <http://www.odu.edu/content/dam/odu/offices/human-resources/docs/holidays.pdf>

University holidays do not always coincide with state holidays because the staff is needed to keep the university operating when students are present. In order to receive holiday pay, employees must either work or be on paid leave the work day before and the work day after the holiday. If an employee is in a leave without pay status for any portion of the work day before or the work day after the holiday, they are ineligible for holiday pay.

Religious Holidays

Supervisors should make reasonable accommodations for the religious holiday needs of employees, unless the leave will result in undue hardship for the department or university operations. Employees should request leave in advance. Employees may charge time off for religious holidays to annual leave, family/personal leave if in VSDP, or leave without pay, as appropriate.

V. PAYCHECK INFORMATION AND PAYROLL DEDUCTIONS

Pay Schedule

The standard semi-monthly pay periods for salaried employees, including AP faculty, are the 10th through the 24th of the month and the 25th through the 9th of the following month. AP faculty are paid twice a month on the 1st and the 16th following the end of the pay period. When a payday falls on a weekend or holiday, payday is typically the last work day before the weekend or holiday. Employee pay stubs are available on LEO Online. The university payroll schedule is available on the Payroll Office's web page.

Direct Deposit

Direct deposit is the primary method of paying Commonwealth of Virginia employees. Direct deposit is considered a condition of employment and is mandatory for all newly hired employees. Direct deposit is strongly encouraged for all employees as a means to address many of the logistical issues associated with payment distribution. The Direct Deposit form **must** be submitted for initial appointment (all new hires and rehires) and when there are changes in banking information (bank, routing number, account number). Additional information regarding direct deposit can be obtained by contacting the Payroll Office.

Income Tax Withholding

The federal income tax is a pay-as-you-go tax. This means the tax must be paid as income is earned or received during the year. As a wage earner at Old Dominion University, federal income tax must be paid by having it withheld from one's pay during the year. The withholding is based on the number of allowances claimed when Form W-4, Employee's Withholding Allowance Certificate, and Form VA-4, Employee's Virginia Income Tax Withholding Exemption Certificate, are filed with the university Payroll Office.

If the number of withholding allowances an individual is entitled to claim through payroll deductions decreases to fewer than the number claimed on their current Form W-4 or Form VA-4, a new W-4 or VA-4 must be filed within 10 days.

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 Tax

The contribution rate for employees is 7.65 percent subject to the maximum taxable earnings. For AP faculty earning in excess of the maximum taxable earnings, .09 percent is contributed for Medicare hospital insurance. Each covered employee, regardless of age, must contribute

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 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.

VI. BENEFITS

The university Department of Human Resources is responsible for the benefits enrollment and counseling of AP faculty. The wide range of employer-paid and optional benefits programs is discussed below. Current benefits program information is available on the Human Resources section of the university's web page. New AP Faculty are scheduled to attend New Employee Orientation upon hire. Detailed benefit and enrollment information is provided during the orientation session.

AP faculty who have been eligible for benefit programs and who terminate their service to the university may continue some of their benefits. The AP faculty member should arrange an exit interview with the university benefits manager to discuss benefits continuation. The exit interview should occur during the final month of the AP faculty member's employment with the university.

Mandatory Retirement and Group Life Insurance Benefits

Membership in the Virginia Retirement System is mandatory and a condition of employment for eligible employees. AP faculty may select the defined benefit plan under the Virginia Retirement System or a defined contribution plan offered by vendors approved by and administered by the Virginia Retirement System. New AP faculty must decide within 60 days of hire which retirement plan to join. This election is irrevocable.

Virginia Retirement System Defined Benefit Plan

Full-time salaried AP faculty are eligible to participate in the Virginia Retirement System's defined benefit plan (VRS). Part-time salaried AP faculty in positions approved for a minimum of .50 FTE "time and effort" are eligible to participate in the Virginia Retirement System. (The initial appointment period of AP faculty to be eligible for retirement benefits must be one year.)

The state provides a defined benefit plan to each eligible employee. The contribution to the defined benefit plan is paid by the university and by the employee. The Virginia Retirement System's defined benefit plan has a

five-year vesting period, and retirement benefits are based on a formula that includes age, years of service and average final salary. Additional information is available from the university Department of Human Resources or from the Virginia Retirement System.

Upon service retirement, several options for retirement benefits are available at the discretion of the employee. Additional information is available from the university Department of Human Resources or from the Virginia Retirement System. <http://www.varetire.org/>

Defined Contribution Plan - Optional Retirement Plans

Full-time salaried AP faculty are eligible to elect to participate in the optional retirement plans instead of the Virginia Retirement System's defined benefit plan. Optional Retirement Plans are defined contribution plans. The university pays the full contribution for the ORPs for AP faculty hired prior to July 1, 2010. The ORP contribution is paid by the university and the AP faculty member for those hired on or after July 1, 2010.

Regardless of the retirement plan, Optional Retirement Plan members must also participate in the group life insurance program provided by the Virginia Retirement System. Part-time salaried AP faculty in positions approved for a minimum of .50 FTE "time and effort" are eligible to participate in the Optional Retirement Plan. (The initial appointment period of AP faculty to be eligible for retirement benefits must be one year.) Additional information is available from the university Department of Human Resources or from the Virginia Retirement System. <http://www.varetire.org/>

Virginia Retirement System Group Term Life Insurance

Full-time salaried AP 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 AP faculty in positions approved for a minimum of .50 FTE "time and effort" are eligible to participate in the Virginia Retirement System Group Life Insurance Program. (The initial appointment period of AP 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 AP 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 AP 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 and prescription drug coverage. New faculty enrollment or transfer of existing coverage must be arranged through the university Department of Human Resources. New AP faculty applications for participation must be completed and received by Human Resources within 30 days of the employment begin date.

Changes in coverage may be made during the annual open enrollment period or within 60 days of authorized status changes. The state contributes a monthly amount toward the cost of this benefit for employees in full-time status. Part-time salaried AP faculty may participate in the State Health Benefits Program but do not receive a state contribution to their premium costs.

Detailed information about the health care plans is available in Member Handbooks and from the Department of Human Resources.

Pre-Tax Health Care Premium Program

AP faculty enrolled in a health care plan and paying a monthly premium are enrolled in the Pre-Tax Program. This program is based on Section 125 of the Internal Revenue Code which permits employees to pre-tax their portion of the health care premium. The health care premium is deducted from gross pay before taxes are calculated.

Flexible Spending Accounts

Another option to consider for pre-tax deductions is participation in flexible spending accounts. Two flexible spending accounts are available: medical reimbursement and dependent care reimbursement. New faculty may enroll in dependent care reimbursement within 30 days of employment. Contact the benefits manager in the Department of Human Resources for enrollment information.

Tax Sheltered Annuities

Old Dominion University offers AP faculty the opportunity to participate in a voluntary tax sheltered annuity (TSA) program. TSAs offer a tax effective way to invest a portion of income through payroll deduction, and these savings can accumulate to substantial sums through the years. Because TSAs are tax advantaged, they have maximum contribution limits and IRS pre-retirement withdrawal penalties. Contact the university benefits manager for information on the companies authorized to offer tax sheltered annuities and enrollment information.

Deferred Compensation Plan (DCP)

All state employees are eligible to participate in the Deferred Compensation Plan administered by the Virginia Retirement System. The plan enables participants to take advantage of federal and state tax breaks and supplement retirement income.

