

DEANS COUNCIL  
February 9, 2021  
Minutes

The Deans Council met on February 9, 2021 from 8:30-9:30 a.m. via Zoom. Those present were Austin Agho (Chair), Tammi Dice, Stuart Frazer, Kate Hawkins, Jonathan Leib, David Metzger, Brian Payne, Ben Stuart, Jeff Tanner, Bonnie Van Lunen, and Robert Wojtowicz. The following agenda items were discussed.

1. The January 12, 2021 minutes were approved.
2. Faculty Senate Issue AY18-1-B Undergraduate Program Director Description

Tammi Dice and Judy Bowman updated Council members on the meeting with Nina Brown, chair of Committee B, to discuss the recommended revisions to the Undergraduate Program Director description from the Deans Council. Dr. Brown accepted several of the editorial revisions but felt that most of the revisions were not needed. She added that additional revisions could be made in the future if needed. Council members approved the Undergraduate Program Director description with the editorial revisions. The Senate issue with the additional editorial revisions will be sent to President Broderick for his review.

3. Faculty Senate Issue AY20-8-C Revisions to the Faculty Handbook Policy on Certification of Faculty for Graduate Instruction and AY20-19-C Graduate Certification for Research Center Faculty

Robert Wojtowicz discussed the proposed revisions to the policy on Certification of Faculty for Graduate Instruction. The first revision would allow the Provost or designee to extend faculty members' graduate certification period, which is ordinarily five years, during public health and other emergencies. The second revision clarifies how faculty affiliated with research centers may be graduate certified. The recommended revisions will be sent to President Broderick for his review.

4. Faculty Senate Issues AY18-13-F&G Verifying Authenticity and Veracity of Documents and Information Submitted in a Packet/Portfolio for Annual Review; AY20-13-F Input on P&T Committees Letters for Tenure from Faculty Members Who Did Not Participate in Committee Deliberations; and AY20-15-F Faculty Handbook: Proposed Language for Non-tenure Track Research Faculty

Kate Hawkins described the proposed revisions in Faculty Senate issues AY18-13-F&G, AY20-13-F, and AY20-15-F. These issues contain revisions to the Tenure policy and the policy on Promotion in Rank.

- Issue AY18-13-F&G Verifying Authenticity and Veracity of Documents and Information Submitted in a Packet/Portfolio for Annual Review

Language has been added to the tenure and promotion policies to specify that it is the responsibility of the faculty member to ensure that all information submitted by him or her in support of tenure or promotion is factually accurate and valid and to provide corroborating evidence. Fraudulent claims or non-valid claims can lead to faculty sanctions, including denial of tenure or promotion. The department chair and the department promotion and tenure committee share responsibility for verifying the accuracy of portfolio elements that are central to the tenure or promotion case. If concerns are raised about the validity of a candidate's claims, it is the chair's responsibility to verify those claims.

Council members felt that information should be added to specify that the tenure or promotion process will be paused while the chair investigates concerns raised about the validity of a candidate's claims. Judy Bowman will send the additional language recommended by the Council to John Sokolowski to determine if the change can be included or the issue returned to the Senate for further review.

- Issue AY20-13-F Input on P&T Committees Letters for Tenure from Faculty Members Who Did Not Participate in Committee Deliberations

The tenure and promotion policies currently include language that those who do not participate in committee deliberations about tenure or promotion may not vote, but it is not clear whether they may still have input on the committee's letter. The proposed revisions add language to make it clear that only those faculty present as the candidate is being reviewed during the deliberations can participate in drafting or approving the recommendation letter from the committee.

- Issue AY20-15-F Faculty Handbook: Proposed Language for Non-tenure Track Research Faculty

The responsibilities for non-tenure track research faculty do not always include service or teaching. The proposed language adds a section to the policy on Promotion in Rank regarding the evaluation of non-tenure track faculty for promotion in rank.

## 5. Old Dominion University Biomedical Council

Robert Wojtowicz discussed the proposal to establish the Old Dominion University Biomedical Council. The purpose of the Council is to guide biomedical academic and research initiatives across the University's academic colleges and research centers. The membership would include the deans of the colleges of Engineering and Technology, Health Sciences, Sciences, and the Graduate School and the executive directors of the Frank Reidy Center for Bioelectrics and the Hampton Roads Biomedical Research Consortium. The Deans suggested several revisions, which Dr. Wojtowicz will

incorporate. The revised document will be presented for final review at an upcoming meeting.

Dr. Wojtowicz will share information about the Council with Morris Foster. Also, the executive director of the Hampton Roads Biomedical Research Consortium will be invited to a future meeting of the Deans Council or Academic Affairs Leadership Team.

#### 6. Surveys and Annual vs. Three-Year Evaluation of Department Chairs

Kate Hawkins presented information about the annual versus three-year evaluations of department chairs as well as the form of feedback from faculty that is to be solicited in each case. The T&R Faculty Handbook section on annual evaluation of department chairs states that Deans will solicit anonymous comments from all full-time faculty in the department. The section on the three-year reappointment review requires a survey instrument appropriate to the department to be developed by the Dean in consultation with the Promotion and Tenure Committee of the Faculty Senate and the Provost. The Deans will submit their survey instrument for the three-year review to Dr. Hawkins, who will serve as the Provost's designee to review the draft survey. Deans should also consult with Faculty Senate Committee F on the survey instrument.

Dr. Hawkins noted that she, Gail Dodge and Bonnie Van Lunen are working on the review process and timeline for tenured faculty who serve as department chairs. They have found there is variability across the colleges about the time period for the evaluation, with some colleges using the calendar year, some using the academic year and some using other schedules. The Deans were asked to talk with their chairs about appropriate time periods for the evaluation. This issue will be discussed again at a future meeting.

#### 7. Announcements

A. Austin Agho stated that two department chairs have inquired about asking external reviewers to take issues related to the pandemic into account in their evaluations. He will draft a revised letter to external reviewers and share it with the Deans.