



MACON & JOAN BROCK
VIRGINIA HEALTH SCIENCES
AT OLD DOMINION UNIVERSITY

February 2026



**Macon & Joan Brock
Virginia Health Sciences
Eastern Virginia Medical School and
School of Health Professions
at Old Dominion University
Faculty Handbook**

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INTRODUCTION

This *Faculty Handbook* is for Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and School of Health Professions at Old Dominion University, contains faculty, academic, research, leave and benefit, other, and Eastern Virginia Medical School and School of Health Professions program policies, and information that is designed to assist certain faculty members of the Eastern Virginia Medical School and School of Health Professions with the performance of their various duties and responsibilities in support of the mission of Macon & Joan Brock Virginia Health Sciences and Old Dominion University (*Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and School of Health Professions at Old Dominion University Faculty Handbook*).

Faculty governed by the *Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and School of Health Professions at Old Dominion University Faculty Handbook*.

The *Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and School of Health Professions at Old Dominion University Faculty Handbook* contains policies that apply to Teaching and Research (TR) Medical Faculty, AP Medical Restricted Faculty, AP Medical Faculty, and AP Faculty with rank and TR Faculty who are appointed to a program within the School of Medicine and School of Health Professions. Certain policies apply only to some of the above-referenced classifications, and policies relating to appointment promotion and tenure apply only to faculty members with rank. Faculty should pay careful attention to the eligibility or scope sections of each policy to determine applicability.

References in the *Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and EVMS School of Health Professions at Old Dominion University Faculty Handbook*.

In Sections II, III, IV, and V of the *Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and School of Health Professions at Old Dominion University Faculty Handbook*, references to EVMS Faculty shall mean Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and School of Health Professions at Old Dominion University faculty and references to approval by the Provost shall mean approval by the Executive Vice President for Health Sciences (EVP) as appropriate.

Eastern Virginia Medical School and EVMS School of Health Professions program policies

The faculty governed by this *Handbook* are also subject to the Eastern Virginia Medical School and School of Health Professions program policies, which are maintained to support program-specific needs and continued compliance with accreditation standards.

For policies included in this *Handbook* with “†” in their title, faculty should reference the applicable Eastern Virginia Medical School and School of Health Professions program policies. Eastern Virginia Medical School and the School of Health Professions program policies are under ongoing review.

Effective Date: July 1, 2024

I. THE UNIVERSITY

History

More information can be found at the following link:
<https://www.odu.edu/about/historyandarchives>

University Strategic Plan

The plan can be found at the following link:

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

Code of Ethics

[University Policy #1002](#)

RESPONSIBLE OVERSIGHT EXECUTIVE: Vice President for Human Resources
DATE OF CURRENT REVISION OR CREATION: October 8, 2018

A. PURPOSE

The purpose of this policy is to establish the University's Code of Ethics, which strives to demonstrate the University's commitment to ethics and adherence to all applicable laws, regulations, and University policies.

B. AUTHORITY

[Code of Virginia § 23.1-1301, as amended](#), grants authority to the [Board of Visitors](#) to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

D. SCOPE

This policy applies to all employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT

Old Dominion University recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations, but in following high standards of ethical behavior. Members of the Old Dominion University community are responsible for maintaining the highest ethical standards and principles of integrity. The Code of Ethics is a set of values-based statements that demonstrate the University's commitment to this goal. All University employees, students, volunteers, employees of affiliated organizations who are paid through the University, and vendors of the institution are expected to adhere to the following Code of Ethics.

Old Dominion University Code of Ethics

1. We will maintain the highest level of ethical standards and comply with all applicable laws and regulations, and University policies.

2. We will protect the integrity of all University business and transactions by avoiding engagement in any actions (directly or indirectly) that are inconsistent with the State and Local Government Conflict of Interests Act or Virginia Public Procurement Act. We will avoid even the appearance of a conflict of interest.
3. We will adhere to policies and programs that promote the highest standards of ethics, integrity, and professional practices in the performance of our educational, research, scholarly, and community outreach activities.
4. We will adopt policies and programs supporting the rights and recognizing the needs of all individuals regardless of race, color, religion, national or ethnic origin, age, sex (including pregnancy), political affiliation, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability.
5. We will maintain and protect the confidentiality and security of information entrusted to us by the University or its customers, except when disclosure is authorized or legally mandated.
6. We will not use University funds, property, equipment, or services, or things of value for or in aid of political parties or candidates for public office, except as otherwise allowed for student organizations (See [Student Organization Handbook](#)).
7. We will not use University funds, property, equipment, services, systems, information, time and effort, or our position for personal gain. We will protect the University's assets and resources and ensure their proper use by preventing theft, carelessness, and waste. We will promote efficient, effective, safe, and economical means of accomplishing tasks.
8. We will adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
9. We will adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
10. We will comply with the University's accounting policies and procedures and maintain strong internal controls at all times. We will not make any false or misleading entries in the University's records under any circumstances.
11. We will strive for excellence in the performance of our duties, mindful of cost and appropriate authorization.
12. We will nurture a climate of care, concern, and civility towards others.
13. We will report through appropriate means and channels any dishonesty, fraud, misconduct, violations, or neglect of duty when discovered. We will appropriately investigate all such reports and require warranted corrective action and discipline in accordance with University policies and procedures and the law.

F. PROCEDURES

Supervisors are responsible for notifying employees of and monitoring their adherence to the Code of Ethics. The Office of Human Resources will send an annual notification of the obligation of all employees to adhere to the Code of Ethics.

The Department of Procurement Services will add a reference to the University's Code of Ethics in all contracts and solicitations.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Director of Human Resources for Employee Relations and Strategic Initiatives

I. RELATED INFORMATION

- [Agency Risk Management and Internal Control Standards \(ARMICS\)](#)
- [America Competes Reauthorization Act of 2010](#)
- [The Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) Privacy Rule](#)
- [Governor's Executive Order Number One \(2018\) - Equal Opportunity](#)
- [Governor's Executive Order 12 \(2006\) - State Employee Fraud, Waste, and Abuse Hotline](#)
- [Governor's Executive Order 41 \(2006\) - Banning Smoking in State Offices and Vehicles](#)
- [Governor's Executive Order 94 \(2005\) - Workplace Safety and Employee Health](#)
- [State and Local Government Conflict of Interests Act, Code of Virginia Section 2.2-3100, et seq., as amended](#)
- [Virginia Public Procurement Act, Code of Virginia Section 2-2-4300, et seq., as amended](#)
- [Virginia Freedom of Information Act, Code of Virginia Section 2.2-3700, et seq., as amended](#)
- [Virginia Department of Accounts Policies and Procedures \(including CAPP Manual](#)
- [Virginia Department of Human Resource Management Policy 2.05 - Equal Employment Opportunity](#)
- [Board of Visitors Policy #1011 - Freedom of Expression](#)
- [Board of Visitors Policy #1014 - Threat Assessment](#)
- [Board of Visitors Policy #1210 - Authority to Act on Behalf of the University](#)
- [Board of Visitors Policy #1240 - Resolution Concerning Employment](#)
- [Board of Visitors Policy #1450 - Faculty Sanctions](#)
- [Board of Visitors Policy #1470 - Faculty Grievance Policy](#)
- [Board of Visitors Policy #1502 - Student Rights and Freedoms](#)
- [University Policy #3003 - Detection, Investigation, and Reporting of Fraud, Waste, and Abuse](#)
- [University Policy #3220 - Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers](#)
- [University Policy #3223 - Environmental Health and Occupational Safety](#)
- [University Policy #3230 - Vehicular Access to University Property](#)
- [University Policy #3231 - Use of Bicycles and Other Motorized and Non-Motorized Personal Transport Devices on University Property](#)
- [University Policy #3240 - Accident Review Committee](#)
- [University Policy #3500 - Policy on the Use of Information Technology Resources](#)
- [University Policy #3507 - Information Technology Accessibility Policy](#)
- [University Policy #5360 - Policy on Allegations of Research Misconduct \(Interim Policy\)](#)
- [Academic Freedom](#)
- Monarch Citizenship

Discrimination Policy

(University Policy #1005)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1005>

Old Dominion University Notice of Non-Discrimination

Old Dominion University (ODU) does not discriminate in admissions, treatment, employment, or access to its programs or activities on the basis of race (or traits historically associated with race including hair texture, hair type, and protective styles such as braids, locks, and twists), color, religion, national or ethnic origin, age, sex (including pregnancy, childbirth, or related medical conditions), political affiliation, marital status, veteran status, family medical and genetic information, sexual orientation, gender identity, gender expression, or disability. This commitment is in accordance with applicable federal and state laws, including [Civil Rights Act of 1964](#); the [Americans with Disabilities Act of 1990, as amended](#); the [Age Discrimination Act of 1975](#); [Title IX of the Education Amendments of 1972](#); [Section 504 of the Rehabilitation Act of 1973](#); the [Virginia Human Rights Act](#); the [Governor's Executive Order Number One \(2018\)](#), as well as [University Policy #1005 - Discrimination Policy](#) and [University Policy #1008 - Policy on Title IX and Sexual Misconduct](#).

ODU prohibits sexual and sex-/gender-based misconduct, discrimination, harassment, and interpersonal violence, including sexual assault.

ODU also prohibits discrimination against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant.

As an affirmative action and equal opportunity employer, ODU promotes the full realization of employment opportunities for all persons, including minorities, women, individuals with disabilities, and veterans. ODU bases all employment decisions only on job requirements. These efforts apply to all employment actions, including but not limited to recruitment, selection, hiring, promotion, and compensation.

Any member of the ODU community has the right to raise concerns or file a complaint regarding discrimination without fear of retaliation. **Any and all inquiries regarding the application of this statement and related policies may be referred to:**

Heather Fuss
Assistant Director for Compliance
Innovation Research Park 1
4111 Monarch Way, Suite 106
Norfolk, VA 23529
757-683-3141
hfuss@odu.edu

The University's designated **Title IX Coordinator** is

A. Kate Couch
Innovation Research Park 1
4111 Monarch Way, Suite 106
Norfolk, VA 23529
757-683-3141
titleixcoordinator@odu.edu

Title IX Coordinator

Institution-Wide

A. Kate Couch
Innovation Research Park 1
4111 Monarch Way, Suite 106
Norfolk, VA 23529
757-683-3141
titleixcoordinator@odu.edu

Deputy Title IX Coordinators

Athletes

Carolyn Cooper Crutchfield
Executive Senior Associate Athletic Director, Senior Woman Administrator
116 Jim Jarrett Athletic Administration Building
Norfolk, VA 23529
757-683-3569
cacooper@odu.edu

ODU Students (All)

Dr. Evelyn Ashley
Senior Associate Vice President and Dean of Students
1002 Koch Hall
Norfolk, VA 23529
Phone (757) 683-6702
eashley@odu.edu

ODU Faculty Only

Dr. Shanda Jenkins
Director of Faculty Recruitment & Retention
2102-B Dragas Hall
Norfolk, VA 23529
757-683-4327
sjenkins@odu.edu

VHS Employees (All)

Matthew R. Schenk
Senior Advisor & Associate Vice President For Talent Management And Culture
735 Fairfax Ave, Suite 972
Waitzer Hall
Norfolk, VA 23507
757-446-6043
mschenk@odu.edu

VHS Students (All)

Dr. Melissa Scott

Associate Dean, Student Affairs and the Learning Environment

Lewis Hall, Room 1172

Norfolk, VA 23501

757-446-8927

scottmj@odu.edu

Complaints of discrimination, harassment, and retaliation may be directed to the [Division of Talent Management and Culture](#).

Complaint procedures may be found in

- [University Policy #1005 - Discrimination Policy](#)
- [University Policy #1008 - Policy on Title IX and Sexual Misconduct](#).

Complaints may also be filed with:

- [Department of Education Office for Civil Rights](#)
- [U.S. Equal Employment Opportunity Commission](#)
- [Virginia Department of Human Resource Management - Diversity, Equity, and Inclusion](#)
- [Virginia Department of Human Resources Management](#)

Policy on Title IX and Sexual Misconduct (University Policy #1008)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1008>

Title IX Non-Discrimination Statement

As part of its commitment to providing an educational environment free from discrimination, Old Dominion University (ODU) complies with [Title IX of the Education Amendments of 1972](#), which prohibits discrimination and harassment based upon sex in an institution's education programs and activities. Title IX prohibits sexual harassment, including sexual violence, of students at ODU-sponsored activities and programs, whether occurring on-campus or off-campus.

Title IX also protects employees from sexual harassment and discrimination. Prohibited harassment includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, even if those acts do not involve conduct of a sexual nature; sex-based harassment by those of the same sex; and discriminatory sex stereotyping.

ODU will take prompt action to investigate and resolve reports of sexual harassment or sexual violence in accordance with Title IX.

The University's designated **Title IX Coordinator** is

A. Kate Couch
Innovation Research Park 1
4111 Monarch Way, Suite 106
Norfolk, VA 23529
757-683-3141
titleixcoordinator@odu.edu

Retaliation against any person who initiates an inquiry or complaint or participates in the investigation of a complaint is prohibited. Such conduct will be further cause for disciplinary action.

Accommodations for Individuals with Disabilities

(University Policy #5406)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/5000/5406>

Religious Accommodations Policy

(University Policy #6501)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6501>

Revised on June 30, 2025

University Governance

The University governance system consists of two major representative bodies, the Faculty Senate and the Student Senate.

- A. The **Faculty Senate** is a governance body representing the faculty of the University and is constituted as provided in the Faculty Senate's Constitution and Bylaws. The faculty of the University, by virtue of their particular competence, are essential participants in the development and implementation of academic policy. The Faculty Senate is the representative body of the faculty. As such, it shall exercise the authority of the faculty with respect to policy on academic matters and the professional affairs of the faculty.
- B. The **Student Senate** is a governance body representing the students of the University and is constituted as provided in the Student Senate's Constitution. As the representative body of the students, the Student Senate shall promote and advise the administration on the development of student-related programs and services and may make recommendations to the Board of Visitors, the President, and other administrative officers on student-related matters.

- Approved by the Board of Visitors
August 9, 1979; Revised June 19, 1986

The Faculty Senate will be afforded the opportunity to make timely comments upon policy matters that directly relate to the traditional responsibilities of faculty, for example, issues related to curriculum and academic standards, etc.

- Approved by the President
July 28, 1997

Consultative and Deliberative Bodies

In addition to the two major bodies, several other bodies function in an advisory manner to the president and other administrators, faculty and student leaders, and the major governance bodies themselves.

The additional bodies include the following:

- The **Dean's Council** advises the Provost and Executive Vice President for Academic Affairs on strategic matters, reviews proposals for new degrees, and facilitates interunit communication and collaboration. Membership of the Council comprises the Deans, the Vice Provost for Academic Affairs, and the Vice Provost for Faculty Affairs and Strategic Initiatives.
- The **Provost's Council** is chaired by the Provost and Executive Vice President for Academic Affairs and is comprised of the Deans, senior administrators in Academic Affairs, the Director of the Center for Faculty Development, the Director of Faculty Recruitment and Retention, Provost's Fellows, and the Chair of the Faculty Senate. Council members assist the Provost in the development and implementation of policies, procedures, and academic initiatives.
- The **Faculty Forum** includes all members of the faculty under full-time teaching and research contracts and all professional librarians at Old Dominion University.
- The **Student Forum** includes all students enrolled in the University.

All consultative and deliberative bodies serve in an advisory capacity to the President. The President is an ex officio member of all such bodies.

The [Constitution](#) and [Bylaws](#) of the Faculty Senate are contained in this *Handbook*.

Board of Visitors University Governance

[Board of Visitors Policy](#)

NUMBER:	1301
APPROVED:	August 9, 1979; Revised June 19, 1986; Revised June 17, 2021
SCHEDULED REVIEW DATE:	June 2026

Governance is a process of consultation, communication, and decision-making that produces institutional policies. These policies are the general guidelines that inform decision-making and the development of procedures throughout the University.

Definitions

Administrative Liaison: an individual member of the President’s Cabinet who serves as a conduit between and advocate for one or more representative governing bodies and the President’s Cabinet for non-policy issues.

The **Dean’s Council** advises the Provost and Vice President for Academic Affairs on strategic matters, reviews proposals for new degrees, and facilitates inter-unit communication and collaboration. Membership of the Council is comprised of the Deans, Vice Provost for Academic Affairs, and Vice Provost for Faculty Affairs and Strategic Initiatives.

The **Faculty Senate:** a governance body representing the faculty of the University.

President’s Cabinet: the chief policy and decision-making body of the University and includes all persons of the rank of Vice President, the Athletic Director, and all other persons designated by the President.

The **Provost's Council:** chaired by the Provost and Vice President for Academic Affairs, and is comprised of the Deans, senior administrators in Academic Affairs, the Executive Director of International Programs, the Director of the Center for Faculty Development, the Director of Faculty Diversity and Retention, Provost’s Fellows, and the Chair of the Faculty Senate. Council members assist the Provost in the development and implementation of policies, procedures, and academic initiatives.

The **Student Government Association:** a governance body representing the students of the University

Governance Principles

The Governance Principles of Old Dominion University:

1. Seek to ensure widespread communication, understanding, participation, and reasonable consensus.
2. Address pressing issues in a streamlined, adaptive, flexible way, and encourages the appropriate use of sunset rules for committees and task forces.
3. Strive to generate widespread understanding throughout the University community of the differences among policy-making, implementation of defined policy, and consultation regarding policy.

4. Allow stakeholders in the policy-making process to express their views and suggestions when policies affecting them are being reviewed and when the best solutions are being considered.
5. Ensure regular, two-way communication between representatives of stakeholders participating in policy-making and those they represent.
6. Seek to guarantee that participants in the policy-making process are provided with the appropriate resources and information so that they may participate in a timely fashion.
7. Recognize that the primary responsibility for policy-making and decision-making in each area of University life must be clearly designated.

Each governance body of Old Dominion University is responsible for ensuring that these principles are reflected in its constitutions and bylaws and otherwise upheld by its operations.

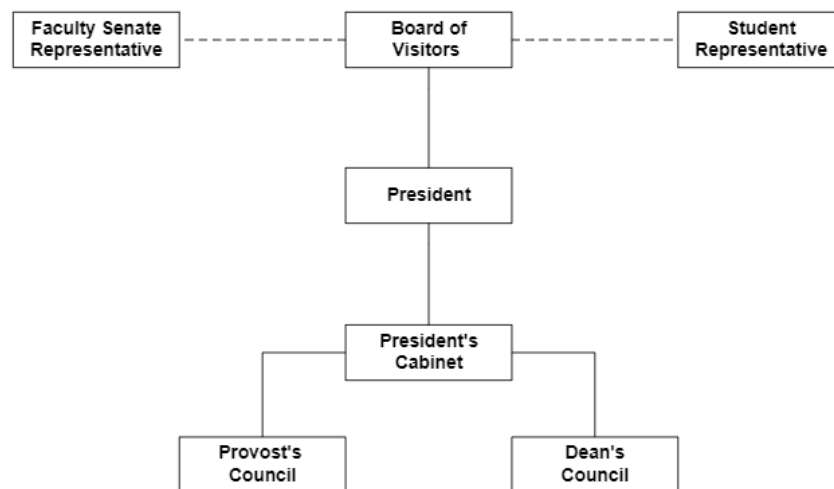
Governance Structure

At Old Dominion University, governance is an internal process of policy development sanctioned by the University's Board of Visitors, which holds overall authority for the activities of the institution. The President is delegated the authority to be the chief decision-making and policy-making authority for the University. The President's Cabinet is the University's conduit for communication, consulting with the President on all issues related to governance and providing information to the President to assist in decision-making.

The Faculty Senate and the Student Government Association have direct access to the Board of Visitors through non-voting representatives selected annually by the Board of Visitors.

Committees and Other Affinity and Advisory Groups

At Old Dominion University, there are a number of committees, task forces, and advisory groups that contribute to campus dialogue, deal with special issues, and support the day-to-day operations of the institution. These groups, though not an official part of the University's governance system, can at various times be called to take part in the development of policy. Within each administrative division of the University, there are a number of advisory groups and other staff positions that play an important role in the development and vetting of policy.



University Organizational Chart

The organizational chart can be found at the following link:

<https://www.odu.edu/sites/default/files/documents/odu-organizational-chart.pdf>

VHS Organizational Chart

The policy can be found at the following link:

[VHS Post-Integration Organizational Chart March 2025.pdf](#)

II. THE FACULTY

Resolution Concerning Employment of Current or Former Public Elected Officials and Executives of Governmental Agencies

(Board of Visitors Policy #1240)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1240>

Non-Instructional Part-Time Faculty Employment Policy (University Policy #6012)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6012>

Criminal Background Checks

(University Policy #6021)

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/6000/6021>

Revised on June 30, 2025

Dual-Career Resource for Those Hiring Full-Time Faculty

Teaching, Research, and Administrative

Old Dominion University (ODU) is committed to assisting dual-career couples when one member of the couple has an offer of employment at the University, and both are considering relocating to the area. Such assistance is extended within available resources and in cases that support the University's mission and goals. This document outlines the basic services offered once an offer has been made to the primary candidate.

For couples with both members in academe, employment needs will vary from one case to another, and the University will assist with opportunities at ODU wherever possible and appropriate. However, these considerations do not create an entitlement. Given limited resources, the lack of disciplinary or administrative fit in some cases, and the University's strategic plan, it is impossible to meet the employment needs of all dual-career couples in academe.

To support dual-career couples, the appropriate executive vice president will collaborate with the [Division of Talent Management and Culture](#) to help each prospective candidate who wishes to explore career options for their partner. The partner of a newly recruited faculty or faculty administrator may be offered job search assistance for up to one year. Such assistance may include general information on employment in the region, identification of appropriate employers, and connections with contacts in the partner's field. The hiring manager should inform candidates of this Dual-Career Resource.

In cases where classified positions are appropriate and of interest to the individual, a referral should be made to the Division of Talent Management and Culture to review both opportunities and strategies for pursuing staff positions.

Note: Hiring supervisors are advised that classified positions fall under the Commonwealth of Virginia hiring policies and must follow the standard search/recruitment and hiring process as outlined by the [Virginia Department of Human Resource Management \(DHRM\)](#).

Information about employment opportunities in the region may result in an appropriate position for some people. In other instances, referral to existing vacancies on the ODU faculty or staff may provide an appropriate match between an employment opportunity and the partner's skills. In cases where a position does not currently exist, and the individual's credentials merit consideration for hiring, it may benefit the University to allocate funding to accommodate a dual-career couple. The following considerations address these instances.

1. Allocation of a position, either temporary or renewable, for a dual-career partner should address demonstrated institutional and/or departmental needs and goals.
2. There must be an appropriate fit between the qualifications of the individual and the available or proposed position.
3. Following the interview and evaluation process, an offer of employment to the partner shall be extended only if there is strong support from the department and hiring supervisor/chair where the position is to be located (the receiving department and/or college/school). Expression of departmental support will be obtained in a manner consistent with the normal hiring process for the receiving department (and/or college/school).

4. University procedures allow an exemption to search requirements for a dual-career appointment to a faculty or faculty administrator position. Requests for an exemption to a search are approved by the president on the recommendation of the appropriate executive vice president in consultation with the Division of Talent Management and Culture.

Implementation Procedures for Hiring Managers: Key Terms

- **Hiring Manager:** The individual hiring the primary candidate for an open position
- **Hiring Department:** The unit where the primary candidate has applied for an open position
- **Receiving Manager:** The individual who may consider a partner or spouse for a position
- **Receiving Department:** The unit where the primary candidate's spouse or partner may be considered.

Identifying Possibilities for Appointment: The primary candidate informs the hiring manager about the need for dual-career consideration and provides information regarding the partner's educational background, experience, and application materials. The hiring manager investigates and identifies the best possibilities for employment in consultation with the potential receiving department (and/or college/school), the dual-career liaison, and the respective executive vice president, if needed. The relevant chain of command must be kept apprised of any discussions. This includes the dean or chair and the respective executive vice president.

Evaluating and Interviewing the Partner: The unit in which the partner is being considered, the receiving department (and/or college/school) initiates an evaluation process, including a review of the CV/resume and references of the partner, and conducts an interview with the partner. If there is a search committee in the receiving department (and/or college/school), this search committee would normally be involved, as would other faculty or faculty administrators. The partner's qualifications should be evaluated using criteria appropriate to the proposed role and credentials required in the field. For example, it must be determined that the partner is sufficiently qualified to have been a finalist in an external search if one were conducted for the position into which the partner is to be hired. Standard review and appointment procedures should be used to the extent possible, and the level of review should be consistent with that accorded similar positions and types of appointments.

Taking Steps When There is an Existing Position or Funding Available in the Receiving Department (and/or college/school): Receiving department (and/or college/school) that has available funds and/or positions and is prepared to make an offer for the partner to develop an appropriate job description (if not already available) and offer, and then seek an exemption to search, using the process in place by the Division of Talent Management and Culture. The search exemption includes a letter of explanation that includes a brief statement of how the proposed appointment benefits the receiving department (and/or college/school), and documenting the process used to review and evaluate the candidate. The hiring manager also attaches the candidate's CV/resume. The exemption request must be approved by the department head, the relevant dean or senior manager, the appropriate executive vice president, and the Division of Talent Management and Culture. A formal offer may not be made until approval has been granted.

Taking Steps When a New Position Must Be Allocated and Shared Funding Arranged: In cases where the receiving department (and/or college/school) does not already have a position and/or adequate funds available to support the proposed appointment, the receiving department (and/or college/school)

hiring manager and the appropriate executive vice president may develop a model for funding the position on a transitional basis.

Permanent funding, in the case of a base-funded appointment, is the responsibility of the receiving department (and/or college/school) at the end of the transition period. Temporary funding may be available from the appropriate executive vice president, yet it may not be available to support all requests. Typically, the highest priority would be to support a dual-career partner position alongside a tenure-track or tenured faculty hire or an administrative hire. If the receiving department (and/or college/school) accepts temporary funding from the appropriate executive vice president, the understanding is that the dual-career appointment continues beyond the temporary period only if the individual's performance and accomplishments warrant continuation. However, as noted above, this does not create an entitlement.

Departments requesting funding assistance should submit a written proposal through the responsible/appropriate chain of command. The following information is needed to evaluate the request:

1. A justification for the request;
2. An explanation of how the University will benefit from the appointment and how the proposed appointment fits within the priorities of the receiving department (and/or college/school);
3. CV/resume of the individual under consideration;
4. Proposed salary, type of appointment, and job description;
5. A statement indicating the source and amount of funds from the participating units, the amount requested for temporary funding, if available, from the appropriate executive vice president, and the time period involved in the transition; and
6. Plan for potential future funding. (The goal is to move employees from temporary funds to permanent funds whenever feasible and appropriate.)

Making an Employment Offer: Upon approval by the appropriate executive vice president and Division of Talent Management and Culture, the receiving department (and/or college/school) head is authorized to make the offer to the dual-career partner using the standard Notice of Appointment detailing the nature and conditions of the appointment, including the length of the appointment, if applicable. Expectations, including any special considerations, should be documented clearly for the employment record and for performance reviews.

Dual-Career Issues Associated with Retention

Retention of talented, currently employed faculty can also be affected by employment opportunities for their partners. In the case where there is a determination that a dual-career appointment is critical to retaining the faculty member, and it is in the University's interest to try to respond to this need, the process described in this document for new hires provides general guidance on how to proceed for retention of a faculty member. The nature and conditions of the appointment and the length of the appointment, if applicable, should be specified. In addition, expectations should be stated very clearly so that any special considerations are fully documented for the employment record and for performance reviews.

Options Other than Tenure-Track or Administrative Appointments

Research Faculty: Status as an unpaid research faculty member may allow a fully credentialed person to pursue grants and contracts as a member of the ODU faculty. The host department may provide lab or office space or other resources, as available, to support the individual's efforts to obtain sponsored funding or to continue their research. The department chair recommends the appointment of a full-time research faculty member to the dean. The dean recommends it to the appropriate executive vice president, who consults with the Vice President for Research and Economic Development. If the appointment is approved, the appropriate executive vice president notifies the faculty member. With the appropriate credentials and research faculty rank, the individual may serve as principal investigator on grant(s) with permission of the department.

Research Appointments: The ODU [Policy on Self-Supporting Research Professional Positions](#) may provide employment opportunities for well-qualified partners of newly hired employees. If the individual fills the need on an existing grant or contract, the procedure for hiring is like that described above. That is, a position description should be developed, credentials evaluated, the individual interviewed, and a request made for an exemption to search. The Vice President for Research and Economic Development approves such requests on the recommendation of the appropriate executive vice president.

Other Restricted Appointments: Individuals may fill important institutional or departmental needs that are not yet defined or funded as renewable positions. These can be full- or part-time, instructional, or administrative.

Enrollment in Graduate School: A spouse or partner may prefer enrollment in an ODU graduate program rather than full-time employment. Such potential students must be admitted through the usual program admission procedures and may be considered for whatever departmental funding is offered to all students.

- Approved by the President
February 2, 2017
- Revisions approved by the President
February 10, 2026

Faculty Credentialing Records Policy

All faculty members, including full- and part-time instructors and graduate assistants who are the instructor of record, are required to submit copies of their official transcripts directly from the issuing institution(s) for all graduate coursework completed and a current curriculum vitae to the Division of Academic Affairs. Academic Affairs, in consultation with departments/schools, is responsible for verifying and certifying the authenticity of academic transcripts (in electronic or paper form) once they are received and ensuring a copy is filed in the office of the dean. Faculty members should make sure their credentialing records on file, to include, but not limited to, transcripts, certifications, licenses, etc., are current. Faculty records should be retained for five years after resignation, separation, or termination.

Employment records are maintained in the Division of Talent Management and Culture, and payroll records are maintained in the [Payroll Office](#). Other records of faculty activity and credentialing records are stored electronically by Academic Affairs.

- Approved by the Provost and Vice President for Academic Affairs
September 5, 2003; Revised September 23, 2014; Revised November 8, 2016;
Revised February 26, 2019

Faculty Short-Term Remote Work Policy and Procedures

The following policy and procedures apply to full-time teaching and research faculty. The purpose of this policy is to ensure that the benefits and burdens are distributed fairly among the faculty and that all faculty assume their share of the responsibility for governance of the institution.

I. Policy

The University may grant the privilege for a faculty member to work remotely for a semester or academic year, provided that the appropriate conditions and approvals are met. Such appointments may be ongoing, depending on the programs in which the faculty member teaches and the nature of the faculty member's contract.

II. Definition of Remote Work

It refers to work arrangements where full-time faculty work at an off-campus location with only sporadic or occasional on-campus presence expected or required within a single semester.

III. Eligibility

All full-time faculty employed by the University.

IV. Exceptions

- A. Faculty with approved accommodations on file with the Division of Talent Management and Culture.
- B. When there is a disaster or emergency that causes significant disruption to the continuity of University operations, such as a pandemic, that affects faculty.
- C. Adjunct faculty.
- D. Faculty on leave of absence without compensation, research leave, development leave, Fulbright or other Fellowship funded leave, or study abroad.
- E. Faculty contracted to teach remotely.
- F. Faculty whose main responsibility is clinical care.
- G. Community-based clinical faculty.

V. Procedures

- A. The faculty member must make a formal written request to work remotely to the department/school chair by **January 8** for the upcoming fall semester or by **September 1** for the upcoming spring semester. This notification period is waived if there is a documented emergency for the faculty member.
 - 1. The request must designate the period for the remote work, either a semester or an academic year.
 - 2. A rationale for the request must be provided.
 - 3. A list of the faculty's current service at the department/school, college, and University levels, and those committee chairs' names must be provided.

4. The request should specify the need for any Old Dominion University equipment. Approval of such equipment is dependent on the funds available to the department/school. Faculty members who have research funds for equipment should consult the Division of Research and Economic Development about funding their equipment needs.
 5. A brief description must be provided of how the faculty member can meet the academic needs of students and of the department/school.
- B. The department/school chair reviews and approves or disapproves the request and sends their recommendation to the dean, with a copy to the faculty member.
1. The chair considers the needs of the department/school in determining their recommendation.
 2. The chair can arrange for remote attendance for service activities (see below).
 3. Other possible disruptions for students and the department/school are considered.

VI. Faculty Responsibilities

- A. Faculty are expected to continue meeting their teaching expectations that include advising and/or supervision, dissertation or thesis participation. Other such items may be identified by the dean.
- B. Faculty are expected to continue meeting their scholarship/research expectations.
- C. Faculty are expected to continue to meet their department/school, college, University, and/or national/international professional service as specified in the approval for remote work Memorandum of Understanding (MOU). (See [Department Chair Responsibilities](#).)

VII. Department/School Chair Responsibilities

- A. The department/school chair, in consultation with the faculty member, may arrange hybrid meetings for department/school professional activities, such as committee, department/school, and/or program meetings.
- B. May request that the chairs of the faculty members' college/school and University committees provide hybrid meetings for remote attendance.
- C. Determine if department/school funds are available for providing technology and other support for remote work. The department/school is not obligated to provide devices such as computers, cell phones, or other devices for remote work.
- D. Review the faculty member's current use of office and other University space with the faculty member to determine if these spaces are needed for other faculty while this faculty member is working remotely, and make a recommendation to the dean.
- E. Develop a written MOU detailing the expectations and responsibilities for the faculty member while working remotely, including service. A copy will be given to the faculty member and dean, along with the other documents, for approval/disapproval of the request to work remotely.

VIII. Dean Responsibilities

- A. The dean reviews the request, the department/school chair's recommendation, and the MOU and makes a decision to approve or disapprove the request. If the request is disapproved, a rationale must be provided in writing to the department/school chair and faculty member.
- B. If the dean disapproves of the request, the faculty member may appeal to the appropriate executive vice president (i.e., the provost and executive president for academic affairs or the executive vice president for health sciences), whose decision is final.

- Approved by the President
May 15, 2023

- Revisions approved by the President
August 18, 2025

Policies and Procedures Relating to Faculty Appointment, Promotion, and Tenure of EVMS Faculty

(Board of Visitory Policy # 1701)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/bov1700/bov1701>

Policies and Procedures for EVMS Faculty Appointments

(Board of Visitory Policy # 1702)

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2024/documents/bov-1702.pdf>

Guidelines for Appointment and Promotion of EVMS Faculty **(Board of Visitory Policy # 1703)**

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2024/documents/bov-1703.pdf>

Policies and Procedures for EVMS Faculty Promotion

(Board of Visitory Policy # 1704)

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2024/documents/bov-1704.pdf>

EVMS Faculty Tenure Policy

(Board of Visitor Policy # 1705)

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2024/documents/bov-1705.pdf>

Philanthropic Support Policies

For questions related to gifts, grants, or other philanthropic support for the Macon & Joan Brock Virginia Health Sciences Eastern Virginia Medical School and EVMS School of Health Professions at Old Dominion University, please contact donorrelations@odu.edu.

For all other philanthropic support questions, please see the following policies.

BOV Development Policy

(Board of Visitors Policy #1801)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1801>

University Development Policy

(University Policy #1100)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1100>

Gift Management

(University Policy #1101)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1101>

Acceptance of Gifts-in-Kind to the University (University Policy #1102)

The policy can be found at the following link:

www.odu.edu/about/policiesandprocedures/university/1000/1102

Establishment and Operation of Annual and Endowed Scholarships, Fellowships, and Prizes

(University Policy #1103)

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/1000/1300>

Guidelines for Named Chairs

I. Statement of Purpose and Expectations

The purpose of the award of a named chair is to recognize and give support to 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.

