



**OLD DOMINION**

***GENERAL***

***ADJUNCT***

***FACULTY***

(Revised August 2021)



## Welcome to Old Dominion University!

Adjunct faculty members at Old Dominion University (ODU) are valued for their expertise and commitment to student success. Old Dominion University prides itself on being an inclusive metropolitan university with a collaborative and innovative approach to education and research. We focus strongly on student success and community engagement and use our connections with the nearby military and maritime industries of Hampton Roads to provide practical solutions to complex, real world problems. When students come to Old Dominion University, we are ready to challenge their imagination, develop and enhance their technical skills and creative abilities, and encourage them to explore new possibilities. We are committed to serving our base community in the Hampton Roads area through traditional classroom instruction at the Norfolk campus and at our three Higher Education Centers, while at the same time expanding the breadth and global reach of our programs through modern distance learning technologies. Our ultimate aim is to produce graduates who will be successful in their careers and at the same time be caring and productive citizens in their communities. You have an important role as a partner in this venture.

Dr. Connie Merriman, Associate Dean in the Strome College of Business, put together this *General Adjunct Faculty Handbook* for your use to help you to be more efficient and effective in your work. This handbook includes summaries of information about Old Dominion University's policies and procedures, general guidelines, and general information about the campus and campus services. Comprehensive information on the general policies and procedures of ODU are available in the University's Faculty Handbook <http://www.odu.edu/ao/facultyhandbook/index.php>. Although much of that document addresses full-time faculty, it also includes valuable information for part-time faculty. In addition to this General Adjunct Faculty Handbook, you may receive information that is more specific to the role of adjunct faculty in your college or department.

Please do not hesitate to ask questions from your colleagues and your chair/program director if you have further questions. On behalf of everyone in Academic Affairs, I welcome and wish you every success in your role. I am personally delighted that you have chosen to join the Old Dominion University community.

Augustine O. Agho, Ph.D.  
Provost and Vice President for Academic Affairs



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## INTRODUCTION

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### History of Old Dominion University

Old Dominion University began its tradition of excellence when it was founded in 1930 by the College of William and Mary, the second oldest university in the United States. Established originally as a feeder school for William and Mary in Williamsburg and Virginia Polytechnic Institute in Blacksburg, Old Dominion began educating teachers and engineers. The two-year school rapidly evolved into a full four-year college and was granted independence in 1962 as Old Dominion College.

Considerable growth in enrollment, the expansion of research facilities, and preparation for the addition of graduate programs led the Board to approve the 1969 name change to Old Dominion University. Now, Old Dominion is a powerhouse for higher education with six colleges: The College of Arts and Letters, The Strome College of Business, The Darden College of Education, The Batten College of Engineering and Technology, The College of Health Sciences and The College of Sciences. Old Dominion has been offering master's degrees since 1964 and PhDs since 1971. Students currently choose from 124 baccalaureate programs, 54 masters' programs, 2 educational specialist programs and 42 doctoral programs. The University has achieved distinction as a Research University (high research activity) from the Carnegie Foundation for the Advancement of Teaching.

Proud of its past, Old Dominion looks to the future and prides itself on its constantly expanding research and teaching programs. An ever-evolving university, Old Dominion is an agent of change for its students, and for the region and the nation it serves. Old Dominion is Virginia's forward-focused, public doctoral research university for students from around the world who want a rigorous academic experience in a profoundly multicultural community. Our nationally recognized faculty use real-world expertise and innovative teaching methods to challenge students to achieve their highest goals. Our determined entrepreneurial approach to problem-solving drives cutting-edge research, eminent scholarship, and strategic partnerships with government, business, industry, organizations, and the arts.

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## MISSION OF THE UNIVERSITY

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### Mission

Old Dominion University, located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a dynamic public research institution that serves its students and enriches the Commonwealth of Virginia, the nation and the world through rigorous academic programs, strategic partnerships, and active civic engagement.

### Background

Old Dominion University is located in Hampton Roads, one of the world's major seaports. Since the early seventeenth century, Hampton Roads has been the state's gateway to the rest of the world and the world's gateway to Virginia in commerce and industry, in recreation and culture, and in national security. Now a complex of seven major cities, it is a microcosm of the opportunities and challenges of contemporary urban America. It is also a major center for research and development and a home for extensive scientific and technological activities in marine science, aerospace, ship design and construction, advanced electronics, and nuclear physics.



The University takes its unique character from Hampton Roads as it provides leadership to the state and nation in teaching, research, and service. Thus, the University has a special mission for the Commonwealth in commerce, and in international affairs and cultures. It has a significant commitment in science, engineering and technology, particularly in fields of major importance to the region. As a metropolitan institution, the University places particular emphasis upon urban issues, including education and health care, and upon fine and performing arts.

As one of America's major ports, Hampton Roads is the locus of national and international military commands, and the home of a culturally diverse population. The University therefore has natural strengths in activities involving international outreach. Faculty members in such fields as business, economics, international studies, geography and the sciences strive to design curricula, teach courses, and encourage foreign exchanges that enhance the university's role as Virginia's international institution. The Hampton Roads scientific environment provides special opportunities for science and engineering faculty to emphasize research and graduate programs in such fields as marine science, aerospace, and advanced electronics. Global ocean studies and cooperative research at NASA receive particular attention, as university researchers collaborate with U.S. and foreign engineers and scientists.

Urban issues are addressed by programs in public administration, education, the social sciences, and the health professions. The richness of Hampton Roads' artistic life gives great vitality to the University's programs in the visual arts, music, theater, and dance.

### **Mission Support**

Old Dominion University serves the needs of several internal and external constituents with its resources. These include current and prospective students seeking undergraduate, graduate, and continuing education programs; business and industry; government agencies at all levels; the military; research organizations; and the community at large regionally, state-wide, nationally, and internationally. These constituencies are discussed in greater detail in the following paragraphs.

Old Dominion University offers a wide array of undergraduate programs, all of which meet national standards of excellence. Every Old Dominion undergraduate student follows a general education program designed to develop the intellectual skills of critical thinking and problem solving and to encompass the breadth of understanding needed for personal growth, achievement, and responsible citizenship. This general education program places special emphasis upon appreciation of the arts and upon understanding the perspectives of women, minorities, and non-Western cultures. Each undergraduate chooses a major program in the liberal arts or sciences or in a technological or professional field.

Old Dominion University's graduate offerings are focused on society's need for advanced professional education and on specialized programs at the master's and doctoral levels for which the institution is prepared through unusual strength of faculty or special geographic advantages. All graduate programs meet national standards of excellence.

As a national leader in the field of technology-delivered distance learning, the University strives to enhance the quality of the educational experience, wherever education is delivered, by applying emerging technologies; it also supports research to explore the impact of these technologies on the teaching-learning process. By utilizing these technologies and by partnering with institutions of higher

education, corporations, and governmental entities, the university is able to provide undergraduate and graduate degree programs to students across time and geographic boundaries.

Because of its commitment to Hampton Roads and its emphasis on creative innovation, Old Dominion University offers life-long learning opportunities through credit and non-credit courses and brings educational services and programs to the people of Hampton Roads at several off-campus centers. The university has a responsibility to serve the many members of the military services and their families.

University students serving in the military form a unique combination of national and international constituents because they are from other locales in the United States and are looking to become, among other things, internationally capable in an international environment.

As a center of learning, Old Dominion University is committed to the principle of free inquiry. The University faculty of distinguished teacher-scholars seek to pass on the best in academic tradition while establishing themselves at the forefront of discovery and creativity. The discovery of new knowledge through research and creative endeavor is a central function of Old Dominion University, which values and supports faculty participation in the discovery, synthesis, application and creation of new knowledge and art forms. The institution shall promote and preserve excellence in basic and applied research as a Carnegie Foundation Doctoral Research-Extensive University, which is a key production and coordination force in technology development. The University encourages the involvement of its faculty and staff in community service. The enrichment of the lives of students and residents of Hampton Roads is fostered through university sponsored cultural activities, fine and performing arts events, and intercollegiate athletics. In addition, through applied research, consulting, and other activities, the University plays a prominent role in the development of local business and industry, and serves as a resource to government agencies and both public and private educational institutions.

As partners in the development of the University's future, the faculty enjoy full academic freedom and have a recognized role in the decision-making process of the university. Mindful of present and future needs for a multicultural academic climate, the university deems recruitment and retention of minority and women faculty members and staff to be essential.

The university is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

The University seeks in its student body a diversity of age, gender, ethnic, religious, social, and national backgrounds. It actively recruits American minority students along with students from other countries worldwide in such numbers as to have their presence make a discernible impact upon the University's educational processes. Old Dominion recognizes its mandate to serve both the academically gifted and those who have the potential for academic success despite educational, social, or economic disadvantages.

Old Dominion University offers extracurricular activities and experiences that challenge students to develop a personal system of values, to think and act autonomously, to achieve physical competence, and to establish a sense of their own identity. Other services help students meet educational, personal, and health needs.

Old Dominion University depends on its alumni for advice, leadership, and support. In close collaboration with the university, the Alumni Association provides former students with opportunities to continue their participation in various aspects of University life, to advance their personal and professional development, and to sustain communication and strengthen bonds with their alma mater and fellow alumni.

