

Academic Rank and Criteria for Ranks

I. Purpose: This policy defines all faculty tracks, ranks, and titles at the University

There are two main tracks for academic ranks: Tenure Track and Career Track. The expectations for both tracks are parallel in that they require excellence in primary areas of focus, contributions to the academic mission of the university, and scholarly contributions to the discipline. In addition to these two main tracks, there is also a temporary Flexible Track, which includes the option to convert to/from a tenure-eligible position, and honorary appointments.

Tenure Track evaluation for promotion focuses on scholarship, as defined by individual colleges and schools, and places significant emphasis on teaching effectiveness and service. Tenure Track requires research program development and funding as appropriate and available to the discipline. Career Track evaluation for promotion focuses on performance and impact in the specific areas of expertise and places significant emphasis on service and professional development. Tenure-Track

Faculty: Policy and Criteria for Academic Rank

Full-time faculty members holding the following academic ranks are eligible to be considered for tenure after a suitable probationary period. Time at Old Dominion University and EVMS (pre-integration) in these ranks is counted toward the probationary period unless procedures for reduction in the probationary period are followed (see BOV Policy 1401 - Initial Appointment of Teaching and Research Faculty). A tenure-track faculty member who is denied tenure shall not be eligible for any faculty appointment for five years after being denied tenure.

A. **Assistant professor** - Appointment or promotion to assistant professor is the usual rank upon initial hiring. Evidence of promise in teaching, scholarly activity, clinical care (as appropriate), and service is required. Faculty members holding the rank of assistant professor may be considered for tenure only if promotion to associate professor is simultaneously considered. This rank usually requires the highest terminal degree normally held in the field or its clear equivalent.

B. **Associate professor** - Appointment or promotion to the rank of associate professor is an honor based on demonstrable performance. Criteria include pre-eminence in research or creative scholarly activity and an established high quality of performance in teaching, clinical care (as appropriate), and service. Except under the most unusual circumstances, the highest terminal degree normally attainable in the field is required. Except under the most unusual circumstances, the highest terminal degree normally attainable in the field is required.

C. **Professor** - This rank is one of the highest honors that the University can bestow. Professors are scholars of national standing who have made recognized contributions to the University and to their disciplines. They are expected to have demonstrated excellence in teaching, excellence in clinical care (as appropriate), to have performed recognized and outstanding research and scholarly activity in their fields of specialization, and to have been

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outstanding in professional service. Except under most unusual circumstances, the highest terminal degree in the field is required.

II. Career-Track Faculty: Policy and Criteria for Academic Rank

Full-time faculty on the **Career-Track** typically devote most of their time to activities in their specific area(s) of expertise, such as clinical care, teaching, research, or student supervision. **Career-Track** faculty at the assistant professor level must show evidence of promise in the areas of expertise required for the position. **Career-Track** faculty at the associate professor level must have demonstrated expertise in the field, a sustained record of effective performance in all areas required of the position, and evidence of continued professional development and contributions in the field. Normally, a minimum of five years university experience at the rank of Assistant Professor or equivalent is required for promotion to the rank of Associate Professor. Those at the rank of Professor must have demonstrated expertise in the field, a sustained record of superior performance in the areas required for the position, evidence of continued professional development and contributions in the field, and typically a minimum of five years university experience at the rank of Associate Professor or equivalent. Faculty with distinguished records may be considered for promotion within a shorter time window if recommended by the respective chair.

Assistant Professor appointments will be for one year. Associate Professor appointments are for three years, and Professor appointments are for five years. **Career-Track Faculty** are evaluated every year according to the schedule in the faculty handbook. Two consecutive years of unsatisfactory performance **in one or more areas of expertise required for the position** may result in non-renewal. All cases of non-renewal are eligible for the remedies of the Faculty Sanctions and Faculty Grievance procedures. For additional information, consult the Faculty Credentials and Qualifications Guidelines. For **Career-Track Faculty in the School of Medicine (SoM)**, **different** multi-year appointments for Associate and Full Professors will be determined by the Dean of the SoM and the Executive Vice President for Health Sciences. All appointments and reappointments are contingent upon available funding, and college/school/departmental needs.

Career-Track Faculty are not eligible for tenure unless they convert to a tenure-eligible position. All non-tenure-eligible faculty may request approval from their dean and appropriate executive vice president to proceed with the review process for **conversion** to a tenure-eligible position. Time at Old Dominion University and EVMS (pre-integration) in these ranks may not be counted as part of the probationary period for tenure, except as noted below.

