**FACULTY SENATE ISSUE FORM**

Date Submitted: August 28, 2017

Title of Issue (a short descriptive title by which the issue may be referenced)

New policy on chief departmental advisor

Description of Issue: The Provost’s Council recommends a new policy for the Faculty Handbook related to the role of chief departmental advisor. The policy includes sections on appointment, duties and responsibilities, release time and compensation, and evaluation and performance.

Rational for Submission: Vice Provost Brian Payne convened a group of faculty from each college to work on the new policy. There is currently a policy describing the role of the graduate program director, but there is not a policy about the role of the chief departmental advisor. Such a policy is needed so that information on appointment, duties and responsibilities, release time and compensation, and evaluation and performance is available to all chief departmental advisors and those who supervise them.

Name: Judy Bowman, submitted on behalf of Austin Agho and the Provost’s Council

Department: Academic Affairs

Date: August 28, 2017

Signature:

For Faculty Senate Use Only

Assigned to Committee:

Date Assigned:

Committee Recommendation: The Committee recommends the following to be inserted after the first sentence in Section D. Release Time and Compensation. Insertion- "Summer stipends are expected for CDAs who do summer advising, Preview sessions, and transfer student review and advising, and the stipends will be negotiated with the department chair."
Chief Departmental Advisor

A. Introduction

Each college at Old Dominion University has the authority to design administrative and advising models that best support the needs of students and programs in each college. The most common model departmental advising model is the appointment of a chief department advisor.

The Chief Departmental Advisor serves as the departmental lead in providing advising services to majors and minors, working with the faculty advisors to ensure everyone is current on University advising policies and procedures, in consultation with the associate dean and the director of advising for the college. In addition, the Chief Departmental Advisor (CDA) assists the department chair in additional activities related to advising undergraduate students, retention initiatives, and other related areas. In some colleges, the CDA works with a central advising office. This is not the case across the institution. The CDA reports to the department chair.

B. Appointment

Chief Departmental Advisors are appointed by the chair, dean, or provost, depending on where the program is housed. The length of the appointment is determined by the supervisor. At the time of appointment, the CDA and the supervisor should develop a plan for regular consultation and a written position description that provides a clear understanding of the expectations for both parties about their duties and compensation, along with criteria for the annual evaluation.

The CDA should be a full-time faculty member from the program or department in which the program is located, or a qualified individual whom the chair, dean, or provost appoints.

In the case of programs located within a single department, the CDA will be appointed by the department chair, after consultation with the other full-time faculty in the program and with the approval of the academic dean in whose college the program is offered.

In the case of multidisciplinary programs within colleges, the CDA will be appointed by the dean of the college that has administrative responsibility for the program, and deans of other colleges, if necessary.

In the case of multidisciplinary programs that involve more than one college, the CDA will be appointed by the provost or designee, after consultation with the chairs and deans of the participating departments and colleges.

The Office of Academic Affairs will be provided with a copy of the appointment letter or memorandum, after approval by the dean or designee for review and record purposes.

C. Duties and Responsibilities
The duties of the chief departmental advisor depend upon a number of factors: particular discipline, size of the program, number of academic programs covered by the CDA, and degree of staff support being some of the most important. While the ultimate responsibility for a curriculum rests with the departmental faculty, who may serve on specific committees or who may otherwise assist in various capacities, managing the following areas of responsibility may be considered the baseline duties for the CDA position:

**Mentoring and Advising:** assist students with setting academic and career goals, review plans of study, assist with student requests for exemptions to degree requirements and waivers, and consult with the Office of the Registrar’s graduation clearance designee when student issues arise.

**Problem Resolution:** assist students by referring them to resources for resolution to academic policy and procedural issues that may occur.

**Major and Minor Declaration:** serve as the point of contact for students declaring the major or minor, unless this is done centrally through the advising center within the college.

**Continuance:** work with the department chair or Undergraduate Program Director/Assistant Chair, or Advising Center Director to monitor students’ academic progress in the major, minor, or college.

**Coordination of Departmental Advising:** serve as the lead in providing advising services to majors and minors, working with the faculty advisors to ensure everyone is current on University advising policies and procedures, in consultation with the associate dean and the director of advising for the college. Assist/conduct training, provide support and periodically review the advising system within the program. Keep abreast of the use of new technologies in advising and train others in the program on this technology. Ensure that faculty assignments to advisees is managed so that all students have an academic advisor.

**Summer Advising:** coordinate advising to students in summer months, ensuring that weekly advising appointments can be scheduled (where applicable and resourced through stipends).

**Transfer Course Management:** Serve as program contact for reviewing whether courses transfer to ODU (unless otherwise provided by the chair or undergraduate program director)

### D. Release Time and Compensation

The amount of release time and other compensation, such as a summer stipend, will vary with the size and scope of the program and the duties established in section C above. A CDA normally is provided with release time for this function. Unless there are exceptional circumstances, academic year stipends (if provided) should be alternatives to course releases, not granted in addition to course release. However, chairs or undergraduate program directors who are functioning as the CDA might be offered a stipend instead of an additional course release.
Course releases ordinarily should be three credit hours per year if the annual FTEs are under 200, with a recommended six credit hours per year in the total FTEs are higher (deans should be allowed to make a case for exceptions, e.g. when a program is being started; in cases where programs are exceptionally large or have other complexities that might require more release time on an ongoing basis).

E. Evaluation and Performance

The primary person responsible for evaluating the performance of the CDA will be the person to whom the CDA normally reports, as indicated in section A. It is expected that a portion of the annual faculty evaluation of the CDA will be devoted to performance in that capacity. The person responsible for the evaluation should seek as much input as appropriate to assist in the evaluation and should consult with the academic dean, particularly when a new appointment is contemplated.