

***GENERAL
ADJUNCT
FACULTY
HANDBOOK***

HONOR CODE

We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenets of the Monarch Creed. We will meet the challenge to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands the dignity and respect that we also give to others.

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PREPENDINGES

Prependix A: Adjunct Faculty Checklist of Critical Tasks

The following is a list of critical tasks that should be completed by all adjunct faculty in advance of beginning your employment:

- Complete all employment forms as indicated in employment packet
- Request your University e-mail and Local Area Network (LAN) Account
- Familiarize yourself with LEO Online, the secure faculty self-service web site
- Obtain your ID Card
- Purchase parking pass
- Request classroom keys
- Attend mediated classroom equipment training (if applicable)

Prependix B: Adjunct Faculty Checklist of Employment Forms

- Copy of vita/resume
- Copy of official transcript of highest graduate degree (**required by SACS guidelines**)
- Copy of Social Security Card (required by University payroll policy and IRS payroll regulations)
- Employment Verification Eligibility Form (Form I-9 – required by Federal law, must be completed within three days of commencing employment)
- Child Support Disclosure and Authorization (required by Virginia law)
- Summary of the Commonwealth of Virginia's Policy on Alcohol and Other Drugs (required by Commonwealth of Virginia Human Resources Policy)
- Selective Service Registration Verification – Males Only (required by Virginia law)
- Use of Internet and Electronic Communication Systems (required by Commonwealth of Virginia Human Resources Policy)
- Federal Income Tax Withholding Exemption (Form W-4). *Unless withholding exemption forms are completed, Payroll Office must withhold the maximum amount of taxes.*
- State of Virginia Income Tax Withholding Exemption (Form VA-4). *It is important that out-of-state adjunct faculty complete the VA-4 and claim exemption from Virginia withholding. Otherwise, you will be required to file a Virginia tax return in order to get withheld taxes returned.*
- Direct Deposit Form (**Mandatory for all new hires unless you opt out in writing**)

INTRODUCTION

Welcome to Old Dominion University! You are now a vital member of the Old Dominion University team and play an important role in serving our customers - students, parents, business people and many others. This handbook was designed to provide information to help you do your job as an adjunct faculty member more efficiently and effectively.

The General Adjunct Faculty Handbook includes primary information about Old Dominion University's policies and procedures that may affect you, some general guidelines on functioning in your role as adjunct faculty, and some general information about the campus and campus services. The policy and procedure summaries are intended as guidelines and do not create any rights, benefits or concerns. Old Dominion University reserves the right to change the guidelines on an as-needed basis.

The Old Dominion University *FACULTY HANDBOOK* outlines the general policies and procedures of the institution. Copies of the Handbook are available in Deans; and departmental offices. The handbook is also available on the Old Dominion University web site at www.odu.edu. Although much of that document deals with full-time faculty matters, it includes valuable information for part-time faculty.

In addition to this General Adjunct Faculty Handbook, you may receive information specific to the role of adjunct faculty in your college or department.

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 originally as a feeder school for William and Mary in Williamsburg, Virginia and Virginia Polytechnic Institute in Blacksburg, Old Dominion began educating teachers and engineers. The two-year school rapidly evolved into a full four-year college, 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 to approve the name change to Old Dominion University. Now, Old Dominion is a powerhouse for higher education with six colleges: The College of Arts and Letters, The College of Business and Public Administration, The Darden College of Education, The College of Engineering and Technology, the College of Health Sciences and The College of Sciences. Old Dominion has been offering master's degrees since 1964 and PhDs since 1971. Students currently choose from 67 baccalaureate programs, 68 master's programs, two educational specialist programs and 26 doctoral programs.

Proud of its past, Old Dominion looks to the future and prides itself on its constantly expanding research and teaching programs which grow in quality and in extent daily. A constantly evolving university, Old Dominion is an agent for change for its students, for the region and the nation it serves with dedication. Old Dominion's motto, Portal to New Worlds, is particularly apt in describing a university which opens doors of discovery to new knowledge, ancient wisdom, the most modern science and cutting-edge technology, and the civic and cultural understanding needed by the leaders of tomorrow.

Mission Statement Summary

Old Dominion University promotes the advancement of knowledge and the pursuit of truth locally, nationally, and internationally. It develops in students a respect for the dignity and worth of the individual, a capacity for critical reasoning, and a genuine desire for learning. It fosters the extension of the boundaries of knowledge through research and scholarship and is committed to the preservation and dissemination of a rich cultural heritage. Old Dominion University is old enough to value tradition yet young enough to facilitate change. In a spirit of creative experimentation, innovation, research, and technology, the University is ready to meet the challenges of the twenty-first century.

Statement of Work Values

At Old Dominion University we are interested in stating clearly the broad purpose of our institution and the means by which we achieve that purpose. Typically, most of the University's operations are accomplished through day-to-day interactions between employees and their supervisors. However, we feel the Statement summarizes our expectations of all employees, including adjunct faculty.

High standards of performance are expected of all employees. Responsive, dependable, and courteous service to students, parents, and other members of the University community is the primary responsibility of all employees. Individual and collective initiatives to enhance performance and improve the work environment are encouraged and will be rewarded. The University will assist the employee to perform well by providing training, support, and a safe and healthful work environment.

All employees should promote a work environment in which:

- Individual freedom and dignity are respected and supported while each member pursues the University's work goals and missions;
- Personal and career development are emphasized and understood so that employees will be satisfied and productive in their work and have a sense of pride in Old Dominion University;
- Trust is fostered by truthful working relationships;
- All employees are treated equitably with affirmative action and equal opportunities emphasized;
- Adequate communication, including clearly defined work goals, exists to support the mission of the work unit.

Managers have a special obligation to support and translate broad mission goals into operational objectives. Managers may expect:

- Training and development opportunities to improve their management leadership role;
- Support of decisions, which are aligned to the University Statement of Work Values; and
- Corrective action when the University Statement of Work Values is not followed.

EMPLOYMENT PROCEDURES

Certification

Part-time faculty teaching graduate-level courses (those numbered 500 or higher) must be certified for graduate instruction. Normally, faculty teaching graduate courses must have a terminal degree in the field and have evidence of scholarly activity in recent years. The chair or director will assist adjunct faculty in the certification process if graduate instruction is part of their teaching load.

Criteria for Rank

Criteria for academic rank of adjunct faculty are consistent with those for full-time faculty. Instructors typically lack the terminal degree. Assistant professors have the terminal degree but have not yet demonstrated significant accomplishment in research or creative activity. Associate professors hold the terminal degree and have demonstrated substantial accomplishment in research or creative activity. Professors have terminal degrees and national reputations for scholarship or creative activity.

Forms Required for Adjunct Appointment

Numerous forms are required before an adjunct appointment is finalized and stipends can be paid. A [checklist of these forms](#) is provided in this document. Many of these forms may be downloaded from the Human Resources web site at www.odu.edu/af/humanresources - click **Employment**, click **Forms**.

Normal Term of Employment

Before an individual can teach on a part-time basis, he or she must be appointed as an adjunct faculty member. The normal term of appointment is three years. However, appointment as an adjunct faculty member does not guarantee employment as a teacher at any time during the term of appointment. Rather, adjunct status is a necessary precondition to teach.

The University employs an adjunct instructor to teach a course only when a full-time member is not available to be assigned to the course. No guarantee of employment is made until registration for the course has been completed; an adjunct instructor will not be employed for a course canceled due to inadequate enrollment or for a course reassigned to a full-time faculty member.

After input from the faculty, the chair or director recommends appointment of an adjunct faculty to the dean. Upon approval, the dean reports the action to the Provost.