A. Clinical Faculty – These **Career-Track** faculty devote the *majority* of their time to clinical care and contribute significant teaching, research, or service *as clinicians or practitioners* and *in a clinical or other workplace/professional* setting. The deans of the various schools and colleges will determine which faculty members are classified as **Clinical Faculty**. The deans will also determine the percentage of time **Clinical Faculty** allocate to clinical duties relative to other duties (e.g., scholarly activity and service to the university). Some of these faculty are employees of the University and thus of the

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Commonwealth of Virginia. Some SoM faculty may be compensated by the Virginia Health, Medical Group, or healthcare systems. This category includes faculty who, as their area of specialization requires, instruct students in the classroom, supervise students in clinical or other professional settings, provide service, or engage in scholarly activities. They may be required to provide clinical care and may chair dissertations, theses, or capstone projects in their clinical fields, provided they are certified at the appropriate level as graduate faculty. Clinical Faculty are subject to all University, college/school, and department policies and procedures governing graduate teaching, program implementation, and oversight of graduate research and must undergo the same formal academic review and graduate certification review as required of tenured and tenure-track faculty members. Clinical Faculty ranks are as follows:

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1. **Clinical Assistant Professor** - This position requires a terminal degree. Faculty members in this position devote most of their time to clinical teaching, supervision, and service. Evidence of promise in teaching, scholarly work, or service may also be required.
2. **Clinical Associate Professor** - Faculty members in this position devote most of their time to clinical teaching, supervision, and service. Criteria include an established high-quality performance in teaching and service and pre-eminence in at least one of these areas. The faculty member is expected to demonstrate significant scholarly achievements or emerging prominence in their field at the state, regional, national, or international level as appropriate.
3. **Clinical Professor** - Faculty members in this position devote most of their time to clinical teaching, supervision, and service. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding scholarly activity in their fields of specialization, and to be pre-eminent in professional service. Recognition at the national or international level for teaching, service, and scholarly accomplishments is required as appropriate.

B. Faculty of Practice This category of faculty comprises volunteer faculty or nominally compensated faculty, who work with ODU students, including medical students and residents. Faculty of practice are typically appointed at the rank of assistant professor but may be appointed at the rank of associate professor or professor. Such appointments are made for a specified term and do not lead to tenure. Faculty of practice appointments may be for a term of one to three years and may be renewed. Faculty members in such positions may be employed to work on a specific project or series of projects that could involve teaching, research, service, or some combination of these activities. If assigned teaching responsibilities, they must meet all University credential requirements. Employment of such faculty in project-related positions may be limited by availability of funds. Faculty of practice may serve on some University-wide committees and, depending on college/school and department policies, may serve on some department and college/school committees. Faculty of practice are not considered full-time faculty for the purposes of voting on appointments or other faculty actions. Initial appointment or

reappointment of faculty of practice must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question.

C. Research Faculty - These ~~Career-Track Faculty~~ are appointed and evaluated by the centers, colleges, or schools in which they operate. These positions should generally be funded through grants and contracts. They may provide limited service or teaching, but their promotion will be based primarily on their research productivity. Faculty with the title of research assistant/associate/professor may serve on and chair doctoral and master's committees, provided they are certified as graduate faculty at the appropriate level.

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Research faculty ranks are as follows:

1. **Research Assistant professor** - Faculty members in this position, which may be either full- or part-time, devote most of their efforts to research and are normally not expected to teach. This position has the same credentials as that of a tenure-track assistant professor, including evidence of promise in scholarly work.
2. **Research Associate Professor** - Faculty members in this position, which may be either full- or part-time, devote most of their efforts to research and are normally not expected to teach. Faculty at this rank are expected to have scholarly accomplishments with a demonstrated or emerging prominence in their field at the state, regional, national, or international level as appropriate.
3. **Research Professor** - Faculty members in this position, which may be either full- or part-time, devote most of their efforts to research and are normally not expected to teach. These positions are normally funded from non-Commonwealth funds. They are expected to have performed recognized and outstanding scholarly activity in their specialization fields. National or international recognition of scholarly accomplishments is required.

D. Teaching Faculty - Teaching faculty devote the *majority* of their time to in-person or online teaching. They engage in university service and professional development activities. The usual minimum requirement for Teaching Assistant/Associate/Professor is a master's degree and evidence of teaching effectiveness, ~~yet some programs may require a PhD or other terminal degree~~. Teaching Assistant/Associate/Professors in the School of Medicine are required to have a PhD or MD or other degrees as approved by the Dean of the SoM and the relevant department chair and may also be research active. Faculty in this category outside the SoM are not expected to be research active. Teaching faculty ranks are as follows:

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1. **Teaching Assistant Professor** Faculty appointed to this rank must demonstrate promise in teaching and service.
2. **Teaching Associate Professor** - Faculty appointed to this rank are expected to assume an instructional role at undergraduate or graduate levels and participate

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in other professional service activities normally assigned to or expected of full-time faculty. Faculty at this rank must have a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a record of ongoing professional development.