The recipient must have a distinguished record of accomplishments in their field, as indicated variously by research, publication, external funding, creative endeavors, awards and honors, and leadership positions in professional organizations. The holder of a named chair will meet all requirements (or equivalents) for the rank of full professor. Named chairs serve as models of professional accomplishment and commitment to the mission of the University. Appointments to named chair positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named chair shall receive a document from the dean, with input from the department/school chair or research center director, where appropriate, outlining research expectations over the next five years.

The named chair will hold a tenured, full-time faculty appointment or senior research appointment at the level of full professor. Normally, named chairs do not hold administrative posts such as department/school chair, dean, or provost and executive vice president for academic affairs (“provost”).

II. Selection Procedures

- A. The selection and appointment procedures followed shall be fully consistent with the institution’s promotion and tenure policies and other applicable personnel policies.
- B. If candidates for the named chair are sought by a national search, they may be nominated or apply. If no national search is held, candidates may be nominated by the college dean(s), the provost, or the president.
- C. When an external candidate is an applicant for the named chair, the candidate must be reviewed for appointment according to the usual procedures and criteria of the department/school/college in which the appointment will be made.
- D. The college dean shall forward nominations for named chairs with their recommendation to the provost. The nomination must include the following.
 1. A letter stating the rationale for the nomination and addressing the criteria for the named chair.
 2. The nominee’s curriculum vitae.
 3. A narrative description of the nominee’s record of accomplishments meriting the appointment.
 4. A statement of the perceived relation of the appointment to achieving the University’s mission, goals, and strategic plan.
 5. A brief statement of the nominee’s interests, the future direction of their pursuits, and perceived benefits to the University, college, and department/school.

6. The dean should provide an indication of the expected financial commitment.
- E. The provost shall call a meeting of the named chair selection committee, whose membership includes:
 1. Provost will serve as the committee chair
 2. Vice president for research and economic development
 3. Vice provost for academic affairs
 4. Three top scholars to be named by the president
 5. Donor or a representative, if the donor chooses to participate
 - F. The named chair selection committee reviews the nominations and supporting materials and sends a recommendation to the president.
 - G. The president reviews all supporting materials and makes a recommendation to the Board of Visitors for final approval of the appointment.

- Approved by the Board of Visitors
June 15, 2004; Revised December 4, 2014 (effective January 1, 2015)
- Transitioned to University-Level Policy
December 10, 2021

Guidelines for Named Professorships

I. Statement of Purpose and Expectations

The purpose of the award of a named professorship is to recognize and provide support to 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.

Appointments to named professor positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named professor shall receive a document from the dean, with input from the department/school chair or research center director where appropriate, outlining research, teaching, and service expectations over the next five years. The recipient will serve as a model of professional accomplishment and commitment to the mission of the University.

The recipient must hold a full-time faculty or senior research appointment at Old Dominion University.

II. Selection Procedures

The selection and appointment procedures will be as follows.

- A. The candidate will be recommended by the department/school promotion and tenure committee.
- B. The college dean will forward the nomination and their recommendation to the provost and executive vice president for academic affairs, along with:
 1. A letter stating the rationale for the nomination and addressing the criteria for the named professorship.
 2. The nominee's curriculum vitae.
 3. A narrative description of the nominee's record of accomplishments meriting the appointment.
 4. A statement of the perceived relation of the appointment to achieving the University's mission, goals, and strategic plan.
 5. A brief statement of the nominee's interests, the future direction of their pursuits, and perceived benefits to the University, college, and department/school.
 6. The dean should provide an indication of the expected financial commitment.
- C. The provost and executive vice president for academic affairs will consult the named chair committee and recommend to the president, who will make a recommendation to the Board of Visitors for final approval of the appointment.

- Approved by the Board of Visitors
June 15, 2004; Revised December 4, 2014 (effective January 1, 2015)
- Transitioned to University-Level Policy
December 10, 2021

EVMS Emeritus Faculty Appointments Policy

(Board of Visitory Policy # 1709)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/bov1700/bov1709>

Annual Review of EVMS Faculty Performance

(Board of Visitors Policy #1708)

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2024/documents/bov-1708.pdf>

Guidelines for Appointment and Promotion of Librarians

I. Appointment and Promotion in Rank

All appointments to and promotions in rank are based upon the evaluation of the Librarian's professional performance and the established requirements for each rank. The University Libraries' rank structure is equivalent to the teaching/research faculty rank structure¹.

The following ranks are established for Librarians at the Old Dominion University Libraries:

- A. **Librarian IV:** Appointment or promotion to this rank is the highest honor that the University can bestow upon academic Librarians. These are Librarians who have made outstanding contributions to the University and to their profession. They shall have demonstrated excellence in professional performance, continued academic study, and additional professional service. Although few will excel equally in all three areas, those appointed or promoted to the rank of Librarian IV shall have made demonstrable contributions in each area. A candidate with a doctorate and a minimum of 10 years of professional library experience may be appointed or promoted to this rank. In cases of unusual merit, a candidate with a master's degree in librarianship, a second master's degree, and six years as a Librarian III or an equivalent rank may also be appointed or promoted to Librarian IV.

For initial appointment to the position of Dean of University Libraries, the candidate should meet the requirements for Librarian IV. In the event of an opening in that position, the Librarians shall have input toward the selection of the new Dean of University Libraries and shall meet with all final candidates.

- B. **Librarian III:** Appointment or promotion to the rank of Librarian III is based upon established excellence of professional performance, continued academic study, and professional service, with preeminence and/or high-quality contributions in one or more of these areas. Degree requirements for this rank include a master's in librarianship and either a second master's degree or 30 credit hours approved by the University. The candidate is considered for promotion during the fifth year in rank as a Librarian II or may be appointed to this rank after nine years of professional library experience. Exceptions should be made only in cases of unusual merit.
- C. **Librarian II:** Appointment or promotion to the rank of Librarian II requires a master's degree in librarianship, a minimum of 15 credit hours approved by the University, and three years of professional library experience. A candidate with a master's degree in librarianship and five years of professional library experience is also considered. Evidence of promise in professional performance, continued academic study, and additional professional service are also required.
- D. **Librarian I:** Appointment to the rank of Librarian I requires a master's degree in librarianship from a library school accredited by the [American Library Association](#). Evidence of promise in professional performance is also required.

To be considered for promotion in rank, the Librarian must make a written application to the Libraries Promotion Committee. The Librarian will follow the calendar as given in the

¹ See the "Policy on Academic Rank and Criteria for Ranks."

Schedule for Faculty Seeking Promotion in Rank found in the appendix in the *Old Dominion University Teaching and Research Faculty Handbook*. The Libraries Promotion Committee is responsible for the initial consideration of all applications for promotions in rank, appointments to rank for newly hired Librarians, and also requests for extended appointments. The committee consists of five members elected by the University Libraries faculty and chosen from those Librarians with the rank of Librarian II or above with one or more years of experience in the University Libraries. The committee reviews the application and documentation and forwards its recommendation to the Dean of University Libraries. The Dean of University Libraries forwards their recommendation and that of the Libraries Promotion Committee to the Provost and Executive Vice President for Academic Affairs ("Provost"). On the basis of all the evaluations and recommendations, the Provost makes a decision concerning promotion and extended appointments for the coming year. If the Provost decides against promotion or extended appointment, the Librarian may request a review by the President. The decision of the President is final.

II. Evaluative Criteria for Promotion

An annual review of the performance of each Librarian of the University Libraries staff will be conducted in order that they may receive full credit and reward for their contribution to the University Libraries and to the University. The criteria on which this evaluation will be based are as follows:

- A. **Professional Performance:** The basic quality which must be evident for promotion in academic rank is the ability to perform at a high professional level in areas which contribute to the educational and research mission of the University, such as reference service, collection development, management, bibliographic organization, and control. Each Librarian should have the maximum possible latitude in fulfilling these responsibilities.
 - 1. Demonstration of high standards of professionalism should include:
 - 2. Demonstrated in-depth knowledge of the job.
 - 3. Effectiveness in providing information to the University community and in the development and use of library resources.
 - 4. Performance characteristics such as innovativeness and creativity, adaptability, and acceptance of responsibility.
 - 5. Demonstrated ability as an administrator, if applicable, to the Librarian's position description.

Additional evidence for promotion in rank may include.

- B. **Continued Academic Study:** This category includes a formal, practical effort to broaden one's academic base, acquire an additional graduate degree, or pursue a course of study related to professional growth.
- C. **Additional Professional Service:** This category includes activities beyond those of required professional performance and continued academic study, in which the Librarian exercises professional expertise in the service of the University Libraries, the University, the profession, or the community.

The following activities will be among those considered in the evaluation of additional professional services:

1. Teaching
2. Organization of workshops, institutes, or similar meetings.
3. Public appearances, such as presenting book reviews or addresses.
4. Contributions to the advancement of the profession, such as active participation in professional and learned societies as a member, as an officer, as a committee member, or as a committee chairperson.
5. Activities related to inquiry and research, such as writing, editing, abstracting, or reading for a professional journal, publishing in scholarly journals, presenting papers, reviewing books and other literature, developing grant proposals, serving as a member of a team of experts, review committee, or similar body, developing or applying computer programs, etc.
6. Preparation of the University Libraries' in-house publications, such as manuals, guides, bibliographies, newsletters, etc.
7. Active and effective service to the University Libraries, to the University, to University-related agencies, or other community agencies.

The application and interpretation of all guidelines used in the evaluation of the Librarians should be consistent with the principles of academic freedom as stated in the [1940 "Statement of Principles of Academic Freedom and Tenure."](#)

The basic responsibility for the evaluation of the Librarian's performance rests with the Dean of University Libraries and/or the department head.

Evaluation will be based on the aforementioned criteria, with evidence supplied by each Librarian. Additional evidence may be supplied upon request of the Libraries Promotion Committee. The evaluation process will conform with the Administrative and Professional Faculty Performance Appraisal policy as stated in the latest edition of the [ODU Administrative and Professional Faculty Guidebook](#).

III. Salary Increments

Annual salary increments for Librarians are based on the "Compensation and Human Resources Administration Plan for Administrative and Professional Faculty" in the latest edition of the *ODU Administrative and Professional Faculty Guidebook*. Initial recommendations for salary increments are made by the Dean of University Libraries, who determines the salary increments from information supplied by the Librarian's supervisor. The salary increments for Librarians are within the total salary budget assigned to the University Libraries by the Provost. After being notified by the Dean of University Libraries of the salary increment, any Librarian may request that the salary decision be reviewed by the Provost. The decision of the Provost is final.

IV. Grievance Policy

Grievance policy and procedures for Librarians follow the [Faculty Grievance Policy](#) as found in the latest edition of the *Old Dominion University Teaching and Research Faculty Handbook*.

V. Renewal and Non-Renewal of Appointments

Two types of appointments are normally awarded to Librarians: (1) annual appointment and (2) extended appointment.

- A. **Annual Appointment:** The Dean of University Libraries recommends to the President or their designee all Librarian appointments, either initial appointment or renewal. For renewal, the Dean of University Libraries writes each individual a letter in early spring indicating intent to recommend the same. Prior to the beginning date of employment or normally during the month of June for renewal appointment, each individual is sent a "Notice of Appointment."
- B. **Extended Appointment:** The main purpose of the extended appointment is to provide and protect academic freedom and job security for Librarians. The extended appointment is a pledge by the University to continue the employment of a Librarian for a period of three years. The extended appointment is not a pledge of a specific administrative position or job assignment. Annual salary for each year of the extended appointment shall be in accordance with Section III, Salary Increments. Changes in rank or position shall not affect the extended appointment.

The terms of the extended appointment are as follows:

1. Librarians at the Librarian I rank are not eligible for an extended appointment.
2. Librarians at the Librarian II or III ranks are eligible for extended appointment after five full years of service in the University Libraries.
3. Librarians at the Librarian IV rank are eligible for an extended appointment after two full years of service in the University Libraries.

The Libraries Promotion Committee considers the applications for extended appointments using the same criteria as stated in Section II, Evaluative Criteria for Promotion. The committee will recommend to the Dean of University Libraries that the Librarian be considered for an extended appointment or that the Librarian remain on an annual appointment basis.

- C. **Resignation and Release from Appointment:** The obligation to give due notice of termination of employment is reciprocal. A Librarian, as part of their responsibility to the University and the profession, should make every effort to give the University Libraries administration adequate time to find a replacement if they desire to leave Old Dominion University. Release from a "Notice of Appointment" will be granted by the University only in exceptional cases, normally involving circumstances beyond the individual's control. In the case of a Librarian who has signed a reappointment notice, release from appointment to take another position will be considered if (1) the offer of or the invitation to apply for another position did not come as a result of any solicitation or encouragement by the Librarian, or (2) the position in question represents an opportunity for significant professional advancement.
 1. When a Librarian is unable to complete the term of service specified in the "Notice of Appointment," they must request release from the terms of that appointment. To request a release from an appointment, the Librarian should submit a letter to the Dean of University Libraries for their review and approval. The letter should state the reason for the release, the release date, and the last actual working day if the

remaining annual leave must be utilized. A minimum of 30 days' notice, in addition to accrued leave, is expected.

2. Release from appointment is recommended by the Dean of University Libraries and is subject to the approval of the Provost or their designee.
3. A Librarian may voluntarily resign from their appointment by **June 30**. A minimum of 30 days' notice, in addition to any accrued leave days, is expected. The letter of resignation, including the reason for and the effective date of resignation, should be sent to the Dean of University Libraries.

D. **Non-Renewal of Appointment:** The Dean of University Libraries may recommend the non-renewal of appointment for the Librarian whose evaluated performance is below acceptable professional standards. Said recommendation is made by the Dean of University Libraries to the Provost or their designee in accordance with the following timetable as found in the policy on Administrative and Professional Faculty in the latest edition of the [*ODU Administrative and Professional Faculty Guidebook*](#):

1. At least 90 days for Librarians in their first 24 months of service.
2. At least 180 days for Librarians with more than 24 months of service.

As stated in Section I, Appointment and Promotion in Rank, on the basis of all the evaluations and recommendations, the Provost makes a decision concerning extended appointments for the coming year. If the Provost decides against an extended appointment, the Librarian may request a review by the President. The decision of the president is final.

E. **Termination with Cause:** The procedures for termination with cause for Librarians follow the procedures for Notice of Termination of Administrative and Professional Faculty Members holding rank without departmental designation as found in the policy on Administrative and Professional Faculty in the latest edition of the *ODU Administrative and Professional Faculty Guidebook*.

- Approved by the Board of Visitors
June 14, 1979; Revised June 20, 1991; Revised June 13, 2013 (effective July 1, 2013)
- Transitioned to University-Level Policy
December 10, 2021
- Revisions approved by the president
May 16, 2022

Declaration of a State of Bona Fide Financial Exigency or Severe Financial Difficulty

(Board of Visitors Policy #1461)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1461>

Dismissal of Faculty from Employment Due to Financial Exigency, as Declared by the Board of Visitors, or Discontinuance of a Program of Study or a Department of Instruction

(Board of Visitors Policy #1463)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1463>

Fitness for Duty Policy

(University Policy #6028)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6028>

Grounds for Dismissal of EVMS Faculty

(Board of Visitors Policy #1706)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/bov1700/bov1706>

EVMS Faculty Grievance Policy

(Board of Visitors Policy #1707)

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2024/documents/bov-1707.pdf>

EVMS Sabbatical Leave

(Board of Visitors Policy #1710)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/bov1700/bov1710>

Academic Freedom

The University subscribes to the following 1940 statement on academic freedom of the [American Association of University Professors](#), which has been endorsed by all important national organizations of higher education.

- A. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matters which have no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- C. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

- Approved by the Board of Visitors
September 22, 1994
- Transitioned to University-Level Policy
December 10, 2021; Revised July 15, 2022

Separation Process for Faculty and Staff

[University Policy #6060](#)

RESPONSIBLE OVERSIGHT EXECUTIVE: Vice President for Talent Management and Culture
DATE OF CURRENT REVISION OR CREATION: January 10, 2024

A. PURPOSE

The purpose of this policy is to ensure the timely notification and processing of faculty and staff separations from employment.

B. AUTHORITY

[Code of Virginia § 23.1-1301, as amended](#), grants authority to the [Board of Visitors](#) to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Virginia Department of Human Resource Management Policy 1.70 Termination/Separation from State Service](#)

[Department of Accounts' Commonwealth Accounts Policies and Procedures Manual #50320 Terminations](#)

C. DEFINITIONS

Banner Administrative Information System – The term used to reference the information technology system, Banner Digital Campus. Banner is the administrative software system used to manage student information, financial aid, finance, and human resources at Old Dominion University.

Classified Employee – A salaried employee whose terms and conditions of employment are subject to the [Virginia Personnel Act, Code of Virginia § 2.2-2900 et seq., as amended](#), and who is employed in a classified position.

Department Records Coordinators – Individuals who serve as a liaison between the University Records Manager and their respective department.

Hiring Supervisor – The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate employees, and discipline employees.

Separation – Cessation of employment with Old Dominion University. Types of separation include, but are not limited to, voluntary resignation, retirement, discharge, involuntary termination, layoff, transfer to another State agency, or death while in service.

University Property – Land, facilities, equipment purchased with University or Foundation funds, and other materials that are owned by Old Dominion University or controlled by Old Dominion University via leases or other formal contractual arrangements.

Web Time Entry (WTE) – A web-based system designed to enable employees to submit hours worked and leave information electronically, eliminating the paper submission of time slips, time and attendance forms, leave activity forms, and leave reports.

D. SCOPE

This policy applies to the following types of employees of the University and their supervisors: administrative and professional faculty, teaching and research faculty, and classified or wage staff. This policy does not apply to adjunct faculty, non-instructional part-time faculty, or student employees.

E. POLICY STATEMENT

This policy provides specific procedures to be followed to ensure the timely processing of separations as follows:

- ensure accurate computation of compensation and disbursement;
- facilitate final pay actions;
- protect and account for University property; and
- provide faculty and staff with an opportunity to exercise appropriate benefit options.

F. PROCEDURES

University hiring supervisors are responsible for immediately notifying the Department of Human Resources concerning the separation of faculty and staff. Notification to the Department of Human Resources must occur no later than one workday upon the hiring supervisor's receipt of this information.

An employee is responsible for providing advance notice and written notification of his/her intent to resign to his/her hiring supervisor as soon as the decision has been made to separate from University employment. The written notification should provide an explanation for the separation and must state the effective date of separation, which is the last day the employee will work.

Reasonable advance notice of separation for classified employees is at least two weeks or longer for professional-level positions. As contractual employees, faculty members should make every effort to give the administration adequate time to find a replacement when they desire to leave Old Dominion University.

Upon being notified of an employee's intention to separate, the hiring supervisor shall request the written separation letter. On the bottom of the document, the hiring supervisor should note the date the separation letter was received, sign his/her name acknowledging receipt, and submit the document to the Department of Human Resources immediately. If an employee wishes to rescind the separation notice, the employee shall send a written request to withdraw the separation notification to the hiring supervisor and the Department of Human Resources. The hiring supervisor shall forward the request to withdraw to the hiring supervisor's vice president. The vice president shall decide whether to approve the request to withdraw the notice of separation. The vice president shall notify the employee, hiring supervisor, and the Department of Human Resources if the withdrawal request is approved or denied.

The Department of Human Resources will provide the hiring supervisor with an email message confirming receipt of the separation notice within five business days. The Department of Human Resources will enter the termination of the job record in Banner on or before the separation date or immediately upon receipt if the separation date is on or prior to receipt of notification of employee's separation by the supervisor. This will set off the Employee Separation Workflow, which terminates system access within 24 hours of the separation date.

The hiring supervisor will receive a checklist to ensure that the hiring supervisor's responsibilities for the separation process are communicated and completed in Banner Workflow on or before the separation date, and no later than two business days after the separation date.

Hiring supervisors are responsible for the following checklist actions:

- certifying that all leave activity has been submitted via WTE to the Payroll Office;
- collecting University property;
- directing the return of keys to the Department of Facilities Management;
- referring departing faculty and staff to the Department of Human Resources for benefits information;
- if applicable, ensuring that contractual obligations are fulfilled by the separating faculty member or reassigned as appropriate;
- maintaining all departmental personnel and timekeeping records* in a safe and confidential manner;
- if the separating employee is a faculty member working on projects funded through ODURF, he/she must contact the grant manager before his/her last day of work;
- if the employee is transferring to another Virginia state agency and DID NOT state this in his/her resignation letter, please contact the Department of Human Resources right away.

*Department Records Coordinators are responsible for securing such physical records as are uniquely created, received, and maintained for the position concerned, contacting the Office of Information Technology Services regarding the secure storage of such electronic records, including email, as are associated with the position concerned, and advising the University Records Manager about the separation so that inquiries can be made to ascertain if any litigation, investigations, or Freedom of Information Act requests are in effect that would suspend the routine destruction of records associated with the position concerned.

Also, the separating employee will receive an email message to inform the employee about his/her responsibilities in completing the separation process. The Department of Human Resources is responsible for inactivating the employee's pay status in the Banner Administrative Information System upon notification of an employee's separation. The Department of Human Resources is also responsible for providing timely notification to the Payroll Office of separating employees.

The Payroll Office is responsible for processing final salary payments, processing final leave pay-outs, terminating direct deposits, and terminating employee records in the Banner Administrative Information System.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Recruitment and Employment Manager, Division of Talent Management and Culture

I. RELATED INFORMATION

- [University Policy #3400 - Capital Asset Control](#)
- [University Policy #3700 - Records Management Policy](#)

Protecting Scholars and Researchers from Attacks on Social Media, Message Boards, and Other Online and Offline Forums

Purpose

Old Dominion University (ODU) is committed to protecting academic freedom. Members of the University community must be empowered to rigorously pursue their research and scholarship without fear, coercion, or intimidation. ODU will effectuate an environment where scholars and researchers may teach and investigate challenging or controversial topics. The purposes of this policy are: (1) to protect potential erosion in academic freedom stemming from online or other efforts to defame, attack, or misrepresent the scholarly work of members of ODU's academic community, and (2) to lessen the deleterious impacts such attacks may have on the University's mission.

ODU faculty are members of the University community, members of their respective disciplines, and, more broadly, citizens in a free society. The scope of this policy includes contexts in which faculty researchers or scholars (tenured, tenure-eligible, or non-tenure-eligible; part-time or full-time) communicate information within their area(s) of teaching, research, and service by way of activities such as writing, speech, or mediated communication, including: (1) classroom or laboratory instruction or other instructional activities and (2) research in, publication of, and other communication about faculty areas of teaching and scholarly interest and expertise within the bounds of the University and in extramural settings (e.g., academic and professional conferences, meetings, workshops, field work, press and media interactions, response to inquiries, etc.).

This document outlines the responsible persons and actions to manage and respond to threats to academic freedom, such as trolling, threatening letters or emails, doxing, personal confrontations, and similar behaviors that may have the effect of intimidating or undermining the academic freedom of scholars and researchers. In addition to protecting the faculty member from physical harm or reputational injury, measures taken must also consider the possible subsequent consequences of the attack (e.g., negative impact on scholarly productivity, etc.). Further, ODU supports the academic freedom of its faculty.

Consequently, this document spells out the multilayered and organized approach ODU's faculty, Department/School Chairs, Academic Deans/Center Directors, [Division of Academic Affairs](#), [Office of University Communications](#), [ODU Police Department](#), [Office of Technology Services \(IT\)](#), and [Threat Education Assessment and Management \(TEAM\)](#) will follow to respond to attacks on scholars and researchers.

Responsibilities of the Faculty Member

- a. Call ODU Police at 757-683-4000 or dial 9-1-1 if the faculty member or others are in immediate physical danger.
- b. Call ODU Police at 757-683-4000 to report the incident.
- c. Inform the Department/School Chair of the attack as soon as possible. Research faculty should inform their Center Director.
- d. Document evidence of the attack (e.g., emails, postings, calls, online messages, videos, etc.) and submit it to the Department/School Chair, Academic Dean/Center Director, and the ODU Police

Department so that they can activate campus resources to identify the source of the harassment.

- e. Provide the Department/School Chair with a list of co-authors and collaborators who are also at risk of being targeted.
- f. Assist the Department/School Chair and Dean/Center Director in preparing a statement about the faculty member's position and/or scholarship.
- g. Assist the ODU Police Department with the investigation of the attack.
- h. Work with IT to minimize exposure on social media.
- i. Temporarily suspend personal social media accounts and mute the harasser on personal social media platforms, if relevant.
- j. Forward all media inquiries to the Office of University Communications. Do not answer media questions unless advised to do so by the Office of University Communications.
- k. Do not respond to harassing messages.
- l. Cooperate with the [Office of University Counsel](#) in responding to mandated public record requests under the [Freedom of Information Act \(FOIA\)](#).
- m. Faculty members are encouraged to consult with the [University's Faculty Ombuds](#).

Responsibilities of the Department/School Chair

- a. Reassure the faculty member of the University's commitment to academic freedom and public safety.
- b. Forward the information received from the faculty member to the appropriate Dean/Center Director and provide regular updates to the Dean/Center Director.
- c. Forward all media inquiries to the Office of University Communications. Do not answer media questions unless advised to do so by the Office of University Communications.
- d. Discuss the situation with the affected faculty and assess the level of concern for faculty personal safety. In certain situations, it may be necessary to alert other departmental or school faculty as well, in consultation with the Threat Assessment Team. Assist the ODU Police Department and Threat Assessment Team with their investigation.
- e. Encourage faculty and staff to document and retain any messages they receive.
- f. If the Department/School Chair is the target of the attack, the Dean/Center Director will assume the role ascribed to the Chair in the document.

Responsibilities of the Academic Dean and Center Director

- a. Reassure the faculty member of the University's commitment to academic freedom and public safety.
- b. Forward information from the faculty member to the Threat Assessment Team for evaluation.
- c. Notify the appropriate executive vice president, IT, and the Office of University Communications about the situation.

- d. Work in collaboration with the Division of Academic Affairs and the [Division of Research and Economic Development](#) to propose a plan to protect the affected faculty member.
- e. If the harassment is motivated by the race, ethnicity, religion, gender, or LGBTQ+ identity of the faculty member, the [Division of Talent Management and Culture](#) must be notified.
- f. Work with the faculty member and Department/School Chair to prepare a statement for the Office of University Communications to respond to the situation. If the issue is student-related, work with the Department/School Chair to help students change classes, if necessary.
- g. Work with the Department/School Chair to alter the affected faculty member's teaching schedules, as necessary, based on feedback from the ODU Police Department or Threat Assessment Team.
- h. Provide instructions to front desk staff (e.g., Dean's/Center Director's Office and department/school staff) on how to respond to and direct incoming phone calls.
- i. Provide regular updates to the affected faculty member.
- j. As the situation progresses and/or is resolved, work with the Vice Provost for Faculty Affairs and Strategic Initiatives to assess the potential immediate and long-term impacts of the attacks on the faculty member's productivity, progress toward tenure and promotion, and the selection of external reviewers during the tenure and promotion process.
- k. Forward all media inquiries to the Office of University Communications. Do not answer media questions unless advised to do so by the Office of University Communications.
- l. If the Dean/Center Director is the target of the attack, the appropriate executive vice president will assume the role ascribed to the Dean/Center Director in the document.

Responsibilities of the Appropriate Executive Vice President

- a. If appropriate, the Division of Academic Affairs will prepare and distribute a message to the campus community to affirm the University's commitment to academic freedom and support for the teaching and research produced by the targeted scholar.
- b. The appropriate executive vice president or designee will work with the Dean/Center Director to strategize on measures to minimize the impact of the attack on the faculty member's career advancement.
- c. Work with the Division of Talent Management and Culture to activate the [Employee Assistance Program \(EAP\)](#) so that the targeted faculty member and those affected can receive counseling and/or other forms of necessary support.
- d. Collaborate with the [Division of Student and Campus Life](#) to respond to concerns raised by students.
- e. Work in consultation with the Office of University Counsel to advise affected faculty of their legal rights.
- f. Include the Department/School Chair and Dean/Center Director in discussions of actions that might affect the faculty member's career.
- g. Ensure that the faculty member is allowed to invite a mentor or an advocate to meetings called to discuss critical issues pertaining to the threat.
- h. Assist the ODU Police Department with investigations related to this situation.

Responsibilities of the Office of University Communications

- a. Serve as the point of contact for all media inquiries.
- b. Meet with the faculty member, Department/School Chair, and the Academic Dean/Center Director to review and write key facts.
- c. Collaborate with the faculty member and University leaders to draft statement(s) and develop key messages for target audiences.
- d. Advise the faculty member, Department/School Chair, and Dean/Center Director on strategies to minimize exposure on social media and de-escalate the tension.
- e. Assist the Division of Academic Affairs in developing internal and external communication strategies.
- f. Monitor social media and report findings to the faculty member, Department/School Chair, Dean/Center Director, appropriate executive vice president, Vice President for Research and Economic Development, ODU Police Department, and Threat Assessment Team, as appropriate.
- g. Monitor the news and social media landscape, identifying and sharing top issues with University leadership and key stakeholders.

Responsibilities of the ODU Police Department

- a. Advise the faculty member, Department/School Chair, and Dean/Center Director on appropriate precautionary and safety measures.
- b. Meet with the faculty member, Department/School Chair, Dean/Center Director, to review the investigative process.
- c. Investigate the complaint and report findings, as appropriate.
- d. Guide the faculty member through the process of obtaining any legal remedies available.

Responsibilities of Information Technology Services

- a. At the direction of the ODU Police Department, the Division of Research and Economic Development, and/or the Division of Academic Affairs, temporarily remove personal and contact information on the targeted faculty member and co-authors and collaborators from University websites. Faculty, Department/School Chair, and Dean/Center Director will be informed of this preventive action.
- b. Coach the faculty member, Department/School Chair, and Dean/Center Director on strategies to prevent incoming threatening email messages and preserve personal social media or other electronic evidence.
- c. At the direction of the ODU Police Department or the Office of University Counsel, assist with the retrieval and preservation of ODU evidence (e.g., ODU emails, comments posted on ODU message boards, threatening email messages posted on ODU social media, video evidence, etc.).

Responsibilities of Threat Education Assessment & Management (TEAM)

- a. Review and assess the level and severity of the threat.

- b. Notify the faculty member, Department/School Chair, and Dean/Center Director of the assessment outcomes.
- c. Advise the appropriate executive vice president and the Academic Dean/Center Director on actions to protect the affected faculty member.

Authority

Enforcement of this policy is the responsibility of the appropriate executive vice president, following established University policies and procedures (e.g., the Faculty Code of Conduct, the Faculty Grievance Policy, etc.).

Related Policies

- [Virginia Department of Human Resource Management Policy 1.75 - Use of Electronic Communications and Social Media](#)
- [Board of Visitors Policy #1011 - Freedom of Expression](#)
- [Board of Visitors Policy #1451 - Faculty Code of Conduct](#)
- [University Policy #1002 - Code of Ethics](#)
- [University Policy #1005 - Discrimination Policy](#)
- [Academic Freedom](#)
- [Professional Ethics](#)
- [Resolution Supporting Intellectual Diversity](#)

See Also

- [American Association of University Professors 1940 Statement of Principles on Academic Freedom and Tenure](#)
- [2014 Chicago Principles on Freedom of Expression](#)

- Approved by the president
December 12, 2025

Faculty Code of Conduct

[Board of Visitors Policy](#)

NUMBER: 1451
APPROVED: April 22, 2021
SCHEDULED REVIEW DATE: April 2026

Preamble

Ethical principles refer to general judgments that function as a basic justification for ethical prescriptions and evaluations of human actions. Old Dominion University employs the widely accepted Belmont Report (Belmont, 1979) as its Code to guide researchers in the protection of individuals who participate in research as human subjects. We extend Belmont's three principles protecting human research subjects to frame the Old Dominion University Faculty Code of Conduct, intended to guide faculty and administrators in their mutual protection and in their duty to the community in the course of their activities at Old Dominion University: (1) Respect for persons, (2) Beneficence, and (3) Justice.

Part I of this Code sets forth the responsibility of the University to maintain conditions and rights supportive of the faculty's pursuit of the University's central functions.

Part II of this Code elaborates standards of professional conduct, derived from general professional consensus about the existence of certain precepts as basic to acceptable faculty behavior. Conduct which departs from these precepts is viewed by the faculty as unacceptable because it is inconsistent with the mission of the University. The articulation of types of unacceptable faculty conduct is appropriate both to verify that a consensus about minimally acceptable standards in fact does exist and to give fair notice to all that departures from these minimal standards may give rise to disciplinary proceedings. This Code outlines principles that require interpretation by faculty members who have relevant experience and expertise in areas close to the behavior in question. As such, it lays out principles that require interpretation and application by a faculty member's peers. This Code, and any process for its enforcement, emphasizes faculty members' judgment as preferable to specific rules that are applied more mechanically.

In Part II, a clear distinction is made between statements of (1) ethical principles, (2) expected behaviors, and (3) types of unacceptable behavior.

The scope of this Code is inclusive of all faculty: full-time, adjunct, administrators with faculty appointments, faculty librarians, and research faculty. Usage of the term "faculty" hereafter uses this inclusive definition.

Ethical Principles

A. Respect for Persons

1. Individuals should be treated as autonomous agents holding unique opinions and choices (self-determination). Faculty should refrain from obstructing free speech and

other legally protected rights, and refrain from obstructing each other's actions that are not harmful to others.

2. Due to their position, status, or circumstance, some faculty may have diminished autonomy and require additional protections in order to uphold the principle of respect.

B. Beneficence

1. Do no harm is a fundamental ethical principle guiding researchers, physicians, and the like. Faculty should refrain from actions that injure, damage, or otherwise expose each other to harm.
2. A corollary principle is ethical faculty should conduct themselves in ways that seek to maximize personal benefits for each other, that is, to act in the best interests of each other.

C. Justice

According to Belmont, an injustice occurs "when some benefit to which a person is entitled is denied without good reason or when some burden is imposed unduly" (p. 5). Benefits and burdens should be distributed fairly among faculty, and the criteria determining assignment of benefits and burdens should be transparent, with redress processes clear and respected. Differential treatment should be justified. Ethical faculty and administrators should conduct themselves in ways that maximize fairness and justice for each other.

In summary, faculty members are expected to conduct themselves in a manner, both on campus and in the community, that is in consonance with the University's reputation as an institution of high ethical values. At the same time, the University affirms and protects faculty members' rights to academic freedom, freedom of expression, and due process.

I. Responsibilities of the University

Responsibilities of the University - Rights of Faculty

As an institution of higher learning, a major responsibility of the University and its academic community is to support faculty members in their teaching, learning, research, and professional service activities and to protect them in these functions. The authority to discipline faculty members derives from the shared recognition by the faculty and the University that discipline may sometimes be necessary to preserve conditions hospitable to these pursuits. In outlining expected behavior of its faculty, the University acknowledges that all expectations and discipline of departures from these expectations must be done respecting each faculty member's fundamental rights to Academic Freedom¹, Freedom of Expression², Due Process, and other legal requirements.

