

FINAL - APPROVED BY BOARD OF VISITORS 6/14/02

**OLD DOMINION UNIVERSITY
BOARD OF VISITORS**

April 12, 2002

MINUTES

The Board of Visitors of Old Dominion University met in regular session on April 12, 2002 in the Board Room of Webb University Center on the Norfolk campus. Present from the Board were:

Walter D. Kelley, Jr., Rector
Elizabeth W. Atkinson
Frank Batten, Jr.
James W. Beamer
Henry P. Bouffard
Beverly B. Graeber
Mary C. Haddad
J. Jack W. Hilgers
William M. Lechler
Anthony C. Paige
Scott D. Pattison
Ronald J. A. Villanueva
Joel R. Wagner
Patricia M. Woolsey

Absent were:

D. Michael Arendall
Nancy P. Cheng
William E. Russell
Lewis M. Warren, Jr.

Also present were:

Roseann Runte, President
Julie Adie
Scott Brentwood
John R. Broderick
Dana D. Burnett
Paul Champagne
Stephen P. Daniel
Duane Dinio
Robert L. Fenning
William R. Fisher

Dominica Gray
David R. Hager
Patrick B. Kelly
Lauren Marsh
Donna W. Meeks
Jennifer Mullen
Philip Newallo
Deborah L. Swiecinski
Philip R. Walzer (*The Virginian-Pilot*)

CALL TO ORDER AND APPROVAL OF MINUTES

The Vice Rector presided over the beginning of the meeting until the Rector arrived, and called the meeting to order at 3:15 p.m. She asked for approval of the minutes of the regular meeting held on December 14, 2002. Upon a motion properly made and seconded, the minutes were approved unanimously as distributed by all members present and voting. (*Atkinson, Batten, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

RATIFICATION OF EXECUTIVE COMMITTEE ACTIONS

The Vice Rector indicated that the Board must ratify the actions taken at the meeting of the Executive Committee held on March 18th, and called on Mr. Bouffard to present the resolution. Mr. Bouffard indicated that the resolutions approved by the Executive Committee related to conveyance of property in the University Village have since been modified slightly to include language citing the Appropriations Act and the *Code of Virginia*, and offered the following resolutions as substitute resolutions. A motion was made by Ms. Haddad to adopt the following resolutions. The motion was seconded by Rev. Paige and was unanimously approved by all members present and voting. (*Atkinson, Batten, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

RESOLUTION TO CONVEY PROPERTY IN THE UNIVERSITY VILLAGE TO THE OLD DOMINION UNIVERSITY REAL ESTATE FOUNDATION FOR STUDENT HOUSING DEVELOPMENT

WHEREAS, pursuant to Section 23-49.21 of the *Code of Virginia*, the Board of Visitors of Old Dominion University ("Board"), with the approval of the Governor, is authorized to lease, sell and convey real estate that it has acquired by gift, devise or purchase;

WHEREAS, pursuant to Section 4-4.01(t) of the Appropriations Act, 2000 Va. Acts ch. 1073, the Board, with the approval of the Governor, is authorized to convey any interest in property it holds to an educational or real estate foundation of any institution of higher education when such property was acquired with local or private funds, or by gift or grant, or for the use of the institution;

WHEREAS, the Board of Visitors of Old Dominion University (the "Board") is supportive and committed to the development of the University Village in accord with the Master Plan of the University Village ("Master Plan") and the Redevelopment Plan for the Hampton Boulevard Redevelopment Project ("Redevelopment Plan");

WHEREAS, the University acquired parcels of land in Phase A of the Redevelopment Plan in order to develop the Constant Convocation Center and adjacent parking deck and a portion of the land so acquired is in the area that has been designated for student housing in the Master Plan;

WHEREAS, the University also acquired a parcel of land in Phase C of the Redevelopment Plan in anticipation of the development of student housing; and

WHEREAS, the Old Dominion University Real Estate Foundation (Foundation), by resolution dated March 5, 2002, has noted its intent to develop the aforesaid parcels in accord with the Master Plan.

THEREFORE, BE IT RESOLVED as follows:

(1) The Board agrees to convey to the Foundation, at no cost or for such other good and valuable consideration as the parties may agree, six (6) parcels, as set forth on Exhibit A ("Student Housing Parcels"), to be used for the benefit of Old Dominion University. If the conveyance is accomplished pursuant to Section 23-49.21 of the *Code of Virginia*, and if required by the Commonwealth, the Foundation will seek the approval of the Governor prior to selling the Student Housing Parcels for a use that does not benefit the University.

(2) Pursuant to the Old Dominion University Board of Visitors Bylaws Sections 7.01(b) and (c)(8), the Board authorizes the President to execute all documents and instruments and other items as may be necessary or desirable to consummate the conveyance of the Student Housing Parcels after obtaining all necessary approvals as provided for by law.

This resolution shall take effect immediately upon its adoption.

EXHIBIT A

<u>Tax Block</u>	<u>Lots</u>	<u>Square Footage</u>
228	29,66	5,000
228	unnumbered (Research III)	39,000
227	P29, 30 - 33	12,500
226	P28, 65, 66, P67	7,500
225	P28, 29 - 33, 64 - 66, P67	22,500
224	P29	<u>1,250</u>
		87,750 SF or 2.01 acres

**RESOLUTION TO CONVEY PROPERTY IN THE UNIVERSITY VILLAGE TO THE
OLD DOMINION UNIVERSITY REAL ESTATE FOUNDATION
FOR OFFICE/ANNEX BUILDING DEVELOPMENT**

WHEREAS, pursuant to Section 23-49.21 of the *Code of Virginia*, the Board of Visitors of Old Dominion University ("Board"), with the approval of the Governor, is authorized to lease, sell and convey real estate that it has acquired by gift, devise or purchase;

WHEREAS, pursuant to Section 4-4.01(t) of the Appropriations Act, 2000 Va. Acts ch. 1073, the Board, with the approval of the Governor, is authorized to convey any interest in property it holds to an educational or real estate foundation of any institution of higher education when such property was acquired with local or private funds, or by gift or grant, or for the use of the institution;

WHEREAS, the Board of Visitors of Old Dominion University (the "Board") is supportive and committed to the development of the University Village in accord with the Master Plan of the University Village ("Master Plan") and the Redevelopment Plan for the Hampton Boulevard Redevelopment Project ("Redevelopment Plan");

WHEREAS, the University acquired parcels of land in Phase A of the Redevelopment Plan in order to develop the Constant Convocation Center and adjacent parking deck and a portion of the land so acquired is in the area that has been designated in the Master Plan for office buildings and two (2) annex buildings adjacent to the Convocation Center; and

WHEREAS, the Old Dominion University Real Estate Foundation, by resolution dated March 6, 2002, has noted its intent to develop the aforesaid parcels in accord with the Master Plan.

THEREFORE, BE IT RESOLVED as follows:

(1) The Board agrees to convey to the Foundation, at no cost or for such other good and valuable consideration as the parties may agree, seven (7) parcels, as set forth on Exhibit A ("Office/Annex Parcels"), to be used for the benefit of Old Dominion University. If the conveyance is accomplished pursuant to Section 23-49.21 of the *Code of Virginia*, and if required by the Commonwealth, the Foundation will seek approval of the Governor prior to selling the Office/Annex Parcels for a use that does not benefit the University.

(2) Pursuant to the Old Dominion University Board of Visitors Bylaws Sections 7.01(b) and (c) (8), the Board authorizes the President to execute all documents and instruments and other items as may be necessary or desirable to consummate the conveyance of the Office/Annex Parcels after obtaining all necessary approvals as provided by law.

This resolution shall take effect immediately upon its adoption.

**RESOLUTION TO CONVEY PROPERTY IN THE UNIVERSITY VILLAGE TO THE
OLD DOMINION UNIVERSITY REAL ESTATE FOUNDATION
FOR PARKING DECK DEVELOPMENT**

WHEREAS, pursuant to Section 23-49.21 of the *Code of Virginia*, the Board of Visitors of Old Dominion University ("Board"), with the approval of the Governor, is authorized to lease, sell and convey real estate that it has acquired by gift, devise or purchase;

WHEREAS, pursuant to Section 4-4.01(t) of the Appropriations Act, 2000 Va. Acts ch. 1073, the Board, with the approval of the Governor, is authorized to convey any interest in property it holds to an educational or real estate foundation of any institution of higher education when such property was acquired with local or private funds, or by gift or grant, or for the use of the institution;

WHEREAS, the Board of Visitors of Old Dominion University (the "Board") is supportive and committed to the development of the University Village in accord with the Master Plan of the University Village ("Master Plan") and the Redevelopment Plan for the Hampton Boulevard Redevelopment Project ("Redevelopment Plan");

WHEREAS, the Master Plan anticipated development of a parking deck to be located to the north of the Constant Convocation Center on 45th Street on land currently owned by the University;

WHEREAS, the University is currently evaluating the economic/financing feasibility of the proposed parking deck, including conveying the land to the Foundation and entering into a development/lease agreement with the Foundation;

WHEREAS, the Old Dominion University Real Estate Foundation, by resolution dated March 5, 2002, has indicated it will accept conveyance of the aforementioned property, subject to certain conditions, and noted its intent to develop the aforesaid parcel in accord with the Master Plan.

THEREFORE, BE IT RESOLVED as follows:

(1) The Board agrees to convey to the Foundation, at no cost or for such other good and valuable consideration as the parties may agree, the parcel generally described in Exhibit A ("Parking Deck Parcel"), subject to the following conditions:

- (a) Negotiation of a mutually agreeable development/lease agreement with the Foundation.
- (b) The Foundation shall use the Parking Deck for the benefit of Old Dominion University; and
- (c) If the conveyance is accomplished pursuant to Section 23-49.21 of the *Code of Virginia*, and if required by the Commonwealth, the Foundation will seek approval of the Governor prior to selling the Parking Deck Parcels for a use that does not benefit the University.

(2) Pursuant to the Old Dominion University Board of Visitors Bylaws Sections 7.01(b) and (c) (8), the Board authorizes the President to execute all documents and instruments and other items as may be necessary or desirable to consummate the conveyance of the Parking Deck Parcels after obtaining all necessary approvals as provided by law.

This resolution shall take effect immediately upon its adoption.

Ms. Graeber introduced Mr. Frank Batten, Jr., who was recently appointed to the Board to fill the unexpired term of Jack Cousins, and welcomed him to the Board.

TUITION AND FEE PRESENTATION

Vice President Fenning briefed the Board on the administration's recommendations on the tuition and comprehensive fees for the 2002-2003 academic year. He reviewed the guiding principles and legislative and other guidance that was considered in developing the proposed comprehensive fee increase, and reported that the administration is proposing an increase of 8.5% for in-state undergraduates and an increase of 8% for out-of-state undergraduates and both in-state and out-of-state graduates. It is further proposed that there be no increase to the Technology, Transportation and General Service fees, and no additional course fees be charged. Included in the comprehensive fee recommendation is a \$2 per year increase to the Student Health Fee and a \$2 per credit hour increase in the Student Activity Fee. Nearly \$1 of the Student Activity Fee increase will be allocated to campus based student aid. Finally, an increase of 2.5% is being proposed for both room and board.