TEACHING CONCERNS

Academic Calendar

The Office of the University Registrar publishes a detailed academic calendar for each semester. The calendar is available at the Registrar's Office web site (www.odu.edu/registrar), and in the print and web versions of the *Guide to Enrollment*, published each semester. The Registrar's web site and the *Guide to Enrollment* also provide a detailed exam schedule for each semester and summer session. Faculty should be cognizant of Old Dominion University holidays and breaks (Spring and Fall break) when scheduling due dates for assignments and examinations.

Access to Facilities (Keys)

You may obtain keys for your office space, the building in which you work and other space to which you must have access. The keys must be returned when you end your employment at the University. Keys are ordered by the College's Administrative Assistants; when they are ready you will receive a written notice. The keys must be picked up in person from Facilities Management. There is not a charge for the first key; however there is a charge for replacement keys or keys not returned.

Banner

Banner is the administrative information system for the University. The secure self-service web-based portion of the Banner system is called "LEO Online."

Blackboard

Blackboard is a course management product that pulls together in one place a number of common tasks related to teaching courses. Common tasks that are part of Blackboard include: announcements, website for syllabus and course materials, grade book, calendar, drop box for electronic assignments, organizational tasks, quizzes online, discussion board, and tracking course statistics. Because courses are password-protected through the use of ODU Notes Authentication, access to materials is limited to students registered in the course. Assistance with use of Blackboard is provided by the [Center for Learning Technologies](#) and through on-line help documentation at www.clt.odu.edu/bb.

Centralized Printing

The Office of Computing and Communications Services (OCCS) offers centralized printing services to provide high-speed, high-volume printing for all University faculty and staff. Documents are sent directly from the individual desktop to a print server housed in the Network Operations Center on the 4th floor of the Engineering & Computational Sciences Building. There is no charge to departments for this service. To use centralized printing services, you must have a University Local Area Network (LAN) account and be logged into a computer on the University network. Please refer to the section on Office of Computing and Communications Services for details on computer accounts. Print outs may be picked up at the Network Operations Center or you may request delivery to a campus address.

Classroom Technology (mediated classrooms, equipment delivery)

A large percentage of the University's classrooms are "mediated classrooms," which are supported by [Classroom Central](#). Mediated classrooms are equipped with user-controlled video and data display equipment, networked computers, and laptop connectivity. Access to media equipment requires a special key, which is provided after the faculty member attends training in use of the equipment. The [Center for Learning Technologies](#) provides an orientation for use of Mediated Classrooms at the beginning of each semester. Orientation schedules are available online at www.clt.odu.edu (select the Faculty Support link) or by telephoning 683-3172. You will also need a mediated classroom door key, which can be obtained via your department secretary (see section on [Keys](#)). Some rooms are being converted to swipe-card access; your University ID Card will provide that access. Each classroom is equipped with a hot-line telephone that is connected directly to the Technical Support Center.

If you are assigned a regular (non-mediated) classroom and need to use some technical components in your instructional delivery, you may request delivery of technology equipment through Classroom Central. Requests may be submitted electronically or by completing and faxing a paper form. Links to forms, as well as a list of equipment that is available for delivery, are on the Classroom Central web site at www.occ.edu – click **Instruction**, click **Classroom Central**.

Computer Access/Security

Instructors who do not have Internet access should contact their department for access to campus computing resources. (A LAN account is required to use campus computers.) In accordance with University policy, instructors are **not** permitted to provide their confidential login information (University ID and PIN) to any other person to load grades for them (see the University policy on Security Violations at www.occ.edu – click **Policies**, click **Acceptable Usage Statement**).

Course Evaluations

The University utilizes an online course evaluation process for all courses. Two weeks prior to the end of the course (as it appears in the Banner system), students receive an e-mail notification that they have courses available for evaluation. Students authenticate with their student e-mail user name and password, complete the course evaluation, and submit electronically. Student-specific information is not captured or stored, so course evaluations remain anonymous. After each course evaluation period closes and results are compiled, faculty members are notified via e-mail regarding accessing evaluation results. Your University e-mail log in name and Lotus Notes Internet mail password are required to access course evaluations. Department staff cannot access evaluations on your behalf.

Course Goals

Each department has defined a common core of material for coverage in its classes. Faculty teaching courses must adhere to the goals of those courses. Specifically, courses should integrate substantive material, explore the relationships among the findings of different disciplines, and stress the development of critical thinking skills. Each course must also require substantive writing by the students. The chairperson or director (or the area coordinator) can help adjunct faculty learn about all aspects of the program.

Course Syllabus

During the first week of classes each semester, the instructor will provide students with a syllabus of the course. Exceptions to this must be approved in writing by the dean. Normally a syllabus will include an outline of the material to be covered during the semester, the instructor's requirements for student participation, assignments, the nature of the instructor's grading system, and the attendance policy for the course. Additionally the applicability of the Honor Code to each particular class and the code of student conduct shall be summarized on the syllabus. A copy of the syllabus should be filed with the department office.

The Center for Learning Technologies has developed an online course syllabus generator. This tool is available at www.clt.odu.edu, click **Faculty Services**, click **Course Syllabus Generator**.

Evaluations (of Adjunct Faculty)

The department chair or program director will evaluate the performance of each adjunct faculty member. Such evaluations may be based upon classroom observation, course portfolios, grade distributions, student evaluations, and/or any other pertinent materials or information. Continued employment of any adjunct faculty member is contingent upon that individual meeting or exceeding expectations. Procedures for evaluation of adjunct faculty are established by each college. Please check with the Dean or Department Chairperson for specific information on evaluation procedures.

Final Exams

The university firmly believes that a comprehensive evaluation of a student's achievement in a course is a vital part of the educational process. The exam schedule for each term is published on the Registrar's web site at www.odu.edu/registrar and in the *Guide to Enrollment* for each term or summer session. DISTANCE LEARNING faculty should refer to the *Guide to Enrollment* or the [Registrar's website](#) for the *Distance Learning* exam schedule. Final exams, if given, are to be given at the time and in the location given in the *Guide to Enrollment*. Upon request of the instructor, exceptions to this regulation may be made only to the dean. If a final examination is changed to other than that of the scheduled time, provisions will be made by the instructor for any student who cannot comply with the schedule change.

All exams are to be retained for one year by the faculty members.

Grade Appeals/Changes

Students may **appeal grades** that they believe were awarded as a result of prejudicial, arbitrary or capricious behavior on the part of the instructor. Grading problems are best avoided by setting clear expectations for students about the relative value of each assignment in calculating the final grade and on the standards of evaluating assignments. Statements of grading policy must appear in the syllabus. Successful grade appeals are quite unlikely if you take these steps and keep adequate records. For complete information on grade appeals, please refer to the *Old Dominion University Catalog*.

Grade changes must be made in writing, using Grade Change forms only. Grade Change forms are available from your departmental office and require the appropriate signature(s). Grade changes are posted to students' records within **24** hours of their receipt by the Registrar's Office. Grade change forms should never be presented to the Registrar's Office by a student. Faculty teaching at higher education centers or distance learning sites should contact the Distance Learning Office to request grade change forms.