To evaluate its accomplishments against its goals, a continuing process of systematic assessment is given high priority by the University. Information gained from such efforts is utilized to ensure the highest possible quality for all university programs. The Board of Visitors will conduct a periodic review of the University's mission and major goals in conjunction with representatives of the major university constituencies. The review will ensure that the mission clearly identifies the University's unique role in Virginia's public higher education system and assures that the University is focusing its resources to be the best that it can be in that role to achieve its mission and accomplish the major goals.

- Adopted by the Board of Visitors June 10, 1971  
Revised April 15, 1999      Revised June 18, 1987  
Revised June 14, 2002      Revised January 17, 1989  
Revised April 8, 2010      Revised March 21, 2013

## Major Goals of the University

### 1. Students

Old Dominion University is a selective admission institution. The University strives to serve those students in the immediate geographical area as well as attract students from the national and international communities. Additionally, the University seeks to attract and serve a culturally and ethnically diverse student body. The University pays particular attention to identifying and admitting students who are academically gifted. As a major metropolitan university, Old Dominion University has a special commitment to serve those students who have been academically, socially, or economically disadvantaged, but who have the potential for academic success.

### 2. Faculty

Old Dominion University seeks to attract and retain a distinguished faculty of teacher-scholars. Its faculty enjoy academic freedom and have a recognized role in the decision-making process of the University. The University is committed to strengthening its faculty through the recruitment and retention of minorities and women.

### 3. Academic Programs

*Undergraduate Programs:* As a comprehensive University, Old Dominion University offers and develops quality liberal arts, science, technology, and professional programs. Old Dominion University undergraduate students follow a general education program that emphasizes intellectual skills and the breadth of intercultural understanding necessary for personal growth and achievement and responsible citizenship. All Old Dominion University degree programs meet national standards of excellence.

*Graduate Programs:* Old Dominion University's graduate offerings are focused on society's need for advanced professional education and on specialized programs at the master's and doctoral levels for which the institution is prepared through unusual strength of faculty or special geographic advantages. In selected graduate programs, the University aspires to international leadership.

*Special Emphasis Areas:* Because Hampton Roads is a major international maritime and commerce center that is Virginia's window to the nation and world, the University has a special mission for the Commonwealth in commerce, and in international affairs and cultures. With the principal marine and aerospace activities of the Commonwealth concentrated in Hampton Roads, the University has a significant commitment to science, engineering and technology, specifically in marine science,

aerospace and other fields of major importance to the region. Due to its location in a large metropolitan area, Old Dominion University places particular emphasis on urban issues, including education and health care, and on fine and performing arts.

#### 4. Teaching

Old Dominion University is committed to providing the highest quality instruction to all of its students. Teaching excellence is encouraged through faculty development programs and appropriate recognition of superior instruction.

#### 5. Research, Scholarship and Creativity

Old Dominion University is a center of learning committed to the principle of free inquiry. The university seeks to participate in the acquisition, discovery, synthesis, application, and creation of new knowledge and art forms through research, scholarly endeavor and creative undertakings by faculty and students. In selected areas of research, scholarship and creativity, the University strives for international recognition.

#### 6. Distance Learning

As a national leader in the field of technology-delivered distance learning, Old Dominion University is committed to providing academic programs to a diverse national and international population. The University seeks partnerships and alliances that will facilitate delivering those programs to place-bound students.

#### 7. Life-long Learning

Old Dominion University is committed to the concept of life-long learning and offers credit and non-credit courses throughout the region. The University seeks to develop off-campus centers to bring educational services and programs to the citizens of the region. Because of the major Armed Forces presence in Hampton Roads, the University is particularly cognizant of its responsibility to serve members of the military services and their families.

#### 8. Community Service

Community service is an important part of the University's mission. Particular importance is attached to the enrichment of the lives of students and residents of Hampton Roads through University cultural activities, fine and performing arts events, and recreational, intramural and intercollegiate athletics. The University acts as a resource to business, industrial, health care and educational organizations, as well as to the agencies of local, state and federal government. The University is committed through applied research, consulting and other activities to playing a major role in advancing the overall development of Hampton Roads.

#### 9. Student Life

The University provides opportunities for student development outside of the classroom. Programs are offered to enhance personal and social growth of individual students, to provide an exciting and stimulating collegiate environment and to enable students to cope with educational, career, and health needs. Students choosing to live in on-campus housing benefit from programs especially designed to promote student educational and personal development.

#### 10. Alumni

Alumni are an important part of the University community. Through outreach programs, participation on advisory committees, and a variety of professional and social activities, the University maintains a close relationship with its alumni and seeks alumni involvement and support for planning and development purposes.

#### 11. Quality

Improvement of the University is a continual process. The foregoing goals provide criteria for the rigorous and regular evaluation of the quality, pertinence and effectiveness of academic and other University programs. These goals also provide criteria for the assessment of student achievement and the performance of members of the faculty, administration, and staff.

- Adopted by the Board of Visitors  
January 17, 1989  
Revised April 15, 1999  
Revised December 9, 1999  
Revised and Read March 21, 2013

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## CODE OF ETHICS

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Policy # 1002

**Responsible Oversight Executive:** Vice President for Human Resources  
**Date of Current Revision or Creation:** October 8, 2018

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### Purpose

The purpose of this policy is to establish the University's Code of Ethics, which strives to demonstrate the University's commitment to ethics and adherence to all applicable laws, regulations and University policies.

### Authority

[Virginia Code Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to establish rules and regulations for the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

### Definitions

Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

### Scope

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association.

### Policy Statement

Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old

Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The Code of Ethics is a set of values-based statements that demonstrate the University's commitment to this goal. All University employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution are expected to adhere to the following Code of Ethics.

## **Old Dominion University Code of Ethics**

1. We will maintain the highest level of ethical standards and comply with all applicable laws and regulations and University policies.
2. We will protect the integrity of all University business and transactions by avoiding engagement in any actions (directly or indirectly) that are inconsistent with the State and Local Government Conflict of Interests Act or Virginia Public Procurement Act. We will avoid even the appearance of a conflict of interest.
3. We will adhere to policies and programs that promote the highest standards of ethics, integrity and professional practices in the performance of our educational, research, scholarly and community outreach activities.
4. We will adopt policies and programs supporting the rights and recognizing the needs of all individuals regardless of race, color, religion, national or ethnic origin, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability.
5. We will maintain and protect the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
6. We will not use University funds, property, equipment, or services, or things of value for or in aid of political parties or candidates for public office, except as otherwise allowed for student organizations.
7. We will not use University funds, property, equipment, services, systems, information, time and effort or our position for personal gain. We will protect the University's assets and resources and ensure their proper use by preventing theft, carelessness and waste. We will promote efficient, effective and economical means of accomplishing tasks.
8. We will adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
9. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
10. We will comply with the University's accounting policies and procedures and maintain strong internal controls at all times. We will not make any false or misleading entries in the University's records under any circumstances.

11. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.
12. We will nurture a climate of care, concern, and civility towards others.
13. We will report through appropriate means and channels any dishonesty, fraud, misconduct, violations or neglect of duty, when discovered. We will appropriately investigate all such reports and require warranted corrective action and discipline, in accordance with University policies and procedures and the law.

## **Procedures**

Supervisors are responsible for notifying employees of, and monitoring their adherence to, the Code of Ethics. The Office of Human Resources will send an annual notification of the obligation of all employees to adhere to the Code of Ethics.

The Department of Procurement Services will add a reference to the University's Code of Ethics in all contracts and solicitations.

## **Responsible Officer**

Director of Human Resources for Employee Relations and Strategic Initiatives

## **Related Information**

[Family Educational Right to Privacy Act \(FERPA\)](#)

[Agency Risk Management and Internal Control Standards \(ARMICS\)](#)

[America Competes Reauthorization Act of 2010](#)

[Hatch Act for State and Local Employees](#)

[The Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) Privacy Rule](#)

[Governor's Executive Order 1 \(2018\) – Equal Opportunity](#)

[Governor's Executive Order 12 \(2006\) – State Employee Fraud, Waste, and Abuse Hotline](#)

[Governor's Executive Order 41 \(2006\) – Banning Smoking in State Offices and Vehicles](#)

[Governor's Executive Order 94 \(2005\) – Workplace Safety and Employee Health](#)

[State and Local Government Conflict of Interests Act, Virginia Code Section 2.2-3100, et seq., as amended](#)

[Virginia Public Procurement Act, Virginia Code Section 2-2-4300, et seq., as amended](#)

[Virginia Freedom of Information Act, Virginia Code Section 2.2-3700, et seq., as amended](#)

[Virginia Department of Accounts Policies and Procedures \(including CAPP Manual\)](#)

[Virginia Department of Human Resource Management Policy 2.05, Equal Employment Opportunity](#)

[Board of Visitors Policy 1011 - Freedom of Expression](#)

[Board of Visitors Policy 1014 - Threat Assessment](#)

[Board of Visitors Policy 1210 - Authority to Act on Behalf of the University](#)

[Board of Visitors Policy 1240 - Resolution Concerning Employment](#)

[Board of Visitors Policy 1403 - Academic Freedom](#)

[Board of Visitors Policy 1404 - Professional Ethics](#)

[Board of Visitors Policy 1426 - Policy, Procedures and Timeline for Responding to Allegations of Misconduct in Scientific Research and Scholarly Activity](#)