Vice President Fenning reviewed what the annual cost would be to students based on these proposed increases. He noted that, because of the tuition reduction and freezes in past years, students who entered Old Dominion University in 1998 will actually pay less next year under the new tuition and fee rates than they did in 1998. He also briefed the Board on how the tuition increase would impact the University's neediest students, indicating that the Pell Grant increase would offset the increase for in-state undergraduate students, and would be supplemented by \$8.3 million appropriated for the Virginia Guaranteed Student Assistance Grant (VGAP) and a \$350,000 increase in campus-based student financial aid.

Vice President Fenning compared Old Dominion's proposed tuition increase with those of the other doctoral institutions in Virginia that have already adopted tuition and fees for next year. This comparison shows that Old Dominion's tuition increase is the lowest among those institutions, whose tuition increases range from 6.8% at UVA to 16.5% at George Mason.

Following his report, Ms. Atkinson again expressed her concern with the increases proposed for out-of-state students. Vice President Fenning commented that Virginia institutions are required by statute to charge the full cost of education to out-of-state students. President Runte reiterated this mandate and indicated that this is a national trend that will affect out-of-state tuition at institutions across the United States.

Mr. Batten asked whether the administration expects tuition increases to impact enrollment. Vice President Fenning indicated that the University uses a level enrollment assumption when developing its budget. While it is difficult to predict how tuition increases will affect enrollment at any of the institutions in the Commonwealth, Old Dominion's tuition increase is the lowest so far of all the doctoral institutions and applications continue to grow.

Mr. Bouffard, Ms. Haddad and Rev. Paige voiced their support of the tuition increases in light of the recent budget cuts and the practical issues the University faces in retaining quality faculty and staff and maintaining academic programs and services for its students. The Board then received comments from several students who attended the meeting specifically to speak on this issue. They all agreed that the tuition increase was necessary, but urged the administration to take great care in communicating the need for these increases to the students and demonstrating that the increased tuition is being used to maintain and enhance the quality of services offered to students. Finally, Paul Champagne, chair of the Faculty Senate, voiced his support of the administration's proposal and reiterated that the presentation and message are important for both students and faculty.

A brief discussion followed on how additional the budget cuts included in the General Assembly's biennial budget would impact future tuition increases. Vice President Fenning indicated that the additional budget cuts, if they are implemented, would result in additional tuition increases of approximately 5%. He commented, however, that he is hopeful that the economy will turn around and these additional cuts will not occur. Mr. Pattison complimented the administration on the approach it has proposed where tuition would increase incrementally to deal with potential cuts in the second year of the biennium. He expressed optimism that the economy will improve and that budget cuts and tuition increases may not be necessary.

RECTOR'S REPORT

The Rector apologized for being late. He commented on the results of the General Assembly session, noting that Old Dominion University came out "less bad" than the other institutions. This is due to the extraordinary lobbying efforts on behalf of Old Dominion University by President Runte, who was able to convince the legislature to implement differentiated budget cuts based on the institutions' funding levels.

Mr. Kelley congratulated President Runte on being awarded the Order of Canada, which is one of the highest honors bestowed by Canada.

PRESIDENT'S REPORT

The Rector called on President Runte for her report. President Runte commented that applications received to date are 15% ahead of comparable data from last year at this time, 30% of those applicants have GPAs of 3.3 or better and SAT scores of 1180 or greater.

The President reported on current research projects in which the faculty are involved, and provided a briefing on the University's application with NIA for the NASA Campus. She asked Board

members for their support in contacting any agencies that might be willing to be supportive of Old Dominion's application.

President Runte briefed the Board on the financial campaign, noting that \$5M has already been raised during the initial silent phase of the campaign. She also reported on two international agreements recently executed with France and Germany.

President Runte reported on her efforts in lobbying SCHEV to consider a change to how graduation rates are calculated. SCHEV has agreed to footnote Old Dominion's data this year with the new calculation and are willing to consider using the new calculation for next year. Her lobbying efforts continue in support of the bond bill which includes seven capital projects for Old Dominion University. The Tobacco Commission has been invited to the campus on May 24th as well as the community college presidents to discuss TELETECHNET. Other upcoming events include a visit by the Appropriations Committee and the Constant Hall Grand Opening.

Focus group sessions are continuing to be held with external constituents, including the arts, business and military communities; alumni; parents of current and prospective students; and public school teachers and principals. The results derived from the internal focus group efforts were used in developing the financial campaign and will lead to the establishment of a Vision Statement for Old Dominion University. President Runte asked Board members for suggestions on how to make Old Dominion University a better place.

President Runte reported that a number of doctoral level programs and programs specifically designed as distance learning courses are currently in development. An example of such a program is a community college leadership program to educate the future generation of leaders for the community colleges.

Student Body elections were held recently, although results are not yet finalized. The President commented that the tuition increase and a reallocation of resources will allow the administration to develop a number of programs that are of particular interest to students.

The President provided an update on current construction projects. She indicated that the Maglev demonstration project should be up and running in the Fall and the Convocation Center and Parking Garage projects will be completed in August. Opening events are being planned for Convocation Center to target several audiences. She announced that almost \$55,000 in season tickets were sold at an Open House that was held last Sunday at the Convocation Center.

REPORTS OF STANDING COMMITTEES

INSTITUTIONAL ADVANCEMENT COMMITTEE

The Rector called on Ms. Atkinson for the report of the Institutional Advancement Committee. Ms. Atkinson reported that John Broderick, Vice President for Institutional Advancement, explained to the Committee the important role that the new Visitors Center in the Constant Convocation Center will play in the recruitment of students. Mr. Broderick

said the center will be visible and attractive, and offer campus visitors short- and long-term parking. In addition, the Visitors Center will be utilized as a greeting space for daily tours for prospective students. The Committee toured the current Visitors Center located in the Public Safety Building, and Rollins Hall which houses the Office of Admissions.

Alice McAdory, Director of Admissions, reported that applications for first-year, transfer and graduate students were up 18 percent as of April 8th. She attributed some of the growth to better marketing materials, a new interactive admissions Web site, and a university-wide commitment to supporting Open House and Scholarship Competition activities.

Vice President Broderick introduced representatives from the Athletic Department who discussed the process used to select a new athletic logo. Debbie Byrne, Associate Athletic Director, and Jim Jarrett, Athletic Director, reported the need to update the athletic department's marks and identity. The University will publicly unveil the new logo at a news conference on April 18 in the Constant Convocation Center.

Velvet Grant-Johnson, Director of Donor Relations, discussed the significance of stewardship in fund-raising and a new program that has been implemented in the Office of Development.

STUDENT ADVANCEMENT COMMITTEE

The Rector called on Mr. Villanueva for the report of the Student Advancement Committee. Mr. Villanueva reported that after interviewing three quality candidates, the Committee has a recommendation for student representation on the Board of Visitors for 2002-2003. The following resolution was brought forth as a recommendation from the Student Advancement Committee, and was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

RESOLUTION APPOINTING STUDENT REPRESENTATIVE TO THE BOARD OF VISITORS

RESOLVED, that in accordance with the Board of Visitors Bylaws and upon recommendation by the Student Advancement Committee, the Board of Visitors approves the appointment of Lauren Marsh as the student representative to the Board, whose normal term shall expire 14 August 2003.

BE IT FURTHER RESOLVED, that in accordance with the Board of Visitors Bylaws, and upon the recommendation of the Student Advancement Committee, the Board of Visitors approves the appointment of Krista Harrell as the first alternate as student representatives and David Silvis as second alternate.

The Committee met with representatives of *Mace and Crown.com* and learned that this web site has been rated as one of the three best electronic college newspaper sites in the nation. This web site, which has received more than 28,000 “hits” since last year, can be accessed from the University’s home page.

Members of the Honor Council briefed the Committee on recent revision to their constitution and bylaws and some the activities in which they have been involved. It was announced that the University’s student run radio station, WODU, will be celebrating its 30th Anniversary this weekend. A reunion is planned and alumni of the organization will join current staff members to celebrate.

Athletic Director Jim Jarrett reported that next year women’s golf will be added to intercollegiate athletics and women’s cross-country will be eliminated. He also reported on the Constant Convocation Center open house that occurred last Sunday. More than a thousand people toured the new facility and many purchased season tickets on the spot.

ACADEMIC ADVANCEMENT COMMITTEE

The Rector called on Ms. Haddad for the report of the Academic Advancement Committee. Ms. Haddad reported that the Committee considered in closed session ten recommendations for tenure and promotion to associate professor, one tenure recommendation and a nomination for an honorary degree. The following resolutions were brought forth as recommendations of the Academic Advancement Committee and were unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

TENURE RECOMMENDATIONS

RESOLVED, that upon the recommendation of the Provost and the Academic Advancement Committee, the Board of Visitors approves the award of tenure and promotion to associate professor to the following members of the faculty at Old Dominion University. The tenure would be effective with the Fall 2002 semester.

College of Arts and Letters

Dr. Kurt Taylor Gaubatz, International Studies*

Dr. Maura E. Hametz, Department of History

Dr. Qiu Jin, Department of History

Ms. Sheri A. Reynolds, Department of English

Dr. Peter Schulman, Department of Foreign Languages and Literatures

College of Business and Public Administration

Dr. Kiran Karande, Department of Business Administration

College of Education

Dr. Robert W. Case, Department of Exercise Science, Physical Education and Recreation

College of Engineering and Technology

Dr. William S. Gray, Department of Electrical and Computer Engineering

Dr. Charles B. Keating, Department of Engineering Management

College of Sciences

Dr. Bryan Porter, Department of Psychology

Dr. Constance M. Schober, Department of Mathematics and Statistics

*Already an associate professor.

HONORARY DEGREE

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the awarding of the honorary degree of Doctor of Humane Letters (*honoris causa*) to Ruud Lubbers, a world leader in humanitarian issues and currently the United Nations High Commissioner for Refugees. A summary of his career is included with the Academic Advancement agenda.

Acting Provost David Hager reviewed the University's tenure policies and procedures. He informed the Committee about a number of good news items involving Old Dominion faculty, staff and students. He discussed the Report of the Reaffirmation of Accreditation Visiting Committee. The report was very positive and contained two commendations, one in Distance Learning and one in Student Services related to assessment.

The Committee received information about three leaves of absence without compensation and approved by unanimous vote the resolutions on faculty appointments, administrative appointments, emeritus appointments, and administrative title changes. The following resolutions were brought forth as recommendations of the Academic Advancement Committee and were unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the following faculty appointments.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Shawn S. Crawford Instructor, Governor's School for the Arts	\$30,000	3/1/02	11 mos

Ms. Crawford received an M.F.A. in Theatre Design in 1998 from the University of Memphis, an M.F.A. in Theatre Management in 1987 from Carnegie Mellon University and a B.F.A. in Scene Design in 1984 from the University of Mississippi. Since 1998, she has been an Assistant Professor of Theatre in the Design/Technical area at Mississippi University for Women.

Mr. Anthony W. Dean Visiting Assistant Professor of Engineering Technology	\$43,000	12/25/01	10 mos
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Mr. Dean received an M.B.A. from the College of William and Mary and a B.S. in Mechanical Engineering Technology from Old Dominion University. Since 1997, he has been Director of Operations and Business Development/Mechanical Engineer at Clark-Smith Associates, P.C. He has been an adjunct instructor in the Department of Engineering Management at Old Dominion University since 2000.