Grades - Final

A final grade for each student should be submitted within 48 hours of the scheduled final exam (or within 48 hours of receipt of final exams for Distance Learning courses), using the University grading system in LEO Online. In no case should the student's name or any part of their Social Security Number or University ID Number (UIN) be publicly posted. You are required to keep the class roster and copies of all final exams for twelve months following the end of the course. The system of grading used by the University is published in the *Old Dominion University Catalog* and is as follows:

GRADE	GRADE POINTS	UNDERGRADUATE	GRADUATE
A	4.00	Superior	Excellent
A-	3.70	Superior	Excellent
B+	3.30	Good	Good
B	3.00	Good	Good
B-	2.70	Good	Fair
C+	2.30	Satisfactory	Poor
C	2.0	Satisfactory	Poor
C-	1.70	Passing	Poor
D+	1.30	Passing	Not assigned
D	1.0	Passing	Not assigned
D-	.70	Passing	Not assigned
F	0.00	Failing	Failing
WF	0.00	Unofficial Withdrawal	Unofficial Withdrawal

GRADE	GRADE POINTS	STATUS
P	None	Pass
F (P/F)	None	Failed
O	None	Audit
I	None	Incomplete
II	None	Incomplete (not subject to time limit)
W	None	Official Withdrawal
Q	None	Progress but not proficiency
Z	None	No Grade Reported

Grades -- Posting Grades, Progress Reports

University policy requires faculty to submit grades electronically, using the self-service secure access web site LEO Online (www.leonline.odu.edu). Final grades are due within 48 hours of the final examination. Distance Learning grades are due within 48 hours of receipt of the final exam for the course. **Instructors are not permitted to e-mail grades to the students or to the Registrar's Office.** Instructors who post grades in Blackboard and/or FSCS must also post them to LEO Online, the official grade source for students. You should print out a copy of your posted grades once they have been submitted in LEO Online for your records. Check with your department to see if a copy of submitted grades will be maintained in the departmental office. Faculty are required to maintain a permanent grade record for a period of at least 12 months after the conclusion of the course.

LEO Online is available from 4 a.m. through midnight Monday through Saturday and noon-midnight on Sunday. LEO is not available from midnight – 4 a.m.

The Office of the University Registrar provides detailed instructions for faculty to load grades in LEO Online. These instructions are e-mailed to the ODU faculty/staff e-mail address prior to the exam period and are available on the Registrar's web site before the conclusion of each semester. Assistance with loading grades is available from the Registrar's Office (see UNIVERSITY SERVICES, Registrar's Office).

Any instructor who does not see in LEO one or more courses he/she is teaching should contact the departmental office **before the grading period** to be sure he/she has been assigned (in Banner) as instructor for the course. If you are not sure whether you have been assigned as the instructor, contact the Office of the University Registrar at 757-683-3623. Shared courses (taught by more than one instructor) should display both instructors assigned to the course and be available to both instructors online.

LEO Online may also be used to submit **progress reports**. The *2004-2006 University Catalog* (p. 47) states "Faculty teaching 100- and 200-level undergraduate courses will provide specific feedback regarding progress in the course. Feedback may be accomplished by returning substantial graded assignments **or by posting an interim grade via LEO Online** where reasonable and appropriate. Quarterly progress will be submitted by the end of the fourth week of classes in the fall and spring semesters, and the equivalent time frame in the summer sessions.

Providing timely information to students on graded work makes students aware of their performance so they can determine whether to seek additional help from the faculty member, tutorial services when available, or their academic advisor, and/or withdraw from the course prior to the established deadline for withdrawal." If you intend (or do not intend) to post progress reports in LEO Online, please make your students aware of this. In LEO, use the "Progress Report Grades" link to post interim grades. These grades are not permanent and do not become part of the student's academic history. They are not reported to or processed by the Office of the University Registrar.

Grades - Unreported/Incorrect Grades, Incompletes

Students who have questions about unreported or incorrect grades or changes to Incomplete (“I”) or “Z” grades are directed to contact the course instructor.

A grade of “I” indicates assigned work yet to be completed in a given course, or absence from the final examination, and is assigned only upon instructor approval of a student request. It is the responsibility of the student to approach the instructor to request an “I” grade and to provide documentation, including a written statement of when the work will be completed, to support the request. The authority to award and “I” grade rests with the instructor, whose decision is final. Incomplete grades that are not changed to another letter grade automatically convert to “F” at the end of the next regular semester.

A grade of “Z” indicates that **no grade has been submitted by the instructor for the student**. “Z” grades will be converted to a grade of “F” if not removed by the last day of classes of the following term (excluding the exam period) according to the same schedule as the conversion of “I” grades. Students will not be allowed to graduate until all “Z” grades have been resolved.

LEO Online

LEO Online is the secure self-service web site where faculty can view and obtain class schedules, view and obtain up-to-date class rosters, load students’ progress grades and final grades, view personal and personnel information, and find contact information for students. Other parts of this manual provide detailed information on the features and services of LEO Online.

Materials

Each program has its own procedure and budgeting process for obtaining multiple copies of materials; contact the Department’s Administrative Assistant for assistance. Resources you may use include Copytron, a local printing company; [Monarch Copy Center](#), the University associated copy service located in Webb Center; the high-speed printing service provided by OCCS; and departmental multifunction devices (MFDs) managed by Copy Central.

MFDs, which are located in most buildings on campus and at some distance learning sites, are networked to provide for both walk-up operation and document printing from a PC on the University network. Use of MFDs requires a University ID Card and access is based on official University employment. In some cases, an adjunct faculty member may be issued an identification card before other administrative processes have been completed. Since the MFD’s card reader only recognizes individuals with complete personnel records, adjunct instructors may experience a delay if records are not yet finalized.

In the interim, adjunct faculty should contact their department to get temporary access using a third party card. Once the employment process is final, the adjunct faculty member's ODU ID card will be recognized and access granted.

Note that you will need to obtain permission from the copyright holder before securing multiple copies of certain materials for distribution to your student.

Meeting Scheduled Classes

Faculty members are expected to attend all classes as scheduled at the times and in the locations given in the *Guide to Enrollment*. While an occasional class may be rescheduled by the faculty member for convenience, any regular rescheduling of a class is only permitted with the written approval of the dean.

Faculty members who must be absent from a class should notify the chair in advance. Chairs are responsible for providing temporary instructors when absences occur. In the case of an emergency that prevents the faculty member from making advance notification, the faculty member must contact the chair as soon as possible.

Please refer to the section on [emergency closings](#) for additional information.

Monarch Copy Center

The Monarch Copy Center is a full service document center located next to the ODU Bookstore in the Webb University Center. Services include color or black/white documents, poster size color prints, special papers orders, cover and course pack options, document bindings, on-campus pick up and delivery service and online submission through Paw Print

The Center is open Monday through Thursday from 8 a.m. to 6 p.m. and Fridays from 8 a.m. to 4:30 p.m. on Fridays; closed on University holidays. Telephone: 757-683-4400; Fax: 757-683-5347.

Monarch Copy Center has an electronic gateway, called “PawPrint.” Through PawPrint, you may register online to use the service, upload computer files for printing, see an immediate PDF proof of your document, choose from a variety of printing and binding selections, view a cost estimate before you order, check on the status of your order, and receive e-mail notification when the job is done. All of this can be done from anywhere in the world using an Internet browser. Authorized employees may have the charges billed to a departmental budget.

Additional information is available at www.pawprint.odu.edu.

Office Hours

Faculty members are expected to keep definite office hours for student conferences. Your College/ Department will provide an appointment space for meetings with students.

Opscan Test Grading

OCCS offers automated/computer graded test services via optical scanning equipment. This service is available to all faculty, staff and graduate assistants. Details are available online at www.occs.odu.edu – click **Instruction**, click **Opscan Test Grading**.

Personal Response Systems - “Clickers”

Student Personal Response Systems have three components – receiver, clicker, and software. Using the Interwrite PRS System, faculty may ask questions during their lecture and have students respond via their personal clicker; the receiver tallies the responses. Responses can be anonymously displayed. Please contact Classroom Central via e-mail at occs-help@odu.edu or by phone (683-3192). Receivers have been permanently mounted in several classrooms.