[Board of Visitors Policy 1450 - Faculty Sanctions](#)  
[Board of Visitors Policy 1470 - Faculty Grievance Policy](#)  
[Board of Visitors Policy 1502 - Student Rights and Freedoms](#)  
[Board of Visitors Policy 1530 - Code of Student Conduct](#)  
[University Policy 3003 – Detection, Investigation and Reporting of Fraud and Misuse of University Property/Funds](#)  
[University Policy 3220 - Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers](#)  
[University Policy 3223 - Environmental Health and Occupational Safety](#)  
[University Policy 3230 - Vehicular Access to University Property](#)  
[University Policy 3231 - Use of Bicycles, Skateboards and Personal Transport Devices on University Property](#)  
[University Policy 3240 – Accident Review Policy](#)  
[University Policy 3500 - Policy on the Use of Computing Resources](#)  
[University Policy 3507 - Information Technology Accessibility Policy](#)  
[Teaching and Research Faculty Handbook](#)  
[Adjunct Faculty Handbook](#)  
[Classified Employee Guidebook](#)  
[Wage Employee Guidebook](#)  
[Monarch Citizenship](#)  
[Computing Policies & Standards](#)



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## EMPLOYMENT PROCEDURES

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### Certification – Accreditation Requirements

Old Dominion University is accredited by the Southern Association of Colleges & Schools (SACS), which establishes teaching credential standards for all teaching faculty. These standards are specific to the level at which the individual is teaching:

- ❑ **Teaching undergraduate-level courses:** the faculty member holds either a doctoral or masters' degree with a concentration in the teaching discipline OR holds a masters' degree and has completed at least 18 graduate credit hours in the discipline
- ❑ **Teaching graduate-level courses:** the faculty member holds the terminal degree in the teaching discipline (usually the doctorate) AND has current certification for graduate instruction (see below)

In certain instances, the dean or department chair may request an exception to the above standards. Requests for SACS exceptions require a detailed justification/verification process.

In some Colleges, there may be additional certification requirements resulting from specialized accreditations. If these requirements apply, the department chair will discuss them with the adjunct faculty member.

### Certification – Graduate Instruction

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

### Criteria for Rank

Criteria for academic rank of adjunct faculty are consistent with those for full-time faculty. Instructors typically lack the terminal degree. Assistant professors have the terminal degree but have not yet demonstrated significant accomplishment in research or creative activity. Associate professors hold the terminal degree and have demonstrated substantial accomplishment in research or creative activity. Professors have terminal degrees and national reputations for scholarship or creative activity. If a promotion in rank is to be considered, this is also handled consistently with those for full-time faculty, and a reappointment will need to be submitted with the request for a promotion in rank.

### Forms Required for Adjunct Appointment

Numerous forms are required before an adjunct appointment is finalized and stipends can be paid. A [checklist of these forms](#) is provided in this document. Many of these forms may be downloaded from the Human Resources website at <http://www.odu.edu/humanresources/> by selecting the **Forms** link on the right-side menu. However, all of these documents will be collected electronically through the University's online On-Boarding system.

## **Normal Term of Employment**

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

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

After input from the faculty, the Chair or Director recommends appointment of an adjunct faculty to the Dean. If the Dean approves, the recommendation is forwarded to the Provost for action.

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## TEACHING CONCERNS

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### **Academic Calendar**

The Office of the University Registrar publishes a detailed academic calendar for each semester. The calendar is available at the Registrar's Office website (<https://www.odu.edu/academics/calendar>). The Registrar's website also provides a detailed exam schedule for each semester and summer session. Faculty should be cognizant of Old Dominion University holidays and breaks (Spring and Fall breaks) when scheduling due dates for assignments and examinations. All final exams must be given according to the official Exam Schedule.

### **Access to Facilities (Keys, Proximity Card Locks)**

All University classrooms are locked when not in use. You will receive a key to unlock the classroom or, if you are teaching in a building with proximity locks, you will use your Faculty/Staff ID Card to unlock the door. After you receive your ID Card, you must send an e-mail to [itshelp@odu.edu](mailto:itshelp@odu.edu) to activate access to a classroom. You may also get keys for your office space and the building in which you work. Keys are ordered by the Colleges' Departmental Administrative Assistants. When keys are ready, you will receive notification via your University e-mail account. The keys must be picked up in person from Facilities Management. There is not a charge for the first key; however, there is a charge for replacement keys or keys not returned. All keys must be returned when you end your employment at the University. Additional information about keys, including a chart detailing the type of key/access required for classrooms in each building, is available on the [ITS website](#).

### **Access to Networked Resources (MIDAS)**

MIDAS (Monarch Identification and Authorization System) is an identity management system that stores your information and replicates to many of the University's networked resources allowing you to log in to those resources with the same user ID and password. MIDAS is currently synchronized with over 40 University services.

When you are first hired to work at ODU, you will submit an Account Request Form to create your MIDAS account and identify networked resources you may need access to (network account, faculty/staff e-mail account, Blackboard, etc.). You'll also set up two-factor authentication and create a security profile that will allow you to reset your password online if you forget it. After your MIDAS account is established, you'll receive a notification with further instructions.

MIDAS passwords expire every six months to help protect the user and keep the system secure and functional. You will receive emails beginning two weeks before your password expires reminding you to change your password. The title of the e-mail is "Your MIDAS password will Expire in x days." Please do not confuse this e-mail with phishing e-mails that you may receive asking you to reply with your password. This e-mail will not ask you to reply with account information. It will provide directions for changing your password. Contact the ITS Help Desk for assistance, if necessary.

MIDAS is also used to manage security awareness training (required annually) and acceptance of the Acceptable Usage Policy (AUP). The AUP is an agreement all computer account holders make with Old Dominion University that states how your MIDAS account will be used. The security training is provided to increase your understanding of computer security practices and your responsibilities in using ODU information technology resources. It is important that you are aware of the IT policies, standards,

procedures, and guidelines. It is not the intent of these policies or standards to inhibit, restrict, or otherwise interfere with academic instruction or research but rather to protect faculty, staff and students who use these resources and to protect the technology infrastructure at ODU.

Remember, you can log into [MIDAS](#) at any time and see the status of your accounts. You can see when your password will expire, when you will need to re-sign the AUP and when you will need to retake your Security Training.

### **Banner**

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

### **Blackboard**

Blackboard is a course management product that pulls together several common tasks related to teaching, including announcements, websites for syllabus and course materials, grade books, calendars, electronic assignments, organizational tasks, online quizzes, discussion boards, and course statistics. Courses are password-protected through MIDAS authentication, and access is limited to students registered in the course. Blackboard training is provided by the Center of Learning and Teaching ([clt.odu.edu](http://clt.odu.edu)), and technical assistance can be found at the Blackboard support site ([odu.edusupportcenter.com](http://odu.edusupportcenter.com)).

### **Classroom Technology (Technology classrooms, equipment delivery)**

All of the University's classrooms are "technology classrooms," supported by [Classroom Central](#). Classrooms are equipped with a hotline phone (that rings directly to the ITS Help Desk), a computer, laptop connection, data projector (mounted in the ceiling) and a sound system. Contact Classroom Central ([classroomcentral@odu.edu](mailto:classroomcentral@odu.edu)) for training. If you need technical equipment for instrumental delivery in a regular classroom, you can request equipment from Classroom Central. Contact [classroomcentral@odu.edu](mailto:classroomcentral@odu.edu) with your class information (day, time, location) and the type of equipment needed.

### **Copying/Printing**

Each program has its own procedure and budgeting process for copying and printing; contact the Department's Administrative Assistant for assistance. Resources you may use include University multi-function printers (MFPs) and the centralized high-volume printing service provided by ITS.

MFPs, found in most buildings on campus and at distance learning sites, provide printing and walk-up operation (copying, scan to e-mail). Walk-up use of MFPs requires a University ID Card, and access is based on official University employment. In some cases, you may be issued an identification card before other administrative processes have been completed. Because the MFP's card reader only recognizes individuals with complete personnel records, you might experience a delay if records are not yet finalized. In the interim, contact your department to obtain temporary access using a third-party card. Once the employment process is final, your ODU ID card will be recognized, and you will have printer/copying access. Note: You'll need to obtain copyright permissions before making multiple copies of certain materials for distribution to your students.

Information Technology Services (ITS) offers centralized printing services to provide high-speed, high-volume printing for all University faculty and staff. Documents can be printed directly to a print server

housed in the Network Operations Center on the fourth floor of the Engineering & Computational Sciences Building. Printouts must be picked up at the Network Operations Center. Your college may have arrangements in place for pick-up of printouts; be sure to check with your department's Administrative Assistant.

In order to print directly to University MFPs or the high-volume printers, you'll need to be connected to the University's wired network or to the [campus VPN](#). More information about University printing can be found at [odu.edu/facultystaff/university-business/printing/printing-multifunction-devices](http://odu.edu/facultystaff/university-business/printing/printing-multifunction-devices).

Please note that your departmental budget will be charged for all copying/printing. Please check with your department regarding college-specific printing procedures.

## **Course Evaluations**

The University utilizes [Student Opinion Surveys](#) to collect feedback at the end of each semester. Two weeks prior to the end of the course (as it appears in the Banner system), students get an email notification letting them know they have surveys available for each course. Students authenticate with their MIDAS ID and password, complete their surveys, and submit them electronically. No student-specific information is captured or stored, so survey responses remain anonymous. After each survey period closes and results are compiled, faculty members get an email letting them know how to access survey results. Your MIDAS ID and password are required to access Student Opinion Survey results. Department staff cannot access surveys on your behalf.