Dr. Stephen C. Gara Associate Professor of Accounting (Tenure Track)	\$90,000	7/25/02	10 mos
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Dr. Gara received a Ph.D. in Accounting in 1998 from the University of Memphis, an LL.M. in Taxation in 1994 from Georgetown University, a J.D. in 1993 from Southern Methodist University and a B.S. in Finance and Transportation and Distribution Management in 1990 from Syracuse University. He comes to Old Dominion University from Long Island University-C.W. School of Professional Accountancy. Dr. Gara is a licensed attorney and a Certified Public Account. His professional experience includes service as a tax attorney with O'Connell and Associates in Washington, D.C.

Dr. Ryland C. Gaskins, III Lecturer of Psychology	\$15,500	12/25/01	5 mos
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Dr. Gaskins received a Ph.D. in Human Factors Engineering and an M.A. in Industrial and Organizational Psychology, in 1995 and 1989 respectively, from George Mason University and a B.S. in Industrial and Organizational Psychology in 1987 from Old Dominion University. Since 1993, he has been the President of Human Factors and Ergonomics Consultants. During the past year, Dr. Gaskins has been an adjunct instructor in the Department of Psychology at Old Dominion University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Carole A. Hubbard Visiting Assistant Professor of Art	\$20,000	12/25/01	5 mos

Dr. Hubbard received a Ph.D. in 1987 from The Pennsylvania State University, an M.A.E. in 1980 from Virginia Commonwealth University and a B.F.A. in 1973 from Ohio State University. Since 1990, she has been the Supervisor of Art for Newport News Public Schools. Dr. Hubbard has also been an adjunct assistant professor at both Old Dominion University and Norfolk State University.

Dr. Shaomin Li Associate Professor of Management (Tenure Track)	\$80,000	7/25/02	10 mos
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Dr. Li received a Ph.D. in Sociology in 1988 from Princeton University and a B.A. in Economics in 1982 from Peking University, Beijing, China. Since 1993, he has been an Associate and Assistant Professor of Business at City University of Hong Kong. Dr. Li's industry experience includes founding chairman of iEast.comLtd. in Hong Kong and Director of AT&T EastGate Services.

Mr. Hutson H. Lindner Instructor of Mathematics and Statistics	\$15,000	12/25/01	5 mos
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Mr. Lindner received an M.S.Ed. from Old Dominion University and a B.S. in Mathematics from the U.S. Naval Academy. Since 1999, he has been a teacher of AP Calculus, Pre-Calculus, Physics, and Earth Science at StoneBridge High School. Mr. Lindner has served as a U.S. Naval Academy Blue and Gold Officer, working directly for Admissions at the U.S. Naval Academy.

Ms. Yuping Liu Instructor of Marketing (Tenure Track)	\$85,000	7/25/02	10 mos
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Ms. Liu received a B.A. in Marketing in 1996 from Renmin University of China, Beijing, and is expected to receive a Ph.D. in Marketing from Rutgers University in June 2002. She has taught courses at Rutgers University and New Jersey Institute of Technology. Ms. Liu also served as a data analyst for the Department of Computer and Information Science at the New Jersey Institute of Technology. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by August 1, 2002.)

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. John C. Morris Associate Professor of Urban Studies and Public Administration (Tenure Track)	\$78,000	7/25/02	10 mos

Dr. Morris received a Ph.D. in Public Policy and Administration, an M.A. in Political Science/Research Methods and a B.A. in Political Science/International Relations, in 1994, 1985 and 1982 respectively, from Auburn University. Since 1994, he has been in the Department of Political Science at Mississippi State University as an assistant professor and associate professor of political science with tenure. In addition, Dr. Morris has four years of experience as a policy analyst and program evaluator.

Ms. Rasha Morsi Instructor of Electrical and Computer Engineering	\$20,000	12/25/01	5 mos
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Ms. Morsi received a Master of Engineering in Computer Engineering in 1996 from Old Dominion University and a Bachelor's in Engineering in Computer Systems and Electronic Engineering in 1991 from King's College, University of London, England. She is currently enrolled in the Ph.D. program in Electrical Engineering at Old Dominion University. Since 1995, she has been a part-time instructor and teaching assistant in the Department of Electrical and Computer Engineering at Old Dominion University.

Mr. Robert E. Pinsker Instructor of Accounting (Tenure Track)	\$88,000	7/25/02	10 mos
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Mr. Pinsker received an M.A.S. in 1995 from Northern Illinois University and a B.A. in Accounting in 1993 from Michigan State University. He is expected to receive a Ph.D. in Accounting in May 2002 from the University of South Florida. Since 1998, he has been a Research Assistant at the University of South Florida. Prior to that, Mr. Pinsker was an Instructor at Robert Morris College in Chicago, IL.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Min Song Assistant Professor of Electrical and Computer Engineering (Tenure Track)	\$70,000	7/25/02	10 mos

Dr. Song received a Ph.D. in Computer Engineering Science from the University of Toledo in 2001 and an M.S. in Electrical Engineering in 1989 from North China University of Electric Power and a B.S. in Electrical Engineering in 1986 from Shandong Institute of Technology. Since 2001, he has been an Assistant Professor of Computer Science at Eastern Kentucky University. Prior to that, Dr. Song was at the University of Toledo as a Lab Instructor, Graduate Teaching Assistant and College of Engineering Lab Consultant.

Dr. Stepan Stepanyan Research Assistant Professor of Physics	\$60,000	1/25/02	12 mos
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Dr. Stepanyan received a Ph.D. and a Diploma in Physics, in 1996 and 1979 respectively, from Yerevan State University, Yerevan, Armenia. Since 2000, he has been an Assistant Professor at Christopher Newport University and Jefferson Lab (joint appointment). Prior to that, Dr. Stepanyan was a visiting scientist at Jefferson Lab in Newport News.

Dr. Nergis Sursal Visiting Assistant Professor of Engineering Management	\$6,000	12/25/01	5 mos
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Dr. Sursal received a Ph.D. in Economics in 1975 from the University of Istanbul, Turkey, and a Bachelor of Arts in 1968 from the School of Economic and Commercial Sciences, Istanbul. She has teaching experience at the School of Economic and Commercial Sciences, the University of Istanbul, the University of California, Berkeley, where she was a Fulbright Scholar, the Air Force Academy, and Webster University, Leiden, The Netherlands. (This is a half-time appointment.)

APPOINTMENT OF ASSOCIATE DIRECTOR OF ADMISSIONS

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Ms. Kerry E. Beers as Associate Director of Admissions, effective December 10, 2001.

Ms. Beers received an M.S.Ed. in Educational Administration in 1995 from Old Dominion University and a B.S. in Liberal Studies from West Chester University in 1988. Since 2000, she has been the Acting Associate Director of Admissions at Old Dominion University. Ms. Beers has held

various positions with the University since 1992 including Assistant Director of Admissions for Transfer/Military Affairs, Transfer Coordinator/ Counselor, and Records Coordinator.

Salary: \$52,000 for 12 months
Rank: Associate Director of Admissions and Instructor

**APPOINTMENT OF ASSISTANT VICE PRESIDENT FOR
ACADEMIC TECHNOLOGY SERVICES
DISTANCE LEARNING**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Mr. Andrew R. Casiello as Assistant Vice President for Academic Technology Services, effective January 10, 2002.

Mr. Casiello received a B.S. in Communications Media in 1982 from Fitchburg State College. Since 1992, he has been Vice President of Technology at the National Technological University and PBS the Business and Technology Network, a leading and pioneering institution in distance education and training on a national scale. Prior to that, Mr. Casiello was Acting Director/Chief Engineer for the Video Instructional Program at the University of Massachusetts.

Salary: \$115,000 for 12 months
Rank: Assistant Vice President for Academic Technology Services, Office of Distance Learning, and Assistant Instructor

APPOINTMENT OF DIRECTOR OF FACILITIES MANAGEMENT

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Mr. R. Dillard George, III as Director of Facilities Management, effective March 10, 2002.

Mr. George received an M.S. in Civil Engineering from Massachusetts Institute of Technology and a B.S. in Civil Engineering from Purdue University. Since 2000, he has been Associate Director of Facilities Management at Old Dominion University. Prior to that, he served in the Navy's Civil Engineer Corps for 23 years with various positions in the Seabees (Naval Construction Forces), Public Works, Construction Contract Administration, and staff positions with assignments in the United States and overseas. Mr. George is a registered Professional Engineer and is President of the Hampton Roads Post, Society of American Military Engineers.

Salary: \$78,000 for 12 months
Rank: Director of Facilities Management and Instructor

APPOINTMENT OF HEAD OF BIBLIOGRAPHIC SERVICES

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Ms. Donna K. Hughes-Oldenburg as Head of Bibliographic Services in the Perry Library, effective April 25, 2002.

Ms. Hughes-Oldenburg received an M.L.S. in 1985 from the University of California-Berkeley, an M.A. in English and B.A. in Sociology, in 1975 and 1973 respectively, from Hollins College and has done additional course work in English and Comparative Literatures at the University of North Carolina, Chapel Hill. She comes to Old Dominion University from Southeastern Louisiana University where she was Head of Cataloging and Collection Development Librarian. Prior to that, Ms. Hughes-Oldenburg worked in Technical Services at Golden Gate University Law Library and was Cataloging Librarian at the University of San Francisco Law Library.

Salary: \$55,000 for 12 months
Rank: Head, Bibliographic Services, and Librarian III

**APPOINTMENT OF DIRECTOR OF REAL ESTATE
AND SPACE/ENERGY MANAGEMENT**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Mr. James R. Pearson as Director of Real Estate and Space/Energy Management, effective March 10, 2002.

Mr. Pearson received a B.S. in Education from Clemson University. He has been at Old Dominion University since 1992 and most recently served as the Director of Real Estate, Space Management, and Scheduling, where he was instrumental in placing Old Dominion University as a leader in the Commonwealth in its utilization of classrooms and class laboratories. Other highlights include the acquisition of the 27 acres of land known as Phase A of the University Village; the identification, leasing and construction of the Northern Virginia Higher Education Center; the creation and execution of the relocation plan for the College of Business and Public Administration and temporary classrooms for the Constant Hall project; and the management and creation of the University's academic class schedules for the last four years. Prior to joining Old Dominion University, Mr. Pearson was the Vice President for Operations at Landmark American Corporation, a commercial real estate management and development company.

Salary: \$60,000 for 12 months
Rank: Director of Real Estate and Space Management and Associate Director of Facilities Management and Assistant Instructor

APPOINTMENT OF ASSOCIATE UNIVERSITY REGISTRAR

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Ms. Elizabeth A. Pival as Associate University Registrar, effective February 10, 2002.

Ms. Pival received an M.S. in Counseling Education in 1989 from St. Bonaventure University and a B.S. in Business Management in 1986 from the University of Pittsburgh. She was Registrar and a teaching assistant at Western Maryland College from 1998-2000. Prior to that, Ms. Pival held positions as Registrar at Hood College and the University of Pittsburgh at Bradford.

Salary: \$44,000 for 12 months
Rank: Associate University Registrar and Instructor

APPOINTMENT OF CATALOGING SERVICES LIBRARIAN

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Ms. Deborah M. Powell as Cataloging Services Librarian in the Perry Library, effective February 10, 2002.