Examples of how faculty members enact these rights include, but are not limited to:

- A. Free inquiry and exchange of ideas;
- B. Presenting controversial material relevant to a course of instruction and the faculty member's expertise;

¹ See the policy on Academic Freedom

² Board of Visitors Policy #1011 - Freedom of Expression

- C. Addressing any matter of institutional policy or action when acting as a member of the faculty;
- D. Participation in the governance of the University, as provided in the Bylaws and Policies and Procedures of the Board of Visitors and the regulations of the University, including:
 - 1. approval of course content and manner of instruction;
 - 2. establishment of requirements for matriculation and for degrees;
 - 3. appointment, reappointment, tenure, and promotion of faculty;
 - 4. selection of chairs of departments and certain academic administrators;
 - 5. discipline of members of the faculty, and the formulation of rules and procedures for discipline of students;
 - 6. establishment of norms for teaching responsibilities and for evaluation of both faculty and student achievement; and
 - 7. determination of the forms of departmental governance.
- E. When appropriate, being evaluated or judged by one's colleagues, in accordance with fair procedures and due process, in matters of promotion, reappointment, tenure, and discipline, solely on the basis of the faculty members' professional qualifications and professional conduct.

II. Responsibilities of the Faculty

This listing of faculty responsibilities, ethical principles, and types of expected and unacceptable behavior is organized around the individual faculty member's relation to teaching and students, to scholarship, to the University, to colleagues, and to the community. Since University discipline, as distinguished from other forms of administrative actions, should be reserved for faculty misconduct that is either serious in itself or is made serious through its repetition, or its consequences, the following general principle is intended to govern all instances of its application.

University discipline under this Code may be imposed on a faculty member only for conduct which is not justified by the ethical principles and which impairs the University's central functions as set forth in the Preamble. To the extent that violations of University policies mentioned in the examples below are not also inconsistent with the ethical principles, these policy violations may not be independent grounds for imposing discipline as defined herein. The guiding ethical principle for each section and examples of expected and unacceptable conduct are listed below. Examples of expected conduct listed below illustrate the standards of behavior, whereas examples of unacceptable conduct illustrate conduct that may be presumptively subject to University discipline. Other types of serious misconduct, not specifically enumerated herein, may nonetheless be the basis for disciplinary action if they also violate ethical standards of conduct³ or professional ethics⁴.

Faculty's Responsibilities for Teaching and Students

Ethical Principles: "As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors

³ University Policy #1002 - Code of Ethics

⁴ University Policy #1404 - Professional Ethics

demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom." (AAUP Statement, 1966; Revised, 2009)

The integrity of the relationship between faculty and students is the foundation of the University's educational mission. This relationship vests considerable trust in the faculty member, who, in turn, bears authority and accountability as mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between faculty member and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. Whenever a faculty member is or will be responsible for academic supervision of a student, a personal relationship between them of a romantic or sexual nature, even if consensual, is inappropriate. Any such relationship jeopardizes the integrity of the educational process. Faculty members are expected to treat students with respect, providing guidance and mentoring in a manner that avoids verbally abusive interactions. **In this section, the term student refers to all individuals, whether undergraduates, graduate students, postdoctoral fellows, or other trainees, under the academic supervision of faculty.**

Faculty are expected to:

- A. Encourage student learning both in and out of the classroom;
- B. Demonstrate respect for students as individuals;
- C. Adhere to their roles as intellectual guides and counselors;
- D. Foster honest academic conduct;
- E. Ensure that faculty evaluations of students reflect the students' true merit;
- F. Acknowledge students' significant academic or scholarly contributions in publications, presentations, and other scholarly endeavors;
- G. Protect students' academic freedom;
- H. Avoid or appropriately manage dual relationships with students in a manner that respects their autonomy and the rights of other students;
- I. Where relevant, disclose conflicts of interest;
- J. Meet the responsibilities of instruction and refrain from:
 1. arbitrary denial of access to instruction;
 2. significant intrusion of material unrelated to the course;
 3. evaluation of student work by criteria not directly reflective of course performance;
 4. delay in evaluating student work that is excessive and beyond course and department standards.

- K. Abide by University policies governing discrimination⁵;
 - 1. sexual violence and sexual harassment;
 - 2. nondiscrimination against students on the basis of disability;
 - 3. participating in, tolerating, or abetting disruption, interference, or intimidation in the classroom;
 - 4. verbal abuse or harassment of a student.
- L. Refrain from entering into a romantic or sexual relationship with any student for whom a faculty member has, or should reasonably expect to have in the future, academic responsibility (instructional, evaluative, or supervisory);
- M. Refrain from exercising academic responsibility (instructional, evaluative, or supervisory) for any student with whom a faculty member currently has or has previously had a romantic or sexual relationship. Note: A faculty member should reasonably anticipate future academic responsibility of this nature (instructional, evaluative, or supervisory) for (1) students whose academic program will require them to enroll in a course taught by the faculty member, (2) students known to the faculty member to have an interest in an academic area within the faculty member's academic expertise, or (3) any student for whom a faculty member must have academic responsibility (instructional, evaluative, or supervisory) in the pursuit of a degree.

Faculty's Responsibilities for Scholarship

Ethical Principles: "Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry." (AAUP Statement, 1966; Revised, 2009)

Faculty are expected to:

- A. Practice intellectual and academic honesty in all interactions with students, colleagues, and academic communities, observe the canons of intellectual honesty, and avoid research misconduct and/or intentional misappropriation of the writings, research, and findings of others;
- B. Accurately acknowledge the scholarly contributions of colleagues, students, other trainees, and relevant institutions and affiliations in work that is shared with the larger community;
- C. Practice scholarly activities within their bounds of expertise, making the distinction between public statements of expertise and non-expert personal opinion;
- D. Where relevant, disclose conflicts of interest;

⁵ University Policy #1005 - Discrimination

- E. For full-time faculty members or part-time faculty members whose primary scholarly work was done at Old Dominion University, to acknowledge Old Dominion University as their primary institutional affiliation.

Faculty's Responsibility to the University

Ethical Principles: "As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions." (AAUP Statement, 1966; Revised, 2009)

Faculty are expected to:

- A. Seek above all to be effective teachers and scholars;
- B. Observe the stated regulations of the institution, provided the regulations do not contravene academic freedom;
- C. Maintain their right to criticize and seek revision of the institution's regulations;
- D. Give due regard to their paramount responsibilities within their institution in determining the amount and character of the work done outside it;
- E. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions. They do not engage in activities that may disrupt future research or instruction, such as deleting online course content from University-managed servers.
- F. Observe or abide by University policies and rules governing:
 - 1. intentional disruption of functions or activities sponsored or authorized by the University;
 - 2. incitement of others to disobey or disrupt functions or activities sponsored or authorized by the University;
 - 3. unauthorized use of University resources or facilities for personal, commercial, political, or religious purposes;
 - 4. forcible detention, threats of physical harm to, or harassment of another member of the University community, that interferes with that person's performance of University activities;
 - 5. the professional conduct of faculty, including but not limited to policies applying to research, outside professional activities, conflicts of commitment, clinical practices, violence in the workplace, and whistleblower protections.

Faculty's Responsibility to Colleagues

Ethical Principles: "As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings

and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.” (AAUP Statement, 1966; Revised, 2009)

Faculty are expected to:

- A. Respect and defend the free inquiry of associates, in a manner that respects the Commonwealth of Virginia’s workplace policies;
- B. Show due respect for the opinions of others;
- C. Acknowledge academic obligations;
- D. Strive to be objective in their professional judgment of colleagues;
- E. Accept their share of faculty responsibilities for the governance of their institution;
- F. Where relevant, disclose conflicts of interest;
- G. Make evaluations of the professional competence of faculty members using criteria directly reflective of professional performance;
- H. Act without discrimination or harassment, in violation of University policy and ethical standards;
- I. Act without violation of the University policy, including the pertinent guidelines, applying to non-discrimination against faculty on the basis of disability;
- J. Abide by established rules governing confidentiality in personnel procedures;
- K. Act without misrepresentation of faculty affiliations;
- L. Refrain from behavior that is disruptive to another faculty member’s exercise of their academic freedom, freedom of expression, teaching, scholarship, professional service, or other pertinent academic duties.

Faculty’s Responsibilities in the Community

Ethical Principles: “As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.”

Faculty are expected to:

- A. In their professional roles, participate in their communities in a manner that represents their discipline and which upholds their responsibilities to their students, colleagues, and the institution;
- B. Communicate their credentials accurately;
- C. In public actions, fulfill the obligation to promote free inquiry and the public’s understanding of their subject and the practice of scholarship in their discipline;

- D. Clarify in any communication or correspondence when they are speaking or acting as private persons to avoid the impression that they are speaking for the University or in a capacity of expertise represented in their role as professor;
- E. Observe the University's Code of Ethics and Values across platforms and venues in which communication takes place, including social media and other electronic media⁶;
- F. Where relevant, disclose conflicts of interest;
- G. Comply with criminal laws.

⁶ Virginia State Policy 1.75 - Use of Electronic Communications and Social Media

Professional Ethics

The University subscribes to the AAUP statement below: AAUP 2009 statement on professional ethics of the [American Association of University Professors \(AAUP\)](#)¹.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and state the truth as they see it. To this end, professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates, even when it leads to findings and conclusions that differ from their own. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek, above all, to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision on the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

¹ See related information - Board of Visitors Policy #1451 -Faculty Code of Conduct

- Approved by the Board of Visitors
September 22, 1994
- Revised and Transitioned to University-Level Policy
December 10, 2021
- Revised and approved by the president
February 10, 2026

Freedom of Expression

[Board of Visitors Policy](#)

NUMBER:	1011
APPROVED:	August 27, 1970; Revised April 22, 2022
SCHEDULED REVIEW DATE:	April 2027

Old Dominion University will at all times defend the right of free expression, including the right of free assembly.

This right will be protected on behalf of all persons associated with the academic community - students, faculty, administration, and official guests. No action by an individual or a group which seeks to restrict the exercise of these rights by any other individual or group on this campus will be tolerated.

Old Dominion University will not condone or allow any unauthorized occupation of University facilities, nor will it permit any interference with its normal and regular activities.

No discussion of any issue will be carried on or be conducted under any form of duress, nor will attempts to intimidate, frighten, or otherwise promote by force be tolerated.

The [University's Demonstrations Policy](#) articulates the University's commitment to the free and open exchange of ideas by members of the University community and establishes general provisions for orderly freedom of expression in compliance with Federal and State laws and Board of Visitors Policy.

Resolution Supporting Intellectual Diversity

Whereas higher education should challenge students to think critically, debate, and explore ideas they are not familiar with;

Whereas a free exchange of ideas between students and faculty is the key to learning on a college campus;

Whereas freedom and open debate are the core of what makes learning at a college campus possible, and whereas it is this freedom that sponsors new ideas, fosters debate, exposes students to frames and theories they have never encountered, and challenges core beliefs;

Whereas restrictions on what content is taught in the classroom, what subjects are open to debate, and what ideas students can be exposed to would hamper education at Old Dominion University;

Whereas college and university teachers are citizens, members of a learned profession, and officers of an educational institution, and should be free from institutional censorship or discipline;

Be it resolved that the Faculty Senate of Old Dominion University opposes any administrative or legislative attempts to place restrictions on what ideas and theories can be taught in our classrooms or to restrict open debate and discussion on campus.

Be it further resolved that the Faculty Senate of Old Dominion University believes that Old Dominion University should remain an open marketplace of ideas where free expression is exercised and where diverse views are expressed, and debate of those ideas is encouraged.

- Approved by the president
May 2008

Faculty Teaching Load

1. The standard teaching load at Old Dominion University is 24 load hours for the academic year. Each chair will, in consultation with the faculty member, determine how the equivalent of that load is comprised for that faculty member in the department/school after considering the goals and objectives developed by the faculty member and agreed to by the chair as a part of the annual evaluation process. Such load should be apportioned among teaching, research, administration, and other significant responsibilities approved by the chair. Responsibilities which the chair should take into account include curriculum development, academic advising, supervision of theses and dissertations, supervision of student internships, service in professional organizations, and special community or University services. Copies of the workload apportionment will be provided to each faculty member and forwarded to the dean for approval each semester and to the provost and executive vice president for academic affairs for information.
2. In courses where the credit hours equal the contact hours, one credit hour will be the equivalent of one load hour. Other factors that need to be taken into account in assigning class loads are: class enrollment, number of preparations, preparations for new courses, team teaching, number of honors, tutorials, independent study, or thesis courses, hours of graduate-level courses taught, and the number of registered thesis and dissertation students supervised.
3. In courses that have more contact hours than credit hours (for example, laboratories in some sciences and studio art), faculty compensation shall not exceed 0.75 load hours for each contact hour, assuming that no more than two contact hours per credit hour is, in any case, required. In courses consisting of both lecture and laboratory, only the laboratory will be calculated at 0.75 load hours for each contact hour, and the lecture at one load hour for each credit hour.
4. In the case of nontraditional or unusual teaching experiences such as student teaching, applied music, clinical experiences in an allied health program, or internships, the relationship between teaching time and load hours will be determined on a course-by-course basis by the faculty of the department/school with the approval of the dean and the provost and executive vice president for academic affairs.
5. The University, whenever appropriate, supports and encourages team teaching. Since team teaching allows for collaboration among peers and often results in an enhanced classroom environment or novel course content, there is potential for personal and professional growth for instructors and for broader and more stimulating experiences for students. Professors involved in team teaching will determine their individual contributions to the course and, in consultation with the chair(s) of their department(s)/school(s), calculate their load hours for the course. The total load hours for the team should equal at least the total teaching load hours for the course. However, since team teaching and the administration of assignments and grading may be significantly more time-consuming than for a course taught by one faculty member, the chair(s) may award additional load hours to team members. It is typically necessary for one member of the faculty team to be designated as course director for the semester to coordinate such course administrative activities as recording, completing, and submitting grades.

6. A faculty member's responsibility toward the University includes research and service in addition to teaching. Faculty members may not be assigned a teaching load beyond the standardized load hours per academic year described above without their consent. If the department/school and the faculty member request a teaching load beyond this limit, approval of such a request must be forwarded to the provost and executive vice president for academic affairs on the recommendation of the chair and dean.

- Approved by the president
Revised February 18, 1997; Revised November 17, 1997; Revised April 2003;
Revised March 22, 2013
- Reviewed and No Changes Proposed
May 16, 2022

Policy for the Support of Program Development and Growth in an Online Delivery Format

Policy

Old Dominion University delivers courses in a variety of modalities, and it is the expectation that faculty are able to deliver instruction in all of these different modalities. In support of further advancing online program offerings available to Old Dominion University students, academic units and faculty should be appropriately resourced. This policy explains how departments/schools and other units may receive resources to support the development, instruction, and growth of programs in an online format.

Course Development

For the development of an asynchronous course to be offered online, full-time and part-time faculty will be provided one-course release [In some instances, if release time is not possible, a stipend will be paid directly to the faculty developer]. The course may be developed following the Center for Learning and Teaching's (CLT) course development process and hosted by the designated content management system. A faculty member who, with the support of their department/school, develops an online course independent of CLT will be provided with release time or a stipend after the program/course has been approved by Distance Learning.

The Office of Distance Learning will work with University administrators and departments/schools to identify and agree upon programs to be developed in an online asynchronous format. Distance Learning will work with the academic unit and Academic Affairs to fund each online asynchronous program development initiative.

Course Revision

For the major revision of an asynchronous course offered online, full-time and part-time faculty will be provided a course release of 0.5 of the total credit hours for the course (in some instances, if release time is not possible, a stipend will be paid directly to the faculty developer). The course may be revised following the Center for Learning and Teaching's course development process and hosted by the designated content management system. Department/schools and/or faculty that revise courses independent of CLT will be provided with course release time and/or stipends to support course revision once the revisions have been approved by Distance Learning.

Course revisions that are managed by the Office of Distance Learning will be handled on a program-by-program or a course-by-course basis and integrated into the production/revision cycles available through the Center for Learning and Teaching. Distance Learning will work with the academic unit and Academic Affairs to fund each revision initiative.

Online Delivery Resource Allocation

Students are assessed a \$30 per credit hour fee for technology-delivered courses. Revenue generated from this source will be used to enhance the instructional and technological capacity of the institution. The Division of Academic Affairs will allocate 67 percent of the base technology fee revenue as follows: 10 percent to the Office of the Dean, 50 percent to departments/schools, and 40 percent to the Office of Distance Learning. The remaining 33 percent of the technology fee revenue will be retained by the Office of the Provost for instructional expenses. Colleges, departments/schools, and other units offering

courses in an online format, per the terms of this policy, have the discretion to use the resources to support instructional and other program needs and incentivize the growth of online programs and excellence in online teaching. Academic deans will be responsible for the oversight of the use of funds.

This policy will be reviewed every three years to make necessary adjustments.

- Approved by the president
May 8, 2015; Revised May 2021

Class Audit (Non-Formal) by Faculty, Spouses, College-Age Dependents, and Retired Faculty

Faculty members, faculty spouses, college-age dependents, and retired faculty members may audit classes without charge. Permission of the instructor is required.

- Approved by the provost and vice president for academic affairs
September 5, 2003; Revised May 31, 2005
- Revisions approved by the president
February 10, 2026

Class Attendance by Guests

Statement: The propriety for non-student presence in the classroom will vary depending upon the nature of curricular offerings, dangers inherent to certain classrooms and labs, the optimum classroom environment for each class, and the preferences of each instructor. Guidelines specifying whether non-student guests will be permitted in the classroom, which are consistent with departmental /school policy, will be established for each class by the instructor.

- Approved by the president
March 10, 2000; Revised January 15, 2021

Full-Time Faculty Member as a Degree Candidate

A full-time tenure-track faculty member should not be a degree candidate in the department/school in which they hold a contract. Requests for exception should be made by the department/school chair and must be approved by the dean and the provost and executive vice president for academic affairs.

- Adopted by the Council of Academic Deans
 - Approved by the provost and vice president for academic affairs
- January 25, 1977; Revised February 29, 2012

Faculty Class Attendance[†]

Faculty members are expected to meet classes as scheduled. In cases of an occasional faculty absence, the faculty member should make arrangements to cover the class, and those arrangements should be communicated to the chair.

Any rescheduling of a class other than for an occasional absence is permitted only with the written approval of the dean.

- Approved by the provost and vice president for academic affairs
September 5, 2003; Revised May 5, 2023
- Reaffirmed and approved by the president
January 15, 2021

Scheduling Final Examinations[†]

Final examinations for campus-based courses, if administered, are to be given at the time provided by the [University Registrar's Office](#). Upon request of the instructor, exceptions to this regulation may be made only by the dean. Final examinations are normally scheduled in the classroom where the course has met or on the platform on which the course has been managed throughout the semester.

Final examinations for online synchronous courses, if administered, shall be available for students to complete in a minimum 36-hour window as defined by the professor, including one business day, during the final examination period as defined for that course.

Final examinations for online asynchronous courses, if administered, do not have to be given in the final examination period as defined for that course; however, they cannot be given before the date has passed by which students may withdraw from the course without their instructor's permission. There is therefore no specific day/time reserved for final examinations in asynchronous courses, but students must have at least 36 hours, including one business day, to complete proctored or unproctored final exams for those courses.

Any student who has three examinations scheduled in one calendar day and is unable to resolve the problem informally with their instructor(s) may petition the chair or dean for relief.

All examinations are to be retained for one year by the instructor of record. In the event of separation from the University, the instructor will give the examinations to their department/school to retain.

- Approved by the provost and vice president for academic affairs
September 5, 2003; Revised May 5, 2005; Revised July 14, 2006
- Revisions approved by the president
May 2, 2016; Reaffirmed January 15, 2021
- Revisions approved by the president
February 10, 2026

Student Meeting Hours with Faculty[†]

Faculty members are responsible for setting aside defined meeting hours, including by appointment, so that students and other faculty may confer with them. These hours should be communicated on the course syllabus and in other appropriate ways to students and departmental/school office personnel. Under certain circumstances and with the approval of the department chair or designee, flexible appointment times may be substituted for defined student meeting hours. Deans and department/school chairs are authorized to require faculty to designate a minimum number of hours per week in the context of the faculty member's teaching responsibilities.

- Approved by the Provost and Vice President for Academic Affairs
September 5, 2003; Revised May 5, 2005; Revised May 5, 2005
- Revisions approved by the President
August 18, 2025

Course Syllabi[†]

By the start of each semester, the instructor will provide the students with a syllabus in either electronic or hard copy form. Exceptions to this must be approved in writing by the dean. Course descriptions are found in the [Undergraduate](#) and [Graduate](#) Catalogs.

The syllabus should include: Course Number(s); days, times, and location of the class if applicable; student meeting hours; office location, if applicable; the Catalog description for the course; an outline of the material to be covered during the semester; course objectives; course expectations of students; a statement about academic integrity and accountability; the instructor's requirements for student participation; required and optional textbooks/readings; assignments; the instructor's grading system and grading rubric, if applicable; the attendance policy for the course; available academic support services; instructor's AI usage policy; and an accommodation statement. Faculty should consult with the [Office of Educational Accessibility](#) website and include one of the recommended statements regarding reasonable accommodations for students with disabilities.

Course syllabi are available through the office of the academic unit offering the course.

- Approved by the President
December 1981; Revised October 22, 2015
- Reaffirmed by the President
January 15, 2021
- Revisions approved by the President
August 18, 2025

Class Rosters[†]

Electronic class rosters are available at www.leonline.odu.edu and are current as registrations occur. Faculty who have students attending class who are not on the roster must refer these students to the University Registrar, as they are not officially registered, have not paid tuition, and will not be counted in the faculty workload reports. Faculty are advised not to permit students who are not on the class roster to attend class if they are not officially registered once the drop/add period has ended each semester. The course instructor may approve late registration by signing a drop/add form if the semester has not yet ended. Permission to add a course past the end of the semester must be approved by both the instructor and the department/school chair; if the department/school chair is the instructor, the request must be approved by both the instructor and the dean or designee.

- Approved by the provost and vice president for academic affairs
September 5, 2003; Revised July 16, 2008; Revised January 15, 2021

Final Grade Submissions[†]

The University believes that regular assessment of students and feedback to them is essential to effective teaching and learning.

All faculty must report final grades through the Vice Provost and University Registrar's secure website by the published deadlines. Official grades are maintained in the Office of the Vice Provost and University Registrar.

Faculty may make grades available to students through the learning management system or in person. Faculty should not post class rosters outside offices, in classrooms, on publicly available websites, or in other public areas. Students should be encouraged to view their posted grades through the Vice Provost and University Registrar's secure website (www.leonline.odu.edu).

Student records are protected by the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#). In no case should the student's name, social security number, or any other personally identifiable information be posted or released verbally or in written format to anyone other than the student. Students should be referred to the Office of the Vice Provost and University Registrar for official release of information.

- Approved by the Provost and Vice President for Academic Affairs
September 5, 2003; Revised July 16, 2008; Revised January 12, 2020;
Revised January 15, 2021; Revised November 17, 2022
- Revisions approved by the President
February 10, 2026

Grade Appeals: Policy and Procedures[†]

I. Policy and Purpose

- A. The purpose of the grade appeal procedure is to serve the needs of graduate and undergraduate students who believe that they were unjustly awarded a final course grade by a faculty member through prejudice or caprice. This policy applies to the final grade for the award of academic credit and does not apply to graduate and undergraduate examinations that are administered as part of the degree progression and certification processes (such as comprehensive examinations and candidacy examinations at the graduate level).
- B. The basis for a grade appeal is the student's charge that the final grade was awarded through prejudice or caprice. The burden of proof rests with the student.
- C. Students must initiate the first review of the appeal within 45 days of the official end of the semester in which the grade was awarded. For grades awarded and appealed from the fall and summer semesters, the entire appeal process must be completed before the official end of the next semester; the entire appeal process for grades awarded and appealed from the spring semester must be completed before the official end of the next fall semester.

II. Procedure

Prior to initiating a formal appeal, the student must attempt to consult with the instructor to request an explanation of the method of evaluation and to determine whether an error has been made. This consultation may be face-to-face, via email, phone, or video conference if both agree, and efforts to consult with the instructor must be documented by the student. If at any point in the appeals process, the student and instructor, or the student and a subsequent appeals body, agree that a grade of *P* is acceptable, that grade shall be assigned for the course, and the appeals process will conclude. At all stages of the grade appeal processes outlined below, the instructor and student shall be notified of any actions recommended or taken by the chair, Grade Appeal Review Committee, dean (or designated associate dean), or provost and executive vice president for academic affairs (or designated vice provost).

A. First Review of Appeal

1. If the student is not satisfied with the results of the consultation with the instructor, or the instructor is not available as described in Section IV.B, then the student may file a grade appeal. The chair of the department/school in which the instructor is teaching will conduct the first review of the student's appeal unless the instructor is the department/school chair. The student's case must be presented on the [Grade Appeal Form](#) with supporting documents/explanations to the instructor's department/school chair within 14 days of the consultation with the instructor.
2. The student's Grade Appeal Form should (1) state specific reasons and give examples of faculty prejudice or caprice, (2) show that prejudice or caprice affected the awarding of the final course grade, and (3) be presented as a complete package and include all other supporting documentation.
3. The chair shall notify the instructor of the appeal and provide the instructor with copies of the form and other documents that were submitted. The chair or dean (or designated associate dean) shall also request a response from the instructor that

should include, at a minimum, the course syllabus, grade distribution for the course, attendance policy, the grading plan for the course, and other grading rubrics.

4. The chair shall review all documents and may hold a hearing where both the instructor and student are present (see Section V for guidelines for hearings). No other persons will attend the hearing, and the hearing must be recorded.
5. If the chair concludes that there is no cause for complaint, the student and the instructor will be notified in writing of the decision within seven days of receipt of the request for an appeal and the supporting documents. The student may request a second review of the appeal (see Section II.B for details).
6. If the chair concludes that there is a valid cause for the complaint, the chair should consult with the instructor and student and attempt to mediate the dispute by working with both parties to agree on an appropriate course grade. Among the alternatives available for resolution of the case will be the assignment of the grade of **P** if the chair, the instructor, and the student express their agreement in writing. If the instructor and student agree to a grade change or to award a grade of **P**, the instructor will make the official grade change.
7. If mediation fails, the chair will notify the College Grade Appeal Review Committee of the need for a review and submit all documents to the Committee. The instructor and the student will be notified of this action.
8. The chair will ask the College Grade Appeal Review Committee to appoint the reviewers within five working days (see Section III for the composition of the Committee).
 - a. The faculty and the student who form the Grade Appeal Review Committee will notify the instructor and student involved in the appeal when the review will take place and request the needed documents.
 - b. The Grade Appeal Review Committee will review the documents, consult with relevant parties as needed, and determine if there is sufficient evidence in the documents to support the student's appeal or if more information is needed, in which case a hearing with the student and instructor may be held (see Section V for details about the hearing). The review and hearing must be scheduled within 15 days of the receipt of the materials by the Committee.
 - c. If the Grade Appeal Review Committee finds that there is sufficient evidence that the grade was awarded with prejudice or caprice, they may consult with the instructor to suggest a grade change and provide a rationale for that decision. The decision and rationale must be provided in writing to the instructor. The final outcome of the Committee's review will be documented and communicated to the instructor, the student, the department/school chair, and the dean.
 - d. If the Committee finds on behalf of the student and recommends a change of grade, and the instructor refuses to change the grade but is willing to assign a grade of **P**, then the Committee will consult with the student about the advisability of accepting a **P** grade. Should the student agree to accept a grade of **P**, the instructor will make the official grade change.

e. If the Committee finds on behalf of the student and recommends a change of grade, and the student is unwilling to accept a grade of *P*, the dean will review and make a recommendation to the provost and executive vice president for academic affairs. The provost and executive vice president for academic affairs (or a designated vice provost) will submit the recommended grade change to the University Registrar. Only the provost and executive vice president for academic affairs (or designated vice provost) is authorized to change an instructor's grade. The instructor, chair, student, and dean will be notified. The provost and executive vice president for academic affairs' decision will be final.

f. If the Committee finds on behalf of the instructor, the original grade will stand, and the instructor and the student will be notified.

9. If the instructor is the department/school chair, the student will submit the Grade Appeal Form and documents to the dean (or designated associate dean), and the dean (or designated associate dean) will conduct the first review following the procedures described in Section II.A.1-8.

10. If the instructor is a dean or vice president, the student will submit the grade appeal form and documents to the chair of the department/school in which the dean or vice president is teaching the course.

B. Second Review of Appeal

1. The student may request a second review of the appeal if the conclusion of the first review is that there is no cause for complaint. The request for a second review must be submitted within seven days of the denial of the first review. The student should request in writing that the person responsible for conducting the first review forward the grade appeal package to the person responsible for conducting the second review. The instructor is notified of this action.

2. When the instructor is a faculty member, the dean (or designated associate dean) is responsible for conducting the second review. If the instructor is the chair and the dean (or designated associate dean) conducted the first review, the provost and executive vice president for academic affairs (or designated vice provost) is responsible for conducting the second review. If the instructor is a dean or vice president and the chair of the department/school in which the dean or vice president is teaching conducted the first review, the provost and executive vice president for academic affairs (or designated vice provost) is responsible for conducting the second review.

3. The second review shall follow the same procedures as the first review, as described in Section II.A.1-4.

4. If the person to whom the second review is submitted concludes that there is no cause for complaint, the student and the instructor will be notified in writing that the grade appeal process is complete. No further appeal will be allowed.

5. If the person to whom the second review is submitted concludes that there may be a valid cause for the complaint, the procedures as described in Section II.A.6-8 will apply.

III. Grade Appeal Review Committee

A. Committee Composition and Duties

1. Each college will create a Grade Appeal Review Committee that has one representative from each department/school in the college and a list of potential student members. If an appeal is heard, the dean will select two faculty members and one student from these lists.
2. Representatives must be full-time tenured or tenure-track faculty in an academic department/school elected by the department/school faculty. At least two Committee members shall be tenured. No administrator, such as a chief departmental advisor or graduate program director, shall be eligible to serve on the Committee.
3. Terms of service will be for two years. Members may be re-elected for an additional two-year term.
4. At the beginning of each academic year, each department/school in the college will submit a list of full-time students who are eligible and willing to serve on the Committee. This list will be formulated each year. When needed, one student will serve on a review Committee.
5. The Committee will select its own chair and develop guidelines for the review process and procedures.
6. Two faculty members and one student selected from the names submitted by each department/school will review the appeal, including documents from the student filing the appeal and the instructor of record. Neither the faculty members nor the student member shall be from the instructor's or the student's department/school.
7. Both the instructor and the student will have the right to challenge, for valid cause, any or all of the members of the Committee, and in that event, replacements will be appointed, and no further challenge will be permitted.

IV. Instructors' Responsibilities and Rights

A. The following are guides for the instructor's responsibilities and rights.

1. Instructors have a responsibility to meet with students to explain the course grading procedure and the process for determining the final grade.
2. When requested, instructors must provide the documents requested for review at all levels. These documents will include, at a minimum, the course syllabus, grade distribution for the course, attendance policy, and grading procedures for course tasks with rubrics. Other documents may be included or requested.
3. The instructor must assist in making arrangements for a hearing when one is needed.
4. Instructors have the responsibility to participate in a grade appeal.
5. No instructor shall be forced or coerced into making a grade change.

B. Unavailable Instructors

1. In the event a student makes documented efforts to consult with an instructor and is unable to find the instructor or does not receive a response, the student shall seek assistance from the chair.
2. When the chair has made reasonable efforts to contact an instructor whose final grade is being appealed and is unsuccessful, the Grade Appeal Review Committee and chair will independently review available materials and reach a consensual decision. In the event that these two reviews reach different decisions that are not reconciled, the provost and executive vice president for academic affairs (or designated vice provost) will make a final decision. No other appeal can be made.
 - a. If the decision is in favor of the student, and the student is not willing to accept a grade of *P*, the provost and executive vice president for academic affairs (or designated vice provost) will submit the recommended grade change to the University Registrar. Only the provost and executive vice president for academic affairs (or designated vice provost) is authorized to change an instructor's grade upon the recommendation of the College Grade Appeal Review Committee.
 - b. If the decision is not in favor of the student, the instructor's original grade will remain.
3. In the event of an instructor's unavailability due to death, serious illness, or any other cause that would prevent the instructor from participating in the process in time for the process to be completed during the designated semester, the procedure in Sections II.A.1 and IV.B.2 will be followed.

V. Procedures for Hearings

A hearing involving the faculty member and the student may be held at any level of appeal.

- A. After the Grade Appeal Review Committee reviews the appeal form and supporting documents and the instructor's documents, a hearing may be held to clarify issues and/or to receive further evidence. Both the student and the instructor may submit additional materials at the hearing.
- B. Hearings may be held at any level only when both the instructor and the student can participate. No other persons may attend this hearing.
- C. The conclusions, decision(s), and a rationale for these must be disseminated in writing to the instructor and to the student.
- D. If either the instructor or the student believes that the established procedures for the appeal of grades have not been followed, an appeal for an additional hearing may be made to the dean (or designated associate dean), or when the chair or dean is the instructor, to the provost and executive vice president for academic affairs (or designated vice provost). The only basis for an appeal will be the failure to have been provided due process as prescribed by the policy.

VI. Records

- A. If the grade appeal concludes after the first review, the original Grade Appeal Form and all decision letters for each level of review will be kept in a secure location in the department/school chair's office for a minimum of one year.

- B. If the grade appeal advances to the second level, the original Grade Appeal Form and all decision letters for each level of review will be kept in a secure location in the dean's office for a minimum of one year.
- C. Recordings of hearings will be kept in the department/school chair's office or the dean's office for a minimum of one year.

VII. Assignment of P Grade

A **P** grade established under this policy at any stage of the grade appeal process will be given irrespective of the University policy on hours permitted for **P** grades or restrictions on when a **P** grade is permissible, and will not prevent progression in the degree program or courses for which this course is a prerequisite.

- Revisions approved by the President
May 2, 2016; Revised February 13, 2018; Revised May 16, 2022

Student Complaint Procedure[†]

The University subscribes to the following [2009 statement on professional ethics](#) of the [American Association of University Professors \(AAUP\)](#), according to which “As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.” The University recognizes that the instructor has the authority to maintain appropriate classroom behavior and respects the academic freedom of the faculty (see policy on [Academic Freedom](#)). The University will not normally interfere with the content or style of teaching activities. The University recognizes the responsibility to establish procedures for addressing student complaints about faculty conduct that is not protected by academic freedom and not addressed in other procedures (see [Board of Visitors Policy 1502 - Student Rights and Freedoms](#)).

This procedure describes how students may formally complain about inappropriate faculty behavior in formal academic, professional, or research settings. Student-initiated complaints in other areas, including grade appeals, sexual harassment, disability accommodations, and discrimination, are covered under separate policies and are not included in this procedure.

I. General Provisions Procedures

A. Determination of Appropriate Procedure.

The student is responsible for filing the complaint under the proper procedure. Complaints should only be filed using this procedure if there is no other provision available. *Failure to follow the appropriate procedures may result in the complaint not being heard.*

B. Student Complaints and Concurrent Procedures

The act of filing a complaint under this procedure will not normally delay any pending process or procedure involving the student and/or faculty member. Normally, any concurrent process or procedure will move forward independently of the student complaint, though it may be delayed for good cause as determined by the appropriate University official(s).

C. Retaliation

No student who files a complaint under this procedure shall be subject to any form of retaliation by any person, department/school, program, or college.

II. Procedures

A. STEP 1 – Informal Resolution.

Students must first attempt to resolve complaints informally. Given the nature of complaints covered by this procedure, it is expected that in all but the most unusual circumstances, students will first raise the issue with the faculty member. In the event this is not feasible, the student will contact the department/school chair. In instances where there is no department/school chair, the student should contact the program director.