## **Course Goals**

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

## **Course Syllabus**

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

## **Evaluations (of Adjunct Faculty)**

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

## Final Examinations

The university firmly believes that a comprehensive evaluation of a student's achievement in a course is a vital part of the educational process. Final examinations, if given, are to be given at the time and in the location given on the Registrar's Office website at <https://www.odu.edu/academics/calendar/exams> for each term or summer session, including any special schedules for online courses. Upon request of the instructor, exceptions to this regulation may be made only by the Dean. If a final examination is changed to other than that of the scheduled time, provisions will be made by the instructor for any student who cannot comply with the schedule change. Any student who has three examinations scheduled in one calendar day and is unable to resolve the problem informally with the instructor or instructors may petition the Dean for relief. All examinations are to be retained for one year by the faculty members. Students have the privilege of requesting conferences with the instructors in regard to their final grades.

Students enrolled in courses offered via any delivery technology that do not follow the traditional semester timetable will be required to adhere to the examination schedule set by the professor. Students must have a window of at least 36 hours to complete the final exam, whether proctored or un-proctored.

## Grade Appeals/Changes

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

**Grade changes** may be made in LEO Online (using the link "Report a Change of Grade") or in writing, using Grade Change forms. Grade Change forms are available from your departmental office and require the appropriate signature(s). Grade changes done in LEO Online are posted to students' records immediately; changes submitted on paper will post within **24** hours of their receipt by the Registrar's Office. Grade Change forms should never be presented to the Registrar's Office by a student. Faculty teaching at higher education centers or distance learning sites should contact the Distance Learning Office to request grade change forms. Students will receive a notification e-mail when any grade changes are processed using either method.

## Grades - Final

A final grade for each student should be submitted within 48 hours of the scheduled final exam (or within 48 hours of receipt of final exams for Distance Learning courses), using the University grading system in LEO Online. **Grades may not be e-mailed or given to students via telephone, and should never be discussed with parents or any other third party. In no case should the student's name or any part of their Social Security Number or University ID Number (UIN) be publicly posted.** You are required to keep the class roster and copies of all final exams for twelve months following the end of the course. The system of grading used by the University is published in the *Old Dominion University Undergraduate Catalog* and is as follows:

GRADE	GRADE POINTS	UNDERGRADUATE	GRADUATE
A	4.00	Superior	Excellent
A-	3.70	Superior	Excellent

B+	3.30	Good	Good
B	3.00	Good	Good
B-	2.70	Good	Fair
C+	2.30	Satisfactory	Poor
C	2.0	Satisfactory	Poor
C-	1.70	Passing	Poor
D+	1.30	Passing	Not assigned
D	1.0	Passing	Not assigned
D-	.70	Passing	Not assigned
F	0.00	Failing	Failing
WF	0.00	Unofficial Withdrawal	Unofficial Withdrawal

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

### Grades – Interim Academic Evaluation/Mid-semester Feedback

The *University Undergraduate Catalog* states that “Faculty teaching 100- and 200-level courses will provide specific feedback regarding progress in the course by posting an interim grade. Providing timely information to students on graded work makes students aware of their performance so they can determine whether to seek additional help from the faculty member, tutorial services when available, their academic advisor, and/or withdraw from the course prior to the established deadline for withdrawal.” These grades are not permanent and do not become part of the student’s academic history. They are not reported to or processed by the Office of the University Registrar. Instructions for entering progress grades are sent prior to the start of the semester to faculty teaching 100- or 200- level courses.

The University believes that regular assessment of students and feedback to them is essential to effective teaching and learning. Therefore, faculty members will provide all students with evaluation of their progress in a course prior to mid-semester (or equivalent in a non-semester course) so that students have information about their progress prior to the withdrawal deadline, which is the end of the tenth week of classes.

### **Grades -- Posting Grades**

University policy requires faculty to submit grades electronically, using the self-service secure access website LEO Online ([www.leoonline.odu.edu](http://www.leoonline.odu.edu)). **Instructors are not permitted to e-mail grades to the students or to the Registrar's Office.** A final grade for each student should be submitted within 48 hours of the scheduled final exam (or within 48 hours of receipt of final exams for Distance Learning courses), using the University grading system in LEO Online. Grades should never be discussed with parents or any other third party without the student's written consent. In no case should the student's name or any part of their Social Security Number or University ID Number (UIN) be publicly posted. Instructors who post grades in Blackboard must also post them to LEO Online, the official grade source for students. After submitting grades in LEO Online, faculty should print out a copy of the posted grades for their records. Check with your department to see if a copy of submitted grades will be maintained in the departmental office. Faculty are required to retain the class roster, a permanent grade record, and copies of all final exams for a period of at least 12 months after the conclusion of the course.

In accordance with University policy, instructors are **not** permitted to provide their confidential login information (University ID and PIN) to any other person to load grades for them (see the [Acceptable Usage Statement](#)).

The Office of the University Registrar provides detailed instructions for faculty to load grades in LEO Online. These instructions are e-mailed to the ODU faculty/staff e-mail address prior to the exam period and are available on the Registrar's website at <https://www.odu.edu/facultystaff/teaching/course-administration/entering-grades>. Assistance with loading grades is available from the Registrar's Office.

It is important that all faculty members confirm their course assignments in LEO Online well in advance of the grading period. Faculty may view all course assignments under the "Assignment History" link in LEO Online. Shared courses (taught by more than one instructor) should display both instructors assigned to the course and be available to both instructors online. If any course that you are teaching IS NOT displaying in LEO, contact your department to make certain you have been designated in Banner as the instructor of record.

### **Grades - Unreported/Incorrect Grades, Incompletes**

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

A grade of "I" indicates assigned work yet to be completed in a given course or absence from the final examination and is assigned only upon instructor approval of a student request. The "I" grade may be awarded only in exceptional circumstances beyond the student's control, such as illness, and only after 80% of the time allocated for the course has elapsed and substantial progress has been made toward completion of course requirements (with the exception of courses that do not fit within the traditional semester calendar). In cases of exceptional circumstances beyond the student's control, it is the responsibility of the student to approach the instructor to request an "I" grade and to provide



documentation, including a written statement of when the work will be completed, to support the request. The authority to award an “I” grade rests with the instructor whose decision is final. Students whose requests for “I” grades are approved must not re-register for the class until the “I” grade has been resolved. Incomplete grades that are not changed to another letter grade automatically convert to F at the end of the next regular semester. A grade of “I” should not be assigned except upon request of the student and satisfaction of the conditions specified above.

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

### **LEO Online**

[LEO Online](#) is the secure self-service website where faculty can view and obtain class schedules and rosters, load students’ progress grades and final grades, view personal and personnel information, and find contact information for students. Other parts of this manual provide detailed information on the features and services of LEO Online.

### **Meeting Scheduled Classes**

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

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

Please refer to the section on [Emergency Closings](#) for additional information.

### **Office Hours**

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

### **Opscan Test Grading**

ITS offers optical scanning services for automated test grading to all faculty, staff and graduate assistants. Details are available online at [odu.edu/facultystaff/teaching/tools/opscan-grading](http://odu.edu/facultystaff/teaching/tools/opscan-grading).

### **Personal Response Systems - “Clickers”**

The [Student Response System](#) has three components – receiver, clicker, and software. Using the TurningPoint software, faculty can ask questions during a lecture and have students respond using a personal clicker (or mobile device); the receiver tallies the responses and displays them in real time. Responses can be anonymously displayed.

Receivers are permanently mounted in several classrooms, or they can be delivered upon request (as available). Software is loaded on the desktop computers in all technology classrooms and is available for

download if you prefer to use a laptop. Students can purchase clickers at the bookstore or buy a license for their cell phone or laptop.

Before Classroom Central will deliver receivers, you'll need to attend training available through the Center for Teaching and Learning. Register for CLT workshops at [clt.odu.edu](http://clt.odu.edu) (click on "Events and Workshops"). If you are unable to attend a workshop, training may be arranged – by appointment – through the CLT or Classroom Central. Please request training at least one week before the first day you plan to use the clickers.

### **Student Registration/Class Rosters/Registration Overrides**

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

**Class rosters** are available to all instructors in LEO Online as soon as registration begins. The rosters are available in several ways and may include student photos:

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

\* Instructors should only save this information to a secure computer workstation, preferably your secure ODU network (LAN) H: or K: drive. Remote access to these directories requires the user to have a University [VPN](http://odtu.edu) account. More information about storing and protecting regulated data can be found at [odu.edu/ts/security/regulated-data](http://odu.edu/ts/security/regulated-data)

Class rosters contain confidential information about students and the data should be destroyed/erased when you are finished with it. Security of anything containing personally identifiable information should be considered whether in paper or electronic format. Please note that University ID Numbers (UINs) are protected in the same way that Social Security numbers are protected.

Instructors who do not see one or more courses they are teaching should contact their departmental office to be sure they have been assigned (in Banner) as instructor for the course. Frequently, courses are originally assigned to "staff;". This must be updated in order for you to view class rosters. If you are not sure whether you have been assigned as the instructor, look up the course in LEO Online Class Schedule Search, or view your Assignment History in LEO Online, or contact the Office of the University Registrar at 757-683-4425. Shared courses (taught by more than one instructor) should have both instructors assigned to the course.

Faculty may provide **electronic overrides/overloads** for their courses via LEO Online. Overrides that can be given electronically include Instructor's Approval (where registration requires instructor's approval), Closed Class, Co-requisite, Duplicate Course, Level Override, Major Restriction, Pre-

requisite, Test Score, and Time Conflict. Course pre-requisites are viewable by looking up the course in LEO Online Class Schedule Search and click on the course detail to view prerequisites and course restrictions. Closed class overrides should not be provided to students for courses using an automated waitlist.

