



Role: Director, All Inclusive Equity and Diversity (ALLIED)

Responsibilities:

- Serve at the Dean's discretion
- Organize and conduct monthly meetings with the steering committee during Fall and Spring Semesters
- Call and organize a general open meeting each semester to discuss ALLIED initiatives, and solicit input from faculty, staff, and students
- Provide opportunities for any faculty or staff of the college to become involved with ALLIED initiatives
- Provide monthly communications to the college on ALLIED initiatives through existing modes of communication
- Serve on the University's Justice, Equity, Diversity, and Inclusion (JEDI) committee
- Communicate and promote initiatives of JEDI
- Communicate and promote initiatives of the Office of Institutional Equity and Diversity (OIED)
- Communicate and promote initiatives of Office of Faculty retention and recruiting
- Collaborate with the Dean's Office speaking events for Courageous Conversations biannually

Role: Steering Committee Members, All Inclusive Equity and Diversity (ALLIED)

The steering committee consists of the director, at least one member for each department, the Dean's office, and a DCEPS student ambassador

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Responsibilities:

- Identify an area of focus each semester, in collaboration with the Dean's Office, to work towards advancing the college's diversity statement from a data driven perspective
- Develop and execute an action plan to meet the area of focus
- Monitor achievement of the plan through data collection
- After action evaluation of the plan based on data collected

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<https://www.odu.edu/eps>



P&T Committee Duties

- Ask the Dean's Office for the list of committee members (chair)
- Ask the Dean's Office for the list of cases/candidates for the year (chair)
- Meet to plan the year's schedule, discuss procedures, and decide on a chair
- Create templates for letters and make available to committee members (chair)
- Make relevant *Handbook* pages known to committee members (chair)
- Send reminders to review cases to committee members (chair)
- Review the cases
- Meet to discuss the cases and write the letters
- Upload the letter and send to faculty member (chair)

Occasional Duties:

- The committee must elect someone to serve on the University committee
- The committee must consider cases for new hires, even in the summer

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Role: Chair, Undergraduate Scholarship Committee*

**This committee also handles some awards available at the graduate level so we might need a name change.*

Responsibilities:

- Coordinate with the Assistant Dean for Student Affairs & Engagement request for nominations from each department for each award administered by this committee
- Communicate to the committee the selection process, schedule, and procedures for scholarship evaluating candidates using the scholarship requirements
- Make a primary and alternate recommendation of award based upon evaluation against scholarship requirements and create a spreadsheet of all awards and potential candidates for committee consideration
- Distribute spreadsheet to committee for review and discussion
- Complete scholarship award forms and forward them to the Assistant Dean for Student Affairs & Engagement and scholarship disbursement representative
- Respond to communications from the disbursement representative throughout the year when candidate no longer meet scholarship criteria

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Role: Chair, Undergraduate Curriculum Committee

Responsibilities:

- Complete required Course Leaf training
- Ensure committee members have completed required Course Leaf training
- Communicate to the committee the review process for curriculum and course changes
- Assist department(s) with questions regarding location and content of curriculum and course change forms
- Monitor Course Leaf for curriculum or course changes as they occur
- Ensure committee members review, approve, and recommend revision to the course and curriculum changes
- Either approve curriculum changes and course changes submitted or require revision/clarification from submitting point of contact based upon committee input

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Faculty Senator Tasks

Department Senate Representative:

- ACTION: Each department votes to elect a senate representative (Senator) for the upcoming AY
- All senators for the next AY are invited to an organizational meeting in April.
*Some senators also sit on a senate committee. This provides a slightly different level of involvement in the development, revision, support, and decision of policy brought to the Faculty Senate.

Senate Communication:

- The ODU Faculty Senate maintains a website. This includes the Constitution, By-Laws, List of members/committees and an active issue log.
<https://www.odu.edu/faculty-senate>
- Senate meetings, back up meetings and an organizational meeting are all scheduled for the academic year. This calendar is provided to all senators, as well as posted on the Senate webpage.
- ACTION: Senators may help facilitate the submission of issues to the senate by individual faculty, faculty groups, or the department
- ACTION: Senators inform department faculty of the Faculty Senate process
- Senate issues are assigned to appropriate committees for review and recommendation
- Each month, one week prior to scheduled senate meetings, an agenda is sent to senators with items/issues for review and discussion at the upcoming meeting
- ACTION: Senators review documents, seek input from department faculty on the issues, and come to meetings prepared to discuss. Faculty concerns and input should be shared with the Faculty Senate.

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- Materials to support the issues for the meetings are distributed for senator review
- Summaries of Executive Committee meetings from the past month are provided.
- ACTION: Senators notify their departments of any upcoming issues the department may have questions about or want to discuss

Senate Meeting Activities:

- Senators attend monthly Faculty Senate meetings and back-up meetings as scheduled
- Issues are presented by the assigned committees. Issues are brought forward for discussion, vote/recommendation/termination.
- ACTION: During periods of open discussion, Senators may voice the concerns of the faculty they represent.
- ACTION: After open discussion, Senators vote to support or reject committee recommendations on each issue

Follow up and Feedback:

- ACTION: A detailed set of minutes is provided to all department faculty (and in my case, all DCEPS Chairs and Dean) outlining the discussion and outcomes of the senate meeting activities.
- ACTION: Senators provide the opportunity for faculty to ask questions and get further clarification on senate activities
- ACTION: Senators continue to inform departmental faculty on the ongoing progress of issues to include full adoption of policy/revision.
- ACTION: Senators attend Dean's Leadership meetings.

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