Ms. Powell received a Master's of Information/Library Science in 2000 from the University of Tennessee-Knoxville, a Master's of Divinity in Christian Education in 1998 from Emmanuel School of Religion and a B.S. in Finance in 1992 from St. Louis University. Since 2000, she has been a Librarian at St. Louis Christian College. Prior to that, Ms. Powell served as a technical processing assistant in the Library at Emmanuel School of Religion.

Salary: \$35,000 for 12 months
Rank: Cataloging Services Librarian and Librarian I

**APPOINTMENT OF INSTRUCTIONAL TECHNOLOGY SPECIALIST
DISTANCE LEARNING**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Mr. Husam Saoudi as Instructional Technology Specialist, Distance Learning, effective March 25, 2002.

Mr. Saoudi received an M.A. in Computer Art (Interactive Media and Animation) from Savannah College of Arts and Design in 1998 and a B.S. in Interdisciplinary Studies in Computer Graphics and Animation from Old Dominion University in 1996. Since 1999, he has been at Old Dominion

University as the videostreaming supervisor in the Center for Learning Technologies and an adjunct faculty member teaching multimedia and graphic design in the Art Department. Prior to that, Mr. Saoudi was a multimedia and Web consultant for Dupont Computers, Inc.

Salary: \$38,000 for 12 months

Rank: Instructional Technology Specialist and Instructor

**APPOINTMENT OF ASSISTANT DIRECTOR OF THE
ENGINEERING FOUNDATIONS DIVISION**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Ms. Jeanette Selby-Lucas as Assistant Director of the Engineering Foundations, College of Engineering and Technology, effective February 25, 2002.

Ms. Selby-Lucas received a Master of Engineering Management in 1993 from Old Dominion University and a B.S. in Industrial Engineering and Operations Research in 1990 from Virginia Polytechnic Institute and State University. She is a Ph.D. candidate in Engineering Management from Old Dominion University with an anticipated graduation date of May 2002. Since 1999, she has been a Research Assistant and Industry Fellow in the College of Engineering and Technology at Old Dominion University. Prior to that, Ms. Selby-Lucas was a Project Manager at Synergetics Installations Worldwide, Portsmouth, New Hampshire.

Salary: \$40,000 for 12 months

Rank: Assistant Director of the Engineering Foundations Division, College of Engineering and Technology, and Instructor

APPOINTMENT OF ASSISTANT VICE PRESIDENT FOR FACILITIES

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Mr. Ronald Tola as Assistant Vice President for Facilities, effective March 10, 2002.

Mr. Tola received a bachelor's degree in Electrical Engineering from Villanova University and a Master's of Science in Management from The College of New Jersey. Since February 1999, he has been Director of Facilities Management at Old Dominion University. Prior to joining Old Dominion University, he served at The College of New Jersey for 20 years, with the last 11 years as the Director of Facilities. He was also the Acting/Assistant Director of Institutional Planning for the State of New Jersey under the Chancellor of Higher Education in 1985/86, and administered all capital projects in the State of New Jersey during that period. Mr. Tola is the past President of the

New Jersey Chapter of APPA: The Association of Higher Education Facilities Officers, and a past member of the Eastern Regional Board of APPA.

Salary: \$98,500 for 12 months
Rank: Assistant Vice President for Facilities and Instructor

**APPOINTMENT OF ACTING ASSISTANT VICE PRESIDENT FOR
COMPUTING AND COMMUNICATIONS SERVICES**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the appointment of Mr. James R. Waterfield as Acting Assistant Vice President for Computing and Communications Services, effective March 25, 2002.

Mr. Waterfield received a bachelor's degree in Computer Science at Old Dominion University. Since joining Old Dominion University in 1986, he has initiated, promoted, and through collaboration implemented many technology changes at Old Dominion University. These changes have provided a sound technology base capable of supporting administrative and academic computing, to include a solid network and server infrastructure and support programs focused on proactive management of technology resources. He has created and maintained vendor partnerships and relationships that have proven strategic to moving the University forward with technology, including the supercomputer grant from Sun Microsystems valued at over \$800K, a research digital information grant from IBM with hardware valued at over \$400K, a \$100K grant from Cisco for Internet2, and a \$43K grant from Verizon for high speed data connectivity to the old Virginia Beach Higher Education Center. He has provided vision and proven technology planning methods, which have been demonstrated through evaluating Information Technology (IT) initiatives based on total cost and value. He has represented the University at the state level for IT-based issues and initiatives.

Salary: \$96,355 for 12 months
Rank: Acting Assistant Vice President for Computing and Communications Services and
Assistant Instructor

EMERITUS APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the granting of the title of emeritus to the following faculty members. A summary of each faculty member's accomplishments follows.

<u>Name and Rank</u>	<u>Effective Date</u>
Betty Alexy Associate Professor of Nursing	June 1, 2002
William Dunstan Professor of Ocean, Earth and Atmospheric Sciences	January 1, 2002
Allan H. Kaufman Associate Professor of Occupational and Technical Studies	June 1, 2002
Lindsay L. Rettie Professor of Dental Hygiene and Dental Assisting and Dean of the College of Health Sciences	June 1, 2002
Daniel Sonenshine Professor of Biological Sciences	June 1, 2002

BETTY ALEXY

Betty Alexy received a D.N.Sc. and an M.S.N. from the University of Pennsylvania Graduate School of Nursing and a B.A. from Temple University. She joined the School of Nursing at Old Dominion University in August 1988 when she was hired as associate professor and graduate program director. Prior to joining Old Dominion University, she served in faculty roles at Rutgers University, Thomas Jefferson University and the University of Pennsylvania.

Throughout her 14 years of service to Old Dominion University, Alexy has served in a variety of administrative roles and has excelled as a teacher and scholar. Over the past two years she has served as interim chair for the third time, the previous two times being for shorter periods in 1989 and 1995. Alexy held other administrative positions including program coordinator for the master's degree program in Nursing Leadership and Health Care Systems, graduate program director and chair of research and development in the School of Nursing.

With regard to scholarship, Alexy's contributions to nursing, particularly as it relates to public health nursing, have been exceptional. Since 1978 she has been primary or second author on 23 publications in refereed journals in the field of nursing and public health. Over her academic career, Alexy has consistently presented two or three major oral presentations at national meetings each year with many of her presentations being presented at the American Public Health Association's Annual Conference. In addition, in 1992 she was principal investigator on a three-year federal grant entitled "Rural Nurse Practitioner Mobile Health Unit."

Her service commitments to the School, the University and the profession of nursing have also been quite significant and include consulting with the Taiwan Department of Health, serving on the Board of Directors for the Virginia Rural Health Association, and holding leadership positions for many years with the Virginia Beach Ecumenical Housing Board.

WILLIAM M. DUNSTAN

William M. Dunstan received his B.S. degree from Yale University and M.S. and Ph.D. degrees from Florida State University. He began his career as a Postdoctoral Investigator and Assistant Professor at Woods Hole Oceanographic Institution. He then accepted a position as Associate Professor at Skidaway Institute of Oceanography, University of Georgia. In 1980, he accepted the position of Professor and Chair of the Department of Oceanography at Old Dominion University. Although he has assumed intermittent administrative assignments such as Associate Vice President for Research and Graduate Studies and Associate Dean for Marine Studies, he has retained his faculty position as Professor of Oceanography. He was department chair on three different occasions with a total service of 12 years in that position.

Dunstan has published more the 30 refereed papers in marine science in a wide variety of high quality journals including Science, Paleoceanography and Marine Biology. He has served on four national advisory and review panels. He established himself as an international expert on the marine science of the coastal southeastern United States. He mentored more than a dozen Ph.D. and M.S. students while at Old Dominion University.

Dunstan unselfishly made major contributions to the administration at Old Dominion University. He helped to develop the Department of Oceanography from a relatively obscure department into one that has national and international recognition. The work of the department now spans the globe from the Arctic to the Antarctic and from Chesapeake Bay to the Americas to Africa to Asia. It also attracts students worldwide. Dunstan has provided guidance and wisdom that has established the foundation of the Department of Ocean, Earth and Atmospheric Sciences.

ALLAN H. KAUFMAN

Allan H. Kaufman, associate professor of occupational and technical studies, received a B.S. in industrial education from The Pennsylvania State University in 1968 and an M.A. in Education in 1971 from the University of Maryland. He joined Old Dominion University in 1975 and earned a Ph.D. in education from The Ohio State University in 1976.

For 27 years, Kaufman directed his instruction to the development of undergraduate students' basic technical skills in materials and processes and graphic communications. He headed up the department's effort to develop a university general education cluster on The Designed World and taught both the architectural drafting and industrial design courses in this cluster.

Kaufman translated the concepts of solar energy into classroom instruction through his writings. He developed two books in the area and two others on projects for technology education laboratories. He also published 30 articles in refereed journals. In 1982, Kaufman received the Virginia Technology Education Association's Award for Publishing.

In addition, Kaufman served fifteen years as a faculty senator. Two of these years were served on the Executive Committee of the University Senate.

LINDSAY L. RETTIE

Lindsay L. Rettie's distinguished 26 years at Old Dominion University began in 1976 when she joined the faculty of the Department of Dental Hygiene and Dental Assisting. A year after joining the faculty, she was asked to serve as the Assistant Dean for Health Related Programs in the School of Sciences and Health Professions. From that time forward, Rettie played a major role in the development and administration of health-related programs. In the early 1980s, she served as the Acting Dean of the School of Sciences and Health Professions and as Associate Vice President for Academic and Financial Affairs.

In 1986, Rettie was chosen to be the founding Dean of the College of Health Sciences at Old Dominion University. Under her leadership, student enrollment grew rapidly and several new programs were established including a Bachelor of Science in Nuclear Medicine Technology, a certificate program in Cytotechnology, a Master of Physical Therapy program, the Ph.D. in Urban Services Health Services Concentration, and the Bachelor of Science in Health Sciences degree.

Rettie was one of the first faculty members to teach on television and was a leader in the development of the TELETECHNET program. Leading by example, she taught large TELETECHNET courses to place-bound students throughout Virginia. Through Rettie's collaboration with faculty and administrators at Eastern Virginia Medical School, Old Dominion University and Eastern Virginia Medical School have been successful in developing and implementing a Master of Public Health degree which was accredited in 2000 after its first two years of implementation.

Throughout her career at Old Dominion University, Rettie has contributed significantly to the University, Hampton Roads, Virginia and the nation in a variety of service roles. For example, as Assistant Dean in the late 1970s and early 1980s, she represented Old Dominion University's health-related programs at the local, state and national levels. She was instrumental in developing an area-wide consortium for the planning of health education programs and served on several committees sponsored by SCHEV and the state legislature focusing on the health education needs for Virginia. In the area of health services planning, Rettie began serving on the Eastern Virginia Health Systems Agency 25 years ago and is currently secretary of this organization.

Her involvement in other community-based initiatives has included collaboration with Eastern Virginia Medical School to develop the proposal submitted to the then U.S. Department of Health, Education and Welfare for funding to support Area Health Education Centers for Eastern Virginia. Currently, Rettie sits on the Board of Directors of Eastern Virginia Health Systems Agency, the Board of Trustees of the Center for Pediatric Research, the Commission on Accreditation of Allied Health Education Programs, the Norfolk Hospital Board, and is the president of the Hampton Roads Health Coalition.