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3. **Teaching Professor** - Faculty appointed to this rank are expected to assume an instructional or leadership role at undergraduate or graduate levels and participate in other professional service activities normally assigned to or expected of full-time faculty. Faculty at this rank must have a sustained record of superior performance in teaching and professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a record of sustained professional development.

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III. **Visiting faculty** - This category is reserved for scholars of distinction who agree to come to the University to serve a specific need. They may be appointed at the rank of professor/associate professor/assistant professor for one year or less. These full-time academic ranks do not carry tenure. However, if a faculty member has held one of these ranks and is subsequently appointed to a tenure-track position, time spent at Old Dominion University in one of these ranks may be counted as part of the probationary period for tenure. These appointments may be renewed. Credentials equal to those appropriate to their rank are required.

IV. **Flexible Track (Legacy EVMS Tenure-Track Associate Professors and Professors Only)**

This short-term Flexible Track will last from July 1, 2026, until July 1, 2028, and may terminate earlier if all faculty in this category choose their career direction prior to that deadline. Persons hired by the University after July 1, 2026, will be hired into one of the faculty categories above. Some faculty may commit to the tenure track as defined by ODU, which requires faculty to move forward to tenure or leave the university. Others may choose to leave the tenure track and be moved to other categories of faculty. Those who desire to remain on the tenure track have until July 1, 2028, to decide to do so.

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Legacy EVMS tenure-track Associate Professors or Professors may seek tenure immediately and be removed from the Flexible Track. They may decide to stay on the tenure track and seek tenure within the normal tenure time limit. They may decide to move immediately to the Career Track. Finally, they may stay on the Flexible Track while they consider their options and decide on career direction by no later than July 1, 2028.while they consider their options and decide on career direction by no later than July 1, 2028.

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V. **Honorary appointments**

The University supports the involvement of distinguished practitioners from many disciplines and fields as academics to enrich students' experiences through teaching, research, and service. These appointments are subject to appropriate approvals. These individuals may or may not be employees of the university and may be terminated at any time at the discretion of the senior

academic administrative officer of the appointing unit. Individuals in these positions are expected to abide by all university policies, including policies regarding academic ethics, sexual harassment, non-discrimination, and civility. Examples of honorary appointments are as follows.

- A. **Artist-in-residence** - The holder of this position is a distinguished practitioner of the fine arts, employed either full-time or part-time by the University. In most cases, an artist-in-residence devotes half of their time or less to the instruction of credit students. The rest of the time for a full-time faculty member is devoted to noncredit course work and other public service activities, informal instruction to university students, community engagement, or any combination of these activities. The main criterion for reappointment is pre-eminence in an artistic field. Normal academic credentials, such as advanced degrees or experience in university teaching, are not required.
- B. **Performer-in-residence** - The description of this position is equivalent to that of artist-in-residence, except that the holder is a distinguished practitioner of the performing arts whose service to the University and the community may include performances available to the University community and to the region.
- C. **Writer-in-residence** - The description of this position is equivalent to that of artist-in-residence, except that the holder is a creative writer of distinction.
- D. **Executive-in-residence** – is a formal, flexible, and term appointment reserved for individuals with a distinguished professional accomplishment as a senior-level executive at a national or international level. Ordinarily, an executive-in-residence will hold a terminal degree appropriate for appointment at the Teaching Assistant Professor or higher level.
- E. **Jefferson Lab Assistant/Associate/Professor** – The holder of this title is a full-time staff member at Jefferson Lab who has been granted specified faculty privileges in accordance with Memoranda of Understanding between Jefferson Lab and ODU.

VI. **Adjunct Faculty** in all ranks are employed on a temporary per-term basis to teach part-time, supervise students, or provide special services. Classifications of adjunct faculty positions are as follows:

- A. **Adjunct Assistant Professor** - This rank is awarded to persons engaged in part-time teaching or special services (e.g., research) whose teaching experience and performance meet the criteria established for an assistant professor in the department(s) to which they are attached.
- B. **Adjunct Associate Professor** - This rank is awarded to persons engaged in part-time teaching or special services whose teaching experience and performance meet the criteria established for an associate professor in the department(s) to which they are attached.

C. **Adjunct Professor** - This rank is awarded to persons engaged in part-time teaching or special services whose teaching experience and performance meet the criteria established for a full professor in the department(s) to which they are attached.

VII. Other

The president may recommend to the Board of Visitors the establishment of other non-tenured positions to allow the appointment of persons distinguished in their fields but not covered by any of the above.