

NUMBER: 1401

TITLE: **Initial Appointment of Teaching and Research Faculty**

APPROVED: **June 12, 1980; Revised November 19, 1987;  
Revised April 12, 2002; Revised September 9, 2005**

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

- A. No one has the authority to make a firm offer of employment (subject to approval by the Board and the governor) except the provost and vice president for academic affairs, who acts by authority of the president. Any communication at the departmental or college level with potential appointees should make it clear that approval by the provost and vice president for academic affairs is required.
- B. An initial faculty appointment should not be considered final until it has been approved by the Board of Visitors and the governor of the Commonwealth of Virginia or his/her designate. All offers of employment and other communications with potential faculty members should specifically state this fact.
- C. No administrative official shall have the authority to make a statement of expectation of tenure or a written/ oral commitment which implies in any way a promise of tenure except as described in paragraph D below. Except as described below, all initial appointments to the faculty shall be probationary and no award of tenure or promise of an award of tenure shall be made to a faculty member except in strict accordance with the Board of Visitors Policies on Tenure.
- D. In the case of certain initial appointments to the rank of professor or associate professor, the president has the authority to eliminate the probationary period for tenure and to make a firm offer or promise of tenure subject to II.G.11 of this policy and approval by the Board. It is the sense of the Board that this authority should be exercised rarely and only when the best interests of the university require it. All such cases must be reported to the Board for approval before tenure is awarded.
- E. The president is accountable to the Board of Visitors for 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.

## II. Procedures

- A. In a timetable established in accordance with the procedures for building the operating budget for the coming year, each department anticipating hiring new faculty for the coming year projects the positions it wishes to fill (including both new positions and replacements for retiring faculty members or others known to be leaving). These projections must be in accordance with the approved mission of the department and must be clearly related to demonstrable needs of the department, including at least a clear relationship between instructional faculty and projected FTE students in accordance with the departmental faculty/student ratios approved by the Office of the Provost and Vice President for Academic Affairs. Other justifications for positions may include establishment of new programs which may not immediately produce FTE students sufficient to justify the position, existence of substantial funded research for which time will be purchased by an outside agency, and important service activities required by the department within the university's mission.
- B. The dean, once reports have been received from all departments, recommends to the provost and vice president for academic affairs in priority order new and replacement faculty positions for the coming year together with salaries required for each position. Copies of the departmental recommendations are included by the dean in the report to the provost and vice president for academic affairs.
- C. On the basis of the projected needs of the following year, the provost and vice president for academic affairs requests a specific number of faculty positions and a budget for these positions from the president at the appropriate time in the annual budget process.
- D. Within the budget and positions allocated to the provost and vice president for academic affairs by the president, the provost and vice president for academic affairs assigns positions and funds to each dean for new and replacement faculty positions.
- E. The dean allocates these positions with general salary ranges to the departments in the college.
- F. If later in the year a position falls vacant because of an unexpected resignation or for any other cause, this fact is reported promptly to the provost and vice president for academic affairs, who may then reassign the position to the college in which it previously existed, assign it to another college, or discontinue the position. If the position is assigned to a college, the provost and vice president for academic affairs assigns additional funds to the dean of that college to cover the salary of this position. These funds are not necessarily equal to the salary of the departing faculty member. The dean may then assign an additional position to the department within the college having the greatest need. Positions falling vacant are not automatically assigned to the same college or department but are assigned on the basis of university and college priorities.

- G. Once a position has been assigned to a department, the following recruitment procedure is instituted (a similar procedure will be followed for interdisciplinary faculty):
1. 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 should indicate clearly the primary responsibilities that the new faculty member will be expected to perform and the qualifications necessary for the performance of these responsibilities.
  2. 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. Failure to follow the university's affirmative action policies and procedures will usually result in the refusal of the provost and vice president for academic affairs to write a contract for the faculty member recommended.
  3. 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.
  4. All other means are used by the department to conduct an active search for the largest possible pool of qualified candidates.
  5. Credentials of candidates are carefully screened by the departments or interdepartmental committee in order to determine the ones with the best qualifications for the open position.
  6. After insuring that appropriate affirmative action policies and procedures have been met, the chair, with the approval of the dean, then chooses one or more of the most qualified candidates to visit the campus. All final candidates for a position should visit the Old Dominion University campus. Because of fund limitations, it will usually not be possible to invite more than two or three candidates for one position. The following procedures are followed:
    - a. Prior approval from the Office of Academic Affairs (who will check with the equal opportunity/affirmative action director in order to insure that procedures have been followed) is obtained for the expenditure of the travel funds before the candidate is invited.
    - b. All candidates meet with the chair, dean, all available faculty members of the department, and selected students. In the case of large departments with a representative appointments committee of the faculty, the composition and size