If hired or rehired in a salaried state position effective on or after January 1, 2008, participation in the Commonwealth of Virginia 457 Deferred Compensation Plan is automatic, unless the employee enrolls in and contributes to a 403(b) tax sheltered annuity. If new employees do not wish to participate in the 457 Plan, notification must be made to opt out within 90 days of receiving a PIN from the Commonwealth of Virginia's DCP program administrator. Please contact the university benefits manager for more information.

Employer Cash Match Program

The Employer Cash Match Program is a 401(a) defined contribution plan. Full-time AP faculty enrolled in a TSA or the Deferred Compensation Plan may be eligible to receive a university contribution to a cash match account. Contact the university Benefits Manager for information.

Optional Life Insurance

The Virginia Retirement System offers additional life insurance coverage on insured full-time or part-time salaried AP faculty and their spouses or children. New AP faculty have 31 days from their employment begin date to apply for VRS optional life insurance. Other companies also offer additional life insurance. Premiums can be payroll deducted.

Short-Term Disability Insurance

This type of insurance provides AP faculty with short-term disability payments for up to six months. It provides additional income for any off-the-job accident, at-home illness, hospitalization or cancer therapy. This coverage provides income regardless of any other type of medical coverage AP faculty may have selected, and all plans offer employee only and/or family coverage. Contact the university benefits manager for provider information.

Long-Term Disability Insurance

Full-time AP faculty may elect to enroll in the long-term disability insurance program. Benefits are payable to a member after 180 days of disability with payments of 60 percent of monthly salary, not to exceed \$7,500 monthly, beginning with the seventh month of disability. Annual premium payments are paid by payroll deductions concurrent with the ten-month appointment cycle for teaching faculty.

Personal Accident Insurance

Personal accident insurance covers accidental death and dismemberment in principal values from \$25,000 to \$150,000 in \$25,000 increments. AP faculty spouses and dependent children may also be covered for a proportionate increase in premium..

Long-term Care Insurance

Long-term care insurance is offered to full-time AP faculty, their spouses, adult children, parents, parents-in-law, step parents, step parents-in-law, grandparents, grandparents-in-law, step grandparents and step grandparents-in-law. AP faculty enrolling within 60 days of their employment begin date do not have to complete a health care questionnaire. Long-term care is the care needed to assist someone with day-to-day functions such as dressing, eating, and transferring due to medical problems caused by illness or injury. Coverage includes nursing home care as well as in-home services. Contact the university Benefits Manager for provider and enrollment information.

Prepaid Legal Assistance Plan

AP faculty may choose to participate in a prepaid legal program available through local law firms. Group rates are available and the plan covers legal matters such as simple will preparation, real estate transactions, traffic violations and civil matters. Election to participate must be made within 31 days of the employment begin date.

Pre-Tax Parking Fee

Old Dominion University's Payroll Office and the Office of Transportation and Parking and Services offer a parking plan that allows AP faculty to pay their parking fees on a pre-tax basis. The plan reduces federal, state and social security taxes. For information, contact the Payroll Office.

Changing Beneficiaries

The enrollment forms that AP faculty complete for Virginia Retirement System retirement, group life insurance coverage and optional benefits programs 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

AP faculty are protected in case of on-the-job accidents and injuries by the State Workers' Compensation Act (if claim is approved). Any injuries, including those not requiring treatment, should be reported to the AP faculty member's supervisor and to the Department of Human Resources. If treatment is required, either at the time of the accident or later, the Department of Human Resources, as well as the supervisor, must be notified. Injured AP faculty members must select a treating physician from a panel of approved physicians. The AP faculty member must file a report with the Department of Human Resources as soon as possible but no later than three (3) days after the incident. Failure to report an accident or injury could result in loss of benefits. Once a claim has been approved, the AP faculty member will be paid for medical expenses and lost work time according to relevant provisions, and based on treating physician certification.

Unemployment Compensation

AP faculty terminated involuntarily may be eligible for unemployment compensation. Questions concerning unemployment compensation may be directed to the employee relations manager or the Virginia Employment Commission (VEC).

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.

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.

Additional Benefits

Fee Waivers for Full-time Faculty, Staff and Dependents

Fees for admission applications and transcripts for full-time faculty, staff, and their dependents are waived.

Tuition Assistance Policy

(University Policies and Procedures, #6400)

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6400.pdf>

The purpose of this policy is to establish the requirements for participation in the Old Dominion University tuition assistance program for eligible Old Dominion University employees, their spouses and legal dependents.

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

(University Policies and Procedures, #1060)

<http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1060.pdf>

The purpose of this policy is to define the requirements for institutional or individual memberships in professional or civic organizations and social clubs that are paid by the University.

VII. PROGRAMS AND SERVICES

Association of University Administrators

The Association of University Administrators (AUA) was founded in 1990 to support the needs and interests of administrators and to promote and enhance the profession of university administration at Old Dominion University. The Association is involved with the concerns of university administrators and provides administrators with opportunities to grow professionally. The Association supports the mission and integrity of Old Dominion University and seeks to enhance the image of the university.

- Cultivate a sense of community among campus administrators.
- Serve as an advocate for administrators.
- Enhance communication with organization members.
- Support and enhance the professional development of administrators.

- Bolster the relationship between AUA and upper-level administrators.
- Cultivate a relationship between administrative faculty and teaching faculty.

Membership in AUA is open to all persons designated by the University to be full-time or adjunct, Faculty Administrators (FA), Faculty Professionals (FP), General Administrators (GA), General Professionals (GP), now collectively designated as AP faculty, and Classified Employees in Pay Bands 4 and above. In addition, associate membership (all benefits with the exception of voting rights at general meetings and eligibility for executive officer positions) is open to all other persons subscribing to the mission and purposes of the Association. <http://orgs.odu.edu/aua/>

Employee Relations

Old Dominion University's Department of Human Resources Employee Relations unit provides consultation to employees and managers on human resource concerns. In addition, they can provide information about university and state policies and procedures, recognition programs and mediation services. All assistance is confidential within legal parameters.

Training and Organizational Development

The Department of Human Resources is responsible for developing and supporting a range of high quality training and organizational development programs. The following services are provided to the campus community:

- Supervisor training
- New employee orientation
- Leadership/management training programs
- Organizational development initiatives
- Customized training

Contact the Department of Human Resources, Training and Organizational Development Unit for further information.

Employee Assistance Program (EAP)

Counseling and referral services are available to employees and their families who are enrolled in the state's health care plan. The EAP can provide confidential assistance when an employee is experiencing personal, family, marital, financial or substance abuse problems that may affect job performance.

Employees and dependents can receive up to four free visits per incident at no cost to the employee.

Employees may refer themselves directly to the EAP or the supervisor may refer them if job performance is a factor. Participation in the EAP does not jeopardize job security. Information about services is available at anthemEAP.com. Phone contact is 855-223-9277.

Work/Life Programs

Work/Life Programs are designed to improve balance between work and personal life. The ability to juggle work and personal life has become an increasing challenge for employees. The Department of Human Resources has designed the Work/Life Balance web site with a list of available resources to assist faculty and staff and their families. <http://www.odu.edu/facultystaff/employee-services/work-life-balance>

University Identification (I.D.) Card

A university employee is required to have an identification card, which must be carried while on campus.