DANIEL E. SONENSHINE

Daniel E. Sonenshine received his bachelor's degree in Biology from the City College of New York in 1955 and his Ph. D in Zoology from the University of Maryland in 1959. After completing his Ph. D., Sonenshine taught introductory and advanced undergraduate courses in Biology at the University of Akron until 1961.

Sonenshine joined Old Dominion as an Assistant Professor of Biology in 1961. He was promoted to Associate Professor in 1963 and Professor of Biological Sciences in 1965. He was promoted to the rank of University Professor in 1978, a rank he held until the position was abolished in 1988, whereupon he was re-designated as an Eminent Scholar. Sonenshine served as the Associate Vice President for Research in the Office of the Provost from 1985 to 1989.

During his 41 years at Old Dominion University, Sonenshine was the recipient of numerous research grants and contracts from federal, state and private sponsors totaling more than \$2 million. He has published more than 180 scientific articles, monographs, and chapters in books. He has received five patents for devices that provide innovative methods for controlling ticks and tick-borne diseases. He is the author of the two-volume book, Biology of Ticks (Oxford University Press). In recognition of his accomplishments, Sonenshine was honored as the Outstanding Scientist of Virginia for 1994 by the Science Museum of Virginia.

Sonenshine plans to continue his affiliation with Old Dominion University as a research professor (emeritus) working on funded projects in collaboration with scientists at Old Dominion and other universities.

ADMINISTRATIVE TITLE CHANGES STUDENT SERVICES

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the following title changes, effective June 25, 2002.

Cynthia Ghaem From Director of Developmental Math to Director of Academic Skills

Salary: \$45,937 for 12 months

Steve Zerwas From Director of Testing and Evaluation to Director of Student Assessment
and Evaluation

Salary: \$50,649 for 12 months

The Committee approved by unanimous vote the proposal to reorganize the Office of Research and Graduate Studies and title changes. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

**APPROVAL TO REORGANIZE THE OFFICE OF RESEARCH AND
GRADUATE STUDIES TO ESTABLISH A VICE PRESIDENT FOR RESEARCH
AND ASSOCIATE VICE PRESIDENT FOR GRADUATE STUDIES**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the reorganization of the Office of Research and Graduate Studies to establish the positions of Vice President for Research and Associate Vice President for Graduate Studies, effective July 1, 2002.

Rationale: Currently, the Office of Research and Graduate Studies is headed by the Interim Associate Vice President for Research and Graduate Studies and the Assistant Vice President for Research and Graduate Studies. It is proposed that the Office of Research and Graduate Studies be reorganized into two separate offices, research and graduate studies.

The Office of Research would be separated from Academic Affairs and be elevated to the level of a Vice President and report directly to the President of the University. The establishment of an Office of Research at the vice-presidential level is intended to place greater emphasis on the University's research enterprise, create a recognized leadership position for research and sponsored programs that spans the entire institution and its partnerships and serves as the institutional focal point for research development, and create an organizational structure that aligns the Old Dominion University Research Foundation, interdisciplinary research centers and external partnerships in order to better coordinate and manage those activities while optimizing the effectiveness of institutional investments in research infrastructure and project and program development. The mission of this

area will be to help Old Dominion achieve its potential in the world of research and technology business development and increase the level of external support to the University.

The Office of Graduate Studies' function would remain within Academic Affairs and retain the responsibility for the University's graduate education efforts. As part of the reorganization, it is proposed that the title of this position be changed to an Associate Vice President for Graduate Studies effective July 1, 2002.

The Committee approved by unanimous vote the proposed changes to the Board of Visitors Policy on Tenure regarding extension of the probationary period for tenure-track faculty. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

REVISIONS TO THE BOARD OF VISITORS POLICY ON TENURE

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the revisions to the Policy on Tenure, originally approved by the Board of Visitors on June 12, 1980; revised February 24, 1984; revised November 19, 1987; revised December 13, 1988; revised September 27, 1990; revised April 9, 1998; and revised December 10, 1998. The recommended changes are underlined.

Rationale: The proposed revision would allow for an extension of the probationary period for tenure because of caregiving responsibilities associated with the birth of a child or adoption of a child under age six, serious personal or immediate family illness, or other serious extenuating circumstances.

NUMBER: **1411***

TITLE: **Tenure**

APPROVED: **June 12, 1980; Revised February 24, 1984; Revised November 19, 1987; Revised December 13, 1988; Revised September 27, 1990; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2002**

- I. Purpose of Tenure - The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to

accomplish its mission. For these reasons, tenure is awarded only after a suitable probationary period, and the decision to award tenure is based both on the merit of the individual faculty member and on the long-term needs and mission of the department, the college, and the university.

II. Eligibility for Tenure

- A. The provost and vice president for academic affairs, fifteen months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching, and explain what procedures should be followed by those wishing to be considered for tenure.
- B. Only faculty members who hold the ranks of assistant professor, associate professor, or full professor are eligible to be considered for tenure. Assistant professors may be considered for tenure only if they are simultaneously being considered for promotion to the rank of associate professor.
- C. Under certain circumstances administrative faculty holding rank in a department at the assistant professor (if promotion to the rank of associate professor is being simultaneously considered), associate professor, or full professor level may be considered for tenure, as specified by the Board of Visitors policy concerning administrative faculty.
- D. Since tenure is granted as a faculty member in an academic department or program, the award of tenure does not imply continuance in any full-time or part-time administrative position, nor does it imply continuance of any specific work assignment within or outside the department in which tenure is granted.

III. Probationary Period

- A. The probationary period begins with the initial full-time, tenure-track appointment at Old Dominion University at the rank of instructor, assistant professor, associate professor, or full professor; only time spent in a tenure-track position at one of these ranks is counted as part of the probationary period.

Subject to agreement by the university and the faculty member, any academic year in which a faculty member was on a full-time tenure-track appointment in one of these ranks for at least one semester, may be counted as one year of the probationary period.

- B. The following do not count as part of the probationary period:
 1. Time in the rank of assistant instructor, artist-in-residence, performer-in-residence, writer-in-residence, research professor, research associate professor, research assistant professor, research associate, or any part-time position.

2. Time in appointment as an administrator, that is, in a position designated as a teaching/research administrative position or as a classified position in the state personnel system. (Time spent in a teaching and research faculty position as defined in the state personnel system will count as part of the probationary period, even if administrative responsibilities are assigned as part of that position; normally, departmental administrative positions such as chair or assistant chair will thus count as part of the probationary period.)
3. Time in a position which involves no teaching of credit courses, for example as a teacher of children or a therapist in the Child Study Center or as a teacher of exclusively noncredit course work.
4. Time spent on leave of absence.
5. Time spent on faculty exchanges if the faculty member so chooses.
6. An approved extension of the probationary period for justifiable cause. A probationary faculty member may apply to exclude time from the probationary period because of caregiving responsibilities associated with the birth of a child or adoption of a child under age six, serious personal or immediate family illness, or other serious extenuating circumstances. Guidelines and procedures are as follows.

GUIDELINES

- a. An individual may exclude no more than one year from the probationary period of justifiable conditions.
- b. Requests for exclusions must be made within one year from the time the conditions occurred which precipitated the request.
- c. Exclusions will not be granted after the application for tenure has been submitted.
- d. Decisions regarding whether or not requests for exclusions will be granted shall be based on:
 1. Verification that the conditions leading to the request occurred or continue to exist and significantly impeded the faculty member's ability to be productive and make progress toward achieving tenure.
 2. Verification that the faculty member's performance prior to the conditions leading to the request warrants an exclusion.

3. Confirmation that the conditions for which the request is being made fall within the parameters of those deemed in these guidelines to be justifiable.
- e. Faculty who have been awarded an exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
- f. Work accomplished during the excluded period may be cited in the tenure case.

PROCEDURES

- a. Requests for exclusion shall be made in writing by the faculty member to the department chair. The chair will discuss the request with the dean, who will then forward a recommendation to the provost and vice president for academic affairs. The provost and vice president for academic affairs will have the final authority to approve exclusions for justifiable conditions.
 - b. Requests for exclusions may be made at any time during each academic year up until the application for tenure has been submitted. Decisions regarding requests will be made within 60 days of the receipt of the request.
- C. The maximum length of the probationary period is seven academic years. The faculty member is informed of the decision of the provost and vice president for academic affairs on tenure before April 15 of the sixth year of probationary service. The faculty member will receive either a tenure contract or a terminal contract in the seventh year.
- D. The length of the probationary period may be reduced in any of the following instances:
1. A faculty member who has full-time teaching experience at the rank of instructor or above at another collegiate institution, or at Old Dominion University prior to a break in service, may have the probationary period reduced by either one or two years. If the probationary period is to be reduced, the reduction must be recommended by the chair and dean and approved by the provost and vice president for academic affairs at the time of the initial appointment. Unless such a reduction has been approved and the faculty member has been so notified in writing at the time of initial appointment, reduction for prior service will not be granted. The changes in the provisions of this paragraph as compared to the Faculty Handbook of 1978-79 will not apply to faculty members whose initial contract was offered prior to June 15, 1980.
 2. A faculty member initially appointed to the rank of full professor may be notified of a tenure decision by April 15 of the second year of service; if tenure is awarded,

a tenure contract will be offered for a third year of service. In addition, the probationary period for a full professor may be eliminated, and an initial tenure appointment may be recommended to the Board if such an appointment has the prior written approval of the chair (after consultation with the tenured faculty members of the department), the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.

3. A faculty member initially appointed to the rank of associate professor may be notified of a tenure decision by April 15 of the fourth year of service. If tenure is approved, a tenure contract will be offered for the fifth year.
4. The probationary period for tenure may be shortened in the case of exceptional merit and performance. It is the sense of the Board of Visitors that this procedure be followed only in the case of demonstrably exceptional faculty members and that such early award of tenure be exceedingly rare.

IV. Criteria for the Award of Tenure

- A. The following criteria are used in the evaluation of every candidate for tenure. Each faculty committee and administrator considering a tenure case must specifically address each of these criteria as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs.
- B. Criteria to be used are as follows:
 1. Merit - Merit of the faculty member in teaching, research and service over the entire probationary period and the contributions made by the faculty member in these areas to the university. (For definition of teaching, research, and service and a discussion of methods of evaluation, see policies and procedures concerning evaluation of faculty members.) In addition to information supplied by faculty information sheets, the chair's evaluation and other material presented by the department, an opportunity shall be made available for the faculty member to provide in writing any other material in support of the tenure candidacy.

External evaluation of the quality of the faculty member's research performance will be required from nationally recognized experts in the faculty member's field.

- a. The responsibility for initiating the external review and securing the reviewers belongs to the department chair. In promotion of department chairs, the responsibility belongs to the dean.

- b. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list. (If one list is not submitted, all reviewers will be selected from the list that is submitted.) As a general rule, external reviewers should not be co-authors or former mentors of the candidate.
 - c. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost before the reviewers are asked to submit evaluations. If an exception is approved, candidates for tenure and/or promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a copy of the policy on external reviews so their responsibilities will be clear.
 - d. A vita (or brief vita) will be required of each external reviewer.
 - e. External reviewers will be asked to evaluate all published or accepted material mailed to them. In the case of the arts, reviewers may be asked to consider works of art or performances attended. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
 - f. All candidates for tenure and promotion will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four are received, additional reviewers should be alternately chosen from the department tenure and promotion committee's list and the candidate's list.
 - g. The university and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
2. The determined long-term needs of the department, college, and university, including at least the following:
 - a. The long-term enrollment of the department.
 - b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department in terms of the mission of the department, the college, and the university.

