

OLD DOMINION UNIVERSITY
University Policies and Procedures

6011 - POLICY ON FACULTY AND FACULTY ADMINISTRATOR HIRING

Statement: Faculty and faculty administrator/professional hiring is to be conducted in accordance with the laws of the United States of America; the laws of the Commonwealth of Virginia; the mission of Old Dominion University; and the Affirmative Action plan of Old Dominion University. The president of Old Dominion University is responsible for recommending faculty hiring to the Board of Visitors. All questions of compliance should be referred to the university legal counsel.

Normally, open searches should be conducted for all positions in compliance with stated procedures. The following exceptions may occur with the approval of the president.

- (1) **Internal Searches:** Internal searches may be conducted when a sufficient pool of potential candidates exists. Internal searches are reserved for faculty administrators/faculty professionals. When appropriate, faculty should participate in internal searches.
- (2) **Exceptional Opportunities:** If an exceptionally well-qualified candidate becomes available, for either a faculty or faculty administrative/faculty professional position, hiring may occur without a search. The president, on consultation with appropriate chairs and faculty, the dean, the provost and vice president for academic affairs, and the director of equal opportunity/affirmative action, will obtain the approval of the Executive Committee of the Board of Visitors. All other procedures, such as approval for a tenured appointment, must be followed.
- (3) **Spousal Hiring:** When an external candidate who is the first choice of a search has a spouse who is a professional in an area of identified need, with the approval of the president, who will consult with the appropriate chairs and faculty, dean, provost and vice president for academic affairs, and director of equal opportunity/affirmative action, the spouse may be hired simultaneously provided sufficient funds are available. It must be ascertained that the spouse is sufficiently qualified to have been a finalist in an external search if one were conducted for the position into which the spouse is hired. The candidate should fit the hiring needs and strategic plan of the department. All other normal procedures, such as possible approval for a tenured appointment, must be followed.

Responsibility: President

Authorization: Roseann Runte, President

Date: May 17, 2004