A university ID allows an employee to:

- Buy a faculty/staff parking decal
- Borrow from the university Library
- Use the student recreation center for a fee

- Get a discount at the bookstore
- Receive free official and unofficial transcripts for courses taken at Old Dominion university
- Get a discount on university athletic events
- Purchase a meal plan

An employee may request additional I.D. cards for one adult family member or individual residing in his/her household, and the employee's unmarried dependent children under 19 or full-time students under 23. When the employee separates from university employment, he/she must turn in the I.D. card to the Department of Human Resources (unless the employee retires).

Human Resources Newsletters

The Department of Human Resources publishes two newsletters.

RESOURCE provides university staff and faculty with information on human resources issues, upcoming events and other news of interest to the university community.

MANAGEMENT NOTES provides information and news of interest to university supervisors. In addition, it provides information on a wide variety of human resources topics impacting both supervisors and employees. Newsletters are available at: <http://www.odu.edu/humanresources/publications>.

Additional Services on Campus

The following services are available for use by employees:

- P.O.D. Market
- Dining Services
- Tech Store and Monarch Market in Webb Center
- Einstein Bros. Bagels and Starbucks
- University Police escort program
- The Women's Center
- The Dental Hygiene Clinic
- The Physical Therapy Clinic
- University bookstores
- Campus Ministries
- ATM Machine (Webb Center)
- The ODU Child Development Center (for a fee)
- ODU Credit Union
- Folkes-Stevens Tennis Center
- Lactation rooms
- Student Recreation Center (for a fee)

VIII. RESPONSIBILITIES

Service Standards

As a University, we provide many opportunities for learning. In an effort to more consistently shape our interactions with those we serve, the University has adopted a set of six service standards. These standards were derived directly from the input of faculty, staff, and students via surveys and town hall presentations and approved by the university's executive officers and president.

Professional

We demonstrate professionalism when we exhibit a high level of competency and respect when interacting with our students, colleagues and community members. We are friendly, focused and recognize that we are accountable for consistently meeting the needs of those we serve.

Ethical

We adhere to the University's Code of Ethics and demonstrate the spirit of the Code when we treat others impartially. We demonstrate integrity to our students, colleagues, and the community by adhering to University policies, procedures and standards of service and apply them in an equitable and just manner.

Respectful

We recognize that everyone has the right to be treated with kindness, dignity and consideration. We strive to demonstrate patience, compassion and concern towards all with whom we come in contact.

Knowledgeable

We are responsible for ensuring that we possess the expertise necessary to provide complete and accurate information to those requiring assistance. We will actively collaborate with those that have the knowledge and/or information needed to facilitate resolution.

Responsive

We are committed to providing accurate, timely and solution-oriented service. We look for ways to improve efficiency and foster an environment of open communication so that we may ultimately provide the highest standard of service.

Collaborative

Geographic and institutional boundaries do not define the ODU community. We recognize that our customers are any internal or external parties that we may encounter, whenever we represent the University, in an official or unofficial capacity. We foster a sense of community, inclusion and collaboration when we avoid silos and partner with various members of the ODU community to promote teamwork while providing a high standard of service.

Status Changes

An employee should contact the Department of Human Resources when any of his/her personal information, such as name, address, telephone number, beneficiaries or number of dependents has changed. This helps keep the university's records and the employee's insurance benefits current

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

Conflicts of Interests

According to the Code of Virginia Section 2.1-3103, an employee cannot pass on confidential information to which he/she has access in his/her job for personal gain or benefit.

A university employee is in a position of public trust and cannot accept gifts, gratuities, favors or rewards for any services performed in connection with his/her university employment.

No employee of state government shall have a personal interest in a contract with the university other than his/her own contract of employment.

The Conflict of Interests Act also states that an employee shall not be in a position to exercise any control over the employment or the employment activities of a member of his/her immediate family. A member of the immediate family is defined as a spouse or any other person residing in the same household as the employee who is either a dependent of the employee or the employee is a dependent of that person.

All new employees must complete a Conflict of Interest Dual Employment Form upon hire.

In addition, professional ethical conduct is expected of all employees. It is never appropriate to make or direct any transaction on an employee's own record, that of a family member or the account in which an employee has a vested interest or stands to benefit or gain. When the appearance of a conflict of interest may exist, it is essential that the employee avoid personal involvement.

If, in the normal course of an employee's duties, the employee finds that he/she would be involved in a potential conflict of interest, directly or indirectly, the issue must be brought to the attention of the supervisor. Violations of Commonwealth of Virginia and university policies and procedures concerning conflict of interests may result in disciplinary action, including termination of employment.

Questions concerning conflict of interest should be directed to the supervisor, the Department of Human Resources or University Counsel.

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 Policies and Procedures, #6220)

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

The purpose of this policy is to ensure all employees of Old Dominion University address conflicts of interests that may result in their personal and private interests being in opposition to their official responsibilities.

State Employee Fraud, Waste and Abuse Hotline

The State Employee Fraud, Waste and Abuse Hotline provides state employees with a means to report significant instances of fraud, waste or abuse anonymously by using a toll-free hotline number. It is not for general complaints, suggestions, or personnel issues. Circumstances that can be reported include illegal or fraudulent conduct, waste of funds, abuse of state property or resources, gross mismanagement or gross neglect of duty. **The number is toll free and anonymous: 1-800-723-1615. Contact can also be made by e-mail at dsia@doa.virginia.gov or mail to FWA Hotline, P.O. Box 1971, Richmond, VA 23218.**

Outside Employment Policy (Board of Visitors Policy #1421)

<https://www.odu.edu/content/dam/odu/offices/human-resources/docs/faculty-handbook.pdf>

This policy recognizes the necessity of providing some opportunities for approved outside employment by AP faculty but focuses on the need to devote attention and energy of such persons to the important work of the university. The intention of this policy is to ensure that there is no conflict of interest between an AP faculty member's outside employment activities and the job for which he or she is being employed at the university. Again, there is a need for the university to be sure that AP faculty are devoting their full attention to their professional responsibilities to the university.

AP faculty members participating in outside employment are to adhere to the following set of guidelines:

1. An AP faculty member's primary responsibility is to the university; however, there are occasions when AP faculty may engage in outside remunerative employment.
2. Outside employment means work for any non-university entity whether or not such work is performed on campus, and includes self-employment.
3. AP faculty may not engage in any other employment during the hours for which they are employed by Old Dominion University.
4. An AP faculty member may not engage in other employment outside his or her Old Dominion University work hours if such employment is deemed to affect the AP faculty member's work performance, or is determined to be in violation of the Virginia Conflict of Interests Act.
5. No property belonging to or under contract to the Commonwealth or university may be used for outside employment activities.
6. An AP faculty member who engages in outside employment will not use the name of the university in such a manner as to suggest institutional endorsement.

7. When authorized outside employment occurs during normal working hours for the university, annual leave shall be submitted and charged for time away from normally scheduled duties.
8. AP faculty are responsible for obtaining supervisory approval for outside employment. Written documentation that describes the nature of the outside employment, the duration of the outside employment, and when the outside employment will be performed must be submitted for approval to the supervisor and the vice president responsible for that area of university activity.
9. The approved documentation should be submitted to the Department of Human Resources for filing in the employee's personnel file.

Failure to comply with this university policy and guidelines may lead to disciplinary action.

Personal Use of University Materials or Funds (University Policies and Procedures #6620)

<https://www.odu.edu/content/dam/odu/offices/human-resources/docs/faculty-handbook.pdf>

1. The use of university materials or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used for conducting university business.
2. University funds are to be used to purchase only those materials and supplies needed to conduct university business.
3. The misuse of university materials or funds is a serious violation and may result in application of appropriate sanctions.