B. STEP 2 – Formal Complaint.

If the issue is not resolved informally, the student may contact the department/school chair or program director if there is no chair. In instances where the chair is the subject of

the complaint, the student should contact the academic dean of the college to which the chair is assigned. The student must contact the chair (or program director if there is no chair or dean if the chair is the subject of the complaint) within 30 business days of the action from which the complaint arises, or the complaint will be barred. The chair or dean has the discretion to accept a complaint filed after this deadline for good cause. The complaint must be submitted in writing on the [Student Complaint Procedure Formal Complaint Form](#) and contain:

1. The student's name and University Identification Number,
2. The faculty member's name, the course subject area prefix, and the number,
3. A detailed description of the nature of the complaint,
4. A detailed description of attempts at informal resolution with the faculty member and chair or program director,
5. A detailed description of the relief sought.

C. STEP 3 – Investigation.

The chair may designate a faculty member to investigate the complaint. If the chair is the subject of the complaint, the student shall contact the dean, who will designate a faculty member to investigate the complaint. The person investigating the complaint will meet, either independently or collectively, with the student and the person who is the subject of the complaint within 10 business days from the filing of the complaint. The decision should be issued in writing to the student and the faculty member within 20 business days of the date the complaint is filed.

The complaint process is not intended to be an adversarial hearing, and both the interviews of the student and the faculty member will usually be conducted without the other present.

D. STEP 4 – Appeal Procedure.

1. If the student is not satisfied with the resolution in step 3, the student may file a formal appeal with the appropriate academic dean. The appeal must be filed within five business days after the decision in Step 3 has been sent. The dean has the discretion to accept a complaint filed after this deadline for good cause.
2. The appeal must be submitted in writing on the [Student Complaint Procedure Formal Appeal Form](#) and contain:
3. The student's name and University Identification Number,
4. The faculty member's name, the course subject area prefix, and the number,
5. A detailed description of the nature of the complaint,
6. A detailed description of attempts at resolution with the faculty member and chair or program director,
7. A detailed description of the relief sought,
8. A copy of the chair's (or program director's) findings and supporting documents. No new information is permitted.

III. Records

- A. If the complaint concludes after Step 3 above, the Student Complaint Procedure Formal Complaint Form and all related documents will be kept in a secure location in the department/school chair's or program director's office for a minimum of three years after the last action.
- B. If there is an appeal, the Student Complaint Procedure Formal Complaint Form, the Student Complaint Procedure Formal Appeal Form, and all related documents for each level of review will be kept in a secure location in the dean's office for a minimum of three years after the last action.
 - 1. The dean shall provide the faculty member and the chair or program director a copy of the appeal.
 - 2. The dean may consider the appeal or appoint a faculty member to consider the appeal. The person appointed shall not have been involved as a decision maker in Steps 1-3 above.
 - 3. The person considering the appeal shall review the materials and issue the finding within 30 business days from the date the appeal is filed. The review of materials will generally occur outside the presence of the complainant and respondent, and it will be limited to a review of the record. The person considering the appeal may interview any person, such as the original decision-maker, as needed.
 - 4. The person making the decision shall first determine whether the conduct in question is protected by academic freedom and whether the student's complaint is best addressed by this process.
 - 5. At the end of the review, a written decision will be issued. A copy of the decision will be sent to the complaining student, the faculty member, and the chair or program director.
 - 6. The decision by the designee of the dean is final.

- Approved by the president
May 13, 2011; Revised May 16, 2022

Attendance at Commencement[†]

Attendance at commencement exercises is an important way for faculty and faculty administrators to celebrate the achievements of our students. While it may be difficult to attend every commencement due to other obligations, it is a service expectation that faculty and faculty administrators attend at least one commencement per year. Academic unit leaders should encourage faculty and administrators to attend commencement.

- Approved by the Provost and Vice President for Academic Affairs
September 5, 2003
- Revisions approved by the President
August 18, 2025

Outside Employment[†]

Statement: This policy recognizes the necessity of providing some opportunities for approved outside employment by full-time faculty, but also recognizes the need for the University to be sure that faculty are devoting their full attention and energy to supporting the instructional, research, and service programs of the University. The intention of this policy is to ensure that there is no conflict of interest between a faculty member's outside employment activities and the job for which they are being employed at the University.

- A. Deans and department/school chairs should review their areas to ensure that no situations exist where faculty are doing work that would interfere with the completion of their University duties. The same level of attention should be devoted to assuring that there is no misuse of University equipment, supplies, or facilities by faculty.
- B. Guidelines
 1. Work supported by grants and contracts awarded to the University does not constitute outside activity.
 2. The outside employment should not exceed 20 percent of the faculty member's time per week.
 3. A faculty member who engages in outside employment will not use the name of the University in such a manner as to suggest institutional endorsement.
 4. The department/school chair and dean shall review each outside activity. Requests that clearly interfere with the faculty member's ability to fulfill their responsibilities to the University will not be approved. If a request is denied, the faculty member should receive a written explanation of the basis for the denial. If the chair or dean does not approve a particular activity, the faculty member may appeal to the provost and executive vice president for academic affairs. In the instances where University services, supplies, or equipment are to be used, the faculty member must notify the chair of what facilities are to be used and why they are needed.
 5. No faculty member may engage in part-time or full-time teaching for another institution during the semesters they are employed by the University without prior approval of the provost and executive vice president for academic affairs. Any faculty member who accepts a full-time position elsewhere without prior approval will be considered to have resigned from their position with the University.
 6. If University space, services, supplies, or equipment are to be used to perform the outside activity for compensation, and where the work is in the interest of the University, permission must be obtained from the Division of Academic Affairs ([form link](#)) and arrangements made for payment of a reasonable fee for such use. University nonfaculty personnel will not be used to support outside employment activities by the faculty.
 7. Each college's annual report will include a summary of the college faculty's outside employment activities.

- Approved by the Board of Visitors
April 22, 1971; Revised September 26, 1972; Revised September 14, 1984;
Revised April 26, 2013 (effective June 1, 2013)
- Transitioned to University-Level Policy
December 10, 2021

Faculty Incentive Options Policy[†]

Statement: Incentive options provide opportunities to recognize and reward a faculty member's contributions to the overall objectives of Old Dominion University and to enhance the recruitment and retention of exceptional faculty.

I. Application

This policy applies to full-time instructional and administrative/professional faculty.

II. Types Of Options

- **Hiring Incentive** - applies to new faculty agreeing to work for a specified period of time. A formal agreement must be executed, which includes requirements for satisfactory performance and payback if terms are not met.
- **Retention Incentive** - applies to current University faculty agreeing to continue to work for a specified period of time. A formal agreement must be executed, which includes requirements for satisfactory performance and payback if terms are not met.
- **Recognition Incentive** - to recognize faculty for exceptional performance, special acts, or innovative ideas. In addition to performance-related incentives, recognition awards may also be provided for employee appreciation and for team accomplishments.

III. Approval Process

The president and the vice presidents have the discretion to award incentives to faculty for their contributions to the University.

Vice presidents are responsible for submitting nominees to the president for recruitment and retention incentives when warranted.

IV. Payroll-Related Issues

Incentives cannot be added to the faculty's base pay. Incentives are considered income for the faculty and will be taxed accordingly. The University may not increase incentive totals by the amount of payroll taxes normally deducted from the faculty's pay.

V. Payment Schedule

Faculty may choose one of two methods for the payment of the incentive:

- Lump sum payment.
- Scheduled payments over a designated number of paydays within the fiscal year.

- Approved by the president
July 1, 2001

Manner and Schedule of Payment to Faculty and Faculty Administrators

Faculty on 12-month contracts and faculty administrators are paid semi-monthly over a 12-month period. Faculty with academic year appointments are also paid over 24 pay periods for 12 months. Payments are issued by Old Dominion University through the Office of Finance. Part-time faculty teaching during regular semesters and the summer session are paid on a modified schedule of payments available from the Division of Academic Affairs.

Direct deposit is mandatory for all newly hired employees and is strongly encouraged for all employees as a means to address many of the logistical issues associated with payment distribution. The form required to [establish direct deposit](#) is available on the Old Dominion University website. Additional information regarding direct deposit can be obtained by contacting the Office of Finance.

Extra Compensation in Off-Term Sessions

Full-time faculty members may teach in the off-term session¹ and earn extra compensation. The rate for full-time off-term employment, including research employment, shall not exceed the weekly equivalent (1/39th) of the full-time academic year salary of the individual staff member, nor may the total salary payments in the off-term exceed 13/39 or 1/3 of the normal academic year salary. Six semester hours is normally considered a full teaching load in the off-term. Full-time faculty members' off-term salaries are calculated according to a step-by-rank schedule available from the Division of Academic Affairs.

- Approved by the president
October 1, 2003

¹ Off-term is the semester or session not covered by the faculty member's contract. Refer also to the section of this *Handbook* on Alternative Contracts for 10-Month Faculty [formerly "Faculty Performance Period"].

Conflicts of Interests Arising from an Employee's or Family Member's Financial Interests, Employment at, or Representation of Old Dominion University (University Policy #6220)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6220>

Revised on December 15, 2025

Disruptive Behavior Policy for Faculty and Faculty Administrators

Statement: Ensuring workplace safety is of vital importance. All members of the Old Dominion University community have an investment in fostering productive working relationships. Disruptive behavior will not be condoned by any faculty member or administrator.

Disruptive behavior may include verbal threats, harassment, non-verbal inferences which are viewed as intimidating, stalking, and other activity which interferes with the safe and effective operation of the university. Faculty members and administrators who engage in disruptive behavior will be sanctioned under the appropriate standards of conduct.

Additional information can be found in the [Faculty Code of Conduct](#) and the [Commonwealth of Virginia policy on Civility in the Workplace](#).

- Approved by the president
July 18, 1995; Revised January 15, 2021

Advisory Councils

(Board of Visitors Policy #1840)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1840>

Institutional and Individual Memberships in Professional Organizations, Civic Organizations, and Social Clubs

(University Policy #1060)

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/1000/1060>

ODU Faculty Receiving Nationally Competitive Fellowships

It is the policy of the University to encourage and support faculty who apply for and receive nationally competitive fellowships that provide a significant portion of their salary (e.g., Fulbright, NEH, NEW, German Marshall, etc.). The goal of this policy is for faculty members to remain on contract, receiving their current salary and full benefits. The assumption on which the policy is based is the reality that, while providing outstanding recognition for ODU faculty, these fellowships pay less than the average faculty member's current salary.

The following are the procedures and terms for full-time faculty members receiving such fellowships:

- A. If a faculty member is applying for a fellowship, they must consult the chair and dean to allow them to plan for future semesters and to be assured that the fellowship being sought meets the criteria of this policy (e.g., nationally competitive). In addition, there may be a limit to the number of fellowships supported over a period of time for one person. When the University's share of the faculty member's salary exceeds 50 percent, full benefits will be paid. If the University's share is less than 50 percent, the specifics will be dealt with on an individual basis at the point of application.
- B. If the granting agency will pay the award directly to the University, then the faculty member remains on their current salary, and the department/school/college will use the award as purchase release time to support the department/school and college in which the faculty member resides.
- C. If the granting agency (e.g., Fulbright) will only pay the faculty member directly, then the University will top off the award so that the faculty member maintains their current salary. This will be based on the stipend amount only.
- D. Fellowship money provided for maintenance and travel expenses is to be excluded from these calculations.
- E. These policies do not apply to faculty receiving fellowships for the summer only, as faculty are not on contract with the University.
- F. Faculty members must return for one year of full-time University service following the period of the fellowship. Therefore, those on terminal contracts are not eligible.

- Approved by the president
June 6, 2002

Faculty Exchange Between Norfolk State University and Old Dominion University

To encourage and facilitate exchange of faculty between Old Dominion University and Norfolk State University, a department chair or dean from either institution may request that a faculty member in a comparable department at the other institution teach a course or provide service. If an agreement is reached, the course taught at the other institution will be considered part of the faculty member's regular load, and the faculty member's teaching load at the home institution will be reduced accordingly. Copies of the agreement will be forwarded to the appropriate vice president for the purpose of record-keeping.

During the summer session, 10-month faculty from the other institution may be paid directly by the borrowing institution.

- Approved by the president
October 1, 2003
- Revisions approved by the president
February 10, 2026

Department Chair[†]

1. The department chair¹ is an administrative officer of the University and the chief executive officer of a department. The chair has primary responsibility for the development of quality programs in instruction, research, and professional service within the department.
2. Within the context of University and college policy and governance structure, the chair's responsibilities include, but are not limited to, the following:
 - a. The administration of University and college policies at the departmental level;
 - b. The development of departmental short- and long-range plans and the evaluation thereof;
 - c. The definition of the role of the discipline and department in the college and University and of its relationship to the needs of the community and state;
 - d. The development of departmental curricula;
 - e. The maintenance of an effective advising system within the department;
 - f. The preparation and administration of the departmental budget;
 - g. The administration of the departmental office and facilities, and the supervision of the departmental staff;
 - h. The provisions of leadership in the development of faculty in teaching, research, and professional service;
 - i. The evaluation of faculty performance in teaching, research, and professional service, and of all departmental staff;
 - j. The promotion of an effective equal opportunity/affirmative action program within the department;
 - k. The recruitment and reappointment of faculty and the recommendation of them for tenure, promotion, and salary increases;
 - l. The promotion of the welfare of faculty, staff, and students;
 - m. The maintenance of liaison with other academic and administrative units of the college and University, and with appropriate external agencies.
3. The chair shall be a full-time member of the department appointed by the dean after a survey of the department's full-time faculty and with the approval of the provost and executive vice president for academic affairs. In the case of internal appointments, except in the absence of a viable candidate or reasonable consensus among the faculty, the chair shall be a tenured member of the department.
 - a. The chair normally serves a three-year appointment. When the term of a chair is ending, the dean shall notify the department no later than **February 1** and invite anonymous written comments on the chair's performance from all full-time faculty of the department. Such response shall be submitted on a survey instrument appropriate to the department, to be developed by the dean in consultation with the Promotion and Tenure Policy Committee of the Faculty Senate and with the provost and executive vice president for

¹ Refer also to the Policy for Chair Evaluation earlier in this section.

- academic affairs. The dean, taking into account the survey results, shall recommend to the provost and executive vice president for academic affairs either
- (i) reappointment of the incumbent chair,
 - (ii) appointment of a new chair from within the department, or
 - (iii) appointment of a new chair to be recruited from outside the department.
- b. Subsequent to the approval of the recommendation by the provost and executive vice president for academic affairs, the dean shall make a written report to the departmental faculty, summarizing important conclusions of the evaluation and announcing the decision.
 - c. A person normally may serve no more than two consecutive terms as chair; however, if the departmental survey reasonably supports such a conclusion, the dean may reappoint for one additional term, subject to the approval of the provost and executive vice president for academic affairs. Appointments exceeding three consecutive terms may be made only in extraordinary circumstances with the approval of the provost and executive vice president for academic affairs and the president, and with a full explanation to the faculty of the department of the reasons, therefore.
 - d. Termination of a chair's appointment prior to its normal expiration date may be effected by the dean for reasonable cause, subsequent to consultation with the faculty of the department and approval by the provost and executive vice president for academic affairs.
4. The annual evaluation of the performance of all chairs is the administrative responsibility of the dean and will be conducted by the dean. The evaluation shall be based on the annual identification and accomplishments of each chair's goals and objectives established in collaboration with the dean and conducted each spring prior to the salary adjustment process. Deans are encouraged to solicit anonymous comments from all full-time faculty in the department. The evaluation results shall be discussed with the chair and reported to the provost and executive vice president for academic affairs.
 5. The chair does not hold tenure in the administrative office. In cases in which persons are recruited from outside the University to serve as chairs, recommendations for academic tenure effective upon initial appointment shall normally follow the established tenure review process. If time constraints preclude full employment of the regular tenure review process, academic tenure on initial appointment will be recommended by the president to the Board of Visitors if
 - a. The dean so recommends after consultation with the tenured faculty of the department, and
 - b. The provost and executive vice president for academic affairs approves.
 - Approved, as revised by the Council of Academic Deans
May 1978
 - Revisions approved by the president
January 9, 1990; Revised February 27, 2007
 - Reviewed and No Changes Proposed
April 20, 2022

Graduate Program Director[†]

I. Introduction

The primary role of the graduate program director is to ensure the academic integrity of graduate degree programs in their academic program area. First and foremost, a graduate program director is charged with determining that policies and procedures outlined in the [Graduate Catalog](#) are followed by all program area faculty and students. Second, but of equal importance, a graduate program director facilitates faculty engagement around critical program functions such as recruitment, admission, and retention practices and procedures.

II. Appointment

Many graduate programs are implemented and administered within a single department/school, while others are multidisciplinary in nature and involve the cooperative efforts of several individual departments/schools or colleges on a shared basis. Because of these variations, some graduate program directors report directly to a particular department chair or school director, while others report directly to an individual academic dean. The delineation of administrative authority should be established at the time a graduate program director is appointed and clearly understood by all parties involved. At the time of appointment, graduate program directors and their supervisors 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 the attendant compensations, along with criteria for the annual evaluation.

The graduate program director should be tenured faculty from the program or department/school in which the program is located, if applicable, who is certified for graduate instruction at Levels I or II (see the policy for [Certification of Faculty for Graduate Instruction](#)). The appointment of non-tenured faculty should be made only in exceptional circumstances that are approved by the dean (or designee) and the provost and executive vice president for academic affairs (or designee).

In the case of programs located within a single department/school, the graduate program director will be appointed by the department chair or school director after consultation with those faculty certified for graduate instruction in the program and with the approval of the academic dean in whose college the program is offered. The department chair or school director is the administrative supervisor for the graduate program director.

In the case of interdisciplinary programs within a college, the graduate program director will be appointed by the dean after consultation with the chairs/directors of participating departments/schools and faculty certified for graduate instruction in the program, and deans of other colleges, if necessary. The dean is the administrative supervisor for the graduate program director.

In the case of interdisciplinary programs located within standalone schools residing outside of a college, the graduate program director will be appointed by the school director after consultation with the chairs/directors of participating departments/schools and faculty certified for graduate instruction in the program, and deans of other colleges, if necessary. The school director is the administrative supervisor for the graduate program director.

A graduate program director shall serve at the pleasure of the administrative supervisor and shall ordinarily be appointed to a term of three years with the possibility of renewal. A graduate program director may ordinarily serve no more than two consecutive terms; however, the administrative supervisor may reappoint the individual for one additional term, subject to the approval of the dean or the provost and executive vice president for academic affairs (or designee) if the dean is the administrative supervisor. An appointment exceeding three consecutive terms may be made only with the additional approval of the provost and executive vice president for academic affairs (or designee). The Division of Academic Affairs will be provided with a copy of the appointment letter or memorandum after approval by the dean and, if appropriate, the provost and executive vice president for academic affairs (or designee) for review and record purposes.

III. Duties and Responsibilities

The duties of a graduate program director depend upon a number of factors: program level (master's, education specialist, or doctoral), a particular discipline, size of the program, and degree of staff support, being some of the most important. While the ultimate responsibility for a graduate program rests with its graduate faculty, who may serve on specific committees or who may otherwise assist in various capacities, managing the following areas of responsibility will be considered the baseline duties for the graduate program director. Decisions made by the graduate program director in executing these responsibilities or duties may be overturned by their administrative supervisor in exceptional circumstances (e.g., to settle an unresolved disagreement between the director and graduate faculty over an action). If the graduate program director objects to the administrative supervisor's ruling, the matter shall be adjudicated by the program dean (or designee). If the program dean (or designee) is the administrative supervisor, the provost and executive vice president for academic affairs (or designee) shall adjudicate the matter.

- A. Program Marketing and Recruitment** – work with the Graduate School and Graduate Admissions to plan, initiate, and maintain contact with prospective students, prepare the content of promotional materials, and maintain the program website.
- B. Admission to Program** – work with the Graduate Admissions and the program admissions committee to coordinate application review, oversee admissions decisions, maintain communication with admitted students, determine financial aid offers to candidates, establish program capacity, manage enrollment, and conduct student orientation.
- C. Advising and Problem Resolution** – mentor and advise students, establish student plans of study, coordinate thesis and dissertation schedules, handle student requests for exemptions and waivers, and coordinate graduate assistant evaluations.
- D. Thesis and Dissertation Coordination** – approve the appointment of faculty to serve on and/or chair thesis and dissertation committees. Such appointments must also be approved by the appropriate dean (or designee).
- E. Continuance** – work with the administrative supervisor and the Graduate School to monitor students' academic progress and work with the program faculty to coordinate the administration of candidacy examinations.
- F. Certifying Students for Graduation** – certify students for graduation, including making course substitutions and other exceptions to Graduate Catalog requirements, in coordination with the University Registrar.

- G. Program Policies and Manual** – maintain the program manual and disseminate student guidelines.
- H. Scheduling and Curriculum Review** – advise the administrative supervisor on course demands and scheduling each semester, and work with the Graduate School to revise and update the Graduate Catalog content, including all curricular changes, new course proposals, and old course deactivations.
- I. Program Assessment** – work with the administrative supervisor, the Graduate School, and [Institutional Effectiveness and Assessment](#) to collect graduate student productivity data, survey student needs and satisfaction, complete annual assessment reports, conduct periodic external reviews, and interact with accrediting bodies and the [State Council of Higher Education for Virginia \(SCHEV\)](#). Additional responsibilities may be assigned by the administrative supervisor, dean, or provost and executive vice president for academic affairs with appropriate levels of support.
- J. Regular Training** – attend regular graduate policy and procedure trainings offered by the Graduate School to stay current with University practice; regularly review the Graduate Catalog; participate in college-level meetings of directors convened by the dean’s office.

IV. Release Time and Remuneration

During the academic year, all graduate program directors will receive some release time and/or remuneration. The amount of release time and/or remuneration will be determined according to guidelines or criteria established by Academic Affairs and in consultation with the chair, dean, and the provost and executive vice president for academic affairs (or designee). Release time and/or remuneration may vary with the size, scope, and complexity of the program and the duties established for the particular position, as discussed in Section C (above). Remuneration will be offered in the summer as guided by criteria established by Academic Affairs and determined in consultation with the chair, dean, and the provost and executive vice president for academic affairs (or designee).

V. Evaluation of Performance

The primary person responsible for evaluating the performance of the graduate program director will be the administrative supervisor, as indicated in Section A (above). It is expected that a portion of the annual faculty evaluation of the graduate program director will be devoted to the 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 graduate faculty and academic dean, particularly when a new appointment is contemplated.

- Approved by the provost and vice president for academic affairs
December 5, 1978; Revised August 8, 1995
- Revisions approved by the president
December 16, 1997; Revised August 22, 2003; Revised July 24, 2006;
Revised November 5, 2010; Revised December 11, 2017;
Revised May 1, 2020; Revised March 30, 2023; Revised October 20, 2023

Certification of Faculty for Graduate Instruction[†]

I. Assignment of Graduate Faculty

All faculty assigned to teach graduate courses and/or supervise graduate student research must be certified using the University's [Certification of Faculty for Graduate Instruction Form](#). Faculty are to be certified for graduate instruction in their field of specialization based on their college's published criteria of required scholarly, creative, and/or professional accomplishments; satisfactory teaching performance; and a necessary terminal degree. Faculty who are not graduate-certified may not participate in any aspect of graduate education. The deans of the colleges are responsible for ensuring that all faculty are certified prior to assuming their graduate assignments. For those faculty who possess a terminal degree in one discipline, but whose research has relevance in a second discipline, the department/school chair or relevant supervisor must submit a letter of justification to accompany the Graduate Certification Form. For those faculty who do not possess a terminal degree but who have been appointed in recognition of their exceptional scholarly or creative activity or their professional expertise, the department/school chair or relevant supervisor must submit the [Exceptional Certification of Faculty for Graduate Instruction Form](#) to the Office of the Provost and Executive Vice President for Academic Affairs in accordance with the policy on [Academic and Professional Preparation Requirements for Faculty](#). Research faculty who are not affiliated with a specific department/school and college shall have their credentials reviewed in consultation with the department/school and college most closely aligned with their research. Each college's graduate certification standards shall ordinarily be recognized reciprocally by the other academic colleges.

A. Role of the Graduate Committee

1. Each college must form a Graduate Committee whose major duties include reviewing graduate degree curricula to ensure compliance with existing University policies and procedures, developing new college graduate policies and procedures, and certifying faculty for graduate instruction.
2. The College Graduate Committee will consist of graduate-level faculty from each department/school and independent program in the college. The associate dean or graduate administrator responsible for graduate studies in the college will serve as a non-voting ex officio member of the committee.
 - a. Faculty in the college will be notified of the committee meetings, agenda items, decisions, and other aspects affecting graduate programs in a timely manner.
 - b. Faculty will be afforded opportunities to attend meetings and to provide input on pending issues and other concerns related to the work of the committee.

B. Levels of Certification

1. Level I certification recognizes faculty who meet standards for scholarly and/or creative research productivity as specified by the college in which they are appointed. Faculty certified at Level I are eligible to participate in all levels of graduate education, including chairing and serving on doctoral dissertation committees and master's thesis committees.

2. Level II certification recognizes faculty who are engaged in scholarly and/or creative activity, but who do not meet the minimum standards for Level I certification. Faculty certified at Level II are eligible to participate in selected levels of graduate teaching as defined by the college in which they are appointed. They may not chair doctoral dissertations or master's thesis committees, although they may serve on these committees.
3. Level III certification recognizes faculty who possess a terminal degree but who, in lieu of measurable research activity, possess advanced professional expertise in a particular field. Faculty certified at Level III are eligible to teach specific graduate-level courses germane to their professional expertise. They may not chair doctoral dissertation committees or master's thesis committees, although they may serve on these committees if their particular expertise is warranted with the approval of the department/school graduate committee, the College Graduate Committee, the dean (or designee), and the provost and executive vice president for academic affairs (or designee).

C. Process for Certification

1. Faculty must be certified for graduate instruction every five years. At the end of the initial approval period, a review is made by the appropriate department/school and college graduate committees for renewal of the certification. Specific certification standards at Levels I, II, and III are to be set by the individual colleges.
2. Initial Certification
 - a. Criteria
 - i. All faculty, full-time and part-time, who are certified for graduate instruction at Levels I, II, or III, must have a terminal degree in the field of specialization as defined by the discipline.
 - ii. Faculty certified at Level I must show evidence of substantial scholarly and/or creative activity as defined by the discipline and the college in which they are appointed.
 - iii. Faculty certified at Level II must show some evidence of scholarly and/or creative activity as defined by the discipline and the college in which they are appointed.
 - iv. Faculty certified at Level III must show evidence of specific professional expertise.
 - b. Procedure
 - i. After reviewing the candidate's qualifications, the appropriate department/school submits the Certification of Faculty for Graduate Instruction Form and the necessary documents (C.V., letter of justification, if relevant) to its College Graduate Committee for evaluation and recommendation for approval.
 - ii. The College Graduate Committee submits to the dean (or designee) the completed Certification of Faculty for Graduate Instruction Form and required documentation of qualifications of those faculty deemed

eligible for certification, and informs the department/school of its decision.

- iii. The dean (or designee) either approves or disapproves the recommendation and informs the College Committee and the department/school of the decision. The dean (or designee) forwards a copy of the Certification of Faculty for Graduate Instruction Form and required documents to the provost and executive vice president for academic affairs (or designee).
- iv. If questions arise concerning the qualifications of faculty for certification, these must be addressed to the prior level of recommendation for approval. Attempts should be made to resolve them among the recommending and approving authorities. An appeal may be made to the provost and executive vice president for academic affairs (or designee) if these efforts fail to resolve the problem.

3. Recertification

a. Criteria

- i. Faculty recertified at Level I must show continued evidence of scholarly and/or creative activity and, where appropriate, satisfactory teaching at the advanced level in the discipline and success chairing completed dissertations, theses, or their equivalents.
- ii. Criteria for recertification at Level II include satisfactory teaching at the advanced level in the discipline, some evidence of scholarly and/or creative activity as defined by the discipline, and evidence of professional contributions to the discipline.
- iii. Criteria for recertification at Level III are the same as for the initial period of certification.

b. Procedure – see Section under Initial Certification above.

D. Exceptions and Termination

1. Exceptions to this policy, for example, duration of certification and/or substitution of equivalent qualifications, will be granted only in extraordinary circumstances affecting the faculty member that can be documented in writing by the program and/or department/school. Such exceptions require the approval of the appropriate department/school committee, the College Graduate Committee, the dean (or designee), and the provost and executive vice president for academic affairs (or designee). However, any approved extension to a tenure-seeking faculty member's probationary period will automatically extend their graduate certification by the same period.
2. Under circumstances that hamper the performance of all scholarly and/or creative activity (e.g., a public health emergency), the provost and executive vice president for academic affairs (or designee) may extend the duration of graduate certifications for all faculty.

3. Failure to maintain the required level of creative, scholarly, and/or professional activity and satisfactory teaching performance will result in termination of certification for graduate instruction.

- Approved by the Provost and Vice President for Academic Affairs
September 5, 2003
- Revisions approved by the President
July 7, 2006, Revised May 21, 2014; Revised April 6, 2017;
Revised February 21, 2021

Chief Departmental Advisor – Undergraduate Education[†]

A. Introduction

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

The chief departmental advisor serves as the department/school lead in providing advising services to majors and minors and working with the faculty advisors to ensure everyone is current on University advising policies and procedures. The chief departmental advisor assists the department/school chair in additional activities related to advising undergraduate students, retention initiatives, and other related areas.

B. Appointment

1. Chief departmental advisors are appointed by the chair, dean, or provost and executive vice president for academic affairs, depending on where the program is housed.
2. The length of the appointment is for three years. Additional three-year appointments are based on satisfactory annual performance evaluations. There is no limit to the number of three-year appointments for a chief departmental advisor.
3. The chief departmental advisor and the chair or dean shall develop a clear written job description to include the expectations, duties, and responsibilities for both parties, a plan for regular consultation, the compensation plan, and criteria for the annual evaluation.
4. The expectation is that the chief departmental advisor should be a full-time faculty member from the program or department/school in which the program is located. In instances where it is necessary or desired to appoint a chief departmental advisor who is not a faculty member, the appointment must be approved by the dean or provost and executive vice president for academic affairs.
5. The chief departmental advisor for programs located within a single department/school will be appointed by the department/school 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.
6. In the case of multidisciplinary programs within colleges, the chief departmental advisor will be appointed by the dean of the college, who has administrative responsibility for the program in consultation with the deans of other colleges.
7. In the case of multidisciplinary programs that involve more than one college, the chief departmental advisor will be appointed by the provost and executive vice president for academic affairs or designee after consultation with the chairs and deans of the participating departments/schools and colleges.
8. The Division of Academic Affairs will be provided with a copy of the appointment letter and agreement signed by all appropriate persons for review and record purposes.

C. Duties and Responsibilities

The duties of the chief departmental advisor depend upon a number of factors and will be determined by the administrator making the appointment. Baseline duties that are considered as areas of responsibility for the chief departmental advisor are as follows.

1. **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 University Registrar’s graduation clearance designee when student issues arise.
2. **Problem Resolution** – assist students by referring them to resources for the resolution of academic policy and procedural issues that may occur.
3. **Major and Minor Declaration** – serves as the point of contact for students declaring the major or minor, unless this is done centrally through the Advising Center within the college.
4. **Continuance** – work with the department/school chair, undergraduate program director/assistant chair, or Advising Center director to monitor students’ academic progress in the major, minor, or college.
5. **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 training others in the program on this technology. Ensure that faculty assignments to advisees are managed so that all students have an academic advisor.
6. **Summer Advising** – coordinate advising to students in summer months, ensuring that weekly advising appointments can be scheduled (where applicable and resourced through stipends).
7. **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

1. 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. Summer stipends are expected for chief departmental advisors who do summer advising, Preview sessions, and transfer student review and advising. This stipend will be paid by Academic Affairs.
2. A chief departmental advisor is normally 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 chief departmental advisor might be offered a stipend instead of an additional course release.
3. 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 if the total FTEs are higher. If an exception is needed, such as a chief departmental advisor for a beginning program, exceptionally large programs, or when there are other complexities, the dean can apply to the provost and executive vice president for academic affairs for the exception.

E. Evaluation and Performance

1. Written performance evaluations are expected as part of the regular annual evaluations. The performance evaluation must be based on the criteria set and agreed to by the appointing person.
2. The evaluation is usually completed by the person to whom the chief departmental advisor reports to in this capacity.

- Approved by the president
March 3, 2018

Undergraduate Program Director[†]

A. Introduction

The primary role of the undergraduate program director is to assist the department/school chair with the undergraduate programs located within a single college or the provost and executive vice president for academic affairs for multidisciplinary undergraduate programs, and to determine that policies and procedures outlined in the [Undergraduate Catalog](#) are followed by all program area faculty and students. Additionally, an undergraduate program director facilitates faculty engagement in program activities related to marketing and recruiting, and issues related to the academic program integrity, such as curriculum development, program assessment, course scheduling, identification of qualified adjuncts, and other areas. The undergraduate program director reports to the department/school chair, dean (or designee), or the provost and executive vice president for academic affairs (or designee). Undergraduate program directors serve in a distinct role separate from the chief departmental advisors, who focus on the recruitment, advising, and retention of students, and assistant chairs, who focus on the administration of University and college policies at the departmental/school level.

B. Appointment and Reappointment

The undergraduate program director should be a full-time faculty member from the program or department/school in which the program is located. An undergraduate program director may need to be tenured or tenure-track if indicated in accreditation requirements. Many undergraduate programs are implemented and administered within a single department/school, while others are multidisciplinary in nature and involve the cooperative efforts of several individual departments/schools or colleges. Due to these variations, some undergraduate program directors report directly to a particular department/school chair, while others report directly to an academic dean (or designee) or the provost and executive vice president for academic affairs (or designee). The delineation of administrative authority should be established at the time of appointment and clearly understood by all.

In the case of programs located within a single department/school, the undergraduate program director will be appointed by the department/school chair after consultation with the 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 a college, the undergraduate program director will be appointed by the dean of the college, who has administrative responsibility for the program, after consultation with the chairs of participating departments/schools and full-time faculty in the program and deans of other colleges, if necessary.

In the case of multidisciplinary programs that involve more than one college, the undergraduate program director will be appointed by the provost and executive vice president for academic affairs (or designee) after consultation with the affected full-time chairs, deans, and full-time faculty of the participating department/schools.

At the time of appointment, the undergraduate program director and the chair from a single department/school, or the dean or provost and executive vice president for academic affairs from

multidisciplinary programs, should develop a plan for regular consultation and a written position description that provides a clear understanding of the expectations for both parties about the duties and compensation, along with criteria for the annual evaluation. The Division 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.

An undergraduate program director shall be appointed by and serve at the pleasure of the chair or appropriate administrative supervisor and shall ordinarily be appointed to a term of three years with the possibility of renewal. Evaluation for reappointment typically begins in the third year with solicitation of input from the program faculty and other relevant sources. An undergraduate program director may ordinarily serve no more than two consecutive terms; however, the chair or the appropriate administrative supervisor may reappoint the individual for an additional term, subject to the approval of the dean or the next level of administrative supervisor. An appointment exceeding three consecutive terms may be made only with the additional approval of the provost and executive vice president for academic affairs (or designee).