To give an electronic override, the instructor must know the student's UIN (University Identification Number), the CRN (5-digit course reference number), and **the registration error** you are being asked to override. Providing an electronic override does **not** register the student for the class, but in most cases, does allow the student to complete the registration online, as long as the registration period for the course has not expired. If you make an error in the override, please contact the Registrar's Office at 757-683-4425 to have the error corrected. You cannot undo overrides via LEO Online.

Instructions for granting electronic overrides are available on the Registrar's website (<https://www.odu.edu/facultystaff/teaching/course-administration/overrides-overloads>), and assistance is available via phone (757-683-4425) or e-mail ([register@odu.edu](mailto:register@odu.edu)). **Instructors should always consult with their department before granting overrides or overloads, since classroom capacity and departmental or University policy may not allow overrides.**

### **Teaching in a Synchronous Online Distance Learning Course**

If your course is coded in Banner as WC (web-conferencing) it will be designated as a Distance Learning supported class. You will receive an email prior to the start of a semester which contains a form for you to complete. This form will ask you if you would like ATS Operations to actively support your class, and if so, if you would like to use Zoom or Webex. You may also include any special needs for your course. ATS Operations can actively support your class whether you are teaching remotely or from a mediated classroom. If you would like an overview on Zoom or Webex or if you teach from Gornto Hall and would like an overview of your room, please contact [atsoperations@odu.edu](mailto:atsoperations@odu.edu) / 757-683-3173.

### **Textbooks**

Often, the textbook you will be using has already been selected and may even have been ordered. Be sure to check with the Administrative Assistant to see if your text has been ordered. There are Federal requirements in place to assure timely availability of textbook information for students. If you need to select a textbook, check with your Department Chair or program director on the proper procedure for your department.

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## **POLICIES**

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**Access to the full-text version** of all University policies is available via the University website at [www.odu.edu](http://www.odu.edu) – click **Faculty & Staff**, scroll to **Procedures and Guidelines**, click **University Policies and Procedures**. The site also contains links to the Faculty Handbook and the Undergraduate and Graduate catalogs.

### **Americans with Disabilities Act**

Title I of the Americans with Disabilities Act (ADA) prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals

with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment.

The University is responsible for providing a reasonable accommodation to the known disability of an otherwise qualified employee, applicant or student once they make their disability status and subsequent need for an accommodation known to the appropriate University official. For employees and applicants, a reasonable accommodation is a modification or adjustment to a job, employment practice, or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. ODU will provide a reasonable accommodation to the known disability of a qualified applicant or employee unless the accommodation would impose an undue hardship. Undue hardship means that an accommodation would require significant difficulty or expense. For students, a reasonable accommodation is a reasonable modification in policies, practices, or procedures, when the modifications are necessary to avoid discrimination on the basis of disability, unless the modifications would fundamentally alter the nature of a University service, program or activity.

In general, it is the responsibility of the employee, applicant or student to make the disability status and subsequent need for an accommodation known to the appropriate University official. Once on notice of the need for accommodations, it is the responsibility of the University official and the individual with a disability to discuss possible accommodations and assess the reasonableness and effectiveness of each potential accommodation. Determinations regarding accommodations on campus will be made on a case-by-case basis. Determining a reasonable accommodation is very fact-specific. In general, the accommodation must be tailored to address the nature of the disability and the needs of the individual within the context of the requirements of the job or the program of study.

The Office of Institutional Equity and Diversity oversees the assessment of employee and applicant requests and the Office of Educational Accessibility oversees the assessment of student requests for accommodation and assistance. All accommodations students receive at ODU are based upon documentation resulting from an evaluation performed by a qualified professional. After the Office of Educational Accessibility has confirmed a disability and identified appropriate accommodations for a particular student, they will provide the student with a Faculty Accommodation Letter. It is the students' responsibility to provide the Faculty Accommodation Letter to their faculty members. Faculty members **must** provide the student with the accommodations listed in the letter. Faculty members should **not** provide any accommodations to a student who does not present a letter from the Office of Educational Accessibility. Students making requests for such accommodations should be referred to the Office of Educational Accessibility for assistance.

For more information on ADA, contact the EO/AA Office at 683-3141. For information on services provided by the Office of Educational Accessibility, contact that office at 683-4655. Additional information for faculty providing student accommodations is available on the [Office of Educational Accessibility](#) website.

## **Computing**

In order to access ODU computing resources, you first need to establish a unique MIDAS account. You'll be granted authorized access to specific services and systems based on business needs, as determined by established account request procedures. Procedures vary according to the system and level of access requested. Information Technology Services (ITS) manages access to central computing resources, while access to some systems is managed by the department that owns and manages the resource.

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

### **Conflict of Interest**

According to the Virginia Conflict of Interest Act, you cannot pass along confidential information to which you have access in your job, nor use it for personal gain or benefit. The complete policy on Conflicts of Interest can be found in the Faculty Handbook and the Undergraduate and Graduate catalogs.

### **Drug and Alcohol Policy**

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

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

### **Equal Opportunity Statement**

The Office of Institutional Equity and Diversity oversees, facilitates and supports the University's efforts to ensure equal opportunity for all persons regardless of race (or traits historically associated with race including hair texture, hair type, and protective styles such as braids, locks, and twists), color, national origin, age, marital status, sex (including pregnancy, childbirth, or related medical conditions), political affiliation, marital status, sexual orientation, gender identity, genetic information, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

### **Guidelines on AIDS in the Workplace**

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

### **Identification (ID) Cards**

As a University employee, you are required to carry a University Identification (ID) Card while you are on campus. A University ID Card provides the authorization necessary to obtain a faculty/staff parking decal, borrow materials from the University Library, as well as gain access to some of the University's Technology Classrooms. You may place funds on your ID Card and use it to purchase food at various on- and off-campus locations. Additionally, by presenting your ID Card, you can obtain free official and unofficial transcripts for any courses you take at Old Dominion University and receive discounts at the University Village Bookstore, University athletic events, and performances of the Old Dominion Players.

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

### **Inclement Weather (Closings)**

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

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

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

**Faculty are also encouraged to sign up for ODU Alerts**, the University's urgent notification system comprised of a variety of methods by which the University can contact students, faculty, and staff, including text messages to mobile devices, instant messages, telephone calls, and e-mails to non-University e-mail addresses. Information is available on the [ODU Alerts website](#).

### **Notice of Non-Discrimination**

Old Dominion University does not discriminate in admissions, treatment, employment or access to its programs or activities on the basis of race (or traits historically associated with race including hair texture, hair type, and protective styles such as braids, locks, and twists), color, religion, national or ethnic origin, age, sex (including pregnancy, childbirth, or related medical conditions), political affiliation, marital status, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability, as required by The Civil Rights Act of 1964; The Americans with Disabilities Act of 1990, as amended; The Age Discrimination Act of 1975; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Virginia Human Rights Act; the Governor's Executive Order Number One (2014); and other state or federal laws and University policies <https://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf>. ODU prohibits sexual and sex-/gender-based misconduct, discrimination, harassment and interpersonal violence, including sexual assault. ODU also prohibits discrimination against employees or applicants because they have inquired about, discussed or disclosed their own pay or the pay of another employee or applicant.

As an affirmative action and equal opportunity employer, ODU promotes the full realization of employment opportunity for all persons, including minorities, women, individuals with disabilities and veterans. ODU bases all employment decisions only on job requirements. These efforts apply to all employment actions, including but not limited to recruitment, selection, hiring, promotion and compensation.

Any member of the ODU community has the right to raise concerns or file a complaint regarding discrimination without fear of retaliation. Any and all inquiries regarding the application of this

statement and related policies may be referred to: Ariana Wright, Director of Equity and EO/AA, Institutional Equity and Diversity, Innovation Research Park I, 4111 Monarch Way, Suite 106, Old Dominion University, Norfolk, VA 23529, (757) 683-3141, [alwright@odu.edu](mailto:alwright@odu.edu). The University's designated Title IX Coordinator is Ariana Wright, Esq, Institutional Equity and Diversity, Innovation Research Park I, 4111 Monarch Way, Suite 106, Old Dominion University, Norfolk, VA 23529, (757) 683-3141, [alwright@odu.edu](mailto:alwright@odu.edu).