Please contact [Classroom Central](#) for information and assistance. Faculty teaching in other classrooms may request delivery of receivers from [Classroom Central](#). Receivers will be reserved on a first-requested basis. Software will be loaded on computers in all mediated classrooms and is available for faculty teaching in non-mediated rooms and using personal or departmental laptops. Clickers are available for purchase from the Old Dominion University bookstore.

Training is mandatory before receivers will be delivered. Hands-on workshops are available through the [Center for Learning Technologies](#). Registration for CLT workshops is available online at www.clt.odu.edu (select the Faculty Development link) or by telephoning 683-3172. If you are unable to attend a workshop, training may be arranged – by appointment only – through the CLT or Classroom Central. Allow a minimum of a week’s notice between your request for training and the first day you will use the clickers.

Student Registration/Class Rosters/Registration Overrides

Students must be properly registered. **If a student attending class does not appear on your class roster after the first week of class, the student should be sent to the Registrar’s Office to resolve the problem.** No student should attend your class unless registered (due to liability issues for the University).

Class rosters will be sent once to all instructors via their ODU faculty/staff e-mail account prior to the beginning of each semester. The e-mailed rosters also include instructions for obtaining class rosters via the LEO Online secure access web site (www.leoonline.odu.edu). It is important for adjunct instructors to request and activate their ODU e-mail account as soon as possible after they are hired, so they will receive this information.

Instructors may always obtain an up-to-date (real-time) class roster at any time via LEO Online. The rosters are available in several ways:

1. **Detail Class List** (includes information about the student’s course of study/major and contact information, and a link to e-mail the entire class at one time)
2. **Summary Class List** (includes enrollment information, student’s registration status, level and contact information, and a link to e-mail the entire class at one time). *This roster is useful for determining whether a student who stopped attending your class has officially withdrawn.*
3. **Web Reporting Menu→Download a Class Roster** (includes student’s major, site, and e-mail address and can be saved as an Excel spreadsheet.)* *This method is particularly useful for obtaining class rosters for all your courses with one request, and/or for seeing all the students registered in a televised course that may have students in numerous locations.*

* Instructors should only save this information to a secure computer workstation, preferably your secure ODU network (LAN) H: or J: drive. Remote access to these directories is available via an online utility called Iuser (iuser.odu.edu). A user guide is available on the OCCS web site at www.occs.odu.edu – click **Support**, click **Documentation**. Class rosters contain confidential information about students and the data should be destroyed/erased when you are finished with it. Security of anything containing personally identifiable information should be considered whether in paper or electronic format.

Instructors who do not see one or more courses they are teaching should contact their departmental office to be sure they have been assigned (in Banner) as instructor for the course. Frequently, courses are originally assigned to “staff;” this must be updated in order for you to receive class rosters. If you are not sure whether you have been assigned as the instructor, look up the course in LEO online or contact

the Office of the University Registrar at 757-683-3623. Shared courses (taught by more than one instructor) should have both instructors assigned to the course.

Faculty may provide **electronic overrides/overloads** for their courses via LEO Online. Overrides that can be given electronically include Instructor's Approval (where registration requires instructor's approval), Closed Class, Co-requisite, Duplicate Course, Level Override, Major Restriction, Pre-requisite, Test Score, and Time Conflict. Note that course pre-requisites are viewable by looking up the course in LEO online.

To give an electronic override, the instructor must know the student's UIN (University Identification Number), the CRN (5-digit course reference number), and **the registration error** you are being asked to override. Providing an electronic override does **not** register the student for the class, but in most cases, does allow the student to complete the registration online, as long as the registration period for the course has not expired. If you make an error in the override, please contact the Registrar's Office at 757-683-3623 to have the error corrected. You cannot undo overrides via LEO Online at this time.

Instructions for granting electronic overrides are available on the Registrar's web site (www.odu.edu/registrar), and assistance is available via phone (757-683-3623) or e-mail (register@odu.edu). **Instructors should always consult with their department before granting overrides or overloads, since classroom capacity and departmental or University policy may not allow overrides.**

Textbooks

Often, the textbook you will be using has already been selected and may even have been ordered. Be sure to check with the Administrative Assistant to see if your text has been ordered. If you need to select a textbook, check with the Department Chair or director on the proper procedure for your department.

POLICIES

Access to the full-text version of all University policies is available via the University web site at www.odu.edu – click **Faculty & Staff**, scroll to **Procedures and Guidelines**, click **University Policies and Procedures**. The site also contains links to the Faculty Handbook and the Student Handbook.

Americans with Disabilities Act

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.

The University is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the University. Undue hardship means that an accommodation would require significant difficulty or expense.

Additionally, the University is required to make accommodations to the known disability of a student. The Office of Disability Services oversees the assessment of student requests for accommodation and assistance. All accommodations students receive at ODU are based upon documentation resulting from an evaluation performed by a qualified professional. After Disability Services has confirmed a disability and identified appropriate accommodations for a particular student, they will notify all of the student’s instructors via a Faculty Accommodation Letter. Instructors **must** provide the student with the accommodations listed in the letter.

Instructors should not provide any accommodations to a student who does not present a letter from the Office of Disability Services. Students making requests for such accommodations should be referred to the Office of Disability Services for assistance.

For more information on ADA, contact the EO/AA Office. For information on services provided by the Office of Disability Services, contact that office at 683-4655. Additionally, a handbook titled *Disability Services: Information for Faculty* is available on the Disability Services website at studentservices.odu.edu – Click **Disability Services**, scroll to **Faculty**, click **Handbook**.

Computing

Access to Old Dominion University computing resources will be given through the establishment of a unique account according the University account request procedures. The level of authorized access granted to an individual with an account is based on the specific needs of the individual. The determination of this need is incorporated into procedures which must be followed to obtain an account; procedures will vary according to the system and level of access desired. The Office of Computing and Communications Services (OCCS) manages access to central computing resources, while access to some distributed systems is managed by the department owning and managing the resource.

In their usage of computing resources, all students, employees, and faculty are bound (respectively) by the [Code of Student Conduct](#), the [Employee Standards of Conduct](#), or the [Faculty Handbook](#).

Conflict of Interest

According to the Virginia Conflict of Interest Act, you cannot pass on confidential information to which you have access in your job, nor use it for personal gain or benefit.

Discrimination Complaint Procedure

The purpose of the Discrimination Complaint Procedure is to promote equal employment opportunities for Old Dominion University employees by providing a means for the internal resolution of complaints of illegal discrimination. Any full- or part-time employees of Old Dominion University who believe they have a discrimination complaint may use the procedure.

Drug and Alcohol Policy

Old Dominion University does not condone the illegal or irresponsible use of alcohol. In compliance with the State and Federal law, the University forbids the unlawful possession, use or distribution of alcohol on University property or at University sponsored functions. Employees are only authorized to consume alcoholic beverages on campus at events approved by the appropriate dean or vice president.

The University supports all federal and state legislation pertaining to the abuse of controlled substances. This includes the Drug-Free Work Force Act and Drug-Free Schools and Communities Act. The Commonwealth's Policy on Alcohol and Other Drugs generally parallels the Federal Drug-Free Workplace Act.

Equal Opportunity Statement

It is the policy of Old Dominion University to provide equal employment and education opportunities for all persons without regard to race, color, religion, national origin, gender, age, veteran status, disability, political affiliation or sexual orientation.

Guidelines on AIDS in the Workplace

Old Dominion University will address AIDS (Acquired Immune Deficiency Syndrome) or HIV (Human Immunodeficiency Virus-the AIDS causing virus) as it would any other life-threatening illness. Individuals diagnosed with AIDS or who are infected with the HIV virus should continue to work as long as they are medically able, do not endanger their health or the safety of others, and can meet job performance standards.