C. Duties and Responsibilities

The duties of an undergraduate program director depend upon a number of factors: particular discipline, size of the program, number of academic programs covered by the undergraduate program director, and degree of staff support. While the ultimate responsibility for a curriculum rests with departmental/school faculty, who may serve on specific committees or who may otherwise assist in various capacities, managing some or all of the following areas of responsibility are examples of duties for the undergraduate program director:

1. **Program Marketing and Recruitment** – collaborate with the department/school chair, chief departmental advisor, the Division of Student and Campus Life, Admissions, and the Division of Digital Transformation and Technology to plan, initiate, and maintain contact with prospects, prepare the content of promotional materials, and maintain the program website.
2. **Admission to Program** – where applicable, work with the Admissions, the Program Admissions Committee, and the chief departmental advisor to coordinate application review, admissions decisions, and communication with admitted students. Assist the department/school chair with the establishment of program capacity and manage enrollment.
3. **Program Policies** – may maintain the program policies and disseminate student guidelines.
4. **Curriculum Review** – work with the department/school chair to revise and update the [Undergraduate Catalog](#) content, including all curricular changes, new course proposals, and old course deactivations.
5. **Scheduling** – advise the department/school chair or appropriate administrative supervisor on course demands and scheduling each semester, and assist with the hiring of adjuncts and assignment of courses to faculty and adjuncts.
6. **Program Assessment** – work with the department/school chair or appropriate administrative supervisor and the Division of Talent Management and Culture to coordinate annual program evaluations to meet the requirements of accrediting bodies and the [State Council of Higher Education for Virginia \(SCHEV\)](#).
7. **Advising** – support the advising responsibilities of the faculty within the department/school and serve as the point of contact for transfer course evaluations and management of articulation

agreements. This task may also be conducted by or in collaboration with the chief departmental advisor.

8. **Problem Resolution** – assist the chair in addressing instructor teaching questions and concerns, and student questions and concerns, which may include directing them to a relevant office, contact, or policy.

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, as discussed in Section C (above). An undergraduate program director is normally provided with release time and/or a stipend for this function. Summer stipends are expected for undergraduate program directors who do summer program management of programs with an FTE exceeding 50. This stipend will be paid by the Division of Academic Affairs.

Undergraduate program directors with dual roles, in which they are also functioning as chief departmental advisors or assistant chairs, might be offered a stipend instead of an additional course release. Course releases ordinarily should be three credit hours per academic year if the annual program FTEs are under 300 and three credit hours per semester if the annual program FTEs are above 300. When a new program is being started, or a program has other complexities (e.g., a program is being developed, a SCHEV proposal is being prepared, the program is exceptionally large, or the program is seeking accreditation), the dean can make exceptions for additional compensation.

E. Evaluation of Performance

The primary person responsible for evaluating the performance of the undergraduate program director will be the person to whom the undergraduate program director reports, as indicated in Section B (above), and will include input from the program faculty and the academic dean. It is expected that a portion of the annual faculty evaluation of the undergraduate program director will be devoted to the performance in that capacity.

- Approved by the President
February 17, 2021; Revised October 20, 2023

III. ACADEMIC POLICIES

Notifying the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of Substantive Change (University Policy #1800)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1800>

General Statement on Program Review

Statement: Institutional vigor, integrity, and distinction are dependent in good measure on a regular and critical review of ongoing programs. This process should not be prompted solely by the imperative of visitations by professional, regional, or national accrediting agencies. The University should regularly affirm that its academic offerings continue to serve the legitimate professional, intellectual, and aesthetic needs of the community and region that it serves. Refinement and redefinition of the types and scope of programs should reflect changing societal needs while maintaining the selective educational core undergirding all baccalaureate programs and the selective and distinctive character and quality of graduate programs. Old Dominion University subscribes to this principle and shall continue to pursue a regular schedule of assessment.

A new impetus has been added to the need for program review. Universities are being confronted not only by changes in student demographics and societal needs but also by decreasing fiscal resources. The result is an added objective for program review. Besides identifying weak programs or programs that are no longer relevant, the developing need to reduce the scope of institutional offerings will require that choices be made between and among programs. Selective program curtailment or discontinuation will be necessary in order to maintain the level of support and excellence of the remainder.

The policy is designed to describe the process and the basis for making the choices. It is recognized at the outset that there is no simple way to quantify the inherent value of a discipline. The criteria are intended to explore each program in terms of the University's mission, student demand, program interrelationship, cost factors (productivity), and the impact of program curtailment or discontinuation. Based on the responses and subsequent to broad-based institutional discussions, judgments will be made. While prompted by fiscal constraints, it is clearly understood that University status dictates that some program judgments will represent educational objectives and values and resource allocations, which mitigate comparison with the cost and other factors of other programs. The continuing objective of the assessment process is to retain the appropriate balance among academic programs, research, enrichment activities, and public service. In sum, the changing environment requires a dynamic and timely response in order to maintain levels of excellence and to fulfill the mission of the University.

- Approved by the President
October 1, 2003

Policy for the Review of Academic Programs, Departments, or Colleges for the Purpose of Possible Curtailment or Discontinuance

(Board of Visitors Policy #1462)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1462>

Guidelines for Academic Institutes and Academic Centers

A. Introduction

Academic Institutes and Academic Centers (collectively AICs) provide faculty, staff, trainees, and students with a wide range of opportunities to engage and collaborate in areas of common interest. In order for an AIC to be successful, it must (1) advance the mission of the University, (2) have administrative consistency in leadership, governance, and oversight, and (3) comply with all University policies. To ensure consistency, the term or designation “institute” or “center” may only be used with approval, and these guidelines outline the process for establishing, reviewing, and discontinuing AICs.

B. Definitions

Academic Center: An Academic Center (AC) is a unit within a department/school that utilizes the term “center” in its name and has a focus on enhancing teaching, clinical care, research, and/or community engagement in a single area of expertise. ACs report to the Chair of the department/school. ACs may obtain extramural funding, including donor and research funding, in support of the AC’s development and goals. To achieve its goals, an AC may collaborate with faculty from other departments, universities, and individuals, such as government or nonprofit agency staff and community members, who are advocates or have expertise in the area in which the AC is focused.

Academic Institute: An Academic Institute (AI) is an interdisciplinary or interdepartmental program, typically contained within a college/school or division, that utilizes the term “institute” in its name and has a focus on enhancing teaching, clinical care, research, and/or community engagement in multiple related areas of expertise. AIs have a formalized structure, may operate as an autonomous department, and report to the Dean of the college/school or vice president of the division under which they have been assigned. AIs may obtain extramural funding, including donor and research funding, in support of the AI’s development, expansion, and goals. To achieve its goals, an AI may collaborate with local, regional, national, or international universities, professional societies, foundations, and corporations.

C. Criteria

AICs must meet the following criteria:

- a. The AIC purpose must be consistent with the department/school, college/school, or University’s mission and priorities;
- b. The AIC must encompass a well-defined area of teaching, clinical care, research, and/or community engagement involving faculty and resources; and
- c. The University must have existing strengths and resources in the areas of expertise, including a commitment on the part of the involved faculty and administration to actively support the goals of the AIC.

D. Creation of New Academic Institutes or Academic Centers

- a. Departments/schools, colleges/schools, or divisions seeking to utilize the designation of “center” or “institute,” including as part of a donor gift, must submit a written proposal to

the appropriate executive vice president (EVP) based on the proposed institute or center line of reporting (appropriate EVP). The written proposal must contain:

i. Purpose, Goals, and Metrics

1. A clearly defined primary purpose related to the department/school, college/school, or division's mission of teaching, clinical care, research, or community engagement.
2. Articulate and address a need with evidence of how the proposed AIC would fulfill the need.
3. State how the AIC would be different from existing organizational units, centers, or institutes within the University.
4. Articulate the AIC goals and milestones and describe how they will be measured and evaluated.

ii. Organization and Leadership

1. Have an identified Director or a clear plan to identify one with sufficient qualifications and experience.
2. Have an organizational chart depicting a clear reporting relationship to a department/school, college/school, and/or other appropriate unit, as well as a written letter of support from such unit's leadership.
3. Provide all necessary letters of support and commitment, including from the leadership of units outside of the University.
4. List the AIC Director, if identified, and key personnel along with their CVs, their role in the AIC, and their expertise to perform said role.
5. List other initial participating faculty, staff, and personnel and their role in the AIC.
6. List any internal and/or external advisory boards, their role(s)/expertise, and potential members. Such boards may not have financial, governing, or hiring authority.

iii. Budget and Resources

1. Have an annual budget for the first three years of operation showing projected source(s) of internal and external funds. If no initial funds are available, submit a plan to demonstrate how funds will be acquired to support the AIC in the future (i.e., program project grants, Chair's funds, donor support, administrative resources, etc.).
 2. Outline the time and effort that will be necessary to achieve the stated goals.
 3. Clearly outline a plan and capacity to grow and sustain the AIC, including how it will become self-sustaining over time.
- b. The appropriate EVP will forward the proposal to the appropriate standing or ad-hoc committee on AICs for review.
- c. The committee will provide its recommendation on the AIC to the appropriate EVP for final approval.

The proposal of an AIC as part of a donor gift must be approved in writing by the appropriate EVP before the gift agreement is executed. A proposal to establish an AIC as part of a gift agreement must be submitted in accordance with the procedures above.

A pre-existing AIC that, as of the effective date of these guidelines, was formally approved utilizing any prior ODU or legacy Eastern Virginia Medical School process, may continue to use the institute or center designation. All such legacy Eastern Virginia Medical School institutes and centers shall be considered Academic Institutes or Academic Centers under these guidelines and shall be subject to the evaluation and discontinuation processes outlined below.

E. AIC Operation

- a. Each AIC shall be approved for operation for a five-year period and may be renewed upon review.
- b. Once an AIC is created, it shall operate under an assigned department/school/college/division whose Chair/Dean/VP, or their designee, shall have primary oversight of the AIC. Each Chair/Dean/VP, or their designee, is responsible for regularly reviewing any AIC created under their unit.
- c. AICs are subject to all policies, procedures, rules, and guidelines of the department/school/college, division, or University, as applicable. The AIC Director is responsible for ensuring compliance with all such policies, procedures, rules, and guidelines and the overall management of the AIC.

F. Evaluation

- a. AICs will each undergo a comprehensive evaluation every five years to determine if the AIC is eligible for renewal.
- b. Six months prior to the end of the fifth year of operation, the AIC Director shall prepare a report that includes:
 - i. A self-assessment by the leadership of the AIC that includes:
 1. Performance of the Director;
 2. Participation and actions of the advisory board or other governing body;
 3. Contributions to the mission of the college/school or division, including any publications or other scholarly activity, intellectual property, or community impact/services resulting from the AIC;
 4. Financials (funding during the review period and long-term financial viability);
 5. Level of faculty engagement/participation; and
 6. Strategic plans for the future;
- c. AIC reports shall be provided to the Chair, Dean, or VP, as appropriate. unit under which the AIC operates. Renewal/non-renewal decisions for the AC will be made by the Dean.
- d. The Dean shall make a recommendation regarding renewal of the AI to the appropriate EVP, who may accept, modify, or overrule the recommendation.
- e. The AIC Director shall be notified of renewal or non-renewal in writing. The procedures in Section G.c below shall be followed if the AIC is not renewed.

G. Changes or Discontinuance

- a. Changes to the AIC Director, key personnel, governance body, or purpose of the AIC must have written approval of the appropriate EVP in addition to following any process outlined in the AIC bylaws.
- b. Discontinuation of the AIC may be initiated at any time by written notice from the appropriate EVP to the AIC Director or from the Dean to the appropriate EVP based on any of the following:
 - i. Insufficient resources to continue to support the AIC, including termination or expiration of the primary funding mechanisms for the AIC or low participation by faculty.
 - ii. Failure to achieve mission, goals, or objectives.
 - iii. The mission, goals, or objectives are no longer in line with the mission of the department/school, college/school, or division under which the AIC reports.
 - iv. Duplication with another department/school, college/school, division, or AIC.
- c. Upon issuance of a discontinuation notice, the AIC Director, or designee, shall develop a phase-out plan to discontinue AIC operations, which shall not exceed six months in duration and shall involve other areas (e.g., Talent Management and Culture, Marketing and University Communications, University Counsel, University Advancement, etc.) as necessary.
 - Approved by the Provost and Vice President for Academic Affairs
October 16, 1984
 - Reviewed and No Changes Proposed
May 16, 2022
 - Revisions approved by the President
February 10, 2026

Policies and Procedures for Academic Degree Program Approval

The policies and procedures for program approval are established by the [State Council of Higher Education for Virginia \(SCHEV\)](#) as part of its effort “to promote the development and operation of an educationally and economically sound, vigorous, progressive, and coordinated system of higher education in the state of Virginia” ([Code of Virginia](#)). These policies and procedures are intended to provide a systematic process for planning and initiating new academic programs.

Details regarding program proposals and procedures for review are contained in the Undergraduate and Graduate Curriculum Development and Change Policies and Procedures Manuals, which are available on the University’s website at www.odu.edu/acadaffairs/faculty-resources or from the vice provost for academic affairs.

- Approved by the provost and vice president for academic affairs
September 5, 2003
- Reviewed and No Changes Proposed
April 20, 2022

Definition of the Credit Hour

In accordance with federal regulations, a credit hour is a measurable amount of work representing intended learning outcomes that are verified by evidence of student achievement. A credit hour equates to a 50-minute contact hour of instruction that is A) conducted in person or by digital modes and includes a minimum of 100 minutes of additional student work each week (such as reading or research) for approximately 15 weeks for one semester or trimester hour of credit, or 10 to 12 weeks for one-quarter hour of credit, or the equivalent amount of work over a different amount of time; or B) a proportionally greater amount of work than required in item A of this definition, for other academic activities as established by the institution, including laboratory work, internships, practica, cooperative experiences, clinical placements, and/or studio work.

- Approved by the president
November 11, 2011
- Reviewed and No Changes Proposed
April 20, 2022
- Revised and approved by the president
August 18, 2025

Guidelines for Noncredit Courses Simultaneously Offered as Credit

Old Dominion University offers noncredit courses in a variety of areas. These courses may be evaluated by an academic department/school to determine whether or not they might also be offered for academic credit. When the department/school has deemed that the noncredit course is equivalent to a designated credit experience (including appropriate contact hours as stipulated by the U.S. Department of Education and achievement of suitable learning outcomes), the academic department/school will submit the class to the University Registrar for scheduling during established class dates and times (or seek approval from the Division of Academic Affairs if they will not be offered during established dates and times).

In addition, the academic department/school must evaluate the faculty member's credentials for courses scheduled for academic credit. If a noncredit course is offered for credit at the graduate level, the faculty member must be certified to teach at this level. Questions about such credentials may be directed to Institutional Effectiveness and Assessment.

Faculty should include a statement in the syllabus for all classes offered as both noncredit and credit coursework. This statement informs students that the course is offered in both formats and enrollment cannot be changed after the drop deadline. Further, the syllabus should state that the noncredit course will not meet undergraduate or graduate degree requirements.

Full-time faculty in academic departments/schools may teach such noncredit/credit courses outside their contractual teaching load, with approval by the department/school chair and the dean. Continuing Education will pay faculty for noncredit/credit offerings; the academic department/school offering the course for credit will not submit a payroll form for this instruction.

Documentation related to noncredit courses meeting credit course offerings, as well as faculty credentials, will be maintained by the department/school offering courses for credit.

- Approved by the President
December 11, 2017
- Reviewed and No Changes Proposed
April 20, 2022

Policy on Certificate Programs

Old Dominion University offers a variety of certificate programs that meet the same high-quality standards as its academic degree programs while addressing the specific needs of students and professionals. Certificates may be pursued in conjunction with or independent from graduate or undergraduate degree programs.

Certificate programs offered by Old Dominion University include the following:

A. Credit-Bearing Programs

1. **Certificate programs:** These programs are available for those seeking a formal award certifying completion of undergraduate- or graduate-level work in academic or occupational fields of study. Such certificates are ideal for individuals who wish to explore areas of professional interest or for those who need to fulfill accreditation requirements. Such programs generally include a minimum of nine credit hours and a maximum of 21 credit hours. An overall grade point average of 2.0 or above in all courses specified as a requirement for the certificate is required for the award of an undergraduate certificate. An overall grade point average of 3.0 or above in all courses specified as a requirement for the certificate is required for the award of a graduate certificate.
2. **Certificate of Advanced Graduate Studies (CAGS):** The curriculum in such programs is designed for those seeking a formal award certifying completion of study beyond the master's level in an academic or occupational field of study. These programs are usually intended for professional licensure or professional development and may be completed prior to or concurrent with doctoral studies for those interested in such pursuits. The programs generally require a minimum of 24 credit hours.

The [Curricular Request Form](#) must be completed for all new, revised, or discontinued credit-bearing certificate offerings and submitted to appropriate parties for approval within six months of program initiation or discontinuance. Following approval of the Provost and Executive Vice President for Academic Affairs, proposals for new certificate programs are submitted to the [State Council of Higher Education for Virginia \(SCHEV\)](#) for final approval.

Faculty in departments/schools offering certificates will identify residency requirements for all prescribed coursework. The University Registrar confers certificates to those who have met the requirements for these programs. The Division of Academic Affairs is responsible for working with unit heads, chairs, and deans to evaluate certificate programs.

B. Noncredit-Bearing Programs

1. **Certificate programs:** Noncredit certificates in specific fields may be offered and awarded by colleges, Continuing Education, and the University upon approval by the appropriate faculty and administrators. These programs are designed to provide continuing education experiences to individuals or groups, usually in a specific profession or vocation. Content in these offerings alone will not meet the requirements of credit-bearing coursework unless otherwise specified. Academic Affairs is responsible for working with Continuing Education or relevant academic units to evaluate noncredit-bearing certificate programs.
2. The design of all noncredit certificates must follow University guidelines as established by Academic Affairs.

- Approved by the President
October 17, 1978; Revised May 21, 2014; Revised February 27, 2017;
Revised May 16, 2022

Approval of Curricular Changes, New Courses, and Course Changes

A. Curricular Changes

1. Significant curricular changes, such as the implementation or discontinuation of a major, concentration, minor, or certificate, modifications to existing programs (changes in credit hours, delivery modes, focus of program), degree policies or changes that exceed the University's minimum, or other substantial changes in curriculum will not be implemented without the approval of the provost and executive vice president for academic affairs or designee. Curricular changes must be submitted using the [Curricular Change Form](#). New minors or changes to minors must be submitted on the [Proposal for a New Minor, New Interdisciplinary Minor, or Significant Changes to an Existing Minor form](#).
 - Recommendations at the appropriate department/school, college, and University levels will precede the decision by the provost and executive vice president for academic affairs or designee. This process includes department/school chairs, department/school and College Governance Committees related to curriculum, the dean or designee of the academic college, and the Faculty Senate (when applicable, such as for general education requirements) or comparable approving bodies for programs not housed in a specific department/school or college.
 - In addition, all proposed changes in curriculum that rely upon the resources of another college or department/school will require consultation and agreement by the providing unit prior to approval by the Division of Academic Affairs.
2. All curricular changes will be fully documented and indicate all approvals. At a minimum, this documentation will include a full description of the change, rationale, resources needed, if applicable, and implementation process, which will include a plan for notification of students and a timetable, if applicable.
3. Approved changes will be effective with the publication of the next Catalog. Changes shall not normally be applied to students graduating under earlier Catalogs.
4. Changes may not be accepted during the Catalog preparation period. Curricular changes that are intended to be effective at the beginning of the following academic year should ordinarily be submitted by **December 10**.

B. Credit-Bearing Courses

1. All requests for new credit-bearing courses or course changes must be submitted electronically using the [University's Catalog Management System](#). After the initial submission, new course and course change requests proceed through an electronic workflow consisting of the department/school chair, the College Curriculum Committee (graduate or undergraduate), the college dean designee (graduate or undergraduate), the Catalog administrator in Academic Affairs (graduate or undergraduate), and the University Registrar. In addition, general education courses at the undergraduate level must be approved by Committee A of the Faculty Senate; the committee is included in the electronic workflow for these courses.

- Changes in courses and course deactivations that are offered as service courses or requirements for majors in other departments/schools should be discussed with the chairs of such departments/schools prior to submission.
 - Requests for changes in existing courses to be active for the next academic year should ordinarily be submitted by **December 1**. Approved changes in existing courses will be effective with the publication of the next Catalog. Requests for new courses may be submitted at any time; these will be effective no sooner than the next semester.
2. Academic Affairs will identify courses not offered for five years and inform the affected department/school chair and dean that the courses will be deactivated. These courses will remain active only upon the request of the department/school chair and approval from Academic Affairs.

C. Noncredit Courses

All requests for new noncredit courses or course changes must be submitted electronically using the University's registration system for noncredit courses. Requests are submitted to Continuing Education after review and approval by the appropriate budget unit director or designee.

- Approved by the president
January 22, 1988; Revised August 4, 1996; Revised October 28, 2004;
Revised April 9, 2007; Revised October 17, 2012; Revised May 25, 2021

Policy On Accelerated Courses[†]

This policy is based on the following general principles:

- A. The University is committed to giving faculty the flexibility to deliver instruction in a variety of traditional and non-traditional formats.
 1. The University provides and supports the traditional semester credit courses of 15 weeks of instruction during the fall and spring semesters, eight weeks of instruction during the fall and spring, and courses of varying lengths during the summer sessions. Accelerated courses are defined as credit courses provided in a shorter time frame and must meet the following guidelines.
- B. Guidelines
 1. Accelerated courses should be clearly the academic equivalent of courses taken on the normal semester schedule.
 - a. Traditional lecture courses require students to spend approximately two hours of preparation, research, or writing time outside of class for each one hour of class time.
 - b. Laboratory courses usually require less out-of-class time, but the in-class time is greater, usually twice as many contact hours as would be expected in a lecture course.
 2. No more than one semester credit can be earned in a week or weekend of instruction if the entire work of the class is contained in that week or weekend.
 - a. Under unusual circumstances, and only upon the approval of the dean of the college, two hours of credit may be offered in a single week or weekend.
 - b. The chair must provide the Dean with the proposed syllabus, a written evaluation of the proposed accelerated course comparison with the same or similar course that is conducted during the usual time frame, and other evidence of its suitability for acceleration. Other evidence to be provided includes the following.
 1. The course is of a highly intensive nature, and the students admitted to the course are carefully picked for their ability to handle such an intensive program, or
 2. The course required graded work done prior to or subsequent to the week or weekend of classroom instruction so that the total amount of work required for the course is the clear equivalent of the same number of semester hours during a regular session.
 3. If any request is submitted for offering a course at a rate of more than two hours of credit per week or weekend of class sessions, prior approval of the provost and executive vice president for academic affairs is required. Such approval will only be given upon clear evidence that substantial work is required of the student outside of the week or weekend of classroom instruction, and the course is clearly equivalent to similar courses offered in the regular session.
 4. In cases of dispute, an appeal may be made to the provost and executive vice president for academic affairs. The decision of the provost and executive vice president for academic affairs is final.

- Approved by the Council of Academic Deans & provost and vice president for academic affairs
June 21, 1977
- Revisions approved by the president
November 28, 2012; Revised July 15, 2022

Course Materials Adoption Policy

[Board of Visitors Policy](#)

NUMBER: 1419

APPROVED: April 25, 2019, Revised December 6, 2024

I. Policy Statement and Purpose

In accordance with the [Code of Virginia § 23.1-1038](#), it is the policy of Old Dominion University to encourage efforts to minimize the cost of course materials for students while maintaining the quality of education and academic freedom. In addition, pursuant to § 23.1-1308, Old Dominion University shall implement guidelines for the adoption and use of low-cost and no-cost open educational resources in courses offered at the University.

II. University Compliance

To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number (ISBN) and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes.

Pursuant to § 23.1-1038.3:1 of the Code of Virginia, no employee at Old Dominion University shall demand or receive any payment, loan, subscription, advance, deposit of money, services, or anything, present or promised, as an inducement for requiring students to purchase a specific textbook required for coursework or instruction, with the exception that the employee may receive

- (i) sample copies, instructor's copies, or instructional material not to be sold, and
- (ii) royalties or other compensation from sales of textbooks that include such instructor's own writing or work.

Faculty members may require course materials they have authored or co-authored for classes they teach. However, the selection of one's own course material for which the faculty member is receiving remuneration should be communicated to the department chair (or the Dean if the faculty member teaching the course is the chair) prior to adoption. The chair should determine that the course materials are appropriate for that class and keep a copy of the communication in the department file.

III. Definitions

- A. **Course Materials** – For the purpose of this policy, course materials include but are not limited to textbooks, articles, videos, streaming media, software applications, and/or media bundles designed to be used in a course to introduce students to a subject or continue basic instruction at the intermediate or advanced level. Commonly, although not always, course materials include study questions, discussion topics, study guides, or exercises at the end of each chapter and may be published in subsequent editions in order

to update information in previous editions. Course materials may be designed for use in undergraduate courses, graduate courses, or for use in professional programs.

- B. **Open Education Resources** – For the purposes of this policy, the definition of the U.S. Department of Education is followed. Open education resources (OER) are openly licensed educational resources as teaching, learning, and research resources that reside in the public domain or have been released under a license that permits their free use, reuse, modification, and sharing with others.
- C. **Open Education Resources Committee** – The University-level committee that establishes overall policy and guidelines for implementation and expansion of OER course materials in accordance with existing University policies.

IV. Open Education Resources (OER) Adoption Practices

- A. To reduce costs and provide access to course materials, faculty and departments and/or schools are encouraged to use open education materials in their courses to minimize the costs of course materials for students.
- B. Faculty are encouraged to adopt or adapt existing or create new OER, including open textbooks.
- C. Faculty and departments who develop OER can have those resources digitally stored at Old Dominion University. For questions on copyright of materials development by the faculty, please see Board of Visitors Policy 1424 – Policy on Intellectual Property.
- D. The Libraries and Academic Affairs, where feasible, will provide resources and training for faculty to identify and use open education resources.
- E. A University OER Committee will be responsible for coordinating the expansion of OER materials across the University.

V. Additional Actions to Minimize the Cost of Course Materials for Students

- A. Course materials and related class supplies shall be part of the financial aid Cost of Attendance budget used to award financial aid to students.
- B. Faculty are encouraged to utilize the ODU Libraries' collection and electronic books, journals, image databases, audio and video materials, and other supplemental items available.
- C. Faculty are encouraged to limit their use of new edition non-OER textbooks when previous editions do not significantly differ in a substantive way. The appropriate faculty and the University Village Bookstore should ensure adequate supply of the older edition. Faculty members are also encouraged to adopt the best practice of using the same non-OER textbooks for consecutive semesters. Except in unusual circumstances, non-OER textbooks used in sequential courses (e.g., PHYS 101N and PHYS 102N) should not be changed after the first semester.
- D. Faculty are encouraged to use new technologies and packaging techniques, such as e-text and bundles, that reduce the cost of course materials to students.
- E. Faculty are encouraged to provide instructional materials for students to use through their respective departments and/or the ODU Libraries.

- F. No funds provided for financial aid from University Village Bookstore revenue shall be counted in the calculation for state appropriations for student financial aid.
- G. Faculty should avoid requiring students to purchase materials that will not be used for pedagogical purposes in their courses. For instance, faculty are discouraged from requiring students to purchase technology or software simply to track attendance.
- H. Courses with zero- or low-cost educational resources should be advertised to students.

VI. Responsibilities of the Faculty

- A. Faculty, departments, and/or schools should provide required or assigned OER and non-OER course materials information for each particular course to the University Village Bookstore by the specified due date published by the University Village Bookstore. Exceptions will be made for faculty who are hired or assigned after the course adoption due dates. Chairs are encouraged to make the appropriate course adoption adjustments as soon as possible in these cases.
- B. Faculty members shall affirmatively confirm their intent to use each item in a bundled package when placing an adoption for such a package. If the faculty member does not intend to use all items in the bundle, he/she shall notify the University Village Bookstore of the items required, and the Bookstore shall order the individualized items when the store's procurement is cost-effective for both the institution and students, and such items are made available by the publisher.
- C. Departments offering courses that have adopted OER course materials should submit an OER course material adoption report to the Assistant Vice President for Campus Life Services.
- D. Instructors of courses adopting OER course materials should post the resources online prior to the beginning of the semester and notify students in the class how to access it.

VII. Responsibilities of the University Village Bookstore

- A. The University Village Bookstore Textbook Manager will communicate the requirements and due dates for course adoptions each academic session. Follow-up communications will be sent to the department chairs and the faculty if the requested materials are not available from the publisher or obtained in a timely manner.
 - 1. The University Village Bookstore continuously works directly with instructors and departments to collect adoptions throughout the process.
 - 2. The OER course material adoption report should be submitted prior to the beginning of the semester.
 - 3. Leading up to and after the due date passes, a course material adoption report is sent to the Assistant Vice President for Auxiliary Services and the Provost's Office to be forwarded to the deans and chairs. This process continues through the beginning of classes each semester.
 - 4. Approximately one month after the start of the fall and spring semesters, the University Village Bookstore alerts the Provost's Office about textbook submissions. The Provost's Office sends an email to deans, chairs, and instructors informing them

that it is time to submit course material orders for the next semester to the University Village Bookstore.

- B. The University Village Bookstore shall provide a convenient course materials adoption process, including a web-based method, to expedite the ordering process for non-OER course materials.
- C. The University Village Bookstore shall note courses that utilize OER course materials on the course materials website.
- D. Centralized listings of course materials required or assigned for particular courses shall be available from the University Village Bookstore's website after the relevant instructor or academic department notifies the University Village Bookstore. The University Village Bookstore shall post the relevant information received from the faculty in a timely manner. The listings shall be in a standard format and include the International Standard Book Number (ISBN), when applicable, along with other relevant information.

VIII. Responsibilities of the OER Committee

The OER Committee reports to the Provost and Executive Vice President for Academic Affairs (Provost) on the development and enforcement of the University's Course Materials Adoption Policy. The Provost appoints Committee members, to include representatives from the faculty, University Libraries, Information Technology Services (ITS), University Bookstore, Institutional Effectiveness and Assessment, Student and Campus Life (SCL) representative (and/or student), Office of Academic Success Initiatives and Support representative, Center for Learning and Teaching (CLT), Center for Faculty Development, and senior University management. The Provost will solicit recommendations from the deans for the faculty representatives, who will constitute the majority of the Committee. The OER Committee may create subcommittees and task forces as needed to carry out its responsibilities.

Other Committee responsibilities include:

- A. Guiding updates to this policy.
- B. Developing strategies and actions, setting timelines, and determining outcomes that will advance the University's efforts to facilitate adoption of OER.
- C. Tracking local, national, and international developments within the area of OER.
- D. Implementing and coordinating a training program available to faculty on OER. Stimulating discussion, generating supporting material, and developing venues for communication and education.
- E. Seeking collaborative ventures internally and with other institutions.
- F. Exploring and identifying possible high-impact initiatives that the University could either launch or support, such as pilot projects that promote creation and/or adoption of OER.
- G. Consulting broadly with individuals, groups, and units as needed.

IX. Contacts

The Office of the Provost and Executive Vice President for Academic Affairs officially interprets this policy. The President may revise or eliminate any or all parts as necessary to meet the changing needs of Old Dominion University and the Commonwealth of Virginia.

Honorary Degrees: Criteria and Procedures

[Board of Visitors Policy](#)

NUMBER: 1233

APPROVED: August 9, 1979; Revised February 14, 1985; Revised February 13, 1986; Revised September 13, 2012; Revised December 10, 2020

SCHEDULED REVIEW DATE: December 2025

I. Purpose

Honorary degrees are awarded to bring national recognition to the University; recognize outstanding contributions to society through scholarship, artistic production, or humanitarianism; and recognize major contributions in areas relevant to the mission of the University through significant research or a career of dedicated service. Honorary degrees may be awarded at the University's commencements.

II. Eligibility for Consideration

Since the recipients of honorary degrees will be forever associated with the University, recipients must be of sufficient stature and character so as to honor the University. Examples of such persons might be: prominent graduates, important business leaders, outstanding professional persons, leaders in public affairs, statesmen, prominent educators, outstanding humanitarians, and persons distinguished in the arts, sciences, and the humanities.

- A. There should be clearly outstanding achievement that demonstrates why these individuals should be recognized by Old Dominion University for their contributions to ODU or to society.
- B. Present employees of the University, emeriti faculty, and former members of the board may only be considered for honorary degrees on an extraordinary basis. Current members of the Board of Visitors are not eligible to receive an honorary degree. Current and former benefactors of the University should be excluded unless they clearly meet the other criteria for being included for degree consideration. There should be no suggestion that an individual is being awarded an honorary degree because of his or her past or possible future financial contributions to the University.

III. Selection Process

- A. The Honorary Degree Committee will be comprised of: four faculty members selected by the Faculty Senate, two students selected by the Student Government Association, one member of the Alumni Association selected by the Alumni Association, one member of the Board of Visitors appointed by the Rector, and one administrator appointed by the President. The Provost and Vice President for Academic Affairs shall serve as an ex officio non-voting member of the committee and shall be responsible for overseeing the nomination process.
 - 1. The President will designate the coordinator of the committee.

2. The names of committee members will be submitted to the President by the selection body by **June 1**.
- B. The committee will publicize the criteria and guidelines for making nominations. Nominations will be invited from all constituencies at the University, including the Board of Visitors.
- C. The committee will review and vote on nominations recommended for honorary degrees. The coordinator of the committee will submit the committee's recommendation, including the votes, to the President.
- D. The President will submit to the Board of Visitors for approval the names of the President's nominee(s) and recommend the appropriate degree(s) to be awarded.

IV. Schedule and Procedure

- A. The committee members are appointed and notified of the appointment by the President.
- B. The Honorary Degree Committee will be appointed and prepared to begin work by **September 1**.
- C. The President will submit the names of the nominees to the Board of Visitors for approval. The recipients approved by the Board of Visitors may be awarded their honorary degrees at one of the University's commencements. After approval by the Board of Visitors, the President shall contact the approved recipients concerning acceptance and conferral of the honorary degrees.

V. Honorary Degree Types

Among the appropriate honorary degrees to be awarded are:

- Doctor of Fine Arts (D.F.A.)
- Doctor of Humane Letters (L.H.D.)
- Doctor of Letters (Litt.D.)
- Doctor of Music (Mus.D.)
- Doctor of Science (Sc.D.)

Closure of the University Due to Inclement Weather and Emergencies

(University Policy #1020)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1020>

Revised on December 15, 2025

IV. RESEARCH POLICIES

ODU Research Foundation

More information can be found at the following link:

<https://www.odu.edu/odu-research-foundation>

University Research Administration

Sponsored program agreements and funding will be accepted and administered through the [ODU Research Foundation](#) or, under certain circumstances and with the approval of the vice president for research and economic development, through Old Dominion University.

The terms and conditions by which grants and contracts will be accepted and administered by the ODU Research Foundation are agreed to by the Board of Visitors, the president of the University through a designee (the vice president for research and economic development), and by the Board of Trustees of the ODU Research Foundation through their designee (the executive director).

Conditions of acceptance of grants and contracts by the ODU Research Foundation are as follows:

1. The commitment of the University for each grant or contract shall be the responsibility of the vice president for research and economic development and the executive director of the ODU Research Foundation.
2. Members of the faculty and other employees and students of the University, as well as visiting faculty and artists in residence of the University, will participate in a project only with the approval of, and on terms and conditions satisfactory to, the vice president for research and economic development and the executive director of the ODU Research Foundation.
3. The principal investigator (PI) of each project shall submit reports as required by the sponsors through, or at the direction of, the respective department/school chair or research institute/center director, to the executive director of the ODU Research Foundation or designated Foundation staff.
4. The University shall cause all discoveries, improvements, inventions, and copyright materials resulting from a project to be assigned to the Foundation by the person(s) making such discovery, improvement, invention, or copyright.
5. Upon termination of each project, all notes, records, and data resulting from, or collected during the project shall belong to and shall be delivered, if so requested, to the ODU Research Foundation, although the [Division of Research and Economic Development](#) may, if it desires, retain a copy of any or all such documents.