- c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)
3. No person can be awarded tenure unless convincing evidence is provided of effective teaching.
4. In departments offering graduate work, no faculty member can normally be awarded tenure unless convincing evidence is provided of successful performance in research. (Exceptions can be made only if the department can demonstrate a long-term need for an additional tenured faculty member who will not be teaching graduate students.)
5. Since tenure may be awarded only to faculty members who hold the rank of associate or full professor or who are being simultaneously appointed to one of those ranks, any faculty member awarded tenure must meet the minimum requirements for the rank of associate professor.

V. Procedures for Tenure Consideration

- A. Initial consideration of tenure cases is conducted by the tenured faculty of the department.
 1. The tenured faculty of a department may determine that a tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the chair. In this case, the entire full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee.
 2. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of the departmental, college, University Promotion and Tenure Committee, or the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases. All members of the college

promotion and tenure committees shall be elected directly by the faculties they represent.

The college committee shall consist of one tenured faculty member from each department in the college. This member shall be chosen by majority vote of all full-time teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s). The University Promotion and Tenure Committee shall elect one of its members as chair.

No person shall serve on a college promotion and tenure committee or on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

3. Should there be no more than two tenured members in the department, the faculty member being considered for tenure has the option of skipping the departmental stage and being considered directly by the college tenure committee, which will consider the recommendation of the chair.
 - B. The committee or group of tenured faculty makes its recommendations to the chair. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.
 - C. If neither the departmental committee nor the chair recommends tenure for the faculty member, tenure is not granted in the ensuing year. If the faculty member is being considered in the year preceding the limit of his or her probationary period, as defined by the Board of Visitors policy on tenure, that faculty member is given a terminal contract for the ensuing year unless a further review is requested. If the faculty member requests further review, all materials, including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. The dean then makes a decision concerning tenure and informs the faculty member. If either the decision of the college committee or that of the dean is positive, the faculty member's case is considered in accordance with the procedures in the following paragraphs. If both decisions are negative, the faculty member may request a further review by the provost and vice president for academic affairs, who makes a final determination concerning further consideration of tenure.
 - D. If either the tenured faculty (or their committee), or the chair, or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair are forwarded to the tenure committee of the

- college, which examines the facts and the recommendations and makes a recommendation to the dean.
- E. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded to the provost and vice president for academic affairs.
 - F. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons, including minority reasons, if any) concerning tenure, which is forwarded to the provost and vice president for academic affairs.
 - G. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.
 - H. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case before April 15 of the year in which it is being taken up. Upon approval of the Board of Visitors, the faculty member is offered a tenure contract for the coming year.
 - I. If the determination of the provost and vice president for academic affairs is against tenure and the decision is made in the year preceding the end of the limit of the probationary period, the faculty member is notified before April 15 that a terminal contract will be offered for the ensuing year. A faculty member who has not reached the limit of the probationary period may be offered either one subsequent annual contract or a terminal contract for the ensuing year.
 - J. The faculty member may request by May 1 that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review by June 1. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee by June 7. The decision of the Board of Visitors or its designated committee is final. The Board of Visitors will make its decision by July 25.

- K. The above procedures at the departmental and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as designated above in all cases.

The Committee approved by unanimous vote the proposed changes to the Policy and Procedures on Post-Tenure Review. The changes clarify the language in the policy and define a time period for the department chair to meet with a faculty member to discuss an unsatisfactory evaluation. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

**REVISIONS TO THE BOARD OF VISITORS POLICY AND PROCEDURES ON
POST-TENURE REVIEW**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the revisions to the Policy and Procedures on Post-Tenure Review, originally approved by the Board of Visitors on April 12, 2001. The recommended changes are underlined and deletions are lined through.

Rationale: The change proposed to the Policy and Procedures on Post-Tenure Review are in response to recommended revisions from the Faculty Senate. While not all of the Senate's recommendations were accepted by the Deans, the Acting Provost and the President, those changes that were accepted are intended to clarify the language in the policy. In addition, a time period is established for the department chair to meet with a faculty member to discuss an unsatisfactory evaluation.

NUMBER: 1414

TITLE: Policies and Procedures on Post-Tenure Review

APPROVED: April 12, 2001; Revised April 12, 2002

I. Board of Visitors Policy

The faculty and administrators of Old Dominion University are dedicated to the pursuit of excellence in teaching, research, and service. It is the role of the department chair and the dean to conduct annual evaluations of tenured faculty members, to identify the area or areas in which a particular tenured faculty member has not met expectations, to explain the rationale for that assessment, and to facilitate faculty development as needed to improve faculty performance. To this end, the post-tenure review process is intended to be developmental rather than punitive.

A tenured faculty who receives an annual review from the chair ~~and/or~~ and dean stating that he or she has a serious deficiency in teaching, research, and/or service should be aware that a second annual evaluation from the chair ~~and/or~~ and dean which states that he or she has not met expectations in terms of overall performance in the three areas of responsibility teaching, research, and/or service may could activate the post-tenure review process. It is the responsibility of the department chair to meet within 30 days with ~~any~~ the faculty member who has received such an evaluation for the purpose of presenting to present in writing and ~~clarifying~~ clarify through discussion the ~~reasons for the chair and/or dean's evaluation~~ deficiencies identified in the evaluation. The chair and dean should also outline in writing the steps to be taken, the required outcomes, and the points in time at which progress will be assessed in order for the faculty member to correct identified deficiencies and thus meet expectations in subsequent annual reviews. The chair will also notify the faculty member in question that his or her subsequent annual evaluation will be issued no later than January 15 of the following year.

If the post-tenure review policy is activated, the faculty member must be notified in writing by the chair and dean. Post-tenure review cannot be activated unless the pattern of deficiency has been noted in two annual reviews. (See paragraph II.K. of the Policy and Procedures on Evaluation of Faculty.)

II. Confidentiality

The confidentiality of the post-tenure review process must be maintained. When the decision is made to place a faculty member under post-tenure review, discussion of the post-tenure review candidate and the process should be limited to the chair, the dean, the provost and vice president for academic affairs, the president, and the tenured faculty member placed under

post-tenure review. With the approval of the faculty member undergoing post-tenure review, other individuals may be involved in various aspects of the strategic development plan for the purpose of mentoring the faculty member under review. Care should be taken, however, to involve in the plan only those individuals who agree to respect the essential confidentiality of the post-tenure review process.

III. Procedures

The chair must recommend initiation of the post-tenure review process no later than January 15, and the dean's recommendation must be made no later than February 8. The decision of the provost and vice president for academic affairs on whether to support the post-tenure review process for the faculty member must be made no later than March 1.

When the post-tenure review process has been activated, the chair and the dean will conduct an in-depth evaluation. In addition to examination of the teaching, research, and service record of the faculty member from previous evaluations, the chair and dean should evaluate the overall contribution of the faculty member to the university. Consideration and assessment of a faculty member's performance in post-tenure review must include all aspects of the faculty member's performance and cannot be limited to teaching. With respect to teaching, the total evaluation of teaching must include evaluation by student questionnaires and at least one other method. If requested by the faculty member, the chair, or the dean, one or more external evaluators may be brought into the process.

In addition to a thorough assessment of faculty performance, a major outcome of this process is a strategic development plan indicating the faculty member's expected long-range contributions to the university in specific terms. Where deficiencies or areas for possible improvement are noted, the strategic development plan should address ways of dealing with these problems, measures of expected outcomes, and a timetable for accomplishing these outcomes. The strategic development plan will be written by the faculty member under review in consultation with the chair and/or dean. The strategic development plan, including measures of expected outcomes, if appropriate, will be detailed in a signed agreement among the faculty member, the chair, and the dean by March 1. The full text of this agreement is submitted to the provost and vice president for academic affairs. The provost and vice president for academic affairs may approve, modify or reject the strategic development plan. The implementation of the strategic development plan is expected to take place by March 10.

If the dean and the chair are unable to solicit the cooperation of the faculty member in the development of the strategic plan, the dean and the chair will prepare a plan to which the faculty member will be expected to agree by March 1. In the event that the individuals involved (dean, chair, faculty member) are unable to reach an agreement on a strategic development plan by March 1, the dean will report to the provost and vice president for academic affairs that an agreement has not been found. In such an instance, if the dean and provost and vice president for academic affairs concur, a major sanction may be issued to the

faculty member at this time. If the faculty member refuses to agree to or sign the strategic development plan and elects instead to grieve the post-tenure process, the faculty member must file a formal grievance by March 10 and follow the approved time line for grieving the post-tenure review process.

Annual evaluations in succeeding years will specifically address progress toward meeting the goals outlined in the agreement on the strategic development plan. A faculty member who fails to achieve the outcomes identified in the in-depth evaluation within the agreed-upon timetable may be subject to disciplinary actions up to and including a major sanction as described in the section of this Handbook entitled “Faculty Sanctions.”

IV. Appeals and Grievance

- A. **Appeal of Post-Tenure Review:** A faculty member who disagrees with the administrative decision to initiate a post-tenure review and develop a strategic plan with a timetable may file a grievance (see the section of this Handbook on “Faculty Grievance Policy,” III.A.6.
1. To appeal the initial decision of the chair recommending post-tenure review, the faculty member must provide supporting documentation to rebut the evaluation to the dean by February 1.
 2. The dean reviews all available information, makes a decision and notifies the provost and vice president for academic affairs and the faculty member by February 8.
 3. If the faculty member objects to the dean’s decision, he or she may appeal to the provost and vice president for academic affairs. This appeal must be made by February 15.
 4. The provost and vice president for academic affairs must act on the faculty member’s appeal and approve or reject the strategic development plan by March 1.
- B. **Grievance of Post-Tenure Review:** If a faculty member is placed on post-tenure review, then he or she must combine and respond to in one grievance all issues related to the dispute over post-tenure review: the annual evaluation, the decision to place the faculty member on post-tenure review, the requirements of the strategic plan, and the imposition of a major sanction, if issued. Regardless of the provisions of the “Faculty Grievance Policy,” III.A.6. and A. 7., the faculty member must file this grievance by March 10.

V. Annual Report on Post-Tenure Review

The provost and vice president for academic affairs will present an annual report to the deans and the Faculty Senate on the number of new and continuing post-tenure review cases and on their general outcome.

The Committee approved by unanimous vote the proposed changes to the Policy on Initial Appointment of Teaching and Research Faculty. The changes require review of appointments to full professor by the college promotion and tenure committee and the University promotion and tenure committee and clarify that the procedures apply to both internal and external candidates. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

**REVISIONS TO THE BOARD OF VISITORS POLICY ON INITIAL
APPOINTMENT OF TEACHING AND RESEARCH FACULTY**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the revisions to the Policy on the Initial Appointment of Teaching and Research Faculty, originally approved by the Board of Visitors on June 12, 1980 and revised November 19, 1987. The recommended changes are underlined and deletions are lined through.