#### Title IX Coordinator

Ariana Wright, Esq.  
4111 Monarch Way Ste. 106  
Norfolk, VA 23529 757-683-3141 t  
[itleixcoordinator@odu.edu](mailto:itleixcoordinator@odu.edu)

#### Deputy Title IX Coordinators

SEES, Traci Daniels  
Advisor and Special Assistant to the Vice President  
Student Engagement & Enrollment Services  
Old Dominion University  
Norfolk, VA 23529  
1002 Koch Hall  
Phone (757) 683-5890  
[tdaniels@odu.edu](mailto:tdaniels@odu.edu)

Athletics, Annamarie Ginder  
Compliance Coordinator  
Jim Jarrett Athletic Administration Building  
4500 Parker Avenue  
Norfolk, VA 23529  
757-683-3358  
[aginder@odu.edu](mailto:aginder@odu.edu)

Equity and Diversity, Kimberly Cain  
Assistant Director for Equity and Diversity  
4111 Monarch Way Ste. 106  
Norfolk, VA 23529  
757-683-3141  
[kcain@odu.edu](mailto:kcain@odu.edu)

#### Title IX Liaisons

Academic Affairs, Dr. Katherine Hawkins  
Vice Provost for Faculty Affairs & Strategic Initiatives  
Koch Hall 2006  
Norfolk, VA 23529  
757-683-4423  
[kwhawkin@odu.edu](mailto:kwhawkin@odu.edu)

Human Resources, JaRena Whitehead Assistant  
Vice President of Human Resources  
1502 Spong Hall  
Norfolk, VA 23529  
757-683-4564  
[jwhitehe@odu.edu](mailto:jwhitehe@odu.edu)

Complaints of discrimination, harassment, and retaliation may be directed to Institutional Equity and Diversity at <http://www.odu.edu/equity>. Complaint procedures may be found at <http://www.odu.edu/content/dam/odu/policies/university/1000/univ-1005.pdf>. Complaints may also be filed with the Department of Education Office for Civil Rights [<http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>], Equal Employment Opportunity Commission [<https://www.eeoc.gov/field/norfolk/charge.cfm>], Commonwealth of Virginia Division of Human Rights [<http://www.dhrm.virginia.gov/equalemployment-opportunity>], and the Department of Human Resources Management [<http://www.dhrm.virginia.gov/>].

### **Parking**

All motor vehicles parked in University parking facilities must have a valid parking permit. ODU utilizes a virtual permit system and [License Plate Recognition](#) to enforce permit usage. Your license plate is your permit. Single semester parking permits for adjunct faculty may be purchased from the Office of Parking and Transportation Services, which is housed in the Parking Administration Building adjacent to the multi-level parking facility on 43<sup>rd</sup> Street. As an alternative, daily-parking permits may also be purchased from the Parking Office. There is parking available in the high-rise parking deck and there is shuttle service to various parking places.

You may be able to find on-street parking, but be sure it is not in a time limited area and that you don't block a driveway. An interactive campus map showing all buildings and parking facilities is available at [www.odu.edu/parkingservices](http://www.odu.edu/parkingservices), click **Campus Map**.

### **Privacy of Information**

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

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



Major provisions of FERPA are published on the Registrar's website (<https://www.odu.edu/about/monarchcitizenship/ferpa>). The site also provides information on parental access to student's education records. All faculty and adjunct faculty should familiarize themselves with this information. FERPA training is also available from the Office of the University Registrar at least twice each year.

Old Dominion University designates the following information as public or directory information, which **may** be disclosed by the institution at its discretion (note that not all of this information is available to individual faculty members):

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

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

\*While a student's e-mail address is considered directory information under FERPA, state law prohibits its release. It should be treated as confidential.

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

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

All questions regarding FERPA or requests for information should be directed to the Office of the University Registrar at 757-683-4425 or e-mail [register@odu.edu](mailto:register@odu.edu).

### **Smoking Policy**

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

1. Smoking is prohibited in all University facilities.
2. Preferential consideration will be given to nonsmokers whenever it is determined they are being exposed involuntarily to smoke, whether directly or indirectly.
3. Smoking is prohibited in all indoor and enclosed courtyard locations.
4. Smoking is not permitted within 25 feet of the entrance to any University facility.

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

## **Solicitation Policy**

It is the policy of Old Dominion University to restrict solicitation by employees, vendors, sales representatives, and others to minimize interference with the University's operation and to protect the privacy of our employees, students, and visitors. Fundraising or sales activities (such as the University's Annual Fund, the State Employee's Combined Charitable Campaign, blood drives, or the U.S. Savings Bonds Campaign) sponsored by the University are considered authorized activities when approved by the President and, therefore, are not precluded by this policy.

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

## **Student Discipline/Academic Dishonesty**

University procedures exist for handling disruptive students and those who engage in academic dishonesty, including cheating on exams, plagiarism and the submission of work created by another individual or by the student for another course. Faculty members are encouraged to include their personal rules for classroom conduct (late arrivals, cell phone usage, etc.) in their course syllabi.

It is strongly recommended that faculty refer students to appropriate resources and/or take time to educate students about citation methods with the goal of avoiding unintentional plagiarism. The Honor Council and the Office of Student Conduct & Academic Integrity (OSCAI) may be called upon to assist in this effort. Faculty are also strongly encouraged to communicate clear expectations in advance of assignments, such as when collaboration is permissible (if at all) for in- and out-of-class work.

The OSCAI exists to promote the community standards of Old Dominion University. Through interactions with students, the goal of OSCAI is to foster a climate of personal and academic integrity that facilitates the success of all University community members. OSCAI oversees the administration of the student conduct process (also known as the "student judicial process") when students are alleged to have violated University policies related to either academic or non-academic misconduct. OSCAI also provides education to the University community and serves as a resource for anyone with inquiries related to student conduct.

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

All reports of alleged misconduct must be submitted in writing to the OSCAI. Students will have a right of access to the full contents of your report per the Family Educational Rights and Privacy Act of 1974 and in accordance with the Student Disciplinary Policies & Procedures.

Instances of classroom disruption should be documented via memorandum and sent to the Office of Student Conduct and Academic Integrity for review. For Academic Dishonesty offenses, the Academic Dishonesty Report Form will assist faculty in preparing appropriate documentation. This form has

instructions for completion and can be found online at:

<https://www.odu.edu/facultystaff/teaching/conduct-integrity/academic-integrity>

Additional resources for information on student discipline are available from the [Office of Student Conduct and Academic Integrity](#). You may also refer to the Guidelines and Policy on Dealing with Disruptive Students contained in the Faculty Handbook.

### **Title IX Non-Discrimination Statement**

As part of its commitment to providing an educational environment free from discrimination, Old Dominion University complies with Title IX of the Education Amendments, which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at Old Dominion University-sponsored activities and programs whether occurring on-campus or off-campus. Title IX also protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping. Old Dominion University will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX. Old Dominion University's Title IX coordinator is Ariana Wright, Esq., Innovation Research Park I, 4111 Monarch Way, Suite 106, Norfolk, VA 23529, [titleixcoordinator@odu.edu](mailto:titleixcoordinator@odu.edu). Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.

### **Policy on Title IX – Sexual Harassment and Sex or Gender-Based Discrimination (Interim Policy) University Policy, #1008**

The information provided in your handbook is a summary of the Policy on Title IX – Sexual Harassment and Sex or Gender-Based Discrimination. The policy can be found at the following link:  
<https://www.odu.edu/about/policiesandprocedures/university/1000/1008>

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

Employees, whether faculty or staff, shall not engage in a consensual relationship with students when the employee has a "position of authority" with respect to the student in such matters as teaching or otherwise evaluating, supervising, advising, or coaching a student as part of a school program or employment situation. Likewise, a supervisor and an employee shall not engage in a consensual relationship. The University views such relationships as a conflict of interest. Employees have a duty to comply with the University's Conflicts of Interest policy.

A sexual assault (as defined in the Policy) of any University student, faculty, or staff member which occurs either on- or off-campus perpetrated by another student, faculty or staff member will be adjudicated by using the disciplinary process appropriate to the alleged assailant. Disciplinary action may be initiated in addition to, and separate from, any criminal charges which may be pending for the same alleged offense.

It is a violation of University policy for any member of the University community to make an intentionally false accusation of sexual assault.

**Responsible Employees are required to report any potential violation of this policy to the Title IX Coordinator or designee, whether other responsible employees or other involved individuals indicate they have already reported it or will report it or not.**

Counseling, crisis-intervention, and medical assistance will be made available to the victim/survivor through on campus services such as the Women's Center, Counseling Services, and Student Health Services, as well as, the YWCA of South Hampton Roads.

## **University Communication (University e-mail accounts)**

ODU faculty, staff and students must activate, maintain and regularly access University provided email accounts. Faculty/staff email accounts are established through the Universal Account Request form upon employment. Information on account security and acceptable usage is available from Information Technology Services and the ITS website at [www.odu.edu/its](http://www.odu.edu/its).

Faculty/staff and students are required to use valid ODU email accounts to send and receive official information and notices and will be held responsible for accessing their email to obtain official University communications. University email can be accessed from a mobile or desktop client or online at [outlook.odu.edu](http://outlook.odu.edu). Failure to access the mail account will not exempt you from associated liabilities or deadlines. **Instructors should always use the University email account to communicate with students and with the Registrar's Office.**

Forwarding University email to an alternative email address could result in a violation of FERPA regulations as correspondence may contain protected information sent to non-secure locations.

Additional information is provided in University Policy 3506 - [Electronic Communication Policy for Official University Business](#)

## **University Identification Number (UIN)**

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

Faculty should never use the SSN as the primary identifier of students. Public display of the SSN or UIN is not permitted. Faculty who wish to post grades either for a semester or for a specific examination or assignment should use Blackboard, a secure process, or a random test number assigned to each student.

**Official semester grades must be loaded in LEO Online.**

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

## **Use of University Equipment, Materials, and Funds**

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

Use of University telephones for personal phone calls is not prohibited, but they must be kept to a minimum. Using University telephone lines to accept collect calls or charge long distance calls for personal reasons is strictly forbidden.

