

Darden College of Education and Professional Studies

Guidance for Named Chairs and Named Professors

This document is provided to clarify the procedures that govern the appointment, evaluation and reappointment of Named Chairs and Named Professors in the Darden College of Education and Professional Studies (DCEPS). It serves as additional guidance beyond that which the ODU Teaching and Research Faculty Handbook provides.

Purpose

The purpose of appointing a Named Chair or Named Professorship is to attract, reward, retain, and support the endeavors of distinguished faculty members who provide scholarship, teaching, and leadership that significantly enriches their department, the College, and the University.

Terms

Per the ODU Teaching and Research Faculty Handbook, appointments and reappointments shall be for a period of five years.

Qualifications

The ODU Teaching and Research Faculty Handbook (Guidelines for Named Chairs and Guidelines for Named Professorships), indicates that a Named Chair must be “a full professor who has demonstrated sustained excellence in research and teaching and will significantly contribute to the University. The holder of a named chair is a person of national stature.” Similarly, a Named Professor must be “an Old Dominion University faculty member who has exhibited sustained excellence in teaching and/or research as well as a continuing, exemplary commitment to the University. The recipient must hold a full-time faculty or senior research appointment at Old Dominion University.” Criteria established in the endowment MOU’s for the Named Chair or Named Professor position must also be met.

Expectations

Named Chairs and Named Professors are expected to operate within their department(s) as regular faculty members. In addition to maintaining the qualifications specified in the ODU Teaching and Research Faculty Handbook, Named Chairs and Professors may be expected to engage in research, teaching, and service activities established by the MOUs through which their positions were created or set by the Dean. In some cases, these responsibilities may include teaching or service for units outside of their departments. These responsibilities, which may evolve, will be detailed in an appointment or reappointment document by the Dean.

Selection Procedures

The selection and appointment process will follow the ODU Teaching and Research Faculty Handbook guidelines for Named Chairs or Named Professors (See Guidelines for Named Chairs- Selection Procedures and Guidelines for Named Professorships- Selection Procedures).

Annual Reporting

All Named Chairs and Named Professors shall submit an annual report to their Department Chair (or designee if Department Chair is not at or above the rank of the Named Chair or Named Professor, or designee if Named Chair or Named Professor is also serving as Department Chairperson) by February

1 as a supplement to their Annual Evaluation for Tenured Faculty. This report shall include an overview of major accomplishments from the previous year and a brief statement of how they relate to the evaluation criteria in the appointment document. The report should also include a summary accounting of endowment fund expenses in general categories (personnel [faculty, staff, students], supplies, travel, etc.) for the previous fiscal year and a similarly itemized projected budget for the current fiscal year.

Use of Funds

The purpose of appointing Named Chairs and Named Professors is to attract, reward, retain, and support the endeavors of distinguished faculty; therefore, endowment funds can be used both to “reward” the recipient via increased compensation—i.e., salary enhancements or stipends—and to “support” the recipient by covering expenses associated with programmatic and scholarly pursuits. The allocation of funds between these uses, and the disposition of funds not expended by the end of the fiscal year, will be determined by the MOU/gift agreement through which the position was created and the Dean of the College. The Dean reserves the right, within the scope of the endowment MOU/gift agreement and the most recent appointment/reappointment document, to determine whether the allocations are an appropriate use of the resources. The Dean may reallocate funds following discussion with the Named Chair or Named Professor and Departmental Chair.

Evaluation Criteria for Reappointment

The evaluation criteria specified by the Dean in the appointment/reappointment MOU: (1) communicate the performance expectations to the Named Chair or Named Professor, and (2) inform external reviewers or review committees of the standards to be used in evaluating performance.

The dossier comprising renewal documentation must include a statement detailing how the evaluation criteria were met, a comprehensive accounting of how endowment funds were used to enhance the academic and research enterprise, a statement of research output, an updated curriculum vitae, annual review letters from the Department Chair and Dean, student opinion surveys from at least the fall and spring semesters for the last five years, grade distributions from at least the fall and spring semesters for the last five years, and teaching portfolio review letters, if available.

If the Department Chair is a Named Chair or Named Professor undergoing a five-year review, chair responsibilities for the review will be delegated by the Dean to another Named Chair or Professor in the College, a full professor in the department, or the Chair of another department in the College.

Timeline for Five-Year Review and Reappointments

April 1 Current Named Chairs or Named Professors scheduled for review in the following academic year are notified by their Department Chairperson or delegate to prepare a dossier. If the expectations of the Named Chair or Professorship include teaching or service for units outside of the department, the Department Chair will also request letters from the Chairs or Directors of those units appraising the Named Chair’s or Named Professor’s contributions.

Sep 1 Dossiers are to be submitted to the Department Chair or delegate, along with the appointment

document setting out the expectations for the position and any letters from Chairs or Directors of other units (as specified in the April 1 timeline notice, above).

- Oct 1 Chair or delegate completes review of dossier for reappointment and forwards a report, including recommendations, to the Dean, along with all relevant materials (including the dossier and all letters). The Chair's or delegate's report may be incorporated into the annual review letter.

The Dean contacts the Named Professor or Named Chair, the Department Chair, and where applicable, the Chairs or Directors of other units to ask whether they wish to meet to discuss revising the expectations of the Named Chair or Named Professorship for the next five-year period. If any do, or if the Dean wishes to discuss revisions, the Dean schedules a meeting in October. Any revisions must be consistent with the original MOU/gift agreement through which the named position was created.

- Nov 1 Dean completes review of dossier for reappointment and transmits a decision on reappointment to the Named Chair or Named Professor and Department Chair. If the Dean's decision is to reappoint, the Dean also transmits a new reappointment document which sets out expectations for the Named Chair or Named Professor for the next five years. If the Dean does not reappoint, the Named Chair or Named Professor may appeal to the Provost within 14 calendar days. The decision of the Provost is final.

Non-Reappointment, Resignation and Termination

Upon non-reappointment, resignation, or termination of a Named Chair or Named Professor, any contributions to the Named Chair's or Named Professor's salary will be discontinued. Any funds remaining in the Named Chair's or Named Professor's account will be made unavailable to them. Named Chairs or Named Professors who retire while serving in a named position vacate that position on the date of retirement.

Existing Named Chairs/Professorships

Named Chairs and Named Professorships created prior to the effective date of this policy shall be subject to this policy only insofar as this policy is consistent with the prior MOU/gift agreement. In all other respects, the applicable prior MOU/gift agreements shall govern those positions.