As an affiliated entity of Old Dominion University, the ODU Research Foundation will additionally undertake the following with respect to each sponsored program agreement it accepts and/or administers:

1. Pay monthly to the University the relevant salaries and wages reimbursable under the terms and conditions of each grant or contract.
2. Procure and provide to the University all materials, supplies, apparatus, equipment, and other items as stipulated in the contractual agreement, with the exception that the University itself may make such purchases, with prior approval of the executive director of the ODU Research Foundation. If the University elects to purchase, as herein outlined, the ODU Research Foundation will reimburse the University for such cost upon presentation of proof of purchase.
3. Maintain and provide administrative support services related to activities such as agency reporting, travel, and human resources associated with the sponsored program.

The University will incur no other obligations or expenses, other than as stipulated in the approved budget of the grant or contract, without the written approval of the vice president for research and economic development. All apparatuses and equipment procured for a project by or at the expense of the Foundation, except those that, pursuant to the Foundation's contract with the sponsor, are the property of the sponsor, will become the property of the ODU Research Foundation at the termination of the project. The designated custodian of the equipment, identified as the PI on the account from which it is purchased, is responsible for ensuring proper upkeep and maintenance, including arranging for a service or maintenance plan when appropriate; if the PI departs, the department/school must designate a replacement custodian.

In special cases, at the discretion of the vice president for research and economic development, some grants and contracts may be accepted through the Old Dominion University [Division of Finance](#). Examples of grants and contracts that may be accepted through the Division of Finance include those in which the agency requires, with accompanying documentation, that the University accept and/or administer the award and those in which the ODU Research Foundation is ineligible to receive the award by virtue of its corporate status. Whenever possible, administration of the award will be done through the ODU Research Foundation. If administration is also constrained to the University, the Division of Finance will manage the award. This will be viewed as an exception to the normal procedure for grants management and will require consultation between the vice president for research and economic development and the vice president for finance and chief financial officer, or their appointed staff.

Conditions of acceptance of grants and contracts by Old Dominion University, when administered through the ODU Research Foundation, are established by the vice president for research and economic development, as the University's designee, and are as follows:

1. The commitment of the University for each grant or contract shall be determined through consultation between the PI and the ODU Research Foundation in accordance with the established deadlines. One of the conditions of acceptance is the identification of project dates prior to establishing an account to support project activities.
2. Faculty and other employees and students at the University, as well as visitors and residents of the University, will participate in a project only with the approval of, and on the terms and conditions satisfactory to, the vice president for research and economic development.
3. The PI of each project shall submit reports as required by sponsors to the appropriate administrative office charged with the management and/or compliance requirements of the sponsored program or other research project.
4. The University shall cause all discoveries resulting from a project to be assigned to the University or the ODU Research Foundation by the person(s) making such discovery, improvement, invention, or copyright.
5. Upon termination of each project, all notes, records, and data resulting from, or collected during, the project shall belong to and shall be delivered, if so requested, to the vice president for research and economic development or their designee.

- Approved by the president
October 1, 2003; Revised July 17, 2006
- Revisions approved by the president
February 10, 2026

Facilities and Administration (F&A) Cost Recovery

More information can be found at the following link:

<https://www.odu.edu/sites/default/files/documents/facilities-and-administration-cost-recovery.pdf>

Individual Research Conflict of Interest and Commitment **(University Policy #5201)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/5000/5201>

Policy on Intellectual Property

(Board of Visitors Policy #1424)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1424>

Criteria for Principal Investigators[†]

- A. The principal investigator (PI) is the lead person on the research project and is responsible for the ethical and professional conduct of all aspects of the project. In the case of doctoral students as the PI, this responsibility falls to the supporting faculty member.
1. All full-time faculty members, self-supporting research professionals, or new faculty who have signed full-time contracts are eligible to be PIs.
 2. Administrators holding the titles of vice president, associate vice president, assistant vice president, vice provost, dean, University librarian, associate dean, assistant dean, and emeritus full and associate professor may be named as PI on projects directly related to the mission and responsibilities of their offices.
 3. Doctoral students seeking funding for fellowships, tuition, or support of research leading to the dissertation may be named as PI when a full-time teaching or research faculty member is named on the project as the responsible PI. The faculty member is responsible for seeing that the terms of the grant or contract are fulfilled.
 4. Persons holding the following titles in the absence of a faculty appointment, as noted above, are not eligible to be a PI: director, associate director, assistant director, postdoctoral associate, visiting professors at all levels, and research associates at all levels.
 - a. Requests for exceptions for those within Academic Affairs can be made by the unit head with the written approval of the college dean and the provost and executive vice president for academic affairs. For those in areas other than Academic Affairs, it will require that such an application for an exception has been recommended by the unit head and approved by the corresponding vice president. All requests must be accompanied by the curriculum vitae of the prospective investigator.
 - b. The ODU Research Foundation will maintain a list of non-faculty individuals who have been granted permission to submit proposals. The list will note if permission was given on a one-time-only basis or for a more extended period of time. This list will be reported to the provost and executive vice president for academic affairs, vice president for research and economic development, and deans annually.
- Approved by the president
August 21, 2003; Revised July 17, 2006; Revised March 8, 2013

Sponsored Research Guidelines

Old Dominion University (ODU) recognizes the importance of sponsored research¹ in the academic development of the faculty and in the training of graduate students. The University supports the right of, and encourages, faculty members to engage in any sponsored research, so long as that research does not compromise the educational objectives established by the department/school, colleges, and institution.

The University's principal research officer is the vice president for research and economic development. This person has been designated by the president of the University as the official signatory for the University for all research and sponsored programs. The executive director of the ODU Research Foundation has the responsibility for submitting and accepting grants and contracts and establishing and enforcing administrative procedures necessary to ensure compliance with regulations of funding agencies for the operation of sponsored projects. The executive director is responsible, subject to the Board of Trustees of the ODU Research Foundation, for the direct administration of, and immediate executive authority with respect to, the conduct of the business and affairs of the Foundation.

The ODU Research Foundation is the grantee for projects under its purview, but responsibility for technical direction of the project is vested solely in the principal investigator.

To protect the interests of both the faculty and the institution, exceptions to the procedures herein should be rare and require written approval of the vice president for research and economic development and/or their delegate.

Guidelines

University policies relating to sponsored research are based on the following guidelines:

1. Sponsored research and other sponsored activities must support the instructional and research objectives established by the department(s)/school(s) and college(s) in which the research is to be conducted. Each proposal may be reviewed, weighing cost against benefit, to determine its appropriateness by the chair(s), director(s), the dean(s), and/or the vice president for research and economic development.
2. Only in exceptional cases will sponsored research include terms and conditions with restrictions that prevent disclosure of the sponsor or the existence of the contract or adequate review of suitability to the academic program of the University.
3. In cooperation with the principal investigator and their department/school, college, or center/institute, the University exerts every effort to minimize publication restrictions imposed by accepted research contracts.
4. Except under special circumstances, all research grants and contracts are submitted through and administered by the ODU Research Foundation.
5. Sponsored programs that require matching funds by the University (e.g., equipment) or projects that involve the transfer of Commonwealth funds from a state agency to the University may be

¹ Research performed by faculty members that is supported by non-Commonwealth funds

submitted by the University and fiscally administered by the Office of Finance with administrative support by the ODU Research Foundation.

6. If tenure-track faculty positions are to be wholly funded from grant or contract funds, this requires the review and approval of the appropriate executive vice president (EVP), with a written understanding of how the position would be backed up should the external funding be disrupted.

Procedures

Preliminary discussions between faculty members and potential sponsors are encouraged and often precede the preparation of a formal proposal. The vice president for research and economic development and their staff are available for discussion at any stage in the preparation of proposals. Formal procedures are based on the following guidelines:

1. Prospective principal investigators (PIs) interested in submitting a proposal should consult with the department/school chair and dean to determine whether the proposed project is consistent with the goals of the department/school, college, and University. In addition, the faculty member may consult with the vice president for research and economic development and their staff about application and proposal development guidelines. The ODU Research Foundation must be notified of the intent to submit a proposal, and it will provide internal submission deadline information and assistance in proposal budget preparation.
2. Investigators are asked to send a notification to the ODU Research Foundation three (3) weeks prior to the sponsor's deadline of their intent to submit a proposal. Depending on proposal demand, the ODU Research Foundation may not accept proposals for submission to external sponsors if a request for a Pre-Award assignment has not been made prior to noon (12:00 p.m. EST) at least fifteen (15) working days before the sponsor's deadline. Those submissions that include collaborators outside of ODU require notification by noon (12:00 p.m. EST) at least twenty (20) working days before the sponsor's deadline. Notification is made by email or through the research administration system to preaward@odu.edu for the main campus and regional center locations and rfhscpreaward@odu.edu for the medical campus location. A copy of, or link to, the solicitation/guidance and the due date must be provided.
3. Grants and contracts require institutional sign-off as specified on the Proposal Transmittal Form (ePTF), and all Conflict of Interest (COI) disclosures for proposed key/senior personnel must be up to date before submission is allowed.
4. If the department/school chair and dean disapprove of a proposal, the proposing faculty member may appeal the decision to the appropriate EVP for reconsideration and decision. The decision of the appropriate EVP is final.
5. If the proposed project involves special approvals (e.g., human subjects, radioactive materials, biohazardous materials, or animals), the principal investigator is responsible for notifying the appropriate review board and providing all required justifications for University and sponsor approval.
6. All financial reports and statements, property and equipment reports, invention reports, interim and final technical reports, and closeout reports must be submitted through the ODU Research Foundation, where copies are retained on file in accordance with grant or contract requirements.

- Approved by the president
October 1, 2003
- Revisions approved by the president
February 10, 2026

Submission of Research Proposals

Principal investigators are responsible for ensuring that proposals are complete when they are submitted to the [ODU Research Foundation](#) or the [Division of Research and Economic Development](#) for signature. To be complete, the full proposal and all required documentation should be in final form and accompanied by a completed and signed Proposal Transmittal Form.

1. A named source and associated signature of approval for any proposed matching funds and/or cost-sharing;
2. Any required approvals from the Institutional Review Board, Institutional Animal Care and Use Committee, Radiation Safety Committee, and/or Institutional Biosafety Committee, as relevant, based on the subject area and activities proposed;
3. An abstract describing the project;
4. Signatures of the appropriate director(s), chair(s), dean(s), and the Vice President for Research and Economic Development. The department/school chair approval covers:
 - a. Academic Alignment: ensuring the project fits within department/school goals and faculty expertise
 - b. Resource Availability: confirming the availability of department/school resources such as space and personnel
 - c. Budget Review: assessing the appropriateness of budget items, including release time, graduate research assistant, and teaching assistant support
 - d. Compliance: verifying adherence to department/school policies and any potential conflicts of interest.
5. The dean/vice president's approval covers:
 - a. Strategic Fit: ensuring the proposal aligns with college/unit-level strategic objectives
 - b. Resource Commitment: authorizing commitments like cost-sharing, space allocation, and faculty/staff time
 - c. Financial Oversight: reviewing the financial implications for the college/unit, including indirect cost waivers or reductions
 - d. Risk Assessment: evaluating potential risks associated with the project, including secured research, conflict of interest, and commitment, and ensuring mitigation strategies are in place.
 - e. Explicit allocations of credit for portions of the project when multiple investigators are collaborating.
6. For electronic submission, the principal investigator will be expected to upload the proposal narrative and required forms and documents into the electronic submission mechanism, *except* budget and/or other documents that are within the purview of the authorized institutional administrator/official or the ODU Research Foundation staff. A completed Proposal Transmittal Form is required for electronic submissions, as well as those in hardcopy form. The ODU Research Foundation is not authorized to submit incomplete proposals to the sponsor unless they are complete.

- Approved by the president
October 1, 2003; Revised July 17, 2006
- Revisions approved by the president
February 10, 2026

Priority for External Funding on Limited Submissions

In the event that there are multiple faculty who desire to submit a proposal to the same funding agency's program that has limitations imposed on the number of proposals from an institution, strategic decisions will be necessary. Participants in the decision-making process will include the deans of the relevant colleges and the vice president for research and economic development. Certain background information may be requested of the faculty and deans to facilitate decision-making, and an attempt will be made to do so in a timely manner with respect to the deadline for proposal submission. The final determination will rest with the vice president for research and economic development.

- Approved by president
April 4, 1985; Revised July 17, 2006

Research and Scholarly Digital Data Management Policy

(University Policy #5350)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/5000/5350>

Policy on Allegations of Research Misconduct (Interim Policy)

[University Policy #5360](#)

RESPONSIBLE OVERSIGHT EXECUTIVE: Vice President for Research and Economic Development

DATE OF CURRENT REVISION OR CREATION: December 15, 2025

A. Purpose

To establish procedures for addressing allegations of Research Misconduct at Old Dominion University (ODU) in compliance with federal regulations.

B. Authority

[Code of Virginia § 23.1-1301](#), as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

42 CFR Part 93

45 CFR Part 689

C. Definitions

Accepted Practices of the Relevant Research Community: Accepted practices of the relevant research community means those practices established by PHS Regulations or funding components, or NSF Regulations or funding components, as well as commonly accepted professional codes or norms within the overarching community of researchers and institutions that apply for and receive PHS or NSF awards.

Allegation(s): Allegation(s) means a disclosure of possible Research Misconduct through any means of communication and brought directly to the attention of the RIO/Associate RIO, or for PHS or NSF-supported research, a Department of Health and Human Services (HHS) or NSF official.

Assessment: Assessment means a consideration of whether an allegation of Research Misconduct appears to fall within the definition of Research Misconduct; appears to involve PHS or other supported research, research training, or activities related to that research or research training; and is sufficiently credible and specific so that potential evidence of Research Misconduct may be identified. Assessment only involves the review of readily accessible information relevant to the allegation.

Complainant: Complainant means an individual who, in good faith, makes an allegation of Research Misconduct.

Evidence: Evidence means anything offered or obtained during a Research Misconduct Proceeding that tends to prove or disprove the existence of an alleged fact. Evidence includes documents, whether in hard copy or electronic form, information, tangible items, and testimony.

Fabrication: Fabrication means making up data or results and recording or reporting them.

Falsification: Falsification means manipulating research materials, equipment, or processes, or changing or omitting data or results, such that the research is not accurately represented in the research record.

Good Faith:

- a. Good faith as applied to a Complainant or witness means having a reasonable belief in the truth of one's allegation or testimony, based on the information known to the Complainant or witness at the time. An allegation or cooperation with a Research Misconduct Proceeding is not in good faith if made with knowledge of or reckless disregard for information that would negate the allegation or testimony.
- b. Good faith as applied to an ODU or committee member means cooperating with the Research Misconduct Proceeding by impartially carrying out the duties assigned for the purpose of helping ODU meet its responsibilities under this policy. An ODU or committee member does not act in good faith if their acts or omissions during the Research Misconduct Proceeding are dishonest or influenced by personal, professional, or financial conflicts of interest with those involved in the Research Misconduct Proceeding.
- c. Good faith as applied to a Respondent means acting with reasonable belief that the Respondent's actions are consistent with accepted practices of the relevant research community.

Inquiry: Inquiry means preliminary information-gathering and preliminary fact-finding that meets the criteria and follows the procedures of Section H of this policy.

Institutional Member: Institutional member or members means an individual (or individuals) who is employed by, is an agent of, or is affiliated by contract or agreement with ODU. Institutional members may include, but are not limited to, officials, tenured and untenured faculty, teaching and support staff, researchers, research coordinators, technicians, postdoctoral and other fellows, students, volunteers, subject matter experts, consultants, or attorneys, or employees or agents of contractors, subcontractors, or sub-awardees.

Institutional Deciding Official or DO: Institutional deciding official means the institutional official who makes final determinations on allegations of Research Misconduct and any institutional actions.

Institutional Record: The ODU record comprising of:

- a. The records that ODU compiled during the Research Misconduct Proceeding pursuant to this policy, except to the extent ODU subsequently determines and documents that those records are not relevant to the proceeding or that the records duplicate other records that are being retained. These records include, but are not limited to:
 1. The Assessment report in Section G of this policy, if applicable.
 2. If an Inquiry is conducted, the Inquiry report and all records (other than drafts of the report) in support of that report, including, but not limited to, research records and the transcripts of any interviews conducted during the Inquiry, information the Respondent provided to ODU, and the documentation of any decision not to investigate as required by Section H of this policy.
 3. If an Investigation is conducted, the Investigation report and all records (other than drafts of the report) in support of that report, including, but not limited to, research

records, the transcripts of each interview conducted pursuant to Section I of this policy, and information the Respondent provided to the institution; and

4. Decision(s) by the DO, such as the written decision with the final determination of Research Misconduct findings and implemented institutional actions; and
- b. The documentation of the determination of irrelevant or duplicate records; and
- c. A single index listing all documents in the institutional record.

Intentionally: To act intentionally means to act with the aim of carrying out the act.

Investigation: Investigation means the formal development of a factual record and the examination of that record that meets the criteria and follows the procedures of Section I of this policy

Knowingly: To act knowingly means to act with awareness of the act.

NSF: NSF means the National Science Foundation, or any official thereof.

NSF Regulation: The National Science Foundation regulation establishing standards for institutional inquiries and Investigations into allegations of scientific misconduct, which is set forth at 45 CFR Part 689, entitled "Misconduct in Science and Engineering."

Office of Research Integrity or ORI: Office of Research Integrity or ORI means the office established by Public Health Service Act Section 493 (42 U.S.C. 289b) and to which the HHS Secretary has delegated responsibility for addressing research integrity and misconduct issues related to PHS-supported activities.

Plagiarism: Plagiarism means the appropriation of another person's ideas, processes, results, or words, without giving appropriate credit.

- a. Plagiarism includes the unattributed verbatim or nearly verbatim copying of sentences and paragraphs from another's work that materially misleads the reader regarding the contributions of the author. It does not include the limited use of identical or nearly identical phrases that describe a commonly used methodology.
- b. Plagiarism does not include self-plagiarism or authorship or credit disputes, including disputes among former collaborators who participated jointly in the development or conduct of a research project. Self-plagiarism and authorship disputes do not meet the definition of Research Misconduct.

Preponderance of the Evidence: Preponderance of the evidence means proof by evidence that, compared with evidence opposing it, leads to the conclusion that the fact at issue is more likely true than not.

Public Health Service or PHS: Public Health Service or PHS consists of the following components within HHS: the Office of the Assistant Secretary for Health, the Office of Global Affairs, the Administration for Strategic Preparedness and Response, the Advanced Research Projects Agency for Health, the Agency for Healthcare Research and Quality, the Agency for Toxic Substances and Disease Registry, the Centers for Disease Control and Prevention, the Food and Drug Administration, the Health Resources and Services Administration, the Indian Health Service, the National Institutes of Health, the Substance Abuse and Mental Health Services Administration, and any other components of HHS designated or established as components of the Public Health Service.

PHS Support: PHS support means PHS funding, or applications or proposals for PHS funding, for biomedical or behavioral research, biomedical or behavioral research training, or activities related to

that research or training, that may be provided through: funding for PHS intramural research; PHS grants, cooperative agreements, or contracts; subawards, contracts, or subcontracts under those PHS funding instruments; or salary or other payments under PHS grants, cooperative agreements, or contracts.

Recklessly: To act recklessly means to propose, perform, or review research, or report research results, with indifference to a known risk of fabrication, falsification, or plagiarism.

Research Integrity Officer or RIO: The Research Integrity Officer or RIO refers to the ODU official responsible for administering ODU's written policies and procedures for addressing allegations of Research Misconduct in compliance with PHS and NSF regulations related to Research Misconduct.

Research Misconduct: Research Misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Research Misconduct does not include honest error or differences of opinion.

Research Misconduct Proceeding: Research Misconduct Proceeding means any actions related to alleged Research Misconduct taken under this policy in response to an allegation, including Assessment, Inquiry, Investigation, and ORI oversight reviews.

Research Record: Research record means the record of data or results that embody the facts resulting from scientific inquiry. Data or results may be in physical or electronic form. Examples of items, materials, or information that may be considered part of the research record include, but are not limited to, research proposals, raw data, processed data, clinical research records, laboratory records, study records, laboratory notebooks, progress reports, manuscripts, abstracts, theses, records of oral presentations, online content, lab meeting reports, and journal articles.

Respondent: Respondent means the individual against whom an allegation of Research Misconduct is directed or who is the subject of a Research Misconduct Proceeding.

Retaliation: Retaliation means an adverse action taken against a Complainant, witness, or committee member by ODU or one of its members in response to:

- a. A good faith allegation of Research Misconduct; or
- b. Good faith cooperation with a Research Misconduct Proceeding.

Special Circumstances: Circumstances in which any of the following conditions exist:

- a. Health or safety of the public is at risk, including an immediate need to protect human or animal subjects.
- b. HHS resources or interests are threatened.
- c. Research activities should be suspended.
- d. There is a reasonable indication of possible violations of civil or criminal law.
- e. Federal action is required to protect the interests of those involved in the Research Misconduct Proceeding, or
- f. HHS may need to take appropriate steps to safeguard evidence and protect the rights of those involved

D. Scope

1. This policy applies to allegations of Research Misconduct as defined above, involving individuals who, at the time of the alleged Research Misconduct were employed by ODU, an agent of, or affiliated by contract of agreement with ODU, including but not limited to, faculty, trainees, technicians, and other staff members, students, fellows, guest researchers, or collaborators and who were conducting:
 - a. PHS supported biomedical or behavioral research, research training, or activities related to that research or research training, within six (6) years from when ODU or HHS received allegations of Research Misconduct (unless otherwise subject to an exception), and includes:
 - i. The operation of tissue and data banks and the dissemination of research information;
 - ii. Applications or proposals for PHS support for biomedical or behavioral research, research training, or activities related to that research or research training; or
 - iii. Plagiarism of research records produced in the course of PHS-supported research, research training, or activities related to that research or research training. This includes any research proposed, performed, reviewed, or reported, or any research record generated from that research, regardless of whether an application or proposal for PHS funds resulted in a grant, contract, cooperative agreement, or other form of PHS support.
 - b. NSF-funded research, including proposals submitted and awards received in all fields of science, engineering, mathematics, and education; OR
 - c. Any other research, whether internally or externally funded, or non-funded.
2. This policy does not apply to authorship or collaboration disputes.
3. ODU has other internal policies related to the conduct of research, including but not limited to the Faculty Code of Conduct, and policies or procedures that govern animal or human subjects' research. ODU may find conduct reported under this policy, or any ancillary conduct discovered in the review of such reported conduct, as actionable under those internal policies, even if the conduct does not meet the definition of Research Misconduct as outlined in this policy. Any process or finding under such policies will not be a finding of Research Misconduct under this policy and will not be reportable under PHS Regulations or NSF Regulations.

E. Policy Statement

It is the responsibility of every member of the ODU community to ensure integrity in scientific research and scholarly activity. Research Misconduct damages the University's reputation and hinders its ability to compete for external research funding. ODU is dedicated to intellectual integrity and requires the same commitment from all of its faculty, staff, students, and research contributors. This policy establishes procedures for addressing allegations of Research Misconduct in accordance with Public Health Service (PHS) regulations (42 CFR Part 93) and National Science Foundation (NSF) regulations.

F. General Research Misconduct Requirements

1. Research Integrity Officer (RIO):
 - a. *Appointment:* The President appoints the RIO for ODU, and may also appoint one or more Associate Research Integrity Officers (Associate RIO).
 - b. *Role:* The RIO has primary responsibility for implementing and updating written policies and procedures for addressing allegations of Research Misconduct. The RIO also oversees all aspects of a Research Misconduct Proceeding. The Associate RIO shall assist the RIO in the development or update of policies and procedures and shall have the same responsibility and powers as the RIO in any Research Misconduct Proceedings.
2. How to Report Research Misconduct: All employees or individuals associated with ODU have a duty to report observed, suspected, or apparent Research Misconduct to the RIO or Associate RIO. If an individual is unsure whether a suspected incident falls within the definition of Research Misconduct, they should contact the RIO/Associate RIO to discuss the suspected Research Misconduct.
3. Cooperation with Research Misconduct Proceedings: Institutional members, including Respondents, must cooperate with and provide relevant evidence to the RIO/Associate RIO and other ODU officials in the Assessment of allegations of Research Misconduct, if applicable, and the conduct of any Inquiry or Investigation. Failure to respond to the RIO/Associate RIO or otherwise cooperate in any Research Misconduct Proceedings may result in disciplinary action.
4. Confidentiality:
 - a. Disclosure of the identity of Respondents, Complainants, and witnesses while conducting the Research Misconduct Proceedings is limited to those who need to know, as determined by the RIO/Associate RIO. Those who need to know may include institutional review boards, journals, editors, publishers, co-authors, and collaborating institutions.
 - b. The limitation of the identity of Respondents, Complainants, and witnesses no longer applies once ODU has made a final determination of Research Misconduct findings.
 - c. Except as otherwise required by law, confidentiality must be maintained for any records or evidence from which research subjects might be identified. Disclosure is limited to those who need to know to carry out the Research Misconduct Proceeding.
 - d. This requirement for confidentiality does not prohibit ODU from managing published data or acknowledging to outside parties that data may be unreliable.
5. Prohibition Against Retaliation: In accordance with University Policy #3020, Whistleblower Retaliation Policy, individuals may not retaliate in any way against Complainants, witnesses, or any members of a committee established to review allegations. Further, ODU will take all reasonable and practical steps to protect the positions and reputations of Complainants, witnesses, or committee members. Institutional members should immediately report any alleged or apparent retaliation against Complainants, witnesses, or committee members to the RIO/Associate RIO.
6. Multiple Respondents: If any additional Respondent(s) are identified throughout the Inquiry/Investigation, they must be notified of the allegations as set forth in this policy.

7. Multiple Institutions: If multiple institutions are involved in the allegations and the institutions agree to conduct a joint Research Misconduct Proceeding, ODU shall work with the other institution(s) to designate a lead institution. If ODU is the lead institution in a joint Research Misconduct Proceeding, this policy will be followed. In such event, the ODU RIO/Associate RIO, or their designee, will obtain research records pertinent to the Inquiry/Investigation and witness testimonies from the other relevant institutions. The lead institution shall be responsible for maintaining all records related to the Research Misconduct Proceeding and for all reporting to sponsors.
8. Sequestration of Records: The RIO/Associate RIO has the authority to and shall promptly (prior to notification of the Respondent of the allegations, and/or at the time other records relevant to an Inquiry or Investigation become known) obtain research records or other evidence that may, in the RIO/Associate RIO's sole discretion, be relevant to the allegations of Research Misconduct.
9. Notifying ORI of Special Circumstances: The RIO/Associate RIO will monitor all aspects of the Research Misconduct Proceeding and, for allegations of Research Misconduct involving PHS support, will notify ORI immediately if there is reason to believe that special circumstances exist.
10. Burden of Proof: ODU bears the burden of proof, by a preponderance of the evidence, for making a finding of Research Misconduct. The Respondent has the burden of going forward with and proving, by a preponderance of evidence, any affirmative defenses raised.
11. Interviews: All interviews conducted at the Inquiry or Investigation stage will be recorded, transcribed, and made available to the relevant interviewee(s) for correction.

G. Assessment

1. Assessment of Allegations*: Upon receiving an allegation of Research Misconduct, the RIO/Associate RIO, or another designated institutional official, will immediately assess the allegation to determine whether:
 - a. The allegation is sufficiently credible and specific to identify evidence of Research Misconduct and to warrant an Inquiry;
 - b. What funding agency support or applications for funding are involved; and
 - c. Whether the allegation falls under the definition of Research Misconduct.

If all three (3) criteria above are met, an Inquiry will be conducted. In conducting the Assessment, the RIO/Associate RIO need not interview the Complainant, Respondent, or witnesses, or gather data beyond any that may have been submitted with the allegation, except as necessary to determine whether the allegation is sufficiently credible and specific so that potential evidence of Research Misconduct may be identified.

*This section shall only apply to non-funded research, internally funded research, PHS-funded research, and other externally funded research where Assessment is permitted or considered the standard of practice by the funding agency, as determined by the RIO/Associate RIO. For research where Assessment is not permitted or is not considered the standard of practice by the funding agency, the Research Misconduct Proceedings will begin at the Inquiry phase.

2. Documenting the Assessment: If the RIO/Associate RIO, or another designated institutional official, determines that the requirements for an Inquiry are met, the Assessment will be

documented, and all research records will be sequestered. If the RIO/Associate RIO or another designated institutional official determines that the requirements for an Inquiry are not met, they must maintain sufficiently detailed documentation of the Assessment in accordance with Section K.

H. Inquiry

1. **Initiation and Purpose:** Upon determination that an Inquiry is warranted, the RIO/Associate RIO shall initiate the Inquiry process. The purpose of the Inquiry is to conduct an initial review of the available evidence to determine whether to conduct an Investigation. An Inquiry does not require a full review of all evidence related to the allegation, and findings of Research Misconduct cannot be made at the Inquiry stage.
2. **Notice to Respondent:** At the time of or before beginning an Inquiry, the RIO/Associate RIO must make a good-faith effort to notify the Respondent in writing if the Respondent is known. If additional Respondents are identified at the Inquiry stage, they shall be notified in writing.
3. **Appointment of an Inquiry Committee:** The RIO/Associate RIO may appoint an Inquiry Committee and a Committee Chair upon the initiation of an Inquiry. If a joint Research Misconduct Proceeding is being conducted with other institutions, the Committee may include members from all the institutions involved.
 - a. Any Inquiry Committee must consist of individuals who do not have unresolved personal, professional, or financial conflicts of interest with those involved with the Inquiry and should include individuals with the appropriate scientific expertise to evaluate the evidence and issues related to the allegation, interview the principals and key witnesses, and conduct the Inquiry.
 - b. The RIO/Associate RIO will present the charge to the Inquiry Committee and will be present or available throughout the Inquiry to advise the Committee as needed.
4. **Inquiry Process:**
 - a. The Inquiry Committee may, but is not required to, interview the Complainant, the Respondent, and key witnesses, as well as examine relevant research records and materials to the extent necessary to determine if an Investigation is warranted.
 - b. The RIO/Associate RIO or the Inquiry Committee will evaluate the evidence, including any testimony obtained during the Inquiry. The RIO/Associate RIO or the Inquiry Committee must prepare an Inquiry report for presentation to the DO that will contain:
 - i. The names, professional aliases, and positions of the Respondent and Complainant;
 - ii. A description of the allegation(s) of Research Misconduct;
 - iii. The composition of the Inquiry Committee, if used, including name(s), position(s), and subject matter expertise;
 - iv. Inventory of sequestered research records and other evidence, and description of how sequestration was conducted;
 - v. Transcripts of any transcribed interviews;
 - vi. Timeline and procedural history;
 - vii. Any scientific or forensic analyses conducted;

- viii. The basis for recommending that the allegation(s) warrant an Investigation;
 - ix. The basis on which any allegation(s) do not merit an Investigation;
 - x. Description and documentation of the PHS, NSF, or other funding support, including but not limited to grant numbers, grant applications, contracts, and publications listing such support.
 - xi. Any institutional actions implemented, including communications with journals or funding agencies.
 - xii. If there is potential evidence of honest error or difference of opinion, it will be noted in the Inquiry report.
- c. The RIO/Associate RIO shall provide the draft Inquiry report to the Respondent, who shall have ten (10) days to review and comment on the Inquiry report. All comments received shall be attached to the final Inquiry report.
5. **Decision:** The Inquiry Committee will review any comments by the Respondent and prepare and deliver a final Inquiry report to the RIO/Associate RIO. The RIO/Associate RIO shall, in turn, provide the decision on whether an Investigation is warranted to the Respondent, along with the final Inquiry report, and this policy.
 6. **Timeline for Completion:** The Inquiry, including preparation of the final Inquiry report and the decision of the DO on whether an Investigation is warranted, must be completed within ninety (90) days of initiation of the Inquiry. If the Inquiry will take longer than ninety (90) days, the Inquiry report must also detail the reason for exceeding such time frame.

I. Investigation

1. **Purpose and Initiation:** The purpose of the Investigation is to review all evidence relevant to an allegation and develop a factual record of whether Research Misconduct has been committed, by whom, and to what extent. The Investigation will also determine whether there are additional instances of possible Research Misconduct that would justify broadening the scope beyond the initial allegations or additional Respondents. The Investigation shall be initiated within thirty (30) days of the DO deciding that an Investigation is warranted.
2. **Notification to ORI:** If the allegation involves PHS support, the RIO/Associate RIO will provide ORI with the DO's written decision and a copy of the Inquiry report prior to the start of the Investigation. The RIO/Associate RIO will also notify those ODU officials who need to know of the DO's decision. If the DO decides that an Investigation is not warranted, the RIO/Associate RIO shall secure and maintain sufficiently detailed documentation of the Inquiry to permit a later Assessment by ORI or NSF of the reasons why an Investigation was not conducted.
3. **Notification to Respondent:** On or before the date on which the Investigation begins, the RIO/Associate RIO shall notify the Respondent in writing of the outcome of the allegations to be investigated. The RIO/Associate RIO shall also provide the Respondent with written notice of any new allegations of Research Misconduct not addressed during the Inquiry or discovered after the initial notice of the Investigation. The Respondent will be given an opportunity to respond in writing to any such new allegations before the Investigation report is finalized. If ODU identifies additional Respondents during the Investigation that were not identified during the Inquiry, those Respondents shall be notified accordingly; however, a separate Inquiry is not required.