Identification (ID) Cards

As a University employee, you are required to carry a University Identification (ID) Card while you are on campus. A University ID Card provides the authorization necessary to obtain a faculty/staff parking decal and to borrow materials from the University Library, as well as gain access to some of the University's [mediated classrooms](#). Additionally, by presenting your ID Card, you can obtain free official and unofficial transcripts for any courses you take at Old Dominion University and receive discounts at the University bookstore in Webb Center, University athletic events, and performances of the Old Dominion Players.

ID Cards are obtained from the Card Center in the Webb Center. Adjunct faculty must present their appointment letter to obtain a card. When you separate from University employment, you must turn in your ID Card to the Office of Human Resources.

Inclement Weather (Closings)

The Provost and the Vice President for Academic Affairs are designated as the authority to close the University for reasons of inclement weather or emergencies. The authority will be exercised in consultation with the other vice presidents and the Director of Public Safety. **Faculty members do not have the authority to cancel classes due to inclement weather.**

If the University closes during its normal hours of operation, the vice president, deans, directors, department chairs, and other supervisors are informed by telephone. If the University is closed more than two days, it may become necessary to extend the school year. The President or his/her appointed representative makes this decision.

Announcements of whether the University will close or remain open are posted on the University website and announced on numerous radio/television stations. A complete list of these media outlets is included in [Appendix B](#) of this document.

Parking

All motor vehicles parked in University parking facilities must display a valid parking permit. Single semester parking permits for adjunct faculty may be purchased from the Office of Parking Services, which is housed in the Parking Administration Building adjacent to the multi-level parking facility on 43rd Street. As an alternative, daily-parking permits may also be purchased from the Parking Office. There is parking available in the high rise parking deck and there is shuttle service to various parking places. You may be able to find on-street parking, but be sure it is not in a time limited area and that you don't block a driveway. An interactive campus map showing all buildings and parking facilities is available at <http://www.odu.edu/webroot/orgs/af/ps/parkser.nsf/pages/home>, click **Campus Map**.

Privacy of Information

The Family Educational Rights and Privacy Act of 1974 (FERPA; also known as the Buckley Amendment), can be defined as *“a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.”*

The Act applies to students enrolled in higher education institutions as well as K-12 students (under this law, any student under age 18 who is enrolled in a higher education institution is protected by its provisions).

Major provisions of FERPA are included in the *Guide to Enrollment*, published each semester and summer term by the Office of the University Registrar. The *Guide* also provides information on parental access to student's education records. All faculty and adjunct faculty should familiarize themselves with this document (a PDF version is available at the Registrar's web site www.odu.edu/registrar).

Old Dominion University designates the following information as public or directory information, which **may** be disclosed by the institution at its discretion:

Name, address, telephone number, e-mail address, date of birth, gender, dates of attendance, current number of credits carried, class level, previous institution(s) attended, major field of study, awards and honors (including Dean's List), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), degree(s) conferred (including dates).

Please note that social security number and/or University Identification Number (UIN) are NOT directory information and should not be disclosed or posted in any fashion.

Through LEO Online (www.leoonline.odu.edu) faculty may obtain class rosters and contact information for students registered for their classes. The following policy statement binds all instructors:

Access to the information displayed in this report is necessary to perform official duties of my position. I understand that through the information displayed in this report, I have access to confidential student information protected by the Family Educational Rights and Privacy Act of 1974. In accordance with this Act and University policy concerning student records, I understand that unauthorized access, release or re-release of confidential student information is prohibited by law and may result in disciplinary action, including dismissal.

All questions regarding FERPA or requests for information should be directed to the Office of the University Registrar at 757-683-3623.

Sexual Assault Policy

Sexual assault is non-consensual physical contact of a sexual nature. Sexual assault can occur between acquaintances or parties unknown to each other. Reporting an attempted or perpetrated sexual assault is extremely important for the protection of the victim and the community. Reporting documents the complaint should the victim decide to go forward within the legal process in the future.

A victim may report a sexual assault on or near campus to the Old Dominion University Department of Public Safety (683-4000). A trained officer has been designated to work with all sexual assault cases. Counseling, crisis intervention, and medical assistance will be made available to the victim through RESPONSE (622-4300) and through campus services such as the Women's Center, Counseling Center, and Student Health Services. A victim may choose to contact any of the above services for support and information whether or not she/he chooses to report the assault to Public Safety or the Police.

Sexual Harassment Policy

The information provided in your handbook is a summary of the Sexual Harassment Policy and Procedures. For detailed information, contact the EO/AA Office or a member of the Committee on Sexual Harassment.

A variety of sexual conducts directed at another University community member may be considered sexual harassment, including, but not limited to offensive sexual language, uninvited physical contact, solicitation of sexual favors, or graphic or degrading comments of a sexual nature.

Consenting romantic and sexual relationships between faculty and student or supervisor and employee, while not expressly forbidden, are generally deemed very unwise. A faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) where a professional power differential exists, must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove a defense on grounds of mutual consent.

Smoking Policy

The intent of the University's smoking policy is to create as nearly a smoke-free public environment as is possible. To this end, the following general policies are established:

1. Smoking is prohibited in all University facilities.
2. Preferential consideration will be given to nonsmokers whenever it is determined they are being exposed involuntarily to smoke, whether directly or indirectly.
3. Smoking is prohibited in all indoor and enclosed courtyard locations.
4. Smoking is not permitted within 20 feet of the entrance to any University facility.

This policy does not supersede more restrictive policies which may be derived from and in compliance with federal, state, or local laws, ordinances, and regulations.

Solicitation Policy

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 our employees, students, and visitors. Fund raising or sales activities (such as the University's Annual Fund, the State Employee's Combined Charitable Campaign, blood drives, or the U.S. Savings Bonds Campaign) sponsored by the University are considered authorized activities when approved by the President and, therefore, are not precluded by this policy.

In accordance with the Privacy Protection Act of 1976, the University does not provide employee information (i.e., names, addresses, telephone numbers) to companies for solicitation purposes. In addition, it is the policy of the University not to release lists or electronic files of names, addresses, and telephone numbers to companies for solicitation purposes.

Student Discipline

University procedures exist for handling disruptive students and those who engage in academic dishonesty, including cheating on exams, plagiarism and the submission of work created by another individual or by the student for another course. Please consult your department chair or director for advice about how to proceed in these cases.

Students are expected and required to assume the responsibility for their own behavior and to abide by the laws of the Commonwealth of Virginia, the rules and regulations of Old Dominion University, and the Student Honor Code. A student who violates the general standards of conduct as detailed in [Policy 1530: Student Disciplinary Policies and Procedures](#) may be subject to administrative actions (as defined in Policy 1530 Section III-G) or to one or more disciplinary sanctions (as defined in Policy 1530 Section VII), whether or not civil authorities choose to prosecute.

Additional resources for information on student discipline are available from the [Office of Student Judicial Affairs](#).

Telephone – (Use of University)

Generally, on-campus personal phone calls are not prohibited, but they must be kept to a minimum. Using University telephone lines to accept collect calls or charge long distance calls for personal reasons is strictly forbidden.

University Communication (University e-mail accounts)

Old Dominion University faculty/staff and students must activate, maintain and regularly access University provided electronic mail (e-mail) accounts. Faculty/staff e-mail accounts are established through the Universal Account Request form upon employment. Information on account security and acceptable usage is available from the Office of Computing and Communications Services and the OCCS web site at www.occs.odu.edu.

Faculty/staff and students are required to use valid Old Dominion University e-mail accounts to send and receive official information and notices, and will be held responsible for accessing their electronic mail to obtain official University communications. University e-mail accounts may be accessed from a desktop client (on-campus) and via the Internet. Failure to access the mail account will not exempt individuals from associated liabilities. Instructors should always use the University e-mail account to communicate with students and with the Registrar's Office.

