

4.8.2.3 Graduate

4.8.2.3/1 and 2 of 13 Graduate Faculty Competence and Research Capability of Doctoral Faculty

Presentation of Findings

Old Dominion University has 66 master's degree programs, two certificates of advanced study, and 22 doctoral degree programs in six colleges and in a multidisciplinary doctoral program. The Associate Vice President for Research and Graduate Studies, Dean's offices, and each graduate program collaborate to ensure that the graduate faculty members have high levels of competence in teaching and scholarly activities.

All faculty assigned to teach graduate courses are certified (Faculty Handbook; Certification of Faculty for Graduate Instruction). Each college has established policies and procedures on certification of graduate teaching faculty (College of Arts and Letters, Graduate Teaching Certification Standards; College of Business and Public Administration, Criteria for Certification of Faculty for Graduate Instruction; College of Education, Certification for Graduate Teaching-Faculty and Adjuncts; College of Engineering and Technology, Certification of Faculty for Graduate Instruction; College of Health Sciences, Certification of Faculty for Graduate Instruction; College of Sciences, Minimum Graduate Teaching Certification Standards). Regular full-time faculty are certified for a period of five years according to the criteria set by each college and subject to re-certification. Most of the colleges also allow for three-year provisional certification for newly appointed faculty members and certain others, such as returning administrators and outstanding professional practitioners.

In addition to graduate teaching certification, all Old Dominion University faculty are evaluated regularly on their performance (Faculty Handbook; Policy and Procedures on Evaluation Faculty). All faculty members are required to submit once a year a faculty information sheet in which they detail the evidence in support of their performance in teaching, research, and service. Teaching performance is given high priority at Old Dominion University. Teaching competence is a key component in the hiring process as well as in the awarding of tenure, promotion to higher rank, and annual merit raises. Teaching evaluation includes student evaluation, student interviews, and peer evaluation of course portfolios.

Faculty scholarly productivity for the year 2000 (spring, summer, and fall terms) is described in Table 4.8.2.3-1, which is based on reports from the Academic Deans submitted in October, 2001. (The number of full-time faculty – 598 – reflects filled positions in fall of 2001.)

Table 4.8.2.3 - 1
Scholarly Productivity by Colleges
(Totals for calendar year 2000: Spring, Summer, and Fall Terms)

College	Full-Time Faculty	Books Published	Referred Articles, Chapters, Stories, Poems Published	Papers Presented	Performances (Music, Dance, Theater)	Art Exhibitions	Research Expenditures (Grants and contracts)
A. and L.	155	16	168	199	38	33	\$526,526
B. and P.A.	80	7	89	89			\$865,200
Education	85	20	140	248			\$3,381,158
E. and T.	68	2	336	116			\$11,457,406
Health S.	53	2	44	28			\$120,556
Sciences	157	13	341	561			\$10,500,000
Totals	598	60	1118	1241	38	33	\$26,850,846

Old Dominion University has 22 doctoral degree programs. All graduate teaching faculty are certified according to the procedure mentioned in the immediate previous section. Several colleges (College of Business and Public Administration, College of Education, College of Engineering and Technology,) have special criteria for doctoral course teaching and supervising of doctoral student research in their graduate teaching certification policies (refer to the preceding section). Research capability of faculty is an essential part of the University policy on hiring new faculty and awarding tenure, promotion, merit raises, and so on.

4.8.2.3/3 of 13
Graduate Faculty Requirements Defined and Published

All graduate faculty at Old Dominion University are certified according to the policies established by the University (Faculty Handbook, Certification of Faculty for Graduate Instruction) and by each college (College of Arts and Letters, Graduate Teaching Certification Standards; College of Business and Public Administration, Criteria for Certification of Faculty for Graduate Instruction; College of Education, Certification for Graduate Teaching-Faculty and Adjuncts; College of Engineering Technology, Certification of faculty for Graduate Instruction; College of Health Sciences, Certification of Faculty for Graduate Instruction; College of Sciences, Minimum Graduate Teaching Certification Standards, College of Education, Certification for Graduate Teaching-Faculty and Adjunct) with specific certification criteria. Colleges' certification standards clearly define eligibility requirements for faculty members who teach graduate courses. Those are published and distributed to all faculty members throughout the Deans' offices.