4. Appointment of the Investigation Committee:
 - a. The RIO/Associate RIO, in consultation with other ODU officials as appropriate, will appoint an Investigation Committee and the Committee Chair upon the determination that an Investigation is warranted. The Committee shall be comprised of three (3) or five (5) members, who may be from inside or outside of ODU and may be scientists, colleagues, administrators, subject matter experts, lawyers, or other persons qualified by practice and/or experience to support or participate in the Research Misconduct Proceedings.
 - b. The Investigation Committee shall consist of individuals who do not have unresolved personal, professional, or financial conflicts of interest with the Complainant, Respondent, or witnesses. Individuals appointed to the Investigation Committee may also have served on the Inquiry Committee. The RIO/Associate RIO will notify the Respondent of the proposed Committee membership within five (5) days of appointing members of the Investigation Committee. The Respondent may submit a written objection to any member of the Investigation Committee. Such objection must specify the name of the member, the details of the conflict, and the date the conflict arose. The RIO/Associate RIO will replace any Committee member with a qualified substitute when an unresolved conflict is confirmed.
5. Charge to the Committee and the First Meeting: The RIO/Associate RIO will convene the first meeting of the Investigation Committee to review its charge, the Inquiry report, and the prescribed procedures and standards for conducting the Investigation, including the necessity for confidentiality and the development of a specific Investigation plan.
6. Investigation Process: In conducting the Investigation, the RIO/Associate RIO and the Investigation Committee must:
 - a. Use diligent efforts to ensure that the Investigation is thorough and sufficiently documented and includes examination of all research records and evidence relevant to deciding on the merits of each allegation;
 - b. Take reasonable steps to ensure an impartial and unbiased Investigation to the maximum extent practical;
 - c. Consider any other Respondents who may be responsible for the alleged Research Misconduct;
 - d. Interview each Respondent, Complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the Investigation, including witnesses identified by the Respondent, and record or transcribe each interview, provide the recording or transcript to the interviewee for correction, and include the recording or transcript in the record of the Investigation; and
 - e. Pursue diligently all significant issues and leads discovered that are determined relevant to the Investigation, including any evidence of any additional instances of possible Research Misconduct, and continue the Investigation to completion.
7. Preparation of the Investigation Report: The Investigation Committee and the RIO/Associate RIO are responsible for preparing a detailed written report for each Respondent that shall include a/an:

- a. Description of the nature of the allegation(s) of Research Misconduct, including any additional allegation(s) addressed during the Research Misconduct Proceeding.
- b. Description and documentation of the PHS, NSF, or other support, including but not limited to grant numbers, grant applications, contracts, and publications listing such support.
- c. Description of each specific allegation(s) of Research Misconduct for consideration in the Investigation of each Respondent.
- d. Composition of Investigation Committee, including name(s), position(s), and subject matter expertise.
- e. Inventory of sequestered research records and other evidence, except records the institution did not consider or rely on, and a description of how any sequestration was conducted during the Investigation. This inventory must include manuscripts and funding proposals that were considered or relied on during the Investigation.
- f. Transcript for each interview conducted.
- g. Identification of the specific published papers, manuscripts submitted but not accepted for publication (including online publication), PHS, NSF, or other external funding applications, progress reports, presentations, posters, or other research records that allegedly contained the falsified, fabricated, or plagiarized material.
- h. Any scientific or forensic analyses conducted.
- i. The institutional policies and procedures under which the Investigation was conducted.
- j. Any comments made by the Respondent and Complainant on the draft Investigation report and the Investigation Committee's consideration of those comments.
- k. A statement for each separate allegation of whether the Investigation Committee recommends a finding of Research Misconduct.
- l. If the Investigation Committee recommends a finding of Research Misconduct for an allegation, the Investigation report must, for that allegation, also include:
 - i. Identify the individual(s) who committed the Research Misconduct.
 - ii. Indicate whether the Research Misconduct was falsification, fabrication, and/or plagiarism.
 - iii. Indicate whether the Research Misconduct was committed intentionally, knowingly, or recklessly.
 - iv. State whether the other requirements for a finding of Research Misconduct have been met.
 - v. Summarize the facts and the analysis which support the conclusion and consider the merits of any explanation by the Respondent.
 - vi. Identify the specific PHS, NSF, or other funding support.
 - vii. Identify whether any publications need correction or retraction.
- m. If the Investigation Committee does not recommend a finding of Research Misconduct for an allegation, the Investigation report must provide a detailed rationale.

8. Comments on the Draft Report: The RIO/Associate RIO will provide the Respondent with a copy of the draft Investigation report for comment and, concurrently, a copy of, or supervised access to, the evidence on which the report is based. The Respondent will have thirty (30) days from the date of receipt to review the draft Investigation report and provide comments to the RIO/Associate RIO.
9. Decision by Deciding Official
 - a. The RIO/Associate RIO will assist the Investigation Committee in finalizing the draft Investigation report, including ensuring that the Respondent's comments are included and considered.
 - b. The RIO/Associate RIO will transmit the final Investigation report to the DO, who will determine if Research Misconduct has occurred. A finding of Research Misconduct requires:
 - i. A significant departure from accepted practices of the relevant research community; and
 - ii. The misconduct was committed intentionally, knowingly, or recklessly; and
 - iii. The allegation be proven by a preponderance of the evidence.

Note that the Respondent's destruction of research records documenting the questioned research is evidence of Research Misconduct where a preponderance of evidence establishes that the Respondent intentionally or knowingly destroyed records after being informed of Research Misconduct allegations. In addition, the Respondent's failure to provide research records documenting the questioned research is evidence of Research Misconduct, where the Respondent claims to possess the records but refuses to provide them upon request.

 - c. If the DO determines that the findings substantiate Research Misconduct, they will decide on the appropriate actions to be taken after consultation with the RIO/Associate RIO. The actions may include:
 - i. Withdrawal or correction of all pending or published abstracts and papers emanating from the research where Research Misconduct was found;
 - ii. Removal of the responsible person from the particular project, letter of reprimand, special monitoring of future work, probation, suspension, salary reduction, or initiation of steps leading to possible rank reduction or termination of employment;
 - iii. Restitution of funds to the grantor agency as appropriate; and
 - iv. Other action appropriate to the Research Misconduct as determined by ODU.
10. Respondent Notification of Decision: The RIO/Associate RIO will provide the written decision and, if applicable, the actions that have or will be taken by ODU in response to any finding of Research Misconduct to the Respondent. The RIO/Associate RIO will follow up with the Respondent to ensure that all actions are completed.
11. Notice to ORI of Institutional Findings and Actions: If the Research Misconduct involved PHS Support, ODU will notify and transmit the institutional record to ORI after the DO has made a final determination of Research Misconduct. Old Dominion University will also assist HHS in enforcing administrative actions imposed on individuals by HHS. Failure to complete or

cooperate with any post-finding actions will result in disciplinary actions/sanctions in accordance with applicable ODU policies.

12. Time for Completion: The Investigation will be completed within one hundred eighty (180) days of the start, including conducting the Investigation, preparing the Investigation report, providing the draft report for comment, making a decision by the DO, and, where applicable, sending the final report to ORI or any other funding agency as required. If the RIO/Associate RIO determines that the Investigation will not be completed within this timeframe, the RIO/Associate RIO will request an extension from the appropriate funding agency.

J. Other Considerations

1. Early Closure of PHS Research Misconduct Allegations

- a. If the allegation of Research Misconduct involves PHS support, the RIO/Associate RIO shall notify ORI in advance if ODU plans to close a Research Misconduct Proceeding at the Assessment, Inquiry, or Investigation stage on the basis that the Respondent has admitted to committing Research Misconduct or a settlement with the Respondent has been reached.
- b. Any admission of guilt by the Respondent must:
 - i. Be made in writing, and signed by the Respondent; and
 - ii. Specify the falsification, fabrication, and/or plagiarism that occurred and which research records were affected.
- c. Upon receipt of an admission of guilt, the RIO/Associate RIO shall confer with ORI for ORI to assess whether the scope of the misconduct was fully addressed, or if ODU must complete the Research Misconduct Proceeding.

2. Termination or Resignation Prior to Completing Inquiry or Investigation

- a. The termination of the Respondent's ODU employment, by resignation or otherwise, before or after an allegation of possible Research Misconduct has been reported, will not preclude or terminate the Research Misconduct Proceeding or otherwise limit any of ODU's responsibilities under this policy.
- b. If a Respondent, without admitting to the misconduct, elects to resign their position after ODU receives an allegation of Research Misconduct, the Assessment of the allegation will proceed, as well as the Inquiry and Investigation, as appropriate, based on the outcome of the preceding steps.
- c. If the Respondent refuses to participate in the process after resignation, the RIO/Associate RIO and any Inquiry or Investigation Committee will use their best efforts to conclude the allegations, noting in the report the Respondent's failure to cooperate and its effect on the evidence.

3. Restoration of the Respondent's Reputation

- a. Following a final finding of no Research Misconduct, the Respondent may make a written request to the RIO/Associate RIO to restore the Respondent's reputation.
- b. Upon receipt of such a request the RIO/Associate RIO will make reasonable and practical efforts to restore the Respondent's reputation and correct the research record, which may include notifying those individuals aware of or involved in the Investigation of the

outcome, publicizing the outcome in any forum in which the allegation of Research Misconduct was previously publicized, and expunging all reference to the Research Misconduct allegation from the Respondent's personnel file.

4. Allegations Not Made in Good Faith: If the RIO/Associate RIO determines that there was an absence of good faith on the part of any individual involved in a Research Misconduct Proceeding, the RIO/Associate RIO shall determine whether disciplinary or other action should be taken against the person who failed to act in good faith and shall make such recommendation to the Vice President for Research and Economic Development.

K. Records Retention

1. Maintenance of Institutional Record and All Sequestered Evidence: The RIO/Associate RIO will maintain the institutional record and all sequestered evidence including physical objects (regardless of whether the evidence is part of the institutional record) in a secure manner for seven (7) years after completion of the Research Misconduct Proceeding or, for Research Misconduct subject to PHS, Regulations, the completion of any HHS proceeding involving the Research Misconduct allegation under subparts D or E of the PHS Regulations, whichever is later, unless custody has been transferred to HHS under Section B below.
2. HHS Custody for PHS Research Misconduct: If the allegation of Research Misconduct involves PHS support, the RIO/Associate RIO will, upon request, transfer custody, or provide copies, to HHS of the institutional record or any component of the institutional record and any sequestered evidence (regardless of whether the evidence is included in the institutional record) for ORI to conduct its oversight review, develop the administrative record, or present the administrative record in any proceeding under subparts D or E of the PHS Regulations.

L. Responsible Officer

Research Integrity Officer and Associate Research Integrity Officer

M. Related Information

- [42 CFR Part 90 - Public Health Service Policies on Research Misconduct](#)
- [45 CFR Part 689 - National Science Foundation Research Misconduct](#)
- [Board of Visitors Policy #1450 - Faculty Sanctions](#)
- [December 10, 2024 - US National Science Foundation, Office of Inspector General, Dear Colleague Letter](#)
- [University Policy #1002 - Code of Ethics](#)
- [University Policy #3020 - Whistleblower Retaliation Policy](#)
- [University Policy #6601 - School of Medicine Disciplinary Action Policy](#)

Faculty Research Time

Research, publication, and other scholarly activities are basic to the objectives and responsibilities of the University and its faculty. Recognizing this, the University is committed to the concept of research time for faculty to pursue individual intellectual inquiry, to publish, and to engage in creative activities designed to improve the educational experience of the students.

The awarding of time for research is not a routine matter. It is based on an assessment of the benefit of significant intellectual activity to the University and the department/school and provides for regular and periodic reviews of accomplishments. Such time is available to tenured/tenure-earning and clinical faculty engaged in either graduate or undergraduate teaching.

1. **Purchased and contributed faculty time for funded research** – Wherever possible, the cost of faculty time should be reimbursed to the University from grant or contract funds. When required, faculty time may be contributed, especially when the funded research has a provision for financial support of graduate students or equipment. When such cost-sharing of faculty time is agreed to by the University, the contributed time will be planned in the schedule of the faculty member.
2. **Faculty time for unfunded research (departmental/school research)** – External funding is not always available to support the research activities of the faculty. To encourage creative activities, particularly in certain disciplines, time for department/school research is provided by the academic budget of the University. This time is awarded on the basis of a well-developed activity that has the approval of the chair and dean. It is essential that such time be based on an activity that is both scholarly and of benefit to the University, the department/school, and the faculty member.

It is essential to demonstrate, through regular and periodic evaluation of the benefits derived from department/school research, that these monies are being spent wisely. It is recognized that, while in certain departments/schools, the results of scholarly activities come to fruition only after a period of two or more years, more frequent evaluation of department/school research time is necessary. Publication in a scholarly journal is certainly clear evidence, although not the only evidence, that the research is producing desirable results. Research in teaching, service-learning, and curriculum development may be more difficult to evaluate, but it is essential that an assessment be made. In extraordinary cases, outside expert review may be solicited in order to evaluate research.

- Approved by the provost and vice president for academic affairs
September 5, 2003; Revised July 15, 2022

Faculty Purchased Release Time[†]

Statement:

- A. The control of funds for purchased release time rests with the college. Deans should work with department/school chairs to:
 - 1. Determine the expected external support (purchased release time);
 - 2. Plan the number of personnel that will be funded by external support;
 - 3. Indicate which personnel will be supported by external funds;
 - 4. Establish contingency plans for the use of unanticipated funds or a shortfall in external support;
 - 5. Monitor, at regular intervals, the flow of external funds and ensure the effective use of funds.
- B. The "line of credit" is established at the same time as the annual budget and is presented in the budget cycle. The plan and the resulting "line of credit" may be revised and amended as needed throughout the academic year.
- C. Responsibility for establishing and meeting the external funds plan for each college rests with the dean. Any budget adjustment moving funds from or to the 4010 line must have the dean's or the dean's designee's approval.
- D. Since the Division of Academic Affairs oversees the budgets of the colleges, that division serves as a "broker" to assist deans in meeting their respective commitments while fully utilizing all the external funds realized.

- Approved by the president
December 1, 1988; Revised July 15, 2022

Research-Funded Conversion to a 12-Month Faculty Contract

I. PURPOSE

Faculty on academic year (AY) appointments often desire to work during the summer months to continue their research, instruct graduate students in thesis and dissertation research, and supervise research staff. During the summer, between AY appointments, many faculty consistently earn summer compensation from sponsored research grants or contracts, but the income derived from these sources is not considered part of the annual employment contract. Under the current retirement program policy, the Commonwealth only recognizes annual contract pay when administering the employee retirement program. In recognition of their year-round commitments and contributions, AY faculty with a consistent history of sponsored project income from research grants and contracts should be given the opportunity to convert to a 12-month contractual period, provided sponsored funds are available for summer salary payments, and approval is given by the department/school chair and the college dean.

II. POLICY

A faculty member on an AY appointment who consistently generates support in the summer through sponsored projects may request conversion to a 12-month appointment reflecting all AY income and summer research payments. Conversion to a 12-month appointment allows retirement contributions to be made on summer income since the summer research payments would become part of the faculty member's annual salary. The conversion from an AY appointment to a 12-month appointment shall be made under the following guidelines:

- A. The faculty member presents written assurance that the required funds are available for the summer pay period and will cover the additional summer salary and fringe benefits costs. The source of such funds must come from sponsored project agreements. No conversion will take place without the appropriate confirmation of these salary funds.
- B. The faculty member initiates a request for a 12-month appointment, which is reviewed for approval by the department/school chair and college dean. Approved requests must be forwarded to Academic Affairs no later than the second week in April. The new 12-month appointment will begin on May 25 and end on May 24 of the following year.
- C. The 12-month appointment must be requested on an annual basis. If a request for the continuance of a 12-month appointment is not provided, subsequent faculty appointment letters will be issued as AY appointments.
- D. If a 12-month appointment letter is issued and the funding guaranteed in support of the conversion is not received, the funds already expended to extend the length of the appointment contract will be reimbursed from the faculty member's department/school and/or college's facilities and administrative (F&A) cost accounts.
- E. The 12-month salary will be calculated by adding to the AY salary a minimum of 1/9 of the AY salary up to a maximum of 3/9 of the AY salary.
- F. Faculty members on 12-month appointments may receive additional compensation for summer school teaching or other academic support activities on an overload basis. The combined summer pay from all University and grant/contract resources cannot exceed 3/9 of the AY annual salary. Only funds received from research activities will be used to convert AY appointments to 12-month assignments.

- G. Faculty on 12-month conversion appointments are not eligible for annual leave benefits as cited in this *Handbook* under the Section on [Annual Leave for Administrative and Professional Faculty and Eligible Teaching and Research Faculty on 12-Month Contracts](#) and [Military leave](#). All other benefits remain the same.
- H. Requests for retroactive conversions will not be considered.

The [Virginia Retirement System \(VRS\)](#) takes into consideration for retirement benefits the length of service, employee age, and the highest consecutive 36 months' salary. In terms of salary, the consecutive 36 months translates into the three highest consecutive annual salaries for a three-year period. The annual employment periods must be consecutive, with no breaks between them. Since VRS is using the annual contract amount for each of the three years, any amount added to the AY salary rate will add to the retirement benefit of the faculty member. Retirement benefits in other retirement programs (i.e., TIAA-CREF) are based on contributions. Thus, any extra contributions based on additional summer salary payments will benefit the faculty member's retirement account. The minimum amount needed to participate in the research-supported conversion to a 12-month faculty appointment is 1/9 of the AY salary.

- Approved by the provost and vice president for academic affairs
September 5, 2003; Revised July 17, 2006

Policy on Self-Supporting Research Professional Positions

More information can be found at the following link:

<https://www.odu.edu/sites/default/files/documents/self-supporting-research-prof.pdf>

Research Review Boards

The University maintains five research review boards. These review boards are responsible for approving research (funded and unfunded), teaching, and clinical activities involving human subjects, animals, biohazardous agents, radioactive materials, and/or radiation-producing equipment, and lasers.

1. **Institutional Review Board: Institutional Review Board:** All research involving human subjects, as defined in the [Common Rule](#) of the U.S. Department of Health and Human Services Policy for Protection of Human Research Subjects, must be reviewed and approved, prior to its initiation, by the Institutional Review Board (IRB). The IRB has the authority to approve, exempt, disapprove, monitor, and require modifications of all research activities that fall within its jurisdiction as specified by established University, federal, state, and sponsoring agency guidelines for the protection of the rights and welfare of subjects.
2. **Institutional Animal Care and Use Committee:** All animal research, teaching, training, breeding, testing (e.g., clinical research/tests, vaccine trials or tests, screening or diagnostic assays), and related activities, hereinafter referred to collectively as “activities”, involving live vertebrate animals and higher-level invertebrates in the class Cephalopoda (e.g., octopuses, squid, cuttlefish, and nautilus), and conducted at or under the auspices of Old Dominion University must be reviewed and approved, prior to initiation of the activity, by the Institutional Animal Care and Use Committee (IACUC). The IACUC has the authority to approve, exempt, disapprove, monitor, and require modifications in all animal-related activities that fall within its jurisdiction in accordance with applicable federal, state, University, and sponsoring agency regulations.
3. **Institutional Biosafety Committee:** All activities must be reviewed and approved by the Institutional Biosafety Committee if they involve any of the following materials: (1) recombinant DNA or (2) microorganisms, prions, and other potentially infectious materials (including those infectious to plants), tissues, or cells derived from humans or animals; or select agents or toxins, in accordance with applicable federal, state, University, and sponsoring agency regulations.
4. **Radiation Safety Committee:** All proposed uses of radioactive materials and/or radiation-producing equipment must be reviewed and approved by the Radiation Safety Committee prior to the start of the activity.
5. **Laser Safety Committee:** The Laser Safety Program is responsible for overseeing the safe use of lasers and ensuring that appropriate control measures for lasers or laser systems are utilized, including appropriate training for personnel. The Laser Safety Officer, with the approval of the Laser Safety Committee, reserves the right to terminate any activity involving the use of lasers if it is found to be detrimental to the health of University personnel, the property of Old Dominion University, or the health and/or property of an individual member of the public. Approval by the Laser Safety Committee is required prior to operating any Class 3B or Class 4 lasers.

It is the responsibility of the principal investigator (1) to gain the approval of the appropriate review board(s) prior to initiation of any research, teaching, or clinical activity and (2) to gain the approval of the appropriate review board(s) prior to the submission of a proposal to a funding agency if the review board’s approval is required at the time of submission by the funding agency.

The Vice President for Research and Economic Development is authorized to issue procedures to ensure that research policies are implemented in compliance with applicable regulations. Information on the review board policies is available from the [Division of Research and Economic Development](#).

- Approved by President
October 1, 2003; Revised July 17, 2006
- Revisions approved by the President
February 10, 2026

Guidelines for the Establishment, Operation, and Evaluation of Research Institutes and Centers

The guidelines can be found at the following link:

<https://www.odu.edu/sites/default/files/documents/guidelines-for-the-establishment-and-operation-of-research-ctrs.pdf>

Export Control, Sanctions, and National Security Program Policy

(University Policy #5340)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/5000/5340>

Revised on September 22, 2025

Summer Research Fellowship Programs[†]

A. Purpose and Eligibility

The University provides a number of fellowship awards for returning tenured and tenure-track faculty for summer research. The awards are made available through the [Division of Research and Economic Development](#).

1. The primary purpose of the awards is to provide support and encouragement for non-tenured, tenure-track faculty members who are initiating programs.
2. In special cases, up to 20 percent may be awarded to tenured faculty members initiating new research careers or developing new research programs.
3. Awards are given for projects that are designed to ultimately attract outside funding and for those traditional scholarly endeavors and creative activities basic to the goals of the University.
4. Faculty may apply for a research fellowship more than once, but repeat or successive awards will rarely be given within four years.
5. The awards, which carry a stipend and an allowance for justified expenses, are not intended as continuing sources of support.
6. The vice president for research and economic development sends out the call for submission of proposals to all faculty.

B. Review and Approval Procedures

1. All proposals are evaluated and ranked on the basis of merit.
2. A faculty member can submit only one proposal, either as principal investigator (PI) or co-principal investigator (Co-PI).
3. Faculty submitting proposals must not be a part of the review and evaluation process, either at the department/school, college, or University levels.
4. Proposals are submitted to the department/school chair for review and evaluation. The chair forwards the proposal with recommendations to the College Research Committee or to the Dean's Office in the absence of a College Committee.
5. The college committee, or the Dean's Office in the absence of a College Committee, reviews all proposals for the academic college and evaluates and ranks them in priority, noting strengths and weaknesses. The proposal, the department/school chair's recommendation, and rankings, and the committee's ranking and recommendations, if applicable, are forwarded to the dean.
6. The dean completes an independent review and ranking and forwards all documents to the Faculty Senate Scholarly Activity and Research Committee, with a copy to the Division of Research and Economic Development.
7. The Faculty Senate Committee makes recommendations to the vice president for research and economic development, who awards the fellowships.

C. Responsibilities

1. Successful applicants are expected to devote a minimum of eight consecutive weeks exclusively to the project during the summer following the award. The department/school chair has the responsibility to ensure that any teaching duties are not simultaneous with the eight-week research period.
2. During the semester following their awards, successful applicants must make a Progress Report to the Division of Research and Economic Development.
3. Those making satisfactory progress toward publication and/or securing outside funding may apply for additional funds for travel to meet with an external funding agency. When results are published, fellowship recipients are expected to acknowledge the support of the University.

D. Any exceptions to this policy must be made by the vice president for research and economic development.

- Approved by the president
December 1984; Revised June 8, 1987; Revised April 19, 1991;
Revised September 26, 1995; Revised July 17, 2006; Revised August 25, 2011

Visiting Scholar/Volunteer Policy

The University's ownership interest in intellectual property and confidentiality in research conducted by the University must be protected. Volunteers and International Visiting Scholars are permitted wide access to research and provide substantial advancement in many instances. This collaboration, while valuable, must not compromise the ownership of the intellectual property or the confidential nature of the projects. All Volunteers and International Visiting Scholars granted access to research projects at the University shall execute an approved agreement regarding intellectual property and security. An International Visiting Scholar is an individual who is invited by a faculty member to study, conduct research, or teach at the University and may be paid through the University, the ODU Research Foundation, or from an outside source. All International Visiting Scholars must be issued visa documentation through the [Office of Visa and Immigration Service Advising](#) (or approved to come to campus on alternate documentation). A Volunteer is an individual who has agreed to assist the University without compensation in a research or academic undertaking.

The following procedures shall be followed:

1. Any faculty member inviting an International Visiting Scholar to conduct research on campus must request visa documentation (DS-2019) or approval for the scholar to arrive on campus on alternate visa documentation from the Office of Visa and Immigration Service Advising. The responsible faculty member and International Visiting Scholar will complete and submit the exchange visitor packet to the Office of Visa and Immigration Service Advising. The packet will include an agreement regarding intellectual property created by the [Division of Research and Economic Development](#). Visiting Scholars and Volunteers who come to the University to work with faculty must also be reviewed and approved by the Dean of the appropriate college and the Provost and Executive Vice President for Academic Affairs. In the case of sponsoring units that report to the Division of Research and Economic Development, approval must come from the Vice President for Research and Economic Development.
2. Each unit of the University shall be responsible for identifying all International Visiting Scholars and Volunteers involved in the development or improvement of intellectual property. Once an International Visiting Scholar or Volunteer is identified, the unit must have the Visiting Scholar or Volunteer sign the sample agreement, which is included in the [Exchange Visitor Packet](#). Non-citizen scholars residing in the US are required to comply with this policy. The agreement will provide that the University shall control the disposition of all intellectual property resulting from the research and shall strictly comply with all federal export control laws and regulations. To this end, International Visiting Scholars or Volunteers will be subject to background checks to ensure that they are not on a sanction list maintained by the [Office of Foreign Assets Control](#); any background checks that are indicated will be charged to the sponsoring unit.
3. Proposed International Visiting Scholars from countries identified as being at "high risk" for espionage by the Federal Bureau of Investigation (FBI) must provide credentials for review and written approval by the Division of Research and Economic Development before the University will submit a visa and other applications on their behalf. The Division of Research and Economic Development will periodically update a list of those countries for use by the Division of Academic Affairs and International Programs.

4. The unit shall maintain a copy of the agreement, and the original shall be sent to the Office of the Vice President for Research and Economic Development, where the documents are to be maintained.
5. No Volunteer or International Visiting Scholar shall be issued a visa document (DS-2019) or approved to arrive on campus with alternate documentation until the agreement has been approved by the Dean, the Provost and Executive Vice President for Academic Affairs, and the Vice President for Research and Economic Development and executed by a University representative authorized to bind the University.
6. The Division of Research and Economic Development shall monitor the implementation of the policy and provide training to affected units.

- Approved by the President
May 13, 2010; Revised March 4, 2019

V. LEAVE AND BENEFIT POLICIES

Annual Leave for Administrative and Professional Faculty and Eligible Teaching and Research Faculty on 12-Month Contracts (University Policy #6308)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6308>

Revised on June 30, 2025

Family and Medical Leave Act

(University Policy #6050)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6050>

Virginia Sickness and Disability Program

This program applies to full-time faculty who elected the [Virginia Retirement System](#) and enrolled in the [Virginia Sickness and Disability Program \(VSDP\)](#). The VSDP provides short-term and long-term disability coverage when a faculty member incurs an extended illness or injury. The program also provides eight to ten days of regular sick leave and four to five days of family and personal leave per calendar year, based on the length of service.

Short-term disability benefits begin after a seven-calendar-day waiting period. On the eighth calendar day, after medical certification by the VSDP administrator, short-term disability benefits provide an income replacement of 100, 80, or 60 percent of income for a maximum of 125 workdays. The exact number of days of each income replacement percentage depends on the faculty member's length of state service. (Employees hired on or after July 1, 2009, have a one-year waiting period before short-term disability benefits are available and a different schedule of short-term disability benefits.) Disability income replacement will be 60 percent for fewer than five years of service. On the fifth year, income replacement is 100, 80, or 60 percent.

Long-term disability benefits begin after a 180 calendar days waiting period, which begins on the day following the commencement of the disability. Long-term disability benefits provide an income replacement of 60 percent.

The use of leave under the VSDP must be reported on a pay-period basis in [Banner Web Time Entry \(WTE\)](#) by the established payroll deadlines. Please refer to the VSDP Reporting Procedures and the Quick Reference for [Employee Self-Service - Leave Reports](#) on Payroll's web page.

When a faculty member becomes ill or injured and expects to be unable to work for more than seven calendar days, the [Division of Talent Management and Culture](#) and the VSDP administrator must be contacted at 1-800-652-5602 to certify the absence with the treating physician and to notify the University what level of benefit to provide.

Detailed information concerning the VSDP is provided in the [Virginia Sickness and Disability Program Guidebook](#), which is distributed by the Division of Talent Management and Culture to each participant in the VSDP. Please contact the benefits specialists at 757-683-3042 for additional information.

Leave of Absence Without Compensation

Leave of Absence without compensation may be granted for reasons that are in the interests of the University. Faculty granted such leave shall return to their positions at the salary they were earning at the time the leave was granted, plus any increments that may have been awarded.

A faculty member's request for a Leave of Absence must be approved by the department/school chair, the dean, the provost and executive vice president for academic affairs, and the president. Such leaves are granted for one year at a time, and no more than two consecutive years of leaves of absence shall normally be permitted. A faculty member on Leave of Absence without compensation may not become employed as a full-time faculty member at another institution unless such employment was proposed on the faculty member's request for a Leave of Absence and was approved.

Faculty authorized for Leave of Absence without compensation are eligible for extended benefits under life insurance, group medical programs, and some similar programs available to employees of the University.

- Approved by the Board of Visitors
December 9, 1983; Revised November 16, 1989
- Transitioned to University-Level Policy
December 10, 2021

Sick Leave Policy

(University Policy #6307)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6307>

Revised on June 30, 2025

Parental Leave Policy

(University Policy #6053)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6053>

Lactation Support Policy

(University Policy #6052)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6052>

Military Leave

(University Policy #6304)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6304>

Bone Marrow and Organ Donation Leave

(University Policy #6301)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6301>

Revised on June 30, 2025

Emergency Disaster Leave

(University Policy #6303)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6303>

Immediate Recognition

(University Policy #6306)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6306>

School Assistance and Volunteer Service Leave (University Policy #6305)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6305>

Revised on June 30, 2025

Tuition Assistance

(University Policy #6400)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6400>

Policy for Teaching Enhancement Funds

Funds to support teaching enhancement will be made available by the appropriate executive vice president. These funds are earmarked to improve the quality and rigor of instruction at Old Dominion University. The awards are available to all full-time faculty who are not on a terminal contract.

After evaluation and signature by the department/school chair and dean, the Office of the Dean should submit a copy of the faculty member's proposal to the Faculty Status and Remuneration Committee (Committee G). The Committee's recommendations for awards will be based on overall evaluations of competing proposals. The Committee will forward its recommendations, along with the evaluation of the chair and dean, to the appropriate executive vice president for final review, evaluation, and determination by **October 1**.

The following list provides some suggestions for funding, but it should not be considered exhaustive.

1. Reimbursement of expenses for workshops on teaching effectiveness.
2. Reimbursement of expenses for workshops aimed at increasing proficiency and expertise in course and curriculum development.
3. Stipends to support faculty self-study, development of instructional materials, such as videos, course packs, workbooks, case studies, development of innovative educational approaches, or significant program curriculum revision.
4. Reimbursement of expenses for guest speakers and/or consultants with expertise in classroom instruction.

Teaching enhancement funds cannot be used to support faculty attendance or presentation at a conference, unless the focus of the conference is on teaching enhancement.

- Approved by the president
December 13, 1991
- Reviewed and No Changes Proposed
April 20, 2022
- Revisions approved by the president
February 10, 2026

Participation in Learned Societies

The University recognizes the necessity of attendance at professional meetings and its effect upon the enhancement of good teaching and related activities. Every effort is made to have funds available to faculty members for this purpose.

- Approved by the provost and vice president for academic affairs
July 1, 2003

Fee Waivers for Full-time Faculty, Staff, and Dependents

Statement: Fees for admission applications and transcripts for full-time faculty, staff, and their dependents are waived.

- Approved by the president
October 1, 2003

Workers' Compensation

It is the Commonwealth's objective that all state employees receive benefits provided by the Virginia Workers' Compensation Act (WCA) if they suffer a work-related injury or disease, and that covered employees participating in the Traditional Sick Leave Program who are entitled to benefits under the WCA also are eligible for supplemental benefits provided by the Commonwealth.

More information can be found at the following link:

<https://www.odu.edu/human-resources/workers-compensation-procedures>

Unemployment Compensation

Full-time faculty whose employment is involuntarily terminated may be eligible for unemployment compensation in accordance with applicable state law. Questions concerning unemployment compensation may be directed to the [Division of Talent Management and Culture](#) or the [Virginia Employment Commission \(VEC\)](#).

Liability Insurance

The Commonwealth of Virginia is currently protected under a self-insurance program to provide liability coverage to all agencies as set forth in Section 2.2-1837 of the Code of Virginia.

Personal Property

The University does not provide insurance coverage for the personal property of faculty, staff, students, contractors, or visitors. Personal property includes privately owned items brought to campus. Individuals are encouraged to maintain appropriate coverage through their own homeowners, renters, or personal articles insurance policies for such items.

Coverage under the State's property insurance applies only when the use of specific personal items (e.g., tools, equipment, cameras, or computers) is a documented condition of employment. This requirement must be established prior to any loss and documented in the position description or in a memorandum from the department or school head. An itemized list of the approved items and their values must be on file with the Office of Risk Management and the Division of Talent Management and Culture. Claims for these approved items will be processed in the same manner as claims for University property.

The University assumes very limited responsibility for lost, stolen, or damaged personal property and will provide reimbursement only when the loss results from clear University negligence.

In the event of loss or damage, individuals must:

- Report the incident to the [ODU Police Department](#) at 757-683-4000; and
- Contact the [Office of Risk Management](#) at 757-683-4009 or risk@odu.edu for guidance regarding potential claims.

Payroll Deductions

Income Tax Withholding

Compensation for personal services, including salaries and wages, is subject to federal and state income tax at the time it is earned. Federal income tax is withheld based on the information provided by the employee on the IRS Form W-4, and Virginia income tax is withheld according to the employee's VA-4. Both forms must be submitted to the [Office of Finance](#) at the time of hire using the current year's versions. Employees who do not submit the required withholding forms will have taxes withheld at the highest rate (Single or Married filing separately, with no adjustments), as required by the Internal Revenue Service (IRS). The Office of Finance cannot change an employee's withholding status or refund previously withheld taxes until new or corrected forms are received.

Employees should submit updated W-4 and VA-4 forms whenever there is a change in marital status, withholding allowances, or when claiming exemption from withholding. International employees, including part-time and full-time faculty, must complete all tax documentation through the [Office of Visa and Immigration Service Advising](#).

All income is subject to federal and state tax withholding except for certain limited categories identified in the [IRS Employer's Tax Guide and Employer's Supplemental Tax Guide](#). In accordance with the Tax Reform Act of 1986, employees must ensure that at least 90 percent of their annual tax liability is paid through withholding or estimated tax payments to avoid underpayment penalties.

Social Security and Medicare Taxes

Employee compensation is subject to Federal Insurance Contributions Act (FICA) taxes. The combined employee tax rate for Social Security and Medicare is 7.65 percent, consisting of 6.20 percent for Social Security and 1.45 percent for Medicare. The Social Security tax applies to earnings up to the annual IRS taxable wage base, which is adjusted periodically. The Medicare tax applies to all earnings and is not subject to a wage limit.

In addition, employees with wages exceeding \$200,000 in a calendar year are subject to an additional 0.9 percent Medicare tax on earnings above that threshold, as required by federal law.

Virginia Retirement System

More information can be found at the following link: <https://www.odu.edu/human-resources/retirement-plans>

Virginia Retirement System Group Term Life Insurance

Full-time salaried faculty are automatically enrolled in the group life insurance program, a mandatory benefit. Premiums are paid by the University. The amount of life insurance (natural death benefits) is equal to the amount of annual salary, rounded up to the next higher thousand, and then doubled. An amount equal to four times the salary is payable in the event of accidental death. Coverage is also provided for accidental dismemberment.

Part-time salaried faculty in positions approved for a minimum of 0.5 FTE “time and effort” are eligible to participate in the [Virginia Retirement System Group Life Insurance Program](#). (The initial appointment period for faculty to be eligible for retirement benefits must be one year.)

If group life insurance coverage exceeds \$50,000 for natural death, the premiums paid by the University will be considered as income for federal, state, and FICA tax purposes.

Additional information is available from the Division of Talent Management and Culture or from the [Virginia Retirement System](#).

Health Insurance

Full-time faculty are eligible for health insurance benefits. Health insurance is provided under the [Commonwealth of Virginia Group Health Care Plans](#). The state's program includes medical, behavioral health, dental, vision, hearing, and prescription drug coverage. New faculty enrollment or transfer of existing coverage must be arranged through the [Division of Talent Management and Culture](#). New faculty applications for enrollment must be completed and received by Talent Management and Culture within 30 days of the hire date.

Changes in coverage may be made during the annual open enrollment period or within 60 days of a qualified mid-year event. The state contributes a monthly amount toward the cost of this benefit for employees in full-time status. Part-time salaried AP faculty may participate in the [State Health Benefits Program](#), but do not receive a state contribution to their premium costs.