While the Electronic Messaging Policy permits forwarding of University e-mail to an alternative e-mail, doing so is a violation of FERPA regulations because it will result in class rosters, which contain protected information, being e-mailed to non-secure locations.

Additional information is provided in University Policy 3517 - [Electronic Messaging Policy For Official University Communication](#).

University Identification Number (UIN)

Effective May 2004, use of the Social Security Number (SSN) was discontinued in favor of an 8-digit University Identification Number (UIN). A UIN is assigned to all employees upon employment and to all students upon completion of admission. It is the primary identifier used to create records in the administrative information system (Banner) and for display on identification cards issued by the University. As required by law, the University will continue to collect the Social Security Number from students and employees for reporting to the Internal Revenue Service and other federal agencies.

Faculty should discontinue use of and reliance on the SSN as the primary identifier of students. Public display of the SSN or UIN is not permitted. Faculty who wish to post grades either for a semester or for a specific examination or assignment should use Blackboard, a secure process, or a random test number assigned to each student. Official semester grades must be loaded in LEO Online.

The UIN may be retrieved from the secure self-service website, LEO Online, under the Personal Information section. Log-in/authentication is required.

Use of University Equipment, Materials, and Funds

The use of University equipment or computer software for personal reasons is not permitted. When University equipment must be taken home to complete University business, you must obtain prior approval from your supervisor. The use of University materials or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used only for conducting University business. Materials purchased with University funds become the property of the University.

Center for Learning Technologies

The Center for Learning Technologies (CLT) assists faculty in the integration of technologies into the teaching/learning process and provides workshops/training for faculty and individual/group consultation on any instructional need. The Center offers a wide variety of services related to faculty support. Services include one-on-one consultation, instructional design, course design and development, individual course management, course website development, workshops, proctored testing, and demonstration and evaluation of tools and technologies. Detailed information is available on the web at www.clt.odu.edu/clt.

Classroom Central

Classroom Central provides equipment, services, and support to help faculty and students take full advantage of the technology available in the University's mediated classrooms and computer labs, and provides audio/visual support for University-sponsored events. This support includes delivery of media equipment to non-mediated classrooms. Information and request forms are available online at www.occs.odu.edu – click **Instruction**, click **Classroom Central**. Additional information is also provided in the [Classroom Technology](#) section of this handbook.

The Courier

The Courier is an official University publication prepared monthly by the Office of Institutional Advancement and is provided free of charge. Policy changes that affect you may be officially announced in *The Courier*.

Office of Computing and Communications Services (OCCS)/Computer Accounts

The Office of Computing and Communications Services has responsibility for research, consultation, support, and maintenance of computing and communications technology for the University. In addition to maintaining the University's central computer system, OCCS provides/manages all computing accounts for employees and students. Primary accounts include a LAN account, which is required for access to the University's computing network, and the faculty/staff e-mail account, the official communication medium for the University. Adjunct faculty members are urged to request these accounts as early as possible after being appointed to their position. Blackboard, FSCS, and course evaluations use this account information for access. Account request forms are available on-line at www.occs.odu.edu – click **E-Mail and Accounts**, click **Faculty and Staff Email**. Additionally, all faculty members have access to LEO Online, a secure self-service web site at www.leonline.odu.edu. No forms are required for LEO access.

Single sign-on access to most University accounts is available through the University's web portal at my.odu.edu.

OCCS also maintains Academic Computer labs, instructional labs, University-wide data and telecommunications networks, and the University telephone system; operates a Technical Support Center; conducts a Technology Training Program; and provides audio/visual equipment in support of academic and University-related activities (through the Classroom Central unit). Technical assistance is available through the Technical Support Center, 1500 Webb University Center, telephone 683-3192 or e-mail ocshelp@odu.edu.

Recreational Sports

Recreational Sports provides a wide variety of recreational activities and facilities for use by members of the Old Dominion community. Opportunities to participate in Fitness classes, Intramural Sports, Informal Recreation, and Sport Clubs are available throughout the year. For specific times and locations or for any other questions about our programs, please contact our office at 683-3384 or visit our website at www.odu.edu/recsports. A valid University ID Card must be presented to participate in activities or gain access to the facilities.

Registrar's Office

The Office of the University Registrar is located at 116 Rollins Hall, just off 49th Street behind Foreman Field. Office hours are 8 a.m. – 5 p.m., Monday through Friday. Phone: 757-683-3623 and Fax: 757-683-5357. You can also reach the Registrar's Office by e-mail to register@odu.edu. LEO Online and Banner Student Information System support is available via phone, e-mail, or in person.

The Registrar's Office provides the following services to the University community:

- Publication of the *Guide to Enrollment** each semester and summer term
- LEO Online PINs (set/reset)**
- Academic scheduling***
- Determination of in-state tuition status
- Registration of students
- E-mailing of class rosters at the beginning of each term
- Instructions and assistance with LEO Online features including electronic overrides, loading grades, and faculty/advisor self-service
- Information on FERPA questions and privacy of information
- Graduation clearance and awarding of degrees
- Ongoing record maintenance including grade changes, declaration of majors, and other functions that cannot be accomplished through LEO Online Self-Service
- Military student services for active duty and military veterans
- Enrollment verifications
- Fulfillment of transcript requests.

* The *Guide to Enrollment* contains information on the academic calendar, academic advising, admission/readmission, exam schedule, financial aid, grades, graduation, privacy of information, registering for classes, tuition and fees, and more. The *Guide* is available in printed form from the Registrar's Office, the Webb Center Information Desk, or your departmental office. It is also available in PDF format at www.odu.edu/registrar. Information specific to Distance Learning students is clearly marked in the *Guide*.

** To have your LEO Online PIN set or reset, e-mail register@odu.edu (preferably from your ODU e-mail account) or call 757-683-3623. You must make this request yourself; do not have a departmental staff person request a PIN reset for you. For your protection, verification of your identity will be required.

*** All changes to academic schedules (room, class capacity, instructor assignment, etc.) must be made by the **academic department** by e-mailing scheduling@odu.edu.

University Library

All faculty, staff, and students are eligible to access all resources provided by the University Library. A valid University ID Card is required to check out materials. An online catalog of library holdings is available via the Library website (www.lib.odu.edu), which provides access to databases containing academic and professional journals. Interlibrary loan services with online access to the collections of more than 10,000 libraries throughout the world are available to faculty and students from the Interlibrary Loan Office. Other library services include faculty workshops, research assistance, information literacy instruction for students, and a digital services center.

University Services (Other)

There are many other services available to adjunct faculty. A directory of those services is provided in [Appendix A](#) at the end of this handbook.

RESPONSIBILITIES

Change in Your Status

You should contact the Office of Human Resources if any of your personal information, such as your name, address, or telephone number changes. This helps keep the University's personnel and payroll records current. University employees may not make these changes via LEO Online; always contact Human Resources to make changes.

Customer Relations

A great University is judged in many ways, one of which is by the conduct of its employees. Each of us represents Old Dominion University when dealing with students, fellow employees, and the general public. We should conduct ourselves in a professional, courteous, and cooperative manner.

Human Relations

Each of us should promote a work environment in which individual freedom and dignity are respected and everyone is treated equitably.

Safety

The safety of our employees, students, and visitors is of primary importance to the University. A formal University safety program has been established in order to create and maintain a hazard-free environment in which all University groups may function, as well as to provide for protection of University physical property. Should you recognize an existing or potential hazard, please contact the University Risk Manager at 683-4009.

