

4.8.1 Selection of Faculty

Presentation of Findings

**4.8.1/1 of 5
Orderly Process
for Recruiting and
Appointing Faculty**

The President is accountable to the Board of Visitors for insuring the appointment of faculty qualified to carry out the mission of the institution, for the implementation of the university's affirmative action plan in initial appointments, for maintenance of fiscal responsibility in assignment of faculty positions, and for the establishment of procedures to carry out board policy in initial appointments. The president may delegate some or all of these responsibilities to the provost and vice president for academic affairs. At Old Dominion University, the Office of the Provost/Vice President for Academic Affairs and the Office of Equal Opportunity Programs are responsible for overseeing the faculty recruitment and selection process. General guidelines for recruitment and appointment of faculty are outlined in the 2001-2003 *Faculty Handbook*. A set of employment forms must be completed and approved at each stage of the hiring process. The process is designed to meet the requirements of federal nondiscrimination legislation and the University's affirmative action plan.

**4.8.1/2 of 5
Publication of
Recruitment and
Appointment
Procedures**

Recruitment and appointment procedures are also outlined in the 2001-2003 Faculty Handbook, which identifies the search and appointment procedures for faculty. A packet with the necessary forms is available in both hard copy and electronic versions. Once a position has been assigned to a department, a recruitment procedure is followed. First, a statement of critical requirements for the position at the time it is offered is developed by the department and approved by the dean. The critical requirements clearly indicate the primary responsibilities that the new faculty member will be expected to perform and the qualifications necessary for the performance of these responsibilities. Second, the department consults the university's equal opportunity/affirmative action director for advice concerning avenues for recruitment of qualified women and minority candidates and concerning the university's policies and procedures for insuring affirmative action in the recruitment process. Finally, advertisements are placed in appropriate professional journals by the Office of Academic Affairs upon the recommendation of the department. Specific procedures concerning recruitment advertising are available from the Office of Academic Affairs. Advertisements and notices of openings are placed in multiple locations, including (but not limited to) the *Chronicle of Higher Education*, discipline-specific employment bulletins and announcements, and the Old Dominion University listing of position vacancies.

**4.8.1/3 of 5
Earned Degrees
From Regionally
Accredited
Institutions**

Old Dominion University considers applications from candidates who have terminal degrees from accredited universities. Credentials of candidates are carefully screened by the departmental or interdepartmental committee in order to determine the candidates with the best qualifications for the open position. Prior to the preparation of the letter of offer, the Dean reviews the candidate pool and the recommendations from the search committee. Copies of the candidate's curriculum vitae, transcripts from accredited institutions of higher education, and three letters of recommendation are made available to the Dean prior to his or her meeting with candidates.

**4.8.1/4 of 5
Evidence of
Appropriate
Academic
Preparation**

Old Dominion University requires that a candidate's transcript from an accredited institution of higher education be made available to the Provost/Vice President for Academic Affairs prior to a letter of offer being issued. Candidates with degrees from foreign institutions must provide either copies of transcripts or a copy of the original diploma with an English translation.

**4.8.1/5 of 5
Faculty Proficiency
in Oral and
Written
Communication**

Through submission of written documents, interviews, scholarly presentations, and/or classroom teaching, all new faculty (including adjuncts) are certified as proficient in English (or the language of instruction if it is a foreign language course) by the appropriate dean prior to issuance of a letter of offer. Departments are expected to require that candidates prepare a classroom lecture, conduct a seminar, or deliver a public talk so that their potential associates and students may observe their command of subject and clarity of presentation. The department also confirms a candidate's proficiency in spoken English.

Conclusion

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

Recommendations/Suggestions

None

**Must Statement Compliance Table
4.8.1 Faculty: Selection of Faculty**

Must Statement	Compliance Statement	Supporting Documentation <u>Exhibit Numbering Key:</u> Criteria#/MustStatement#:Exhibit
4.8.1/ 1 of 5. An institution must show that it has an orderly process for recruiting and appointing its faculty.	Compliance	4.8.1/1:01 Faculty Handbook, pp. 99 - 101 4.8.1/1:02 Office of Equal Opportunity and Affirmative Action forms 4.8.1/1:03 Human Resources: Advertising and Filling University Positions 4.8.1/1:04 BOV Number 1401: Initial Appointment of Teaching and Research Faculty
4.8.1/2 of 5. Recruitment and appointment procedures must be described in the faculty handbook or other published documents.	Compliance	4.8.1/2:01 Faculty Handbook 4.8.1/02 BOV Number 1401: Initial Appointment of Teaching and Research Faculty 4.8.1/03 Human Resources: Advertising and Filling University Positions
4.8.1/3 of 5. It is expected that an institution will employ faculty members whose highest earned degree presented as the credential qualifying the faculty member to teach at the institution is from a regionally accredited institution.	Compliance	4.8.1/3:01 BOV Number 1001: Mission of the University 4.8.1/3:02 BOV Number 1002: Major Goals of the University 4.8.1/3:03 BOV Number 1401: Initial Appointment of Teaching and Research Faculty
4.8.1/4 of 5. If an institution employs a faculty member whose highest earned degree is from a non-regionally accredited institution within the United States or an institution outside the United States, the institution must show evidence that the faculty member has appropriate academic preparation.	Compliance	4.8.1/4:01 Faculty Personnel Files 4.8.1/4:02 Roster of Instructional Faculty 4.8.1/4:03 BOV Number 1401: Initial Appointment of Teaching and Research Faculty
4.8.1/5 of 5. Institutions must ensure that each faculty member employed is proficient in oral and written communication in the language in which assigned course will be taught.	Compliance	4.8.1/5:01 BOV Number 1401: Initial Appointment of Teaching and Research Faculty 4.8.1/5:02 Faculty Personnel Files