4.8.2.3/4 of 13
Doctoral Faculty Directing Independent Study

Old Dominion University Faculty Handbook (Faculty Handbook, Certification of Faculty for Graduate Instruction) and Colleges' Graduate Teaching Certification Standards, (College of Arts and Letters, Graduate Teaching Certification Standards; College of Business and Public Administration, Criteria for Certification of Faculty for Graduate

Instruction; College of Education, Certification for Graduate Teaching-Faculty and Adjunct; College of Engineering and Technology, Certification of Faculty for Graduate Instruction; College of Health Sciences, Certification of Faculty for Graduate Instruction; College of Science, Minimum Graduate Teaching Certification Standards) specify professional competency as shown by scholarly and/or professional accomplishments. All doctoral graduate programs require graduate faculty to have terminal doctoral degrees in their respective fields. Those faculty members have experienced research through their doctoral research and through their research careers. Their experiences have been checked during the graduate teaching certification process by means of publications and/or other professional accomplishments.

**4.8.2.3/5 of 13
Resources to
Attract and
Retain Faculty**

The Virginia General Assembly has set a goal of placing the faculty salaries of its institutions of higher education in the 60th percentile nationally with regard to each institution's group of non-Virginia peer institutions. In 1998-1999, Old Dominion's average faculty salary level was slightly below the 60th percentile of its peer group. Table 4.8.2.3 - 2 compares 1988-1999 Old Dominion faculty average salaries by rank (first row) with averages (second row) based on the following six peer institutions: UNC Charlotte, Oregon State U., Georgia State U., U. of South Florida, Wayne State U., and the U. of Illinois, Chicago. According to the *Institutional Review* conducted by James L. Fisher, Ltd. (April, 2000) pp.43-44, this is a significant improvement over the early 1990's, when Old Dominion not only had a much less impressive list of peer institutions, but also ranked in the 30th percentile of its peer group.

**Table 4.8.2.3 – 2
Mean Faculty Salaries, 1998-1999**

	Instructor	Assistant Professor	Associate Professor	Professor
Old Dominion University	\$38,700	\$45,500	\$54,100	\$72,900
Average of 6 Old Dominion Peers	\$38,900	\$47,300	\$56,800	\$77,600

The University and each College have various incentive programs to attract and retain qualified faculty in addition to merit raises due to the high professional accomplishments of the faculty. Following are a few examples of those incentives:

1. University-wide Incentives
 - a. Faculty Research and Development Assignments (Faculty Handbook: Faculty Research and Development Assignments): Tenured full-time faculty after five continuous years of service at Old Dominion University will be eligible to apply for one semester (up to full salary compensation) or one year (a half salary compensation) research and development leave.
 - b. Eminent Scholars (Faculty Handbook: Board of Visitors Definition of Academic Rank, E. Special Honors): the University established these positions to recognize faculty members of unusual merit and service to the University. This title is given to full professors at Old Dominion University who reach the standards established by the State Council of Higher Education as eminent scholars.

- c. University Professors (Faculty handbook: Board of Visitors Definition of Academic Rank, E. Special Honors): The designation of University Professor has been established in order to recognize tenured faculty members at the University who are outstanding teachers. The holders of this title receive \$2,500 per year of discretionary funds to support their professional development.
- d. Commonwealth of Virginia Equipment Trust Fund
- e. Faculty Development Funds
- f. Summer Research Fellowships