In the event of an emergency, call the Department of Public Safety at 683-4000 or use one of the red phones located throughout the campus. The Department of Public Safety may also be called to transport an injured person for medical attention.

ADMINISTRATIVE CONCERNS

Dealing with the Media

The Director of Media Relations is responsible for coordinating media contacts, i.e. newspaper, television, and radio. If a reporter contacts you because of your job at the University, you should refer the reporter to the Director of Media Relations prior to commenting on questions the reporter may ask. Also, inform your supervisor about the media contact.

Holidays

Although the Commonwealth of Virginia authorizes 12 holidays each year, the University observes eight of these holidays and replaces the remaining four holidays with the four days after Christmas.

Holidays observed by the University are:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day
- Four days after Christmas

Commonwealth holidays not observed by the University (regular work days)

- Lee/Jackson Day
- Presidents' Day
- Columbus Day
- Veterans' Day

In addition, the Governor may authorize additional days off such as Christmas Eve. A list of the exact calendar days of the holidays is distributed annually and is included in the Academic Calendar, available on the Registrar's Office web site at www.odu.edu/registrar.

Mail (inter-office)

Please contact your department for information on how mail is distributed to adjunct faculty.

Pay

Adjunct faculty members are paid at a fixed rate, within rank, for each credit hour. This rate differs for laboratory, clinical or lecture courses. Typically, adjunct faculty members are paid five times per semester. For the Fall semester, the first check is issued on October 1; for the Spring semester, the first check is issued on March 1.

All new University employees are required to sign up for Direct Deposit of paychecks or sign a form opting out of direct deposit. This information will be provided in your hiring packet. If you do not establish direct deposit, checks are delivered to the department and may be picked up from the

department's Administrative Assistant. The following items must be deducted from your paycheck: Social Security (FICA), federal withholding tax, and state withholding tax. In order to be paid, you must present (in person) evidence that you are a U.S. resident and fill out an immigration form (I-9). You may do this at the Office of Academic Affairs, Room 222, Koch Hall.

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.

Record Maintenance

The Office of Human Resources maintains personnel files for adjunct faculty. All record maintenance and access shall be in compliance with policies of the Virginia Department of Human Resource Management, as well as the Virginia Freedom of Information Act and Privacy Protection Act. Employment verification requests should be directed to the Office of Human Resources. Note that employees are required to notify Human Resources with change of address or other personal record information; employees are not permitted to make address changes through LEO Online Self-Service.

Resignation

A letter of resignation should be addressed to the University's Provost with copies going to the department's chair or director and the dean of the college.

FACULTY TEACHING OFF-CAMPUS

The following information is intended for faculty teaching off-campus courses and is provided by the Office of Distance Learning located in Room 401, Gornto TELETECHNET Center. Please contact Distance Learning at (757) 683-5314 if you have questions or need additional information. Students may register for off-campus courses in the same way they do for on-campus courses. Instructions for using LEO Online to register for classes are available on the Registrar's web site and in the *Guide to Enrollment* published each semester and summer term by the Office of the Registrar.

Teaching in a Televised Setting

Orientations are provided for faculty teaching a televised course in the Gornto TELETECHNET Center or from one of the Higher Education Centers. Registration for orientation sessions is available online at www.clt.odu.edu (select the Faculty Support link) or by telephoning 683-3172.

Textbooks

Textbooks are sold by the bookstore at the Peninsula and Virginia Beach Higher Education Centers. Textbooks may also be ordered by phone from the publisher. Books and coursepaks may also be purchased through MBS Direct, direct.mbsbooks.com/odu.htm or 800-325-3252. For more information contact the Office of Distance Learning.

Payroll Checks for Faculty Teaching Off-Campus Classes

All new University employees are required to sign up for Direct Deposit of paychecks or sign a form opting out of direct deposit. This information will be provided in your hiring packet. If you do not establish direct deposit, payroll checks are sent to the academic departments to which you have been assigned. Part-time faculty members are paid five times per semester. Questions concerning payroll status, dates, etc., should be addressed to the Fiscal Technician Senior in Academic Affairs at (757) 683-3075.

Travel Reimbursement Procedures

It is the responsibility of the Office of Distance Learning to process travel reimbursement vouchers for off-campus classes. Travel vouchers may be submitted throughout the semester or at the end of the semester, but no later than ten days after the last day of class. Travel forms are included in the registration packet and may be picked up from the Office of Distance Learning, Room 401 Gornto TELETECHNET Center. A traveler's complete mailing address must be listed on the travel voucher worksheet in order for paperwork to be processed correctly. Travel reimbursement checks will be mailed to the traveler's mailing address about one week after submission of travel paperwork to the Distance Learning Office. Toll receipts or a memorandum claiming toll expense must accompany vouchers for reimbursement. The University does not provide reimbursement for day travel meals. The Director of Distance Learning must approve overnight meals and lodging reimbursement prior to the actual trip. Due to budgetary constraints, the Distance Learning Office will be unable to reimburse for travel in one fiscal year, if it is reported in the next fiscal year.

INDIVIDUAL COLLEGE INFORMATION

College of Arts and Letters

Mission Statement: The mission of the College of Arts and Letters is to prepare students for rigorous, intellectual and creative inquiry leading to their full development as human beings and to their responsible engagement with society.

Dean's Office: Dr. Chandra de Silva, Dean; Dr. Janet Katz, Associate Dean; Dr. Annette Finley-Crosswhite, Associate Dean for Research and Graduate Studies.

Website: <http://al.odu.edu/>

Directory:

Department	Location	Phone Number
Dean's Office	900 BAL	683-3925
Associate Dean's Office	933 BAL	683-4338
Art Department	203 Visual Arts Bldg.	683-4047
Communication and Theatre Arts	633 BAL	683-3828
English Department	220 BAL	683-3991
Foreign Languages & Literatures	600 BAL	683-3973
Graduate Program in International Studies	621 BAL	683-5700
History Department	800 BAL	683-3949
Humanities Department	430 BAL	683-3821
Interdisciplinary Studies	431 BAL	683-4044
Music Department	244 Diehn Fine and Performing Arts Bldg.	683-4061
Philosophy Department	401 BAL	683-3861
Political Science and Geography Department	700 BAL	683-3841
Sociology and Criminal Justice Department	733 BAL	683-3795
Women's Studies Department	433 BAL	683-3823
Freshman Advisor	213 BAL	683-4939

College of Business and Public Administration (CBPA)

Mission Statement: The mission of the College of Business and Public Administration is to develop students, within a global and ethical context, for successful careers in business and government; to perform basic, applied and pedagogical research; and to offer services to the community; all of which support the economic development of Hampton Roads and beyond.

Dean's Office: Dr. Nancy Bagranoff, Dean; Dr. Ali Ardalán, Associate Dean; Constance Merriman, Assistant to the Dean

Website: <http://bpa.odu.edu/>

Directory:

Department	Location	Phone Number
Dean's Office	2008 Constant Hall	683-3520
Associate Dean's Office	2013 Constant Hall	683-3520
Assistant to the Dean	2005 Constant Hall	683-6548
Accounting Department	2154 Constant Hall	683-3529
Business Administration (Management, Marketing, Finance)	2044 Constant Hall	683-3567
Economics	2044 Constant Hall	683-3567
Information Technology/Decision Sciences	2044 Constant Hall	683-3488
International Business	2126 Constant Hall	683-3501
Master's in Business Administration (MBA)	1026 Constant Hall	683-3585
Urban Studies & Public Administration	2084 Constant Hall	683-3961
Center for Economic Education	2033 Constant Hall	683-5570
Center for Insurance & Financial Services	2004 Constant Hall	683-3501
Center for Real Estate & Economic Dev.	2097 Constant Hall	683-5352
Center for Economics Club of Hampton Roads	2013 Constant Hall	683-4058
Executive Development Center	2101 Constant Hall	683-4603
International Maritime, Ports, and Logistics Management Center	2161 Constant Hall	683-3964
Undergraduate Advising	1011 Constant Hall	683-5777

Darden College of Education

Mission Statement: The Darden College of Education is committed to excellence in teaching, scholarly activities, and service. The College strives to meet the needs of the community while maintaining national and international prominence. It is dedicated to preparing distinguished professionals who become leaders in their fields. The College fulfills its mission through its undergraduate and graduate programs in the fields of education, counseling and human services, exercise science, sports management, recreation, training, fashion, speech-language disorders, instructional and occupational technology, as well as through its many continuing education activities.