Use of University Equipment

The use of university equipment, computers or software for personal reasons is not permitted. All university employees are restricted from accessing sexually explicit material using university-owned or leased computer equipment, or the university's "information infrastructure."

Certain activities such as accessing, downloading, printing or storing information with sexually explicit content are prohibited by law (see Code of Virginia 2.1-804-805) as well as downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory or otherwise unlawful messages or images.

Unless there is written approval from the President authorizing a bona fide university-approved research project or other university-approved undertaking, no university employee shall utilize university-owned or university-leased computer equipment to access, download, print or store any information infrastructure files or services having sexually explicit content.

When university equipment must be taken home to complete university business, the employee must obtain prior approval from his/her supervisor.

The misuse of university equipment is a violation of university policy and can lead to disciplinary action. If an employee is aware of misuse of any university equipment, it should be reported to the supervisor.

ELECTRONIC MESSAGING POLICY FOR OFFICIAL UNIVERSITY COMMUNICATION

(University Policies and Procedures, #3506)

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3506.pdf>

Electronic messaging systems and communication services are provided by Old Dominion University for the purpose of enhancing productivity and maintaining effective communication. Old Dominion University employees, students, employees of affiliated organizations, and guests, volunteers and researchers who are provided email accounts must activate and maintain regular access to University-provided electronic messaging accounts.

These accounts must be used to send official information and notices, and users are responsible for accessing email in order to obtain official University communications. Administrative offices and academic departments may provide advance notice when electronic communication is used as the communication method.

Failure to access the email account will not exempt individuals from being aware of and meeting requirements and responsibilities included in electronic communications.

Message content is the sole responsibility of the individual sending the message. Users are strongly encouraged to be aware of generally accepted online etiquette.

UNIVERSITY TELEPHONE SYSTEM USAGE (University Policies and Procedures #3300)

<https://www.odu.edu/content/dam/odu/offices/human-resources/docs/faculty-handbook.pdf>

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.

Authority to Act on Behalf of the University

The official spokesmen and designated representatives of the university are the rector of the Board and the president. Except as otherwise specifically authorized by the rector, by the president, or by the bylaws or policies of the Board, no other university official, faculty member, staff member or other university employee, no student, agent, or any other individual shall speak on behalf of the university, make commitments on behalf of the university, align the university with any cause or position, or otherwise act on behalf of the university. Any action taken or commitment made without the authority provided herein is void. Except as authorized herein, no university official, faculty member, staff member or other university employee, no student, agent, or other individual shall give the appearance of committing the university or of aligning the university with any position or cause by the use of university stationery or by the use of a university title or position.

The president shall communicate this regulation to all university personnel by including it in guidebooks and in memoranda distributed to all personnel.

Communications with the Board of Visitors (Board of Visitors Policy #1102)

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

1. It is the policy of the Board of Visitors that there shall be useful exchange of information between the Board and the various university constituencies. The Board believes that it is important to have opportunities to hear from the many constituencies involved and interested in the work of the institution.
 - (a) Communication with the students and faculty is particularly important. The Board shall invite formal student and faculty input and engage in informal conversations concerning issues before the Board when appropriate.
 - (b) The Board may meet with any other university constituencies. The Board shall determine the nature, scope, and scheduling of such meetings.
2. The purpose of this policy is to enable the Board to make informed judgments in taking actions that affect the governance of the university. To that end, the president, as chief executive officer, is charged with the responsibility of maintaining communication between the Board and the

various university constituencies, including faculty, staff, students, alumni, and members of the communities served by the university, as appropriate.

3. The president also is expected to inform the Board in an accurate and timely fashion of the views of various university constituencies and to apprise and educate the Board concerning significant issues, opportunities, achievements, and concerns that have or will confront the university and those constituencies. To aid in that process and in addition to authorized representatives selected by the Board (see the policy on Representation to the Board of Visitors), the president is encouraged to invite, from time to time when relevant and appropriate, other informed faculty, staff, students, alumni, benefactors, friends, and interested parties to present views to the Board or its committees when recognized by the rector or committee chair.
4. Members of any university constituency who desire to make their views known to the Board on a particular issue should request the president to present those views to the Board, or request the president to provide them with the opportunity to do so in person at a future meeting of the Board or one of its committees. It is within the discretion of the president to determine the most appropriate way for those views to be communicated to the Board.
5. In order to ensure that the Board is conversant with the wide variety of issues, opportunities, achievements, and concerns that exist in the university community, the president is encouraged to provide the Board with broadest possible exposure to University life. In addition to the foregoing, this may be accomplished by presentations by members of the university community at the meetings of the Board or its committees, and on-site meetings or informational sessions held in a variety of university facilities and locations, both on and off the main campus.
6. This section shall not be interpreted to discourage the free discussion by university and foundation personnel, faculty, alumni, and students regarding public or personal matters with Board of Visitors members. Nothing in this section shall be construed to prohibit the gathering or attendance of two or more Board members with members of the university community at any place or function where no part of the purpose of such gathering or attendance is the discussion of public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any public business.

Political Activity

State employees may not campaign for themselves or for anyone else during work hours, nor may they use state equipment or resources for political activities. Further, no employee is to be rewarded or discriminated against in any way for participating or not participating in political activities outside of the workday and work place. Before beginning any political activity, employees should determine whether such activity violates the Virginia Conflict of Interest Act (Code of Virginia, 2.2-3100).

The political activities of employees in state agencies that are funded in whole or in part by federal loans or grants are subject to the conditions of the Hatch Act, a federal law limiting political activities of government employees. Employees in a position that receives federal funds, may not:

1. Stand as a candidate for any public or political party elective office in a partisan election (one in which any candidate runs as representative or a political party whose presidential candidate received electoral votes in the preceding presidential election);
2. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value for political purpose; or
3. Use official authority or influence to interfere with the results of an election or nomination for office.

Contacting Elected Officials

State employees are not prohibited or restricted in expressing their opinions to state or local elected officials on matters of public concern, and shall not be subject to acts of retaliation because they have expressed such opinions.

Matters of public concern are those matters of interest to the community as a whole, whether for social, political, or other reasons including discussions that disclose any (i) evidence of corruption, impropriety, or other malfeasance on the part of government officials; (ii) violations of law; or (iii) incidence of fraud, abuse, or gross mismanagement.

Dealing with the Media

The Assistant Vice President for Marketing and Strategic Communications is responsible for coordinating media contacts (i.e., newspaper, television and radio).

If a reporter contacts an employee because of his/her job at the university, the employee should refer the reporter to the Marketing Department prior to commenting on questions the reporter may ask. The employee should also inform his/her supervisor about the media contact.

IX. POLICIES AND PROCEDURES

University policies and procedures are applicable to all members of the University community unless a specific policy states otherwise. These policies and procedures are available on line at:
<http://www.odu.edu/about/policiesandprocedures>

This section includes general information on key policies and procedures applicable to AP faculty.

Hiring Procedures

<https://www.odu.edu/facultystaff/employee-services/managers/recruiting/recruiting-administrative-professional>

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 administrator/faculty professional (AP faculty) 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, religion, gender, national origin, age, disability, sexual orientation, or veteran status.