3. College Incentives

- g. College of Arts and Letters
 - i. Summer Research Grant Program - \$4,500 each; several annually
 - ii. International Travel Stipends Support - \$400 each; several annually
 - iii. Stern Excellence in Teaching Award - \$1000; one annually
 - iv. Burgess Faculty Research and Creativity Award - \$1000; one annually
 - v. Distinguished Adjunct Teaching Award - \$1000; one annually
 - vi. Excellence in Instructional Technology Award - \$250; several annually
 - vii. Outstanding Service to College Award – sculpture; one annually
- h. College of Business and Public Administration
 - i. Excellence in Teaching Award – recognition; one annually
 - ii. Excellence in Research Award – recognition; one annually
 - iii. Excellence in Service Award – recognition; one annually
- i. College of Education
 - i. Tonelson Award (outstanding teaching, research, service) - \$500; one annually
- j. College of Engineering and Technology
 - i. Excellence in Research Award – a free assigned parking space; one annually
 - ii. Excellence in Faculty Advising Award – a free assigned parking space; one annually
 - iii. Excellence in Industry Partnering Award – a free assigned parking space; one annually
 - iv. Excellence in Teaching Award – a free assigned parking space; one annually
- k. College of Health Sciences
 - i. Hirschfeld Faculty Excellence Award - \$1000; every other year
 - ii. Excellence in Teaching Award - \$500 each; two annually

- iii. Excellence in Research Presentation Award - \$500; two annually
- iv. Continuing Education Faculty Award - \$500; one annually

- 1. College of Sciences

- i. Hirschfeld Faculty Excellence Award - \$5000; every other year

In addition to the above incentives, it is common practice in all colleges at Old Dominion University that new faculty members' teaching loads are reduced for them to spend extra time on course development and scholarly development. Most colleges and departments have adequate travel funds to support fully or partially faculty members' participation in international/national conferences and workshops. Incentive teaching-load reductions and financial stipends are also offered for new distance-learning and Internet-based course development.

Other faculty benefits include the Virginia State Retirement System or other optional retirement programs; faculty and staff training and development programs; fitness and aquatic programs; various health and life insurance programs, including pre- and post-tax supplemental programs; employee assistance programs; savings plans; tuition-paid courses for employees and their families.

**4.8.2.3/6 of 13
Faculty's
Commitment to
Institution
Activities and
Services**

The Old Dominion University Faculty Handbook states: "High standards of performance are expected of all staff. Responsive, dependable, and courteous service to students, parents and other members of the university community are primary responsibilities of all employees"(Faculty Handbook; II. The faculty, Statement of Work Values). The faculty are evaluated routinely based on these categories: teaching, research, and service. Service includes that to the department, the college, the university, the community, and the discipline. Service is equally weighted with other factors as an important criterion for reappointment, tenure, and promotion evaluations and merit raises (Faculty handbook: Policy and Performance on Evaluation of Faculty, II.E.3. Service).

**4.8.2.3/7 - 9 of 13
Terminal Degrees**

Official transcripts of all academic work completed by full-time faculty members and current copies of their vita are kept in the file of the dean of the appropriate college. Part-time instructors are required to provide their department chairs with copies of their academic transcripts, which are kept on file in the office of the dean.

The graduate teaching certification process allows exceptions for faculty not to have terminal degrees in their disciplines. Such cases require approval by the graduate program director, the department chair, the college graduate committee, the dean of the academic college, and the Associate Vice President for Research and Graduate Studies. Exceptions will be granted only in clearly extraordinary circumstances (Faculty Handbook: Certification of Faculty for Graduate Instruction).

**4.8.2.3/11 of 13
Credentials of
Faculty Teaching
Interdisciplinary
Courses**

Old Dominion University offers three multi-disciplinary doctoral degrees: Ph.D. in Urban services-Health Services, Urban Services-Urban Education, Urban Services-Urban Management. These have been offered since 1979 to respond to the complex educational, social, political, economical, managerial, and technological problems of service delivery in contemporary urban society (Catalog 2000-2002, pp. 206-208). In those programs, students are required to take courses from various areas such as Educational Curriculum and Instruction (ECI), Educational Leadership & Services (ELS), Health Sciences (HLSC), Public Administration (PADM), and Urban Studies (URBN). Faculty members

who teach those courses are properly certified in their respective disciplines according to University policy (Faculty Handbook: Certification of Faculty for Graduate Instruction). Currently, there are no university policies on interdisciplinary course development and faculty preparation for such courses.