Rationale: The proposed revisions include review of appointments to full professor by the college promotion and tenure committee and the university promotion and tenure committee and are intended to clarify that the procedures apply both to internal candidates (employed by Old Dominion University) and external candidates.

NUMBER: **1401***

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

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

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 full 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 full 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 reputation record and held holds a tenured position at another institution. 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.

The Committee approved by unanimous vote the proposed changes to the Board of Visitors Policy and Procedures Concerning Academic Rank and Promotion in Rank and the Board of Visitors Policy on Tenure. The changes directly link promotion to the rank of associate

professor with the award of tenure. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

REVISIONS TO THE BOARD OF VISITORS POLICY AND PROCEDURES
CONCERNING ACADEMIC RANK AND PROMOTION IN RANK
AND THE BOARD OF VISITORS POLICY ON TENURE

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the revisions to the Policy and Procedures Concerning Academic Rank and Promotion in Rank, originally approved by the Board of Visitors on June 12, 1980; revised February 24, 1984; revised June 20, 1985; revised December 13, 1988; revised September 27, 1990; revised March 11, 1991; revised April 9, 1992; revised April 8, 1993; revised April 10, 1997; revised April 9, 1998; revised December 10, 1998; revised April 12, 2001 and revised December 14, 2001 and revisions to the Policy on Tenure, originally approved by the Board of Visitors on June 12, 1980; revised February 24, 1984; revised November 19, 1987; revised December 13, 1988; revised September 27, 1990; revised April 9, 1998 and revised December 10, 1998. The recommended changes are underlined and deletions are lined out.

Rationale: The proposed revisions to the two policies are intended to directly link promotion to the rank of associate professor with the award of tenure. Faculty who merit tenure should be considered senior faculty and thus hold associate professor rank. This linking was the original intent of the Policy on Tenure and has been the practice of the University in most cases. A recent practice of granting tenure without granting the promotion in rank in a few cases caused considerable concern. The proposed revisions would make this virtually impossible in the future.

NUMBER: **1411***

TITLE: **Tenure**

APPROVED: **June 12, 1980; Revised February 24, 1984; Revised November 19, 1987; Revised December 13, 1988; Revised September 27, 1990; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2002**

- I. Purpose of Tenure - The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission. For these reasons, tenure is awarded only after a suitable probationary period, and the decision to award tenure is based both on the merit of the individual faculty

member and on the long-term needs and mission of the department, the college, and the university.

II. Eligibility for Tenure

- A. The provost and vice president for academic affairs, fifteen months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching, and explain what procedures should be followed by those wishing to be considered for tenure.
- B. Only faculty members who hold the ranks of assistant professor, associate professor, or full professor are eligible to be considered for tenure. Assistant professors ~~may~~ will be ~~considered for awarded~~ tenure only if they are simultaneously being ~~considered for promotion~~ promoted to the rank of associate professor.
- C. Under certain circumstances administrative faculty holding rank in a department at the assistant professor (if promotion to the rank of associate professor is being simultaneously considered), associate professor, or full professor level may be considered for tenure, as specified by the Board of Visitors policy concerning administrative faculty.
- D. Since tenure is granted as a faculty member in an academic department or program, the award of tenure does not imply continuance in any full-time or part-time administrative position, nor does it imply continuance of any specific work assignment within or outside the department in which tenure is granted.

NUMBER: **1410***

TITLE: **Academic Rank and Promotion in Rank**

APPROVED: **June 12, 1980; Revised February 24, 1984; Revised June 20, 1985; Revised December 13, 1988; Revised September 27, 1990; Revised March 11, 1991; Revised April 9, 1992; Revised April 8, 1993; Revised April 10, 1997; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2001; Revised December 14, 2001; Revised April 12, 2002**

II. Promotion in Rank

A. Board of Visitors Policy

- 1. Except for promotion to the rank of assistant professor, all promotions in rank are based on evaluation of the faculty member's performance in teaching, research, and service over the total time in the previous rank as compared to the criteria established

by the Board of Visitors for the rank being considered and any other criteria established by the department or college.

2. Promotion to the rank of associate professor ~~is considered~~ must occur at the time of the tenure award ~~award of tenure~~. ~~Policy and procedure for such promotions are identical with those for tenure and the consideration is simultaneous,~~ except in the case of certain faculty members who were tenured in the rank of assistant professor prior to June 30, 1982. Such persons may be considered for promotion to the rank of associate professor during any subsequent year under the same policy and procedures as are used for promotion to the rank of full professor.
3. Promotion to the rank of full professor is normally considered no earlier than during the sixth year of a faculty member's service as associate professor at Old Dominion University. Exceptions are made only under the following circumstances:
 - a. A faculty member who has held the rank of associate professor at another institution and was initially appointed to Old Dominion University at the rank of associate professor may be considered for promotion at the time of the award of tenure.
 - b. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.

The Committee approved by unanimous vote the proposed changes to the Policy on Emeritus Appointments to formalize the practice of permitting the designation of faculty as emeritus who would have been eligible but died prior to retirement. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

REVISIONS TO THE BOARD OF VISITORS POLICY ON EMERITUS APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the revisions to the Policy on Emeritus Appointments, originally approved by the Board of Visitors on September 28, 1972 and revised August 30, 1990. The recommended changes are underlined.

Rationale: The proposed revision was recommended by the Faculty Emeriti Association. It formalizes the practice of permitting the designation of faculty as emeritus who would have been eligible but died prior to retirement.

NUMBER: 1441*

TITLE: **Emeritus Appointments**

APPROVED: **September 28, 1972; Revised August 30, 1990; Revised April 12, 2002**

1. The title "emeritus" shall be granted only by the Board of Visitors.
2. Eligibility for the titles of professor emeritus and associate professor emeritus shall be limited to full-time faculty who are retiring in the ranks of professor and associate professor and who have served the university for a period of not less than ten years consecutively prior to retirement.
3. Administrative officers who hold faculty rank and tenure, except for the president, may be named "emeritus" provided they have served ten years consecutively prior to retirement. The Board of Visitors may in its discretion award the honorary title of "president emeritus" to a former president upon his or her retirement.
4. To be eligible for an emeritus appointment, a faculty member shall be recommended by his or her chair and approved by the dean, provost and vice president for academic affairs and president. Administrators shall be recommended by the president.
5. Should a qualifying faculty member die before actual retirement, his or her chair may recommend him or her for posthumous emeritus/emerita recognition.
6. Emeritus appointments carry the following lifetime privileges:
 - A. Use of the library as a faculty member.
 - B. Attendance at faculty meetings (nonvoting), at receptions and at academic processions, including commencement.
 - C. The same tuition rates for spouses and dependent children enrolled in the university as are provided for active faculty.
 - D. Listing in all university publications on the same basis as active faculty.

- E. Receipt of all university informational bulletins that are circulated to active faculty.
- F. Attendance at lectures, concerts, athletic events, banquets, etc., and use of university facilities, including parking lots, on the same basis as active faculty.
- G. Office and laboratory space, or library study space, on a temporary basis, but priority will be given to active faculty, staff, and students when space is limited.

The Committee approved by unanimous vote the proposal for a Bachelor of Fine Arts Degree in Acting. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

APPROVAL OF BACHELOR OF FINE ARTS (B.F.A.) IN ACTING
COLLEGE OF ARTS AND LETTERS

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the B.F.A. in Acting degree in the College of Arts and Letters.

Rationale: The B.F.A. in Acting degree program seeks to build on the existing Bachelor of Arts program in Theatre. The aim of the proposed program is to prepare students who plan to pursue careers as professional actors upon graduation. Its scope will be comprehensive in order to train students in the skills required of actors both on stage and on camera, in classical and contemporary roles, and in drama and comedy. The program will also provide training in the skill of auditioning and in the tools requisite to competing for roles in the theatre, film, television, and general entertainment industries.

The proposed B.F.A. in Acting has several unique characteristics, as compared to similar programs available in the Commonwealth, that are related to Old Dominion’s strategic initiatives. These characteristics include practical training through hands-on experience, international experiences as an integral part of the program, and an emphasis on creative inquiry that is rooted in a broad and interdisciplinary liberal arts tradition leading to new forms of theatre expression.

The program builds on the strength and qualifications of Old Dominion’s theatre faculty. It is anticipated that the program can be offered mainly from existing resources. Additional needs are modest and include funds for an adjunct faculty member and some clerical support.

The Committee approved by unanimous vote the proposal for a Center for Bioelectrics. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. *(Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey)*

APPROVAL OF THE CENTER FOR BIOELECTRICS

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the creation of the Center for Bioelectrics as an Enterprise Center of the College of Engineering and Technology.

Rationale: The Center for Bioelectrics capitalizes on Old Dominion University's leadership role in this new field and the substantial amount of external support it is receiving from federal agencies, including a recently awarded \$5 million grant from the Department of Defense. The objectives of the center are:

- Perform leading edge, interdisciplinary, and multi-institutional research
- Recruit top new faculty and top graduate students
- Support other institutional programs
- Support regional, national and international programs
- Boost external funding
- Boost institutional visibility

Support for the center is from existing and future grants supplemented as necessary by internal reallocation of funds.

The Committee approved by unanimous vote the proposal to change the name of the Office of University Planning and Institutional Research to the Office of Institutional Research and Assessment and accompanying title change. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. *(Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey)*

**APPROVAL TO CHANGE THE NAME OF THE
OFFICE OF UNIVERSITY PLANNING AND INSTITUTIONAL RESEARCH
AND TITLE CHANGE**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the name change from the Office of University Planning and Institutional Research to Institutional Research and Assessment and the title change of the Director of the Office of University Planning and Institutional Research to Assistant Vice President for Institutional Research and Assessment, effective July 1, 2002.

Rationale: The proposed name change to the Office of Institutional Research and Assessment is in response to the *Follow Up Action Plan* for the 2000-02 *SACS/COC Self Study Report* which contained a suggestion concerning improvement of the organization of assessment and institutional research. The suggestion is that the Assessment Program and University Planning and Institutional Research areas be consolidated into one unit.

The formal transfer of the responsibility for the Assessment Program to the Office of University Planning and Institutional Research is planned for July 1, 2002. This action is intended to increase the effectiveness of the Assessment Program, which is a key feature of the current and new SACS/COC accreditation standards, provide additional resources to support institutional research efforts, and integrate data-gathering evaluation and analysis functions into one unit. The name change to Institutional Research and Assessment is proposed to more accurately reflect the new scope of the unit's responsibilities.

Along with the transfer of responsibility for the Assessment Program and the name change for the office, the title of the head of the office will be changed from Director of University Planning and Institutional Research to Assistant Vice President for Institutional Research and Assessment effective July 1, 2002.

The Committee approved by unanimous vote the proposal to change the name of Women's Studies from a program to a department. The following resolution, which was brought forth as a recommendation of the Academic Advancement Committee, was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

**APPROVAL TO CHANGE THE NAME OF WOMEN'S STUDIES FROM
A PROGRAM TO A DEPARTMENT
COLLEGE OF ARTS AND LETTERS**

RESOLVED, that upon the recommendation of the Academic Advancement Committee, the Board of Visitors approves the name change of Women's Studies from a Program to a Department in the College of Arts and Letters, effective July 1, 2002.