Old Dominion University's major purpose in its teacher education programs is to prepare teachers and educational leaders who have adequate knowledge of their teaching disciplines, ability to practice state-of-the-art instruction to students of various cultural and socioeconomic backgrounds, and attitudes which promote commitment to teaching and learning as well as lifelong professional growth and development.

Dean's Office: Dr. William Graves, Dean; Dr. David Branch, Associate Dean.

Academic Departments: Adjuncts should contact their department for specific information about courses. The directory below presents contact information for each of the five academic departments in the Darden College of Education as well as course prefixes. For example, if you are teaching a course with a CCL prefix, your home department is Educational Leadership and Counseling (ELC).

Web site: <http://education.odu.edu/>

Directory:

Department	Chair	Office Manager	Phone	e-mail	Course Prefixes
Educational Curriculum and Instruction (ECI)	Jane Hager	Angelique White	683-4374	awhite@odu.edu	ECI
Educational Leadership and Counseling (ELC)	Michael Garrett	John Hickerson	683-3288	jhickers@odu.edu	CCL
					COUN
					ELS
					HIED
HMSV					
Early Childhood-Speech Language Pathology, and Special Education (ESSE)	Katherine Kersey	Kim Wint	683-4121	kwint@odu.edu	ESSE
Exercise Science, Sport, Physical Education, and Recreation (EXER)	Betsy Kennedy and David Branch (CoChairs)	Ruth Martin	683-3351	rmartin@odu.edu	ESPR
					EXSC
					HE
					HPE
					PE
					RTS
SMGT					
Occupational and Technical Studies (OTS)	John Ritz	Emily Jones	683-4305	eejones@odu.edu	OTED
					OTS

Batten College of Engineering and Technology

Mission Statement: The Frank Batten College of Engineering and Technology promotes the advancement of engineering knowledge, both in creation and dissemination, by providing successful graduates and a continuously improving learning environment to its constituents, while maintaining high ethical, multicultural and global standards.

Dean's Office – Dr. Oktay Baysal, Dean; Dr. Linda Vahala, Associate Dean; Dr. Berndt Bohm, Assistant Dean. The Dean's Office is located at 102 Kaufman Hall.

Web site: <http://www.eng.odu.edu/>

Directory:

Department	Phone Number
Dean's Office	683-3789
Associate Dean's Office	683-4968
Assistant Dean	683-4245
Director of Communications	683-4661
Director of Information Technology	683-3774
Department of Aerospace Engineering	683-3720
Department of Civil & Environmental Engineering	683-3753
Department of Electrical & Computer Engineering	683-3741
Engineering Fundamentals Division	683-4968
Department of Engineering Management & Systems Engineering	683-4558
Department of Engineering Technology	683-3765
Department of Mechanical Engineering	683-6363

College of Health Sciences

Mission Statement: The College of Health Sciences will provide leadership in healthcare by offering excellent educational experiences in a quality learning environment to facilitate the development of competent, caring health professionals; by generating knowledge through inquiry and discovery; and by engaging in lifelong learning, professional, and community service.

Dean's Office – Dr. Andrew Balas, Dean; Shirley Glover, Associate Dean.

Web site: <http://hs.odu.edu/>

College of Sciences

Mission Statement: The mission of the College of Sciences is to “Bring the future to the present.”

Dean’s Office – Dr. Richard Gregory, Dean; Dr. Joseph Rule, Associate Dean; Dr. Terri Mathews, Assistant Dean

Web site: <http://sci.odu.edu/>

Title	Name	Building	Phone	Email
College of Sciences	Main Line	OCNPS 143	683-3274	sciences@odu.edu
Dean	Dr. Richard Gregory	OCNPS 143	683-3274	rgregory@odu.edu
Associate Dean	Dr. Joseph Rule	OCNPS 139	683-4418	jrule@odu.edu
Assistant Dean	Terri Mathews	OCNPS 135	683-5201	tmathews@odu.edu
Budget Manager	Phyllis Brown	OCNPS 137	683-3280	pbrown@odu.edu
Administrative Assistant	Christina Enge	OCNPS 143	683-5057	cenge@odu.edu
Chair – Biological Sciences	Dr. Lytton Musselman	MGB 125	683-3594	lmusselm@odu.edu
Chair – Chemistry and Biochemistry	Dr. Kenneth Brown	ALF 110 C	683-4078	kbrown@odu.edu
Chair – Computer Science	Dr. Kurt Maly	E & C 3303	683-4817	kmaly@odu.edu
Chair – Mathematics and Statistics	Dr. Mark Dorrepaal	E & C 2300	683-3887	jdorrepa@odu.edu
Chair – Ocean Earth and Atmospheric Sciences	Dr. Richard Zimmerman	OCNPS 406A	683-4285	rzimmerm@odu.edu
Chair – Physics	Dr. Gail Dodge	OCNPS 221	683-3468	gdodge@odu.edu
Chair – Psychology	Dr. Barbara Winstead	MGB 250	683-4463	bwinstea@odu.edu

Course	Prefix
Biology	BIOL
Chemistry and Biochemistry	CHEM
Computer Science	CS
Geology	GEOL
Mathematics	MATH
Oceanography	OCEN
Physics	PHYS
Psychology	PSYCH
Statistics	STAT

Appendices

Appendix A – Additional University Services

Service	Contact Telephone (Area code 757)
Alumni Office	683-3097
American Association of University Professors	683-3982
Asian-American Faculty Caucus	683-3762
Association of University Administrators	683-5777
Athletics	683-3375
Cafeterias in Webb Center	683-4691
Campus Security	683-4000
Credit Union	533-9308
Dental Hygiene Clinic	683-4308
Escort Service	683-3477
Faculty Senate	683-3427
Faculty/Staff Gays, Lesbians, Bisexuals & Allies	683-4328
Filipino-American Association	683-5099
International Programs	683-4419
Military Activities	683-3018
Military Student Services	683-3706
Public Safety	683-4003
Student Services	683-3442
University Chaplains	489-9096
Women's Caucus	683-3801
Women's Center	683-4109

Appendix B – Official Media Outlets for Announcing University Closing

Radio Stations

WHRV-FM 89.5
WTAR-AM 790
WKOC-FM 93.7
WNIS –AM 850
WNSB-FM 91.1
WPTE FM & AM 94.9
WJCD, WOWI, WSVY-103 JAMS
WPCE-AM 1400
WTJA-AM 1270
WHOV-FM 88.1
WROX-FM 96.1
WFOG-FM 92.9
WWDE-FM 101.2 2WD
WNOR/WAFX-FM 98.7
WCMS FM&AM 100.5
WGH AM ESPN (1310)
WNVZ FM Z104 (104.5)
WKOC FM (93.7)
WCMS FM (100.5)

Television Stations

WTKR (CBS) 3
WAVY (NBC) 10
WVEC (ABC) 13
WHRO (PBS) 15

Newspapers

The Virginian Pilot
The Daily Press