Forms to be used in hiring AP faculty are available at the Equal Opportunity/Affirmative Action web site at <https://www.odu.edu/equity#>.

Resolution Concerning Employment (Board of Visitors Policy #1240)

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

This resolution addresses employment at the University of persons who serve as elected public officials.

Employment Eligibility and Verification Policy (University Policies and Procedures, #6027)

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6027.pdf>

The purpose of this policy is to ensure compliance with the provisions for employment eligibility verification in accordance with the Immigration Reform and Control Act (IRCA) and guidance issued by the U.S. Citizenship and Immigration Services (USCIS) of the U.S. Department of Homeland Security.

Performance Appraisal

1. The appraisal of AP faculty performance through a consistent, well defined, and documented process is required.
2. Performance appraisal at Old Dominion University is intended to:
 - A. improve understanding of unit or departmental and university goals and objectives
 - B. identify and reward competence
 - C. identify and correct deficiencies
 - D. promote professional development
 - E. increase administrative accountability, and
 - F. provide information needed for personnel decisions and actions.
3. Because of the diversity of AP faculty position responsibilities, other appropriate methods of performance appraisal may be used; however, all alternative AP faculty performance appraisal processes must address the guidelines stated in this document. In addition, all alternative performance appraisal processes must be reviewed by and must be registered with the vice president for human resources prior to being used. Questions concerning alternative appraisal processes may be addressed to the vice president for human resources.
4. Performance planning or objective setting should occur at the beginning of the performance review period. For newly hired AP faculty, objectives should be determined shortly after employment. Objective setting should be a cooperative effort between the supervisor and the employee, and be based on the responsibilities noted on the position description. The supervisor may weigh the objectives based on relative importance.
5. For many of the university's AP faculty the performance review period will be from May through April in order to align with the salary increment determination process. However, other departments (for reasons such as promotion review) may establish alternative evaluation periods. The performance review period should encompass a twelve-month time period (or as close to that time period as possible). Performance review periods other than May through April should be reported to the vice president for human resources. Periodic communication regarding accomplishments and deficiencies should be provided during the performance review period as well.
6. The evaluation aspect of the appraisal process should assess an individual's level of performance adequacy. For AP faculty who have work unit or departmental accountability, the evaluation should also emphasize the overall unit accomplishments. AP faculty performance appraisals must include an evaluation of customer/public relations and affirmative action/ equal employment opportunity.
7. A self-evaluation component of the evaluation process is highly recommended. AP faculty should prepare a self-assessment and present it orally or in writing to the immediate supervisor preceding the annual evaluation conference. The self-evaluation will assist the supervisor in establishing the performance rating. Additional performance-related information may be obtained from individuals who worked with the employee being reviewed or are supervised by the employee being reviewed.
8. The supervisor will conduct a performance appraisal conference with the employee. The purpose of this conference is to promote exchanges of ideas, perceptions, and relevant information.
9. The results of the performance evaluation conference will be documented and signed by the supervisor and/or budget unit director as appropriate. The employee being evaluated will also sign the document. The documentation should be forwarded confidentially to the Department of Human Resources. The written report will identify significant achievements, concerns, directions and issues related to the past performance and future development of the employee. The employee being reviewed may attach comments concerning the documented evaluation.

Evaluation of Academic Deans

1. Deans are appointed without any term limit expectation or regularly scheduled reappointment review.
2. Deans are evaluated annually during the spring semester for improvement, potential and merit consideration by the provost and vice president for academic affairs.
3. The process of evaluation is the following:
 - a. The dean prepares and submits a report of college achievements and personal professional growth to the provost and vice president for academic affairs.
 - b. College chairs submit performance appraisals of the dean of their college to the provost and vice president for academic affairs.
 - c. Input from all full-time faculty in the relevant college will be solicited by the provost and vice president for academic affairs at least once every three years through a survey form and an opportunity for written comments. This information shall be returned directly to the provost and vice president for academic affairs. A summary of the evaluation results will be distributed by the provost and vice president for academic affairs to the faculty in the college.
4. Criteria for the performance appraisal shall be both generic and specific. Specific criteria relate to a particular administrative unit, e.g., Business and Public Administration, Engineering and Technology, Health Sciences, and will be defined by the unit. Generic criteria shall be common to all deans.
5. The provost and vice president for academic affairs will inform the dean of the appraisals and of the provost's response to the evaluation materials, including constructive criticism.
6. 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.

Disciplinary Action(s) in Lieu of Termination for Cause

Disciplinary action is a process, applicable to administrative and professional (AP) faculty, which the University uses to address unacceptable behavior, conduct, performance, and related employment problems in the workplace or outside the workplace when the conduct impacts the AP faculty member's ability to perform his or her job and/or influences the

University's overall effectiveness. In cases where the severity of an offense by an AP faculty member does not meet the standard for termination as governed by the Administrative and Professional Faculty Policy, Section VI.B.4., or when mitigating factors are present, a disciplinary action less than termination of employment may be taken.

Disciplinary actions can be formal or informal. A progressive disciplinary approach is encouraged; however informal actions do not always have to precede formal actions. Some infractions may be serious enough to warrant formal discipline with a first occurrence.

A. Formal Actions

- Formal actions are used to address more severe or pervasive performance or conduct issues.
- **The Department of Human Resources shall be consulted prior to administering formal discipline.**
- Formal actions become a part of the employee's personnel record maintained by the Department of Human Resources.
- Formal actions may include letters of reprimand, demotion or suspension with or without pay.

Letters of Reprimand

A letter of reprimand is the official statement from the supervisor of a performance or conduct problem that the employee must improve. The letter of reprimand should include examples of the performance or conduct that is causing concern, action steps to correct the behavior and a statement of consequences if the behavior is not corrected.

Demotion

An employee's job duties and responsibilities may be reduced as a result of improper conduct or poor performance. This reduction in job duties will also result in a reduction in salary. Salary reductions must be reviewed by Human Resources and approved by the appropriate vice president.

Suspension

An AP faculty member may be sent away from the work area immediately under certain circumstances, with or without pay. These circumstances include, but are not limited to, situations where that person's continued presence:

- (1) May be harmful to self or other employees;
- (2) Makes it difficult for the University to execute its functions; or
- (3) Could constitute negligence or misconduct in regard to the University's duties to the public, students, or other employees. In such cases, the AP faculty member shall be given notice of the charges and an explanation of the University's evidence as soon as possible thereafter. **Supervisors shall consult with the Department of Human Resources prior to taking this action.**

If the disciplinary action issued involves a suspension, the suspension may be partial, total, short-term or long-term, and may be with or without pay. However, as employees exempt from the Fair Labor Standards Act, administrative and professional faculty must be suspended in increments of not less than full work weeks, e.g., 40 hours, 80 hours, 120 hours.

Formal Disciplinary Process:

- Prior to any formal disciplinary action, the AP faculty member's supervisor shall meet with him/her and provide written notice of the intended action with an explanation of the University's evidence in support of the charge.
- The AP faculty member must then respond to his/her supervisor within five workdays.
- Management action is contingent upon the AP faculty member's response.
- If disciplinary action is taken, the AP faculty member may access the grievance policy for administrative and professional faculty if the disciplinary action taken meets the definition of a grievance as stated in the grievance policy.
- An AP faculty member may be placed on administrative leave with pay or reassigned for any portion or the remainder of their appointment during an internal and/or external investigation or pending court action when the charges are job-related or of such a nature that to continue the employee in his or her assigned duties could constitute negligence on the part of the University. Upon completion of the investigation or court action, the AP faculty member may be reinstated or terminated.