of the faculty committee is determined by the department. Candidates who will be expected to teach courses on the 500 level or above and candidates for associate professor and full professor are scheduled for appointments with the provost and vice president for academic affairs or a designee whenever possible.

- c. While on campus, candidates are given copies of the most recent Faculty Handbook and are informed of the university policies concerning moving expenses and other relevant matters. All candidates should understand that they may be assigned to day, evening, or off-campus classes as part of their regular loads.
  - d. 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.
  - e. The department shall confirm a candidate's proficiency in spoken English.
7. The chair, after receiving and considering a written recommendation from the faculty of the department or the appointments committee and after insuring that all affirmative action procedures have been followed, recommends to the dean the name of one of the candidates and a possible salary range and includes the recommendation of the faculty and faculty appointments committee. If the dean approves the name, he or she assigns a salary within the budget previously assigned to the dean's office by the provost and vice president for academic affairs.
  8. The dean recommends to the provost and vice president for academic affairs on a prescribed form that a contract be written. Appended to this form is a copy of the recommendation of the faculty or of the appointments committee together with the recommendation of the chair.
    - a. If the dean is requesting any special consideration, limitations, or exceptions to normal policy and procedure concerning the appointment, such recommendations should be transmitted to the provost and vice president for academic affairs at this time.
    - b. Any recommendation that credit toward the probationary period for tenure for prior academic experience be granted shall also accompany the request that a contract be written.
  9. The provost and vice president for academic affairs or the associate vice president for academic affairs consults with the university's equal opportunity/affirmative action director to insure that proper affirmative action procedures have been

followed. If all requirements are met, the provost and vice president for academic affairs writes the contract and sends it to the candidate, together with a covering letter specifying any unusual conditions or exceptions concerning the appointment and any credit toward the probationary period for tenure being granted for prior academic experience.

10. If the signed contract is received by the specified deadline, it becomes effective when approved by the Board of Visitors and the governor or his or her designate.
11. If the initial appointment is to the rank of professor or associate professor and the department wishes to award tenure at the time of appointment, request for an initial appointment with tenure must be initiated by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the university promotion and tenure committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. The review shall be based on the candidate's normal application materials. Normally, an initial appointment with tenure will be granted only to a faculty member who already has achieved a distinguished academic record and held a tenured position. This policy applies to both internal candidates (those employed at Old Dominion University in a different department or unit) and external candidates (those not employed at Old Dominion University).

H. The following procedures are used for initial appointment of part-time faculty:

1. Adjunct instructors and adjunct assistant instructors - The chair recommends the appointment of an adjunct instructor and adjunct assistant instructor to the dean. If the dean approves the appointment, he or she reports the appointment to the provost and vice president for academic affairs on the prescribed form.
2. Other part-time ranks (adjunct assistant professor, adjunct associate professor, adjunct professor, artist-in-residence, etc.) - The chair recommends the appointment to the dean after consultation with the faculty of the department. If the dean approves, he or she recommends the appointment to the provost and vice president for academic affairs on a prescribed form. The provost and vice president for academic affairs, if he or she approves the appointment, notifies the faculty member.

I. Research Faculty:

1. Research faculty are normally supported in large part from non-Commonwealth funds or are expected to generate their own support from such funds.

2. The department chair, sometimes at the request of a principal investigator in the department, recommends appointment of a full-time research faculty member to the dean. The dean recommends to the provost and vice president for academic affairs. The provost and vice president for academic affairs, consulting if appropriate with the associate vice president for research and graduate studies, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member.