Rationale: Women's Studies possesses all the attributes of an academic department and has been functioning as a department for a number of years. The unit awards the B.A. and B.S. degrees in Women's Studies and a graduate certificate in Women's Studies is offered in collaboration with the Humanities Program. Beginning in fall 2002, exceptional Women's Studies majors will be able to obtain an accelerated bachelor's in Women's Studies with a master's in Humanities. There is also a minor in Women's Studies, and three Women's Studies courses fulfill general education requirements at the lower- and upper-division levels.

Women's Studies has two permanent, full-time, tenured faculty members and several adjunct instructors who teach on a regular basis. Twenty-four other instructors from 11 departments across the University are associated with Women's Studies by virtue of teaching courses cross-listed with Women's Studies.

There is unusually strong community and alumnae/i support of the Women's Studies program. Friends of Women's Studies, which started in 1985 as a community support group for the program, has evolved into a strong community/alum organization which has raised money for three student scholarships, contributes seven scholarly journals to the Perry Library, provides discretionary funds for the program, and sponsors several annual events that have become significant in the life of the University. Departmental status will enhance the fund-raising potential of the program.

Ms. Haddad reported that the Committee agreed by unanimous vote to table the proposal to change the name of the Filipino American Student Cultural Center to the Filipino American Center until additional information is received.

ADMINISTRATION AND FINANCE COMMITTEE

The Rector called on Mr. Bouffard for the report of the Administration and Finance Committee. Mr. Bouffard reported that the Committee reviewed the April 8th memorandum from Vice President Fenning explaining the proposed FY2002-2003 tuition and fees. Although Mr. Fenning was scheduled to make a formal presentation to the full Board at the afternoon meeting, the Committee elected to review the proposal along with portions of his presentation.

Glenn Loehr of the Office of the Auditor of Public Accounts briefed the Committee on its audit for the fiscal year ended June 30, 2001. Mr. Loehr reported that the audit determined that the University's financial statements presented fairly, in all material aspects, the University's financial position as of June 30, 2001, and the changes in fund balances and current funds revenues, expenditures, and other changes for the year are in conformity with generally accepted accounting principles: Mr. Loehr reported that results of their tests disclosed no instances of non-compliance with applicable laws and regulations. There were three internal control matters that were considered to be reportable conditions, but are not considered to be

material. These include the need to improve controls over the current American Express Small Purchase Charge Card Program. The audit disclosed both instances of charges in excess of the program limits and failure to submit timely documentation for review and payment. Vice President Fenning reviewed the current procedures and acknowledged new procedures and enforcement steps that are being implemented to address these issues.

A second finding related to the Title IV federal student financial aid program and noted that the University's Student Information System did not properly calculate Title IV refund allocations for students. A programming error that used the wrong cut-off date for calculating the refund has been corrected and the Finance staff are calculating the proper refunds and will adjust the accounts accordingly.

The third finding noted that the University had not updated its Information Technology Security Program to include business impact analysis and risk assessment since the implementation of the Banner System. In addition, the auditors noted that the contingency management plans within individual departments had not been updated or tested. Vice President Fenning acknowledged the increasing importance of a well documented and administered IT security program and the initiation of several improvements to the University's program, including a formal business impact analysis and risk assessment. Further discussion of this topic was deferred until the closed session, since the University's Internal Auditor had performed a more in-depth audit of the IT Security Program.

Finally, Mr. Loehr noted that the University had implemented appropriate corrective action for all prior year findings and acknowledged the efforts of the University to correct these current deficiencies in a timely manner.

Vice President Fenning introduced Assistant Vice President for Auxiliary Services, Donald Runyon, who described the many pre-opening activities of the Constant Convocation Center. He introduced Doug Higgons, the newly appointed General Manager for the Constant Convocation Center. Mr. Runyon's report reviewed the status of various management contracts, equipment purchases, and preliminary plans for the opening of the venue.

Vice President Fenning provided an updated on the status of the University Village and the Maglev Demonstration Project. He reported that planning for the initial phase of student residences in the Village is nearly complete and alternative financing approaches are being considered by the Real Estate Foundation. The Real Estate Foundation Executive Committee will meet later this month to review this information and consider initiating the development process. The initial phase of student residences would open Fall Semester, 2003.

Vice President Fenning noted that the current Appropriations Act includes language that supports the further development and deployment of magnetic levitation technology and encourages the Secretary of Transportation to facilitate continued development through the continuation of the current Maglev demonstration project. The University will be briefing the

Secretary and several commissioners about the current project, its status, and proposals for further development and deployment in several weeks.

The Committee concluded its regular agenda with a review of standing reports on the status of capital outlay projects and a report on University investments. The Committee focused on the performance of several of the investments included in the current asset allocation relative to benchmarks. Mr. Rick Massey, Foundations Manager, noted that the Investment Committee will be reviewing these funds at its next meeting.

The Committee then reconvened in closed session for the purpose of reviewing certain departments of the university with the internal auditor. Following closed session, the committee reconvened in open session and no action was taken.

A motion was made by Mr. Bouffard to approved the proposed comprehensive fee resolution. The motion was seconded by Mr. Beamer and was unanimously approved by all members present and voting. (*Atkinson, Batten, Beamer, Bouffard, Graeber, Haddad, Hilgers, Lechler, Paige, Pattison, Villanueva, Wagner, Woolsey*)

COMPREHENSIVE FEE RESOLUTION 2002-2003

RESOLVED, that the Board of Visitors approves the following comprehensive tuition cost per credit hour for the 2002-2003 academic year beginning with the Summer 2002 semester and thereafter until otherwise adjusted by the Board of Visitors. Under unusual circumstances, the President may establish tuition rates different from these approved rates. The President must notify the Board of such changes at its next meeting.

Comprehensive Fee Per Credit Hour for the 2002-2003 Academic Year

	IN-STATE		OUT-OF-STATE	
	<u>TUITION AND FEES</u>		<u>TUITION AND FEES</u>	
	<u>FROM</u>	<u>TO</u>	<u>FROM</u>	<u>TO</u>
<u>REGULAR SESSION (1)</u>				
Undergraduate (Per Cr Hr)	\$129.00	\$137.00	\$408.00	\$438.00
Graduate (Per Cr Hr)	\$202.00	\$216.00	\$534.00	\$574.00
Teaching Assistant	\$202.00	\$216.00	\$202.00	\$216.00
Research Assistant	\$202.00	\$216.00	\$202.00	\$216.00
<u>SUMMER SESSION (1) (Summer 2002)</u>				
Undergraduate (Per Cr Hr)	\$129.00	\$137.00	\$408.00	\$438.00
Graduate (Per Cr Hr)	\$202.00	\$216.00	\$534.00	\$574.00
Teaching Assistant	\$202.00	\$216.00	\$202.00	\$216.00
Research Assistant	\$202.00	\$216.00	\$202.00	\$216.00
HIGHER EDUCATION CENTERS (Including Northern VA Higher Ed Center) & Off-Campus				
<u>Offerings Within Hampton Roads:</u>				
Undergraduate (Per Cr Hr)	\$129.00	\$137.00	\$408.00	\$438.00
Graduate (Per Cr Hr)	\$202.00	\$216.00	\$534.00	\$574.00
<u>TELETECHNET & OFF-CAMPUS COURSES (Outside Hampton Roads):</u>				
Undergraduate (Per Cr Hr)	\$123.00	\$132.00	\$309.00	\$334.00
Graduate (Per Cr Hr)	\$202.00	\$216.00	\$534.00	\$574.00
<u>TELETECHNET USA (Outside Virginia):</u>				
Undergraduate (Per Cr Hr)	\$129.00	\$150.00	\$129.00	\$150.00
Graduate (Per Cr Hr)	\$202.00	\$250.00	\$202.00	\$250.00

(7) A graduate teaching or research assistant who has completed a master's degree or its equivalent and is admitted as a matriculated student into a doctoral program and enrolls for and completes a minimum of 9 hours of graduate credit per semester or 3 hours in the summer may be granted a waiver of full tuition and fees.

NOTE: The comprehensive fee includes a student activity fee of \$56.79 per credit hour for Norfolk campus courses, \$34.00 per credit hour for Higher Education Centers, TELETECHNET and off-campus courses; and a per credit hour technology fee ranging from \$1.34 to \$3.76 per credit hour.

OTHER COMMITTEE REPORTS

BYLAWS REVIEW COMMITTEE

The Rector called on Dr. Hilgers to report on behalf of the Bylaws Review Committee. Dr. Hilgers prefaced his comments by reporting on some follow-up items from the Retreat. He indicated that the results of the self-evaluation process will be included in the forthcoming retreat summary. He reported on the current status of the Board's budget and stated that the Board has reduced its expenditures by 7-10% and has a balance of approximately \$11,000 which is more than sufficient to cover expenses for the remainder of the fiscal year. An extensive discussion on the Board's policies and procedures was held at the retreat and three outstanding presentations were given by Boyd Marcus, Scott McGeary and Bruce Heilman. He distributed copies of Mr. McGeary's presentation. The legislative reception was very well attended.

The Bylaws Review Committee met yesterday and discussed the legislation that changed the quorum of the Board from five to a majority of voting members. It will be implemented in a change to the Bylaws effective July 1. The Committee also discussed the need to change the reference to the "student member" to "student representative." The Committee is currently discussing proposed revisions to the Mission Statement and the policies on communications with the Board and representatives to the Board and plans to meet again before the May 13th Executive Committee meeting.

OLD/UNFINISHED BUSINESS

The Rector asked if there was any old or unfinished business to come before the Board. There was none.

NEW BUSINESS

Nominating Committee - The Rector indicated that, according to the Board's Bylaws, a Nominating Committee must be elected to suggest a slate of officers for presentation to the Board at its annual meeting. Mr. Lechler nominated Dr. Hilgers; Ms. Haddad nominated Ms. Graeber (who declined the nomination); Mr. Beamer nominated Mr. Wagner and Mr. Pattison nominated Mr. Villanueva. The Rector reiterated that those serving on the Nominating Committee cannot be considered for office. After a brief discussion on procedural issues related to the nominating committee and elections, Mr. Bouffard moved that the slate presented be approved. Mr. Beamer seconded the motion and the slate of Dr. Hilgers, Mr. Wagner and Mr. Villanueva was approved by a vote of twelve in favor and one opposed. (*In favor - Atkinson, Beamer, Batten, Bouffard, Graeber, Haddad, Hilgers, Lechler, Pattison, Villanueva, Wagner, Woolsey; Opposed - Paige*)

Presidential Evaluation Committee - The Rector asked for nominations and volunteers to serve on the Presidential Evaluation Committee. Ms. Atkinson, Ms. Haddad, Ms. Woolsey and Mr. Beamer were nominated. Mr. Beamer declined the nomination. Rev. Paige volunteered. The Rector thereby appointed the following individuals to serve on the committee: Mr. Lechler (chair), Ms. Atkinson, Ms. Haddad, Rev. Paige and Ms. Woolsey.

Mr. Villanueva thanked the President for recently welcoming the Ambassador from the Philippines to Old Dominion University. The Rector announced that Mr. Villanueva was running for Virginia Beach City Council. Finally, Mr. Lechler welcomed Pat Kelly back to Old Dominion University, noting that Mr. Kelly was attending the meeting in General Counsel Rita Woltz's absence.

With no further business to be discussed, the meeting adjourned at 3:40 p.m.