B. Informal Actions

- Informal actions are used to address less severe performance or conduct issues and may be verbal or written.
- Informal actions are documented and maintained in the supervisor's departmental file.

Approved by the President
June 3, 2013

Immediate Suspension

An AP faculty member may be sent immediately away from the work area under certain circumstances, with or without pay. These circumstances include, but are not limited to, situations where that person's continued presence (1) may be harmful to self or other employees, (2) makes it difficult for the university to execute its functions, or (3) could constitute negligence or misconduct in regard to the university's duties to the public, students, or other employees. In such cases, the AP faculty member shall be given notice of the charges and an explanation of the university's evidence as soon as possible thereafter. **Supervisors must consult with the Department of Human Resources prior to taking this action.**

Grievance Policy for Administrative and Professional Faculty

1. Applicability

This policy shall be applicable only to salaried AP employed by Old Dominion University.

2. Purpose

The purpose of this policy is to provide a formal procedure for the consideration and resolution of grievances for AP faculty, to whom the university's Faculty Grievance Policy is not applicable.

3. Statements of Policy

- a. The university recognizes and encourages the use of informal discussions between employees and their supervisors as a means to resolve grievances. This policy is not intended to be used until it is apparent that such informal discussions will not resolve a grievance.
- b. This policy shall not supersede, modify, or duplicate other university policies or procedures unless expressly so stated. This policy is not to be used in addition to other internal complaint procedures which may be available to AP faculty.
- c. Remedies available to the grievant under this policy are limited to those remedies which the university has the authority to provide. No supervisor, senior administrator, or Grievance Committee, acting under this policy and its procedures, may recommend or provide a remedy which amends, modifies, or changes a university policy or procedure or which is not in accordance with either university policy, or state and federal laws or regulations or federal laws or regulations.
- d. It is the responsibility of the decision maker at each step of this procedure to assure that a grievance is grievable under these procedures before considering the merits of the grievance. If a grievance is found to be non-grievable at any step, the grievant may appeal that finding as described in Section 7 below. If the grievance is then found to be grievable on appeal, the decision maker at that level of appeal shall proceed to consider the merits of the grievance.
- e. This policy is designed to resolve work-related complaints expeditiously in a non-adversarial climate. In order to meet this objective, neither the grieving AP faculty member nor the management respondent will be represented by legal counsel during the panel hearing. The panel will attempt to resolve questions by allowing freedom of expression for both parties, without the intimidation often encountered by legal counsel's presence.
- f. There shall be no retaliation against AP faculty for the use of this policy.

4. Definition of a Grievance

- a. A grievance shall be a complaint or dispute by an AP faculty member in which he or she has suffered a direct injury as a result of a violation or an improper application of any laws, rules, policies, procedures, or regulations affecting his or her terms and conditions of employment or as a result of an arbitrary and capricious management action concerning his or her employment.
- b. According to the Board of Visitors Policy on Administrative and Professional Faculty no person has right of continuance in a specific administrative assignment, and any AP faculty member may be reassigned to different responsibilities at any time. Therefore, non-reappointment and work reassignments are not grievable under this policy.

5. Other Definitions

- a. "Administrative Unit" means all those departments, divisions and offices which report to the same vice president or other administrative officer who reports directly to the president.
- b. "Chair" means the individual appointed by the president to serve as chair of the Administrative and Professional Faculty Grievance Committee. The chair shall be primarily responsible for the implementation of this policy and shall have the specific responsibilities described herein. The chair shall ensure accurate recordkeeping as outlined in section 6 of this policy. The chair shall not participate in the review of the merits of a grievance. In the event that the chair is in the administrative unit in which a grievance arises or has otherwise had direct involvement in a matter which is the basis of a grievance, the chair shall be disqualified from participating as chair with regard to that grievance, and the president shall appoint another member of the committee to serve as chair for that grievance.

- c. "Grievance Panel" means a group of three individuals selected from a committee of ten members appointed annually by the president. The three members on the panel shall be selected as follows:
 - one member shall be chosen by the grievant.
 - one member shall be chosen by the senior administrator.
 - one member shall be chosen by the first two members.
 No member of a Grievance Panel may be in the administrative unit in which the grievance arises.
- d. "Senior Administrator" means a vice president or other administrative officer who reports directly to the president.
- e. "Supervisor" shall mean the immediate supervisor who customarily assigns, supervises and evaluates an employee's work.
- f. "Days" shall mean working days and shall exclude Saturdays, Sundays, and university holidays.

6. Maintenance of Records

- a. 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.
- b. The complaint and all records developed during the investigation of the complaint shall be retained in the Department of Human Resources for a period of two years after the date of the final determination. Records developed as a result of the grievance will be filed separate from the AP faculty member's official personnel file. Thereafter the records shall be destroyed unless state or federal action is pending.

7. Procedure

- a. Filing of Grievances

Any AP faculty having a grievance who desires to avail himself or herself of this procedure shall do so by notifying his or her supervisor, in writing, of the grievance within thirty days of the occurrence on which the grievance is based. Such notice shall state the name and position of the employee and shall describe, in detail, the nature of the grievance, the facts on which the grievance is based, the time when the action complained of occurred, the names and positions of any person or persons alleged to be involved in such grievance and the remedy desired. The employee may also submit any additional material in support of the grievance which he or she deems advisable. The notice shall be dated and signed by the employee.
- b. Review of Grievances
 - 1. Step 1
 - a. After receiving a written notification of a grievance, the grievant's supervisor shall confer with the grievant to discuss the grievance. In addition, the supervisor may make such independent inquiry regarding the grievance as he or she deems appropriate.
 - b. The supervisor shall render a written decision on the grievance and shall furnish the grievant with a copy. This written decision should be issued within ten days, and must be issued within thirty days of the supervisor's receipt of the notice of grievance. If the supervisor is the university president or if the grievant is satisfied with the supervisor's decision, the grievance proceeding shall be terminated upon the issuance of the decision.
 - 2. Step 2
 - a. If the grievance proceeding is not terminated at Step 1, or if the issue is determined non-grievable, the grievant may appeal the supervisor's decision to the senior administrator for the area within which the grievant works. Such appeal shall be made in writing to the senior administrator and shall be made within ten days of the grievant's receipt of the supervisor's decision. The notice of appeal shall include a

statement explaining why the grievant believes that the supervisor's decision should be overruled or modified. Upon receiving a notice of appeal, the senior administrator shall obtain from the supervisor the grievance and all material submitted by the grievant in support of the grievance.

- b. The senior administrator shall review the grievance and the supervisor's decision. During such review, the senior administrator may make such additional inquiry regarding the grievance as he or she deems appropriate. This may include a personal conference or conferences with the grievant, the supervisor, and others.
- c. The senior administrator shall render a written decision on the appeal and furnish copies thereof to the grievant and the supervisor. The senior administrator's decision should be issued within ten days, and must be issued within thirty days of the senior administrator's receipt of the notice of appeal. If the grievant is satisfied with the senior administrator's decision, the grievance proceeding shall be terminated. If the grievant is not satisfied, he or she may proceed to Step 3.
- d. An employee whose supervisor is a senior administrator shall proceed from Step 1 to Step 3 of these procedures if the grievance proceeding is not terminated at Step 1.