**4.8.2.3/12 of 13
Files of Graduate
Faculty**

Official transcripts of all academic work completed by full-time faculty members and a current copies of their vita are kept in the file of the dean of the appropriate college. Part-time instructors are required to provide their department chairs with copies of their academic transcripts, which are then kept on file in the office of the dean of appropriate college. Faculty members should make sure their credentials on file are current (Faculty Handbook: Faculty Records).

**4.8.2.3/13 of 13
Four Full-time
Faculty for Each
Graduate Program**

All graduate programs at Old Dominion University have at least four full-time faculty. The Catalog lists full-time faculty at the head of the course listings for each department. All faculty are also listed alphabetically, along with their degrees, elsewhere in the Catalog. Program websites and brochures list the full-time faculty who teach in each program. The Provost's office maintains a list of faculty certified for graduate instruction that identifies the college and specialization of each certified faculty member (this list includes adjunct faculty as well as full-time faculty).

Conclusion

The University is in compliance with the SACS/COC *Criteria*.

Recommendations

None

Suggestions

4.8.2.3/11 of 13. *The Commission encourages interdisciplinary courses and recognizes that appropriate credentials for teaching may vary. The institution must document and justify the academic and professional preparation of faculty members teaching in such courses or programs.*

There is no University policy for interdisciplinary course development. There should be a policy to address this item.

Must Statement Compliance Table
4.8.2.3 Graduate

Must Statement	Compliance Statement	Supporting Documentation <u>Exhibit Numbering Key:</u> Criteria#/MustStatement#:Exhibit
<p>4.8.2.3/1 of 13 Institutions offering either master's or specialist degrees must demonstrate a high level of faculty competence in teaching and scholarship.</p>	Compliance	<p>4.8.2.3/1:01 Faculty Handbook: Certification of Faculty for Graduate Instruction, 139</p> <p>4.8.2.3/1:02 College of Arts and Letters, Graduate Teaching Certification Standards</p> <p>4.8.2.3/1:03 College of Business and Public Administration, Criteria for Certification of Faculty for Graduate Instruction</p> <p>4.8.2.3/1:04 College of Education, Certification for Graduate Teaching-Faculty and Adjuncts</p> <p>4.8.2.3/1:05 College of Engineering and Technology, Certification of Faculty for Graduate Instruction</p> <p>4.8.2.3/1:06 College of Health Sciences, Certification of Faculty for Graduate Instruction</p> <p>4.8.2.3/1:07 College of Sciences, Minimum Graduate Teaching Certification Standards</p> <p>4.8.2.3/1:08 Faculty Handbook: Policy and Procedures on evaluation of faculty, pp. 54, 63, 314-321</p> <p>4.8.2.3/1:09 Deans' Reports on Scholarly Productivity, September, 2001</p>
<p>4.8.2.3 /2 of 13 Institutions offering doctoral degrees must demonstrate the research capability of faculty members teaching in these programs.</p>	Compliance	<p>4.8.2.3/2:01 Please see documentation at 4.8.2.3/1 of 13</p>