### **Center for Learning and Teaching**

The Center for Learning and Teaching (CLT) offers a wide array of services designed to support the ODU's faculty teaching and learning efforts and to help faculty integrate technologies into the teaching/learning process. Services include workshops and other events on teaching and learning and on instructional technologies, one-on-one consultation, instructional design, course design and development, individual course management, effective use of the learning management system, multimedia support, and graphic design of posters and instructional aids. CLT's on-call staff is available to answer your questions about online teaching and instructional technology. Please fill out a Faculty Help Request online. Visit [clt.odu.edu/keep-teaching/help](https://clt.odu.edu/keep-teaching/help). Detailed information is available at <https://clt.odu.edu>

### **Classroom Central**

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

### **Information Technology Services (ITS)**

Information Technology Services (ITS) has responsibility for research, consultation, support, and maintenance of computing and communications technology at ODU. In addition to maintaining the University's central computer system, ITS provides and manages all computing accounts for employees and students. Primary accounts include a MIDAS account, which is required for access to the University's computing network, and the faculty/staff email account, the official communication medium for the University. Adjunct faculty members are urged to request and activate these accounts as early as possible after being appointed to their position. Blackboard and course evaluations use this account information for access. Account request instructions are available at [www.odu.edu/ts/access/monarchkey/online-account](http://www.odu.edu/ts/access/monarchkey/online-account). Additionally, all faculty members have access to LEO Online, a secure self-service website at [www.leoonline.odu.edu](http://www.leoonline.odu.edu). No forms are required for LEO access.

Single sign-on access to most University accounts including email, Blackboard and LEO Online is available through the University's web portal at [my.odu.edu](http://my.odu.edu). Log in to myODU with your MIDAS ID and password.

ITS maintains Academic Computer Labs, Instructional Labs, University-wide data and telecommunications networks, and the University telephone system. ITS also provides media technology equipment in support of academic and University-related activities (through Classroom Central). Technical assistance is available from the ITS Help Desk, located in Monarch Hall, and available around the clock at [itshelp@odu.edu](mailto:itshelp@odu.edu) or (757) 683-3192.

### **Recreation and Wellness**

Old Dominion University Recreation and Wellness offers programs, facilities, and services for students, faculty, and staff to promote healthy and active lifestyles. The Student Recreation Center, located in the

heart of campus, is the hub of all sport, wellness, and fitness activities. Membership is required. Information is available on the Recreation and Wellness website, [www.odu.edu/recsports](http://www.odu.edu/recsports).

## Registrar's Office

The Office of the University Registrar is located at 1009 Rollins Hall, just off 49th Street behind S.B. Ballard Stadium. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Phone: (757) 683-4425 and Fax: (757) 683-5357. You can also reach the Registrar's Office by email at [register@odu.edu](mailto:register@odu.edu). LEO Online and Banner Student Information System support is available via phone, email, or in person.

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

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

\* To have your LEO Online PIN set or reset, e-mail [register@odu.edu](mailto:register@odu.edu) (preferably from your ODU e-mail account) with your University ID number and date of birth or call 757-683-4425. You must make this request yourself; do not have a departmental staff person request a PIN reset for you. For your protection, verification of your identity will be required.

\*\* All changes to academic schedules (room, class capacity, instructor assignment, etc.) must be made by the **academic department** by e-mailing [scheduling@odu.edu.Changes](mailto:scheduling@odu.edu.Changes) to the schedule should be submitted through your departmental scheduling coordinator.

\*\*\* In some Colleges, advisors may now declare majors and perform most curriculum updates through the Advisor Work Page in LEO Online. Some curriculum changes cannot be performed online and should be requested via e-mail to [graduate@odu.edu](mailto:graduate@odu.edu).

## University Libraries

The University has three Libraries: the Patricia W. and J. Douglas Perry Library (main library including the Learning Commons @ Perry Library), the F. Ludwig Diehn Composers Room (music library and music special collections), and the Elise N. Hofheimer Art Library. Borrowing periods for faculty are generally semester-long, with the exception of audio-visual materials, data CDs, sound recordings, and bound journals. Borrowing periods for these items vary from 3 days to 2 weeks depending on the particular item and location. Library services for faculty members are listed on the Library web page at <http://guides.lib.odu.edu/facgrad>.

**Reserve items:** You may place personal or library-owned materials on reserve for specific class use and may specify a borrowing period best suited for teaching needs. You are encouraged to set up reserves prior to the start of the semester, but may do so at any time during the semester. For information on copyright guidelines related to reserve materials please see our web page at: <http://www.odu.edu/library/about/policies>.

**Interlibrary loan and document delivery services** are available to all faculty members and may be requested through the Libraries' ILLiad request system at <https://odu.edu/library/services/interlibrary-loan>. In most cases, the Libraries will be able to locate and borrow (or obtain an electronic copy) of books, journal articles, conference papers, and other materials needed. Digital copies will be delivered electronically through your ILLiad account; print copies will be available for pick-up in the library.

**Online access** to research databases, online journals, ebooks and other academic content are available through the Libraries web site, <https://www.odu.edu/library>. Authentication for licensed online resources is accomplished through MIDAS ID, the same log-in and password used to access University systems such as Leo Online, Banner and Blackboard.

**Instructional Support:** The University Libraries can provide support to your classes both online and in-person via library instruction, online tutorials, assistance with assignment development, and embedding in your Blackboard course. To schedule a library instruction session, faculty can submit an online request at [https://odu.co1.qualtrics.com/jfe/form/SV\\_bxEtHTnR6z17yM5](https://odu.co1.qualtrics.com/jfe/form/SV_bxEtHTnR6z17yM5). Faculty are welcome to refer students to the Libraries' Help Services at <https://odu.edu/library/help> for assistance with research assignments. Adjunct faculty are welcome to suggest purchase of library materials in support of their classes; requests for new titles may be directed to the department's faculty library representative, or directly to their Liaison Librarian at <https://www.odu.edu/library/help/librarians>. All library resources and services are available to the University's online classes and distance learning students.

All library online resources are available to the University's distance learning students. Library instruction sessions may be arranged for distance learning classes, and students are able to request individualized virtual research consultations with a liaison librarian. Specific online materials can be linked through Blackboard or provided as PDF files within Blackboard. Distance learning students can request that materials held in Perry Library be sent to them through the Libraries' Interlibrary Loan Services.

### **University Services (Other)**

There are many other services available to adjunct faculty. A directory of those services is provided in Appendix C at the end of this handbook.



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## **SERVICES FOR STUDENTS**

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The University provides a significant number of services for students. Your awareness of some of these services will enhance your ability to help your students be successful.

### **Academic Enhancement**

The Division of Academic Enhancement coordinates the academic services designed to ensure student success and enhance undergraduate retention. These services include orientation, placement testing, academic advising, parent programs, mentoring and tutoring, learning communities, career management, experiential learning evaluation, developmental course offerings, academic continuance, transfer student services, and student success programs.

### **Career Management Center**

The Career Management Center (CMC) provides career assistance, resources, and experiences to current students and alumni. Through the Career Advantage Program (CAP), the CMC offers work experience related to majors through internships, cooperative education, or practical experience outside the classroom. The CMC also offers the Alumni Advantage Program for graduates, as well as Recruiting Advantage Partnerships for employers. Additional information is available on the CMC website.

### **Student Support Services**

Student Support Services (SSS) offers services and activities to help qualified students achieve and maintain satisfactory academic standing. Available services include tutoring, academic skills workshops, advising activities, and cultural enrichment and educational activities. SSS is a program within the Division of Academic Advancement.

### **Tutoring and Academic Resources Central**

Tutoring and Academic Resources Central provides resources to support the success of our students. Individual appointments, small-group tutoring, drop-in tutoring and study skills assistance are offered at no cost to students. Services and resources include content and academic skills tutoring, online tutorial software, and peer mentoring. Information is available [online](#).

### **Writing Center (Formerly Writing Tutorial Services)**

The Writing Center, located in the Learning Commons in Perry Library, works with undergraduate and graduate students in all disciplines to prepare them for the challenges of composing essay assignments, test preparation, seminar papers, theses, dissertations, and application materials. Faculty members are encouraged to work with the Writing Center on writing concerns specific to their course materials. The Writing Center offers writing lessons and group tutorials throughout the semester.

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## RESPONSIBILITIES

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### **Change in Your Status**

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

### **Customer Relations**

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

### **Human Relations**

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

### **Safety**

The safety of our employees, students, and visitors is of primary importance to the University. A formal University safety program has been established in order to create and maintain a hazard-free environment in which all University groups may function, as well as to provide for protection of University physical property. If you recognize an existing or potential hazard, please contact the University Risk Manager at 757-683-4009. In the event of an emergency, call the Department of Public Safety at 757-683-4000 or use one of the red phones located throughout the campus. The Department of Public Safety may also be called to transport an injured person for medical attention.

### **Threat Education, Assessment, and Management (TEAM)**

Old Dominion University recently established the Threat Education, Assessment, and Management (TEAM), a cross-functional, multidisciplinary group with responsibility for identifying, evaluating, and managing the risks associated with certain behaviors that may pose a threat to the safety of the campus community. The TEAM has identified specific behaviors that may cause concern. These include: communications (explicit or veiled) of intent to harm someone or self, possession of a weapon, and angry and verbally abusive behavior that suggests violent intentions. Remember that threats can be expressed through any media (cell phones, radio, Internet), through drawings or other visual representations, and behaviorally, such as through gestures.

#### **What you should do:**

1. In imminent emergencies, contact the ODU Police Department at (757) 683-4000
2. Report behaviors of concern to any member of the TEAM (co-chairs are Rhonda Harris, Chief of Police, (757) 683-4000, and September Sanderlin, Vice President of Human Resources, (757) 683-3059)
3. Report a concern at [www.odu.edu/team](http://www.odu.edu/team)
4. **WHEN IN DOUBT, REPORT THE CONCERN**

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## ADMINISTRATIVE CONCERNS

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### **Dealing with the Media**

The Office of University Relations is responsible for coordinating media contacts, i.e. newspaper, television, and radio. If a reporter contacts you because of your job at the University, you should refer the reporter to the Office of University Relations (757-683-3114) prior to commenting on questions the reporter may ask. Also, inform your supervisor about the media contact.