3. Step 3

- a. If the grievance is not terminated at Step 1 or 2, or if the issue is determined non-grievable, the grievant may appeal the senior administrator's decision to the Administrative Faculty Grievance Committee. Such appeal shall be made in writing to the chair of the committee within ten days of the grievant's receipt of the senior administrator's decision. The notice of appeal to the committee shall include a statement explaining why the grievant believes that the senior administrator's decision should be modified or overruled.
- b. Upon receiving such a notice of appeal, the chair shall obtain a copy of the written grievance and all supporting material and copies of the decisions of the supervisor and the senior administrator. The chair shall have the members of the Grievance Panel selected as described in section 5.c. under "Definitions."
- c. The initial meeting of the Grievance Panel should occur within ten days, and must occur within thirty days of the panel's selection. The panel's initial meeting shall include discussions with the grievant and the supervisor. The panel may discuss the grievance with others, acquire additional documentation, and make additional inquiries as it deems appropriate. The panel may meet from time to time as it deems necessary to review the grievance and should render a written decision on the appeal within ten days; the written decision must be issued within thirty days of its initial meeting.
- d. The panel's decision shall be in the form of a recommendation to the president and transmitted to the committee chair.
- e. If the committee chair determines that the decision is not in compliance with this policy, the chair shall return the decision to the panel for such modification as may be necessary to comply with this policy.
- f. If the panel's decision is determined by the chair to be in compliance with this policy, the chair shall forward the decision, along with the notice of grievance, all supporting materials, and prior decisions, to the president. The chair shall provide a copy of the panel's decision to the grievant and to the senior administrator.

4. Step 4
 - a. Upon receiving the panel's decision, the president shall review the decision and all other materials provided by the chair. During such review, the president may make such additional inquiry as he or she deems appropriate, including personal conferences with the grievant, the supervisor, and others.
 - b. The president shall render a decision in writing on the grievance and shall forward copies of the decision to the grievant and the senior administrator. The president's decision should be issued within ten days of the president's receipt of the panel's decision. The president's decision is final.

Accommodations for AP Faculty with Disabilities (University Policies and Procedures, #5406)

<http://www.odu.edu/content/dam/odu/policies/university/5000/univ-5406.pdf>

Title I of the Americans with Disabilities Act (ADA) prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment.

Reasonable accommodation is any change or adjustment to a job or work environment that permits a qualified candidate or faculty member with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

Return-To-Work Policy (University Policies and Procedures #6051)

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6051.pdf>

The purpose of this policy is to provide a return-to-work environment that accommodates an employee's transition to full duty following an injury, illness, or other medical condition that precludes the employee from performing their assigned, regular duties. Old Dominion University departments and academic units shall provide for the use of temporary return-to-work duty assignments and shall, to the extent possible, assist employees by temporarily modifying work assignments or duties or arranging for a temporary transfer until the employee is medically released to resume regular duties.

Discrimination Complaint Procedure (University Policies and Procedures, #6310)

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6310.pdf>

The purpose of the Discrimination Complaint Procedure is to promote equal employment and equal educational opportunities for Old Dominion University employees and students by providing a means for the internal resolution of complaints of illegal discrimination on the basis of gender, race, color, religion, national origin, age, disability, veteran status, political affiliation, or sexual orientation.

Sexual Harassment Policy (University Policies and Procedures, #6320)

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6320.pdf>

The purpose of this policy is to foster an environment at Old Dominion University free from sexual harassment.

Disruptive Behavior Policy

<http://ww2.odu.edu/ao/facultyhandbook/index.php?page=ch02s74.html>

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 AP faculty member.

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 AP faculty members who engage in disruptive behavior will be sanctioned under the appropriate standards of conduct.

Smoking Policy

(University Policies and Procedures, #3220)

<https://www.odu.edu/content/dam/odu/policies/university/3000/univ-3220.pdf>

The intent of this policy is to create as nearly a smoke-free public environment as is possible.

Solicitation Policy

(University Policies and Procedures, #1600)

<https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1600.pdf>

It is the policy of Old Dominion University to restrict solicitation by employees, vendors, sales representatives, and others to minimize interference with the university's operation and to protect the privacy of its faculty, staff, students, and visitors.

Policy on Children in the Workplace

(University Policies and Procedures, #6702)

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6702.pdf>

The purpose of this policy is to establish guidelines for children in the workplace in order to minimize potential liability to the University, risk of harm to children, and decreased employee productivity due to distractions and disruptions.

Use of Facilities

The president of the university shall control the assignment, reassignment, and use of university-owned or controlled facilities, or properties and the university-owned perimeters of such properties, and shall issue such guidelines and procedures governing the use of university facilities as the president deems appropriate. Each administrative unit is assigned space in which to conduct its activities. These assignments are made by the president upon recommendation of the vice president for administration and finance who is responsible for the maintenance and service of all university facilities. The assignment of classroom and laboratory space is the responsibility of the university registrar. Special events scheduling of facilities is the responsibility of the president's office.

Issuing of University Facilities Keys

(University Policies and Procedures, #3201)

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3012.pdf>

Business Travel Policies

<http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1051.pdf>

<https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1050.pdf>

Business Travel Policy

Business-related Travel Allowance

Intellectual Property

(Board of Visitors Policy 1424)

<https://www.odu.edu/content/dam/odu/offices/bov/policies/1400/bov1424.pdf>

The purposes of this policy are to encourage research and scholarship by protecting the interests of creators and the University in Intellectual Property; to define the responsibilities, rights and privileges of Old Dominion University, and those individuals covered under this policy; and to provide basic guidelines for the administration of all matters related to Intellectual Property in which the University has a proprietary interest in accordance with the policy guidelines developed by the State Council of Higher Education in Virginia (SCHEV) and as required by state law and provide for the distribution of royalties as described herein.

Policy On The Use Of Computing Resources

(University Policies and Procedures, #3500)

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3500.pdf>

The specific procedures, standards, and guidelines to be utilized for compliance with this policy are published on the [Information Technology Services Policy website](#).

Information Technology Access Control Policy

(University Policies and Procedures, #3501)

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3501.pdf>

The specific procedures, standards, and guidelines to be utilized for compliance with this policy are published on the Information Technology Services Policies website and links to these documents are listed herein.

Drug-Free Workplace

The federal Drug-Free Workplace Act requires that AP 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 Guidebook. 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.

University Drug and Alcohol Policy

(University Policies and Procedures #6603)

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3012.pdf>

The purpose of this policy is to adopt and implement a program to educate and prevent the unlawful possession, use or distribution of illicit drugs or alcohol.

Safety and Security Policy

(University Policies and Procedures, #3012)

<http://www.odu.edu/content/dam/odu/policies/university/3000/univ-3012.pdf>

The purpose of the Safety and Security Policy is to promote the safety and security of the University community and property owned or controlled by the University.

Threat Assessment

(BOV Policy #1014)

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1014.pdf>

Old Dominion University is committed to preserving an environment that enables community members to reach their fullest potential. In responding to behaviors of concern, we aspire to protect, as much as possible, the health, safety and welfare of the University community from violence. The University maintains a team committed to identify threats, evaluate risks, educate the University as to threats, insure appropriate response, monitor behaviors of concern, and periodically evaluate the program's effectiveness with the overall goal of preventing violence.

Workplace Violence Prevention Policy

(University Policies and Procedures, #6501)

<http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6501.pdf>

The purpose of this policy is to provide a safe working environment for University employees by establishing preventive measures, determining disciplinary action for policy violations, and providing assistance and support to victims of workplace violence.