<p>4.8.2.3 /3 of 13 Eligibility requirements for faculty members teaching graduate courses must be clearly defined and publicized.</p>	Compliance	<p>4.8.2.3/3:01 Please see documentation at 4.8.2.3/1 of 13</p>
<p>4.8.2.3 /4 of 13 Faculty members responsible for the direction of doctoral research must be experienced in directing independent study.</p>	Compliance	<p>4.8.2.3/4:01 Please see documentation at 4.8.2.3/1 of 13</p>
<p>4.8.2.3 /5 of 13 All institutions must have adequate resources to attract and retain qualified faculty, especially in the disciplines in which doctoral programs are offered.</p>	Compliance	<p>4.8.2.3/5:01 List of Old Dominion Peer Universities for Faculty Salary Comparison http://web.odu.edu/ao/upir/FactBook/Faculty_Staff/peers1.htm</p> <p>4.8.2.3/5:02 Faculty Handbook: Board of Visitors Definition of Academic Rank, p. 21; E. Special Honors, p. 35</p> <p>4.8.2.3/5:03 Faculty Handbook: Alan Rufus Tonelson Faculty Award</p> <p>4.8.2.3/5:04 Distinguished Faculty Chairs and Professorships, Catalog, p.5</p>
<p>4.8.2.3 /6 of 13 Those engaged in graduate teaching should demonstrate, by their involvement in institutional activities, their commitment to the academic community, the institution they serve, their students, and their academic disciplines.</p>	Compliance	<p>4.8.2.3/6:01 Please see documentation at 4.8.2.3/1 of 13 and 4.8.2.3 /5 of 13</p>
<p>4.8.2.3 /7 of 13 Each faculty member teaching courses at the master's and specialist degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. In some instances, the master's degree in the discipline may be considered the terminal degree, such as the M.F.A., the M.S.W., and the M.L.S.; in others, a master's degree in the discipline coupled with a doctoral degree in a related discipline, is considered appropriate.</p>	Compliance	<p>4.8.2.3 /7:01 Please see faculty folders on file in each of the dean's offices.</p> <p>4.8.2.3/7:02 SACS Faculty Files Audit Checklist; Academic and Professional Preparation; All Faculty: Full and Part-time</p>
<p>4.8.2.3 /8 of 13 It is the responsibility of the institution to justify the master's degree, or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in these disciplines.</p>	Compliance	<p>4.8.2.3 /8:01 Please see faculty folders on file in each of the dean's offices.</p> <p>4.8.2.3/8:02 SACS Faculty Files Audit Checklist; Academic and Professional Preparation; All Faculty: Full and Part-time</p>

<p>4.8.2.3 /9 of 13 All faculty members teaching courses at the doctoral degree level must hold the earned doctorate in the teaching discipline or a related discipline.</p>	Compliance	<p>4.8.2.3/9:01 Please see documentation at 4.8.2.3/1 of 13</p> <p>4.8.2.3/9:02 Please see faculty folders on file in each of the dean's offices.</p> <p>4.8.2.3/9:03 SACS Faculty Files Audit Checklist; Academic and Professional Preparation; All Faculty: Full and Part-time</p>
<p>4.8.2.3 /10 of 13 When an institution presents evidence of competence or academic credentials other than the doctorate in the discipline for its graduate faculty, it must justify the employment of such faculty.</p>	Compliance	<p>4.8.2.3/10:01 Please see faculty folders on file in each of the dean's offices.</p> <p>4.8.2.3/10:02 SACS Faculty Files Audit Checklist; Academic and Professional Preparation; All Faculty: Full and Part-time</p>
<p>4.8.2.3 /11 of 13 The Commission encourages interdisciplinary courses and recognizes that appropriate credentials for teaching may vary. The institution must document and justify the academic and professional preparation of faculty members teaching in such courses or programs.</p>	Compliance.	<p>4.8.2.3/11:01 Please see faculty folders on file in each of the dean's offices.</p> <p>4.8.2.3/11:02 SACS Faculty Files Audit Checklist; Academic and Professional Preparation; All Faculty: Full and Part-time</p> <p>4.8.2.3/11:03 Catalog 2000-2002, pp. 206-208</p>
<p>4.8.2.3 /12 of 13 It is the responsibility of the institution to keep on file, for all full-time and part-time faculty members teaching graduate courses, documentation of academic preparation, such as official transcripts and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, and certifications and other qualifications.</p>	Compliance	<p>4.8.2.3/12:01 Please see faculty folders on file in each of the dean's offices.</p> <p>4.8.2.3/12:02 SACS Faculty Files Audit Checklist; Academic and Professional Preparation; All Faculty: Full and Part-time</p>
<p>4.8.2.3 /13 of 13 For each graduate degree program, an institution must employ at least four qualified full-time faculty members whose responsibilities include teaching in the program.</p>	Compliance	<p>4.8.2.3/13:01 Catalog, pp. 210-296 and 302-309</p> <p>4.8.2.3/13:02 Samples of Program Brochures and Web Sites</p> <p>4.8.2.3/13:03 List of Faculty Certified for Graduate Instruction</p>