### **Holidays**

The University does not observe all holidays authorized by the Commonwealth of Virginia, which provides the flexibility to provide additional days between Christmas and New Year's. A detailed annual holiday schedule is maintained on the Department of Human Resources website.

A list of the exact calendar days of the holidays is also included in the Academic Calendar, available on the Registrar's Office website at [www.odu.edu/registrar](http://www.odu.edu/registrar).

### **Mail (inter-office)**

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

### **Pay**

Adjunct faculty members are paid at a fixed rate, within rank, for each credit hour. This rate differs for laboratory, clinical or lecture courses. Typically, adjunct faculty members teaching a full semester are paid seven times per semester for fall and spring, and it varies for summer sessions. The schedule for the current semester's pay dates is posted and updated [online](#). Pay dates for partial semester courses depend upon the time period in which teaching occurs. You may view and confirm your compensation in LeoOnline at the beginning of each semester by navigating to the Employee tab, clicking on Employee Self Service, and then the "Faculty Load and Compensation" on the right side of the page.

All new University employees are required to sign up for direct deposit of paychecks – this can be done on LeoOnline (under the Employee tab, Employee Self Service, and then "Direct Deposit Information" under Pay Information) once you have been entered in as an employee. This information will be provided in your hiring packet. The following items must be deducted from your paycheck: Social Security (FICA), federal withholding tax, and state withholding tax. In order to be paid, you must present (in person) evidence that you are a U.S. resident and fill out an immigration form (I-9). You may do this at the Office of Academic Affairs - Administration, Room 2008, Koch Hall.

All new employees are required by Virginia law to disclose whether they are subject to an income withholding order for child support. If an employee is subject to an income withholding order, the University is required to withhold wages according to the terms of the order. The University is authorized to charge a service fee of \$5 for each pay period in which there is remittance of child support payments. All new employees must complete the Child Support Disclosure Form. Falsification or material misrepresentation in the completion of the form may subject the employee to immediate termination.

## **Record Maintenance**

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

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## FACULTY TEACHING OFF-CAMPUS

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### **Regional Higher Education Centers – *Peninsula, Tri-Cities, and Virginia Beach***

Old Dominion University features three full-service higher education centers strategically located throughout the region: Peninsula Center in Hampton, Tri-Cities Center in Portsmouth (across the sidewalk from VMASC in Suffolk), and the Virginia Beach (VB) Higher Education Center in the Princess Anne corridor.

The Regional Higher Ed Centers provide students and faculty members welcoming sites for academic programming with undergraduate and graduate degrees offered and supported on-site, classrooms and technology consistent with the Norfolk main campus, as well as an array of success services to support students' and faculty members' research and community engagement.

Faculty members may teach courses from and have students accessing courses at the centers through the entire range of university course modalities, including traditional face-to-face and multiple platforms of videoconferencing, online, and/or hybrid programming. Student success services available include:

- ❖ academic advising and enrollment services
- ❖ testing
- ❖ student IDs
- ❖ open computer labs and university Wi-fi
- ❖ quiet study spaces
- ❖ presentation stations
- ❖ Writing Center tutoring
- ❖ Career Development Center resources
- ❖ access to the University Libraries
- ❖ educational accessibility
- ❖ Lion's Den lounges and vending
- ❖ VB also offers the Monarch Food Pantry and Big Blue Closet.

University services available to full-time and adjunct faculty members at all three Centers include:

- ❖ office space upon request, as available
- ❖ faculty workroom
- ❖ mailboxes and interoffice and USPS mail services
- ❖ customized, one-on-one training and support for classroom technologies and/or course originations through supported platforms
- ❖ access to classrooms, conference rooms & instructional computer labs
- ❖ ID card photos & production
- ❖ University Libraries liaison services.

On-site Transfer Centers and enrollment services staff at each location support student recruitment and onboarding and facilitate partnerships with local community colleges.

In addition, Peninsula Center hosts the Virginia Space Grant Consortium (VSGC); Tri-Cities hosts the Hampton Roads Biomedical Research Consortium (HRBRC), and VB is home to the School of Nursing, Monarch General, and the Center for Interprofessional Healthcare practice, Education and Research (IHear). VB also partners with Norfolk State University. Each center fosters engagement with local school districts, municipal agencies, employers, and nonprofits.

***ODU-Peninsula Higher Education Center***

600 Butler Farm Road, Suite 2200  
Hampton, Virginia 23666  
757-766-5200 (switchboard); 757-766-5201 (fax)  
[phec@odu.edu](mailto:phec@odu.edu)  
<http://www.odu.edu/peninsula>

***ODU-Tri-Cities Higher Education Center***

1070 University Boulevard  
Portsmouth, VA 23703  
757-686-6220 (switchboard); 757-686-6219 (fax)  
[tchec@odu.edu](mailto:tchec@odu.edu)  
<http://www.odu.edu/tricities>

***ODU-Virginia Beach Higher Education Center***

1881 University Drive  
Virginia Beach, VA 23453  
757-368-4100 (switchboard); 757-368-4101 (fax)  
[vbhec@odu.edu](mailto:vbhec@odu.edu)  
<http://www.odu.edu/vabeach>

**Faculty Teaching Online**

Additional support for faculty teaching online is available from Academic Technology Services (ATS) at [atsoperations@odu.edu](mailto:atsoperations@odu.edu) / 757-683-5314 and from the Center for Learning and Teaching (CLT) at [clt@odu.edu](mailto:clt@odu.edu) / 757-683-3172. Students register for online courses in the same way they do for on-campus courses. Instructions for using LEO Online to register for classes are available on the Registrar's website.

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## APPENDICES

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### Appendix A: Adjunct Faculty Checklist of Critical Tasks

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

- Complete all employment forms as indicated in On-Boarding
- Make sure your department has submitted forms to request all necessary computer accounts, including MIDAS and University e-mail account
- Familiarize yourself with LEO Online, the secure faculty self-service website
- Obtain your ID Card
- Purchase parking pass
- Make sure your department has requested all necessary keys
- Attend mediated classroom equipment training (if applicable)

### Appendix B: Adjunct Faculty Checklist of Employment Forms/Tasks completed in On-Boarding

(Forms will be provided to you, but are also available on the Human Resources website at [www.odu.edu/humanresources](http://www.odu.edu/humanresources) by selecting the Forms link on the right side menu).

- Vita/resume (original to the Department/College, copy to Academic Affairs)
- Official transcript of highest graduate degree – (original to the Department/College, copy to Academic Affairs)
- Copy of Signed Social Security Card (required by University payroll policy and IRS payroll regulations)
- Employment Verification Eligibility Form (Form I-9 – required by Federal law, must be completed within three days of commencing employment)
- Applicant Authorization & Consent for Release of Information (Background Check Authorization, required by ODU policy)
- Child Support Disclosure and Authorization (required by Virginia law)
- Summary of the Commonwealth of Virginia's Policy on Alcohol and Other Drugs and Use of Electronic Communications & Social Media (required by Commonwealth of Virginia Human Resources Policy)
- Selective Service Registration Verification – Males Only (required by Virginia law)
- Elected Official Disclosure Form (Required per ODU policy)
- Conflict of Interests/Dual Employment Reporting Form
- Equal Opportunity Data Form
- Military & National Service Experience Form
- Voluntary Self-Identification of Disability Form
- Federal Income Tax Withholding Exemption (Form W-4). *Unless withholding exemption forms are completed, Payroll Office must withhold the maximum amount of taxes.*
- State of Virginia Income Tax Withholding Exemption (Form VA-4). *It is important that out-of-state adjunct faculty complete the VA-4 and claim exemption from Virginia withholding. Otherwise, you will be required to file a Virginia tax return to get withheld taxes returned.*
- Direct Deposit Form (**Mandatory for all new hires**)
- Adjunct Faculty Handbook Review Confirmation

## Appendix C: Additional University Services

Service	Contact Telephone (Area code 757)
Alumni Office	683-3097
Asian-American Faculty Caucus	683-3571
Athletics	683-3375
Campus Security	683-4000
Counseling Center	664-4401
Dental Hygiene Clinic	683-4308
Educational Accessibility	683-4655
Escort Services (SAFE RIDE)	683-3477
Faculty Senate	683-3427
Safe Space	683-2448
Filipino-American Cultural Center	683-3929
Student Health Services	683-3132
Human Resources	683-3042
Center for Global Engagement	683-4419
Military Activities	683-3018
Military Connection Center	683-7153
Student Conduct and Academic Integrity	683-3431
ITS Help Line	683-3192
ODU Cares	683-3699
Public Safety	683-4000
Student Engagement	683-3442
Student Success Center	683-3699
T.E.A.M.	683-4003
University Chaplains	489-9096
Women & Gender Equity Center	683-4109
Work Management (After Hours)	683-4626 477-9869 (After Hours)

## Appendix D: Official Media Outlets for Announcing University Closing

In addition to the [Old Dominion University website](#), University closings and cancellations are announced via the following:

### Radio Stations

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

### Television Stations

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

### Newspapers

The Virginian Pilot  
 The Daily Press