Gun & Weapon Regulation

8VAC65-10-10. Definitions.

The following words and terms when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Police officer" means law-enforcement officials appointed pursuant to Article 3 (§ 15.2-1609 et seq.) of Chapter 16 and Chapter 17 (§ 15.2-1700 et seq.) of Title 15.2, Chapter 17 (§ 23-232 et seq.) of Title 23, Chapter 2 (§ 29.1-200 et seq.) of Title 29.1, or Chapter 1 (§ 52-1 et seq.) of Title 52 of the Code of Virginia or sworn federal law-enforcement officers.

"University property" means any property owned, leased, or controlled by Old Dominion University.

"Weapon" means (i) firearms; (ii) knives, machetes, straight razors, spring sticks, metal knucks, or blackjacks; (iii) any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration having at least two points or pointed blades, that is designed to be thrown or propelled and that may be known as a throwing star or oriental dart; and (v) any electrical conduction weapon including tasers. "Weapon" does not mean knives used for domestic purposes, pen or folding knives with blades less than three inches in length, or box cutters and utility knives kept or carried for use in accordance with the purpose intended by the original seller.

8VAC65-10-20. Possession of weapons prohibited.

Possession or carrying of any weapon by any person, except a police officer, is prohibited on university property in academic buildings, administrative office buildings, student residence buildings, or dining facilities, or

while attending sporting, entertainment, or educational events. Entry upon the university property described in this section in violation of this chapter is expressly forbidden.

8VAC65-10-30. Person lawfully in charge.

In addition to individuals authorized by university policy, Old Dominion University police officers are lawfully in charge for the purposes of forbidding entry upon or remaining upon university property while possessing or carrying weapons in violation of this chapter.

Firearms, Weapons, and Certain Related Devices (BOV Policy #1013)

<http://www.odu.edu/content/dam/odu/offices/bov/policies/1000/BOV1013.pdf>

In the course of pursuing its mission as an institution of higher education of the Commonwealth of Virginia, Old Dominion University seeks to provide a safe and secure environment for its students, faculty, staff, and all others coming on campus. This policy regulates use of privately owned firearms, and prohibits firearms, related devices and weapons on campus to the extent permitted by law.

Sexual Misconduct Policy (University Policies and Procedures, #4600)

<http://www.odu.edu/content/dam/odu/policies/university/4000/univ-4600.pdf>

The purpose of this policy is to foster an environment at Old Dominion University free of sexual misconduct. This policy defines sexual misconduct, disciplinary action for policy violations, and resources for victims of sexual misconduct.

Stalking Policy (University Policies and Procedures, #4601)

<http://www.odu.edu/content/dam/odu/policies/university/4000/univ-4601.pdf>

The purpose of this policy is to prohibit stalking, outline the procedures for reporting and adjudicating stalking, and provide information on support services and resources for victims of stalking.

X. RECORDS MANAGEMENT

Privacy of Records

The Department of Human Resources maintains personnel files on AP faculty and personnel files are the property of the Commonwealth of Virginia. All record maintenance and access shall be in compliance with the Commonwealth's Department of Human Resource Management [DHRM Policies 6.05 and 6.10](#), the [Virginia Freedom of Information Act](#), Privacy Protection Act and the Library of Virginia Records Retention Schedules found at this website: (www.lva.virginia.gov/agencies/records/retention.asp).

An employee has the right to view his/her records by presenting his/her university identification card. Personnel records may be viewed any time during normal business hours without an appointment; however, an advance phone call will facilitate the retrieval and availability of the record.

Access to individual records will be granted to any person in the individual's supervisory chain as well as to any university official having a bona fide requirement for access.

Reference Checks

The Department of Human Resources will provide employment verification on current and former employees. Such verifications are limited to confirming/providing job title, dates of employment and salaries (as allowed under the Virginia Freedom of Information Act). Information regarding performance, attendance and other employment factors will not be released without written permission from the employee or former employee.

XI. LEAVING THE UNIVERSITY

AP faculty who choose to terminate employment should give as much notice as possible to their supervisor, in consideration of their area of responsibility. One month prior to the effective date of resignation is normally the minimum acceptable notice, and a written explanation for the resignation should be submitted to the supervisor and the Department of Human Resources. In order to ensure the proper completion of all paperwork and the return of university property, AP faculty must follow the requirements of University Policy #6060, Separation Process for Faculty and Staff. As the employee leaves the university, it is his/her responsibility to:

- submit all leave taken via web time entry;
- return keys to Facilities Management or follow supervisor's instructions;
- return library materials and pay fines;
- check parking decal refunds with Parking and Transportation Services and pay parking fines;
- pay outstanding advances and make final check arrangements with the Payroll Office;
- pay outstanding debts and tuition aid with Accounts Receivable;
- pay travel advances and turn in Travel Card to Accounts Payable;
- return the Small Purchase Charge Card to Materiel Management and completing a final reconciliation of your charges.
- return equipment, supplies and records to supervisor.

A two-part exit interview will be arranged by the Department of Human Resources before the employee's last day of work. The first interview is with the Benefits Unit. Its purpose is to provide information and answer questions regarding final pay and continuance or termination of benefits. The second part is with Employee Relations Unit. This interview provides the employee with the option to confidentially discuss his/her experience as an Old Dominion University employee. The employee's information is vital to the university because it provides important observations regarding ways to enhance the work environment.

Faculty and staff members who terminate employment with the university must surrender their university identification cards and their dependents' cards during their exit interviews.

For more information, access the university Policies and Procedures, Policy 6060 – Notification Requirements for Separating Faculty and Staff at <http://www.odu.edu/content/dam/odu/policies/university/6000/univ-6060.pdf>

Separation Process for Faculty and Staff

The purpose of this policy is to ensure the timely notification and processing of AP faculty and staff separations from employment. This policy provides specific procedures to be followed in order to ensure the timely processing of separations which:

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

A. PROCEDURES

University hiring supervisors are responsible for immediately notifying the Department of Human Resources concerning the resignation or termination 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. AP 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 telephone or email the Department of Human Resources, the Payroll Office, and the 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 (including, but not limited to: keys, cell phones, laptop computers, pagers, uniforms);
- referring departing faculty and staff to 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 Information Technology Services to delete access to departmental and University systems, as appropriate;
- maintaining all departmental personnel for five years in a safe and confidential manner.

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 check list 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.

Retirement

There is no mandatory retirement age for employees. Eligibility for retirement under the Virginia Retirement System (VRS) defined benefit plan(s) is based on age, years of service and average final compensation. Eligibility for retirement under the VRS defined contribution plan(s) also has certain eligibility requirements. Consult the "[VRS Handbook for Members](#)" for information on retirement, obtain additional information at www.varetire.org or contact the benefits manager in the Department of Human Resources.

The Commonwealth of Virginia, including all state agencies and public college and universities, is considered one employer. Public school divisions and political subdivisions are considered separate employers. ODU can make no verbal or written offer of reemployment before you retire. You and the university must certify that no such pre-arrangement has been made on the Application for Service Retirement (VRS-5).

Retirees may work on a part-time basis for the university after retirement but certain restrictions may apply. If you are interested in working part-time during retirement, you should contact the benefits manager in the Department of Human Resources for further information.

APPENDIX

Guidelines for Appointment and Promotion of Librarians

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