Changing Beneficiaries

The enrollment forms that faculty complete for the [Virginia Retirement System \(VRS\)](#) retirement, supplemental retirement, and group and optional life insurance coverage typically require the designation of a beneficiary. It is important to keep beneficiary information current in case living situations change due to divorce, death, or marriage.

Additional Optional Benefits

For more information on the following benefits, please visit: <https://www.odu.edu/human-resources/benefits>

[Pre-Tax Health Care Premium Program](#)

[Flexible Spending Accounts](#)

[Tax Sheltered Annuities](#)

[Deferred Compensation Plan \(DCP\)](#)

[Employer Cash Match Contributions](#)

[Life Insurance \(Optional\)](#)

[Short-Term Disability](#)

[Aflac](#)

[Long-Term Disability](#)

[Personal Accident Insurance](#)

[Long-Term Care Insurance](#)

[Legal Resources](#)

Parking

Full-time University faculty and staff and hourly employees who are on the ODU regular payroll may elect to purchase their permits through payroll deduction. Full-time faculty/staff are only eligible for the 24 Payment Plan.

Payroll deduction forms must be submitted by the deadline, which will be sent out each year in a Faculty/Staff Email and in the University Announcements. Once these forms are submitted, annual renewal for payroll deduction can be conducted [online](#).

More information can be found at the following links:

<https://www.odu.edu/transportation-parking-services/parking/faculty-staff>

Child Support Withholding Disclosure

All new employees are required by Virginia law to disclose whether they are subject to an income withholding order for child support. If an employee is subject to an income withholding order, the University is required to withhold wages according to the terms of the order. The University is authorized to charge a service fee of \$5.00 per remittance of child support payments. All new employees must complete the Child Support Disclosure Form. Falsification or material misrepresentation in the completion of the form may subject the employee to immediate termination. For more information, contact the [Office of Finance](#).

Liens and Garnishments

Tax liens and garnishments must be honored in accordance with the state garnishment law and the [Federal Wage Garnishment Act](#). A garnishment or lien is the result of a legal procedure through which part of the employee's salary is required to be withheld for the payment of a debt. Federal and state laws prohibit the discharge of any employee because their earnings have been subjected to garnishment for any indebtedness. In accordance with current law, a fee is charged for the costs associated with the collection and disbursement of garnishments, tax liens, and child support orders. The fee applies to full-time and part-time faculty and staff. For information on the fee structure, contact the [Office of Finance](#).

When a garnishment order is issued by the court, both the employee and the University are served with a garnishment summons. The Office of Finance notifies the employee in writing that a summons has been received and that pay will be garnished beginning with the next pay period. The University is required to withhold pay as outlined by the garnishment summons. Failure to withhold as ordered by the garnishment summons can result in the University facing court action for failure to respond.

VI. OTHER INFORMATION

The University's Name and Identification

(Board of Visitors Policy #1003)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-visitors-policy-1003>

Authority to Act on Behalf of the University

(Board of Visitors Policy #1210)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1210>

University Spokesperson and Media Liaison **(University Policy #2001)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/2000/2001>

Recently Revised on June 30, 2025

Communications With the Board of Visitors

(Board of Visitors Policy #1102)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/bov1102>

University Demonstrations Policy

(University Policy #1700)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1700>

Whistleblower Retaliation Policy

(University Policy #3020)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3020>

Immigration Reform and Control Act

The [Immigration Reform and Control Act of 1986](#) makes it the responsibility of Old Dominion University to verify the identity and employment eligibility of all new employees. In order to comply with the provisions of the Immigration Reform and Control Act, all new employees must complete the [I-9 Form](#), which verifies identity and employment eligibility.

Documents that establish identity and employment eligibility must be presented as stated in the [Handbook for Employers, M-274](#).

Employees in the following categories will complete the I-9 Form at the indicated office:

- Faculty (full-time and part-time): Division of Academic Affairs
- Classified and hourly employees: Division of Talent Management and Culture
- International faculty and students: Office of Visa & Immigration Service Advising
- Students (undergraduate and graduate): Office of Finance

Contact the Division of Academic Affairs for any questions concerning the Immigration Reform and Control Act.

Procedures:

The Division of Academic Affairs will notify new full-time faculty/administrators and adjunct faculty of the Act's [verification requirements and procedures](#) at the time an initial employment offer is made. The employee is required to complete Section 1 of the I-9 Form no sooner than a job offer has been accepted and no later than the first day of employment. For I-9 Form purposes, an employee's first day of employment is the first day that the employee is physically present on campus. For employees who work off campus, the first day of employment is the first day that an employee engages in work for the University.

New faculty/administrators (full-time and part-time) will present in person to the Division of Academic Affairs, not later than the third calendar day following the first actual day of work, with documents demonstrating the individual's identity and authorization to work in the United States.

Using the [I-9 Form Requirements and Process](#), the authorizing University representative must certify documents establishing the employee's identity and eligibility to work by completing Section 2 of the I-9 Form on the employee's first day of work. The types of documentation that are acceptable are listed on the I-9 Form. Data entry into E-Verify must be done by the third business day to complete the verification process. If employees are authorized to work but are unable to present the required documents within three business days, they must present a receipt for the application of the document(s) within those three business days and the actual document(s) within 90 days.

If the University hires individuals for a duration of less than three business days, Section 2 of the I-9 Form must be completed at the time employment begins. All requirements must be met prior to releasing the individual's initial paycheck.

Visa and Immigration Services Policy

(University Policy #6026)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6026>

Employment Eligibility and Verification Policy

(University Policy #6027)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6027>

Responsibility of Budget Unit Directors

(University Policy #3001)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3001>

University Travel

More information can be found at the following link:

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

Old Dominion University Travel Risk Management Policy (University Policy #1007)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1007>

Revised on March 15, 2024

Business-Related Travel Allowance

(University Policy #1050)

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/1000/1050>

Business Travel Reimbursement Policy

(University Policy #1051)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1051>

Vehicle Use Policy

(University Policy #3250)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3250>

Use of Bicycles and Other Motorized and Non-Motorized Personal Transport Devices on University Property

(University Policy #3231)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3231>

Revised on July 10, 2024

Unmanned Aircraft Systems (UAS) aka Uncrewed, Drones, Aerials, and Other Powered Model Aircraft (University Policy #3015)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3015>

Revised on March 15, 2024

Identity Theft Protection

(Board of Visitors Policy #1601)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-of-visitors-policy-1601>

Identity Theft Protection (Red Flag) Program

(University Policy #3011)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3011>

University Telephone System Usage

[University Policy #3300](#)

RESPONSIBLE OVERSIGHT EXECUTIVE: Vice President for Digital Transformation and Technology

DATE OF CURRENT REVISION OR CREATION: October 8, 2024

A. PURPOSE

The purpose of this policy is to provide guidelines and procedures for the proper use of University-owned telephones and services.

B. AUTHORITY

[Code of Virginia § 23.1-1301, as amended](#), grants authority to the [Board of Visitors](#) to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

Old Dominion University has executed a Memorandum of Understanding (MOU) with the Commonwealth Department of Accounts and the Department of the Treasury relating to the decentralization of non-payroll disbursements. The MOU documents the agreement in accordance with the Appropriations Act to delegate the operation of non-payroll disbursement to Old Dominion University as part of a program to grant relief from rules, regulations, and reporting requirements in the areas of finance and accounting.

C. DEFINITIONS

Budget Unit Director - The University employee on record with the Office of Finance Data Control as having signature authority and financial management responsibility for a specific budget code.

Collect Call - A call received where the caller is requesting that the University be charged for the call.

Operator Assisted Call - Calls or services requiring the assistance of an outside operator.

Progressive Discipline - A system of increasingly significant measures that are utilized to provide feedback to employees so that they can correct conduct or performance problems.

Supervisor - The management level with the authority to hire, assign work, manage work schedules, approve leave, evaluate, and discipline employees.

Third Party Billing - A call made from a non-University phone but charged to the University.

D. SCOPE

This policy applies to all employees, students, volunteers, and visitors to the institution. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests, and all other persons located on property, owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

The University telephone system, which includes physical and virtual phone services, is available to conduct official business. Abuse of the telephone system, including but not limited to charging personal long-distance phone calls to the University, conducting business related to outside employment or business ownership, making or receiving excessive personal calls, and disclosing confidential information over the phone, may result in disciplinary action, including termination.

As a general rule, employees are discouraged from making or receiving personal telephone calls through the University's telephone system. It is recognized that, under certain circumstances, however, an employee may need to make or receive a telephone call of a personal nature from a University phone. Those calls must be held to a minimum in both duration and frequency.

If, on rare occasions, the need arises for an employee to make a personal call that would result in an assessed charge, the employee should use his or her personal cell phone or calling card to place the call. If those options are unavailable, the employee must receive prior approval from his/her supervisor or designee before using a University phone, and any charges resulting from the call must be reimbursed to the University using established procedures.

Collect, operator-assisted, and third-party billing calls are prohibited. Any such call will be investigated by the supervisor or designee, and any charges incurred will be assessed to the employee who accepted or placed the call.

F. PROCEDURES

1. Budget Unit Directors are responsible for reviewing the monthly telephone billing reports to ensure compliance with this policy and investigating any questionable calls, such as unexpected charges or unusual frequency of numbers called.
2. Budget Unit Directors, noting questionable calls, should inquire about the purpose of the call. If the call was for personal reasons, the employee's supervisor should be notified.

If the supervisor determines that inappropriate use of University telephones has occurred, he or she will address the issue with the employee using a progressive discipline approach, which may result in sanctions, including termination.

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

H. RESPONSIBLE OFFICER

Chief Information Officer and Associate Vice President of Administration for Digital Transformation and Technology

I. RELATED INFORMATION

[Board of Visitors Policy #1450 – Faculty Sanctions](#)

[University Policy #1002 – Code of Ethics](#)

[University Policy #3003 – Detention, Investigation, and Reporting of Fraud and Misuse of University Property/Funds](#)

[University Policy #6600 – Standards of Conduct for Classified Employees](#)

Policy on the Use of Information Technology Resources (University Policy #3500)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3500>

Information Technology Access Control

(University Policy #3501)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3501>

Information Technology Infrastructure, Architecture, and Ongoing Operations

(University Policy #3502)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3502>

Data Administration Policy

(University Policy #3504)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3504>

Information Technology Security

(University Policy #3505)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3505>

Electronic Mail Policy for Official University Business (University Policy #3506)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3506>

Wireless Service Allowance for University Business (University Policy #3310)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3310>

Revised on October 8, 2024

Policy on the Use of Tobacco and Smoking-Related Products, and Electronic Cigarettes and Vaporizers (Interim Policy Revisions)

(University Policy #3220)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3220>

Revised on June 30, 2025

Drug and Alcohol Policy

(University Policy #6603)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6603>

Drug-Free Workplace

The [Federal Drug-Free Workplace Act](#) requires that faculty be informed that the unlawful or unauthorized manufacture, distribution, possession, or use of a controlled substance is prohibited in the workplace. The workplace consists of any state-owned, controlled, or leased property, or the site where state work is performed. Any employee who commits any prohibited act under this policy shall be subject to the full range of disciplinary actions, including discharge, and/or may be required to participate satisfactorily in an appropriate rehabilitation program. As a condition of employment, each employee must abide by the terms of this prohibition and notify his or her supervisor of any criminal drug statute conviction based upon conduct occurring either on or off the workplace, no later than five days after such conviction.

The state policy on alcohol and other drugs generally parallels the Drug-Free Workplace Act. The policy expands the federal act by addressing violations of any alcoholic beverage control law or law which governs driving while intoxicated based upon conduct occurring in the workplace.

If there are any questions about this matter, please contact the [Division of Talent Management and Culture](#).

Sanctions

Faculty and staff are expected to comply with state and federal law and state and University policies concerning alcohol and drugs. University sanctions for violating any of these policies or laws may result in disciplinary action, ranging from a formal warning to dismissal, in accordance with established procedures. Faculty and faculty administrators are governed by the procedures in this Handbook. Violation of local, state, or federal law may also result in prosecution by the appropriate legal authorities.

Resources

Old Dominion University's full Drug and Alcohol Policy is outlined in [University Policy 6603](#). Copies of this policy, as well as the [Virginia Department of Human Resources Management Policy 1.05 - Alcohol and Other Drugs](#), are available through the Division of Talent Management and Culture

For information regarding [Employee Assistance Programs \(EAP\)](#) and the University's health care programs' coverage for outside alcohol and drug treatment, contact the benefits specialists in the Division of Talent Management and Culture at 757-683-3042.

Referrals (management or self) for assistance will not jeopardize job security in any manner.

- Approved by the president
October 8, 1990

Threat Assessment

(Board of Visitors Policy #1014)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/bov/board-visitors-policy-1014>

Emergency Management Policy

(University Policy #1021)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/1000/1021>

Safety and Security

(University Policy #3012)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3012>

Gun & Weapon Regulation

The regulation can be found at the following link:

<https://www.odu.edu/bov/gun-and-weapon-regulation>

Minors on Campus

(University Policy #3014)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3014>

Procedures for Student Suicidal and Emotionally Disruptive Behavior[†]

In the case of behavior or statements that indicate that a student may be suicidal or is emotionally disruptive to the academic process, these procedures will be followed:

1. The student will be asked to meet with the vice president for student services/dean of students and the director of counseling and advising services, who will make an assessment. If action or a decision is required prior to the completion of an assessment, the vice president for student services/dean of students will determine what action will be taken.
2. If an assessment determines that further action is necessary, the student may:
 - a. be instructed by the vice president for student services/dean of students to voluntarily seek counseling and provide documentation to the Office of Student Services;
 - b. be charged with a violation of the [ODU Code of Student Conduct](#);
 - c. be summarily dismissed from the University in accordance with the University's disciplinary procedures.
3. If the student's behavior is threatening or results in serious injury to others, campus police will be called immediately.

In the case of an attempted suicide that requires immediate medical or professional counseling, the following procedures will be followed:

1. Call the Norfolk Emergency Number 911.
2. Call campus police and notify them that an emergency exists and that the emergency 911 number has been called. Campus police will dispatch an officer to the scene and will notify the vice president for student services/dean of students of the incident.

Students previously dismissed from the University due to emotionally disruptive behavior must follow the following procedures in order to be readmitted to the University:

1. The student must submit a letter to the director of counseling and advising services from the mental health professional who has treated them, indicating the student's readiness to participate successfully in the University environment.
2. The student will then be evaluated by a University mental health professional who will submit a recommendation to the director of counseling and advising services with regard to the student's reentry into the University. A positive recommendation may include provisions to which the student must agree prior to being granted readmission.

- Approved by the provost and vice president for academic affairs
July 1, 2003

Guidelines and Policy on Managing Disruptive Students[†]

Appropriate conduct by students is an absolute requirement in all academic settings, during in-person and online instruction. The University must operate with a policy of zero tolerance for any disruptive behavior. The term “disruptive behavior” means any behavior that substantially interferes with the conduct of a class, including lab, tutorials, and exam sessions. Students are required to abide by the [Code of Student Conduct \(Board of Visitors Policy #1530\)](#), which prohibits “classroom disruption,” including, but not limited to:

- Persistent late arrivals or early departures that disrupt the regular flow of the class.
- Talking while the instructor is talking, unless permission has been requested and granted, or the circumstances allow students to be talking while the instructor is speaking (e.g., small group discussions where students may be talking while the instructor is speaking with another group).
- Use of electronic equipment, such as cell phones, computers, MP3 players, etc., in a manner that interferes with teaching and learning.
- Using unprofessional or abusive language in class meetings or discussions, whether online or in person.
- Becoming belligerent or verbally abusive when confronted about one’s inappropriate behavior.

These guidelines are designed to provide faculty members with options when confronted with disruptive students as well as inform them of the mechanisms they may use to correct the problem.

The most powerful deterrent to class disruption is for the faculty member to communicate expectations clearly. Each faculty member should include in the course syllabus the course attendance policy, behavior policies, and other expectations for appropriate class conduct. If a faculty member observes concerning behavior that suggests a student may be experiencing something that is negatively affecting their well-being or ability to succeed, they should report it to [Student Outreach and Support](#) in the Office of the Dean of Students, which is equipped to address a broad array of issues.

A faculty member may consider disruptive behavior when assigning grades for the class if participation is part of the final grade.

Students do not have the right to engage in disruptive behavior. The instructor of record, guest speakers, teaching assistant(s), or other designated class leaders have the authority to require and enforce appropriate class behavior in all courses offered by Old Dominion University. Faculty members have the right to immediately confront any disruptive student and request cessation of their behavior. A follow-up conversation with the student(s) is recommended to reinforce the faculty member’s expectations for appropriate class conduct. Even if students cooperate with the faculty member’s request to cease disruptive behavior, the faculty member may still choose to report the incident to their program director or department/school chair as a means of documenting the incident and related concerns. If a faculty member is concerned about the behavior of a student or a group of students, they may consult with the program director, department/school chair, or dean about ways to improve the situation. If necessary, the program director, chair, or dean may intervene to assist in the management of the problem.

Should any student refuse to cease disruptive behavior, the faculty member should dismiss the student from the class to prevent further disruption. A disruptive student is to be reported to the [Office of Student Accountability & Academic Integrity](#) for disciplinary action under the [Code of Student Conduct \(Board of Visitors Policy #1530\)](#).

If a student is asked to leave a class and refuses to do so, or their continued presence in the class presents a concern for the safety of others, the [ODU Police Department](#) should be called immediately to remove the student. Even if the student leaves the class before ODU police arrive, the student is to be reported to the ODU Police Department and the Office of Student Accountability & Academic Integrity for appropriate disciplinary action.

- Approved by the provost and vice president for academic affairs
February 27, 1992
- Revisions approved by the President
February 18, 2003; Revised December 1, 2020
- Revisions approved by the President
February 10, 2026

Policy for the Use of Non-Research Related Volunteers (University Policy #6023)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6023>

Use and Keying of Facilities and Grounds

(University Policy #3200)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3200>

Recently Revised on June 30, 2025

Environmental Health and Occupational Safety

(University Policy #3223)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3223>

Capital Asset Control

(University Policy #3400)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/3000/3400>

Recently Revised on October 8, 2024

Solicitation Policy for Employees and Vendors (University Policy #1600)

The policy can be found at the following link:

<http://www.odu.edu/about/policiesandprocedures/university/1000/1600>

Old Dominion University Identification Card Program

General Policy

Old Dominion University's (ODU) full-time faculty and their dependents, or an adult member residing in the household, are eligible for an ODU identification card. Part-time faculty and staff are eligible for a temporary identification card. University chaplains, Board of Visitors members, and persons assigned to ODU but paid by other sources are also eligible for an identification card.

Monarch Plus Accounts are available with Debit Card capability at nearly all on-campus locations, including Monarch Dining, the University Bookstore, vending services, Parking Services, and Chartway Arena. Off-campus businesses also accept these accounts. Faculty, staff, and students are encouraged to open an account and support the campus and off-campus business partners.

Replacement Cards

There is a fee assessed to faculty and staff members and their dependents for replacing their cards when there is a change of name or when a card is lost or stolen.

Privileges

The holder of a valid identification card is entitled to:

- Purchase of a faculty/staff parking permit
- Borrowing privileges from the University Library
- Use of recreation facilities during appropriate hours
- Free printed official transcripts
- Reduced prices for ODU's athletic events
- 10% discount toward purchases at the University Bookstore
- Reduced prices for performances of ODU Players

Security Purposes

Faculty/staff members and dependents should carry their identification cards while on campus. Campus police officers may request the card for identification purposes.

Surrendering Cards

Faculty and staff members who terminate employment with the University must surrender their cards and their dependents' cards during their exit interviews.

Faculty Senate Constitution

I. Name

The name of this body shall be the Faculty Senate of Old Dominion University (ODU).

II. Purpose

The faculty of the University, by virtue of their particular competence, are essential participants in the development and implementation of academic policy. The Faculty Senate is a representative body of the faculty, deriving its authority from the faculty of the University. As such, it shall exercise the authority of the faculty with respect to policy on academic matters and the professional affairs of faculty and perform such other functions as are delegated to it by the faculty of the University. Specifically, the Faculty Senate shall represent the faculty of the University in recommending policies to the President and other appropriate individuals and bodies on curriculum, academic freedom and tenure, faculty status, academic standards, research, clinical practice education, and related matters.

III. Membership

A. Faculty Forum

1. All faculty under full-time teaching and research contracts and all professional librarians of ODU are members of the Faculty Forum. Upon integration with ODU, all EVMS full-time faculty will become members of the Faculty Forum. All Faculty Senators shall attend meetings of the Faculty Forum as part of their duties. Meetings may be called by the chair of the Faculty Senate, a majority vote of the Faculty Senate, or by petition of at least 10 percent of the Forum membership. The chair of the Faculty Senate shall preside at meetings of the Forum.

B. Faculty Senate

1. All members of the Faculty Forum are eligible to serve in the Faculty Senate.
 - a. Excluded from the census of the Faculty Senate Districts and, therefore, from Faculty Senate membership are those employees designated as teaching and research administrators or professional faculty. This includes all who hold academic ranks in the offices of the President, the Provost and Executive Vice President for Academic Affairs, Executive Vice Presidents, and other Senior Vice Presidents. Academic Deans, Associate Deans, Assistant Deans, and Vice Deans (whether full-time or part-time) are also excluded.
 - b. All department/school Chairs or equivalent are eligible for membership and, thus, will be included in the Faculty Senate census.
2. The Faculty Senate shall consist of one Senator from each Faculty Senate District. The Faculty Senate Districts and the academic units within which they reside and represent are defined in the Faculty Senate Bylaws.
 - a. At its discretion, the Faculty Senate may invite other members of the University community to participate in its meetings as non-voting members.
 - b. The term of office of Faculty Senators shall be two years, beginning on the first day following commencement.

- c. Elections shall be held each spring by **March 31**. Senators from odd-numbered Districts shall be elected in odd-numbered years. Senators from even-numbered Districts shall be elected in even-numbered years.
- d. Vacancies shall be filled promptly through election by the original constituency.

IV. Officers and Executive Committee

- A. The officers of the Faculty Senate shall be the chair, the vice chair, the secretary, and such other officers as the Faculty Senate deems necessary, to be elected every two years by the Faculty Senate at its organizational meeting. Officers of the Faculty Senate comprise the core members of the Faculty Senate Executive Committee. Terms for officers will be two calendar years, beginning on the first day after commencement.
- B. The Faculty Senate Executive Committee provides leadership for the Faculty Senate by serving as an agenda committee for the Faculty Senate, helping the Senate conduct its business consistent with the Constitution and Bylaws, and representing the faculty and the Faculty Senate to University leadership and the University community. Executive Committee members will be elected every two years by the Faculty Senate at its organizational meeting. Terms for Executive Committee members will be two calendar years, beginning on the first day after commencement. The functions and composition of the Executive Committee are defined in the Bylaws.
- C. The chair of the Faculty Senate shall preside at all meetings of the Executive Committee, the Faculty Senate, and the Faculty Forum.
- D. The vice chair of the Faculty Senate shall perform the duties of the chair in the chair's absence.
- E. The secretary shall prepare and distribute to the Faculty Senate the agenda and minutes of all meetings of the Faculty Senate and the Faculty Forum. The secretary shall have published in an appropriate publication a report to the faculty of the business conducted in each meeting of the Senate as soon as possible following such meeting.

V. Meetings

- A. Faculty Senate meetings shall be scheduled at least twice each term and at the call of the Executive Committee.
- B. A meeting of the Faculty Senate shall be called by the Executive Committee upon petition of at least 25 percent of the Senators.
- C. The meetings of the Faculty Senate shall be governed by Robert's Rules of Order Revised, latest edition.
- D. A quorum of the Faculty Senate during the fall and spring terms shall consist of 50 percent of the Senators. A quorum of the Faculty Senate during the summer term shall consist of 25 percent of the senate body.

VI. Faculty Senate Committees

In addition to the Executive Committee, the Faculty Senate shall provide in its Bylaws for such standing and ad hoc committees as are required for the Senate to carry out its responsibilities. The

Faculty Senate shall invite representatives of the student government and administrators to serve on its standing committees concerned with policies directly affecting the quality of instruction. In such cases, at least two-thirds of the membership of each committee shall be members of the Faculty Forum.

VII. Joint Committees

- A. In areas of joint interest, the Faculty Senate is empowered to participate with the student government or other organizations through joint committees or joint meetings to the end of preparing joint recommendations. Such recommendations are subject to the approval of the Faculty Senate unless the Senate expressly empowers such committees or joint meetings to act without such approval.
- B. Joint committees are not to assume responsibility for areas of concern beyond those assigned to them except by prior approval of the Faculty Senate.

VIII. Referral of Faculty Senate Actions to the Faculty Forum

Upon petition of at least 10 percent of the membership of the Faculty Forum to the chair of the Senate, any action of the Faculty Senate will be submitted within 30 days to a referendum of the forum. The result of this referendum shall be binding on the Faculty Senate.

IX. Representation of Faculty in Other Bodies

The formal representation of the faculty, or a part of it, can be legitimately accomplished only through consultation with the faculty group being represented or their elected representatives.

X. Amendments

This constitution may be amended by a majority of ballots cast in a referendum of the entire membership of the Faculty Forum, provided the proposed amendment and nature of the referendum are provided to the members of the Faculty Forum at least two weeks prior to the referendum. Amendments must be proposed by a two-thirds vote of the Faculty Senate or by petition of 10 percent of the Forum membership to become the subject of a referendum conducted by the Faculty Senate.

Faculty Senate Bylaws

Faculty Senate Districts

Representation in the Faculty Senate will be according to Districts. The Faculty Senate is comprised of Senators who represent Districts within the constituent faculties of Old Dominion University and Eastern Virginia Health Sciences Center. The Districts are defined to reflect the size of the faculty, students, and the structures of the academic colleges and schools. In situations involving changes to the names of the units or entities (i.e., college, school, department) underpinning the Faculty Senate Districts, the naming of the Districts can be changed by the Faculty Senate Executive Committee without requiring approval of the Faculty Senate. However, fundamental changes to the number of Districts, such as the addition or removal of academic departments or schools that grant tenure and promotion, will require review by the Faculty Senate.

College of Arts & Letters: Each academic department and school that grants tenure and promotion is considered a Faculty Senate District.

- District 1: Art
- District 2: Communication and Theatre Arts
- District 3: English
- District 4: World Languages and Cultures
- District 5: History
- District 6: Music
- District 7: Political Science and Geography
- District 8: Sociology and Criminal Justice
- District 9: Philosophy and Religious Studies
- District 10: Women's and Gender Studies

College of Business: Each academic department and school that grants tenure and promotion is considered a Faculty Senate District.

- District 11: Accounting
- District 12: Management
- District 13: Economics
- District 14: Information Technology and Decision Sciences
- District 15: Marketing
- District 16: Finance
- District 17: Public Service

College of Education & Professional Studies: Each academic department that grants tenure and promotion is considered a Faculty Senate District.

- District 18: *Blank*
- District 19: Counseling and Human Services
- District 20: Educational Leadership and Workforce Development
- District 21: Human Movement Studies and Special Education
- District 22: STEM Education and Professional Studies
- District 23: Teaching and Learning

College of Engineering & Technology: Each academic department that grants tenure and promotion is considered a Faculty Senate District.

District 24: Electrical and Computer Engineering

District 25: Engineering Technology

District 26: Mechanical and Aerospace Engineering

District 27: Civil and Environmental Engineering

District 28: Engineering Management and Systems Engineering

College of Sciences: Each academic department that grants tenure and promotion is considered a Faculty Senate District.

District 29: Biological Sciences

District 30: Chemistry and Biochemistry

District 31: Computer Science

District 32: Mathematics and Statistics

District 33: Ocean and Earth Sciences

District 34: Physics

District 35: Psychology

University Libraries: The University Libraries is considered one Faculty Senate District.

District 36: University Libraries

Teaching Faculty Without Academic Home Departments or Schools: Teaching faculty without affiliation to an academic home department or in standalone schools that do not grant tenure and promotion constitute one Faculty Senate District.

District 37: Teaching Faculty in Interdisciplinary Schools

Emeritus Faculty: The Old Dominion University Emeriti Faculty Organization constitutes one Faculty Senate District. Emeriti faculty shall be entitled to one Senator and no more.

District 38: Emeritus Faculty

Unaffiliated Research Faculty: Research faculty without affiliation to an academic home department or school constitute one Faculty Senate District.

District 39: Research Faculty in Research Institutes or Centers

College of Health Sciences: Each academic school that grants tenure and promotion is considered a Faculty Senate District.

District 40: Medical Diagnostics and Translational Sciences

District 41: Rehabilitation Sciences

District 42: Dental Hygiene

District 43: Speech-Language Pathology

District 44: Exercise Science

School of Health Professions: Two Faculty Senate Districts that will be represented by Senators elected through procedures defined by the Schools of Medicine and Health Professions Faculty Assembly. All full-time teaching and research faculty on contracts issued by ODU are eligible to serve as Senators.

District 45: Clinical Departments (PA/SA)

District 46: Non-Clinical Departments

School of Medicine: Seven Faculty Senate Districts that will be represented by Senators elected through procedures defined by the Schools of Medicine and Health Professions Faculty Assembly. All full-time teaching and research faculty on contracts issued by ODU are eligible to serve as Senators.

District 47–53: School of Medicine

School of Nursing: Two Faculty Senate Districts will represent the academic departments that grant tenure and promotion.

District 54: Entry-Level Nursing Education

District 55: Advanced Level Nursing Education

Joint School of Public Health: Two Faculty Senate Districts will represent the academic departments that grant tenure and promotion.

District 56: Epidemiology, Biostatistics, and Environmental Health

District 57: Health Behavior, Policy and Management

Election of Faculty Senators

Senators from odd-numbered Districts shall be elected in odd-numbered years. Senators from even-numbered Districts shall be elected in even-numbered years. Elections shall be conducted by each District independently or according to the procedures of their respective Faculty Assembly and validated by the Executive Committee.

Election of Officers

Each spring, after the election of the new members of the Faculty Senate and prior to commencement, the incumbent Executive Committee shall convene the following year's Faculty Senate for the purpose of electing officers. The incumbent officers shall officiate at this meeting and shall distribute notices of the meeting and minutes as for regular meetings. Only the members of the following year's Faculty Senate are eligible to vote in this meeting.

Officers and the Executive Committee

The officers of the Faculty Senate shall be the chair, the vice chair, the secretary, and such other officers as the Faculty Senate deems necessary.

The Executive Committee provides leadership for the Faculty Senate by serving as an agenda committee for the deliberations of the Faculty Senate, helping the Senate conduct its business consistent with the Constitution and Bylaws, and representing the faculty and the Faculty Senate to University leadership and the University community.

The officers, plus six Faculty Senators, will constitute the Executive Committee of the Faculty Senate. Officers will be elected every two years by the incoming Faculty Senate at its organizational meeting. Executive Committee members will be elected every two years by the incoming Faculty Senate at its organizational meeting in alternate years to the officer elections. The terms of the Executive Committee will be two calendar years beginning on the first day after commencement.

Nominations for the Executive Committee will be solicited by the chair of Committee I or a designated appointee. The list of nominees will be made available to the incoming Faculty Senate at least one week ahead of the organizational meeting. This preclusion allows the nominations, including self-nominations, from the floor during the organizational meeting. Executive Committee elections will be led by the chair of Committee I during the organizational meeting for the incoming Faculty Senate.

The composition of the Executive Committee will include:

- Faculty Senate chair
- Faculty Senate vice chair
- Faculty Senate secretary
- Six at-large representatives

In the election of members to the Executive Committee (both officers and at-large members), the Faculty Senate should strive to achieve broad representation of all campus units with members in the Faculty Senate.

Functions of the Executive Committee

- Prepare the agenda for all Faculty Senate and Faculty Forum meetings, including regular reporting on Executive Committee activities.
- Represent the faculty and the Faculty Senate to the University leadership.
- Represent the Faculty Senate to the University community.
- Manage assignments to Faculty Senate standing and ad hoc committees and the follow-up to Faculty Senate actions by other University entities.
- Monitor participation by Faculty Senators. The Executive Committee can declare vacant the seat of a District Senator who fails to attend more than three properly called meetings of the Faculty Senate.
- Appoint standing and ad hoc committees.
- Perform such other functions as assigned to it by the Faculty Senate or the Faculty Forum.

Committees of the Faculty Senate

1. Recommendations of the committees of the Faculty Senate are to be presented to the Faculty Senate for its approval, except when such committees have been specifically empowered by the Faculty Senate to act without such approval.
2. Recommendations of committees of the Faculty Senate shall be in the form of written motions placed before the Senate for its consideration, accompanied by written rationales for the specific recommendations made.

3. Each standing committee shall have at least two Faculty Senators among its membership, and at least two-thirds of the membership of each committee shall be members of the Faculty Forum. The chair of the Senate shall serve as an ex officio/non-voting member of all Senate committees and shall receive materials and agendas distributed to other committee members.
4. The chair of each standing committee shall be a Faculty Senator and shall be appointed by the Executive Committee.
5. The Student Government shall be invited to appoint student members to vacancies of Faculty Senate committees on which they have representation.
6. The Executive Committee shall be empowered to declare vacant the seat of a member on a committee who fails to attend more than three properly called meetings of the committee.
7. General Responsibilities
 - Committee chairs will have a special responsibility for keeping the secretary of the Faculty Senate informed of their current work.
 - It is the committee chair's responsibility to schedule committee meetings so that, to the extent possible, all members have the opportunity to attend.
 - Committee chairs will publicize and hold open hearings on issues where appropriate or when so directed by the Faculty Senate.
 - All Faculty Senate committees are required to file an agenda and accurate minutes of all committee meetings and hearings with the Faculty Senate secretary.
 - All Faculty Senate committees are required to file an annual report with the Executive Committee.
 - When a committee is ready to bring a resolution to the floor, the committee chair will inform the secretary of the Faculty Senate and submit a written copy of the resolution, with rationale, for consideration by the Executive Committee, which may place the resolution on the agenda of the Senate meeting. Resolutions and rationales shall accompany the agenda for the meeting at which the resolution is scheduled for action by the Senate.

Standing Committees (All)

A. UNDERGRADUATE CURRICULUM AND PROGRAMS COMMITTEE

Areas of Responsibility: All matters related to undergraduate curriculum and programs.

Examples include but are not limited to:

- Undergraduate curriculum and degree requirements for existing and proposed programs
- General education curriculum and requirements
- Oversight of articulation agreements and course equivalency

Membership: At least eight faculty members

- Six faculty members from Academic Affairs colleges (two from the College of Arts & Letters – one representing the arts and one representing the humanities and social sciences – but

with only one vote, College of Business, College of Education & Professional Studies, College of Engineering & Technology, and College of Sciences, Districts 1–35)

- Up to three faculty members from Virginia Health Sciences colleges/schools with undergraduate programs (College of Health Sciences, Joint School of Public Health, and School of Nursing, Districts 40–44 and 54–57)
- One professional librarian (District 36)
- At least two members must be Senators
- One student representative appointed by the Student Government Association (ex officio/non-voting member)
- Vice Provost for Academic Affairs (ex officio/non-voting member)
- Representative from the Office of the Vice Provost and University Registrar (ex officio/non-voting member)

B. UNDERGRADUATE ACADEMIC POLICY AND PROCEDURE COMMITTEE

Areas of Responsibility: All matters related to academic policies and procedures affecting undergraduate students, programs, and faculty.

Examples include but are not limited to:

- Academic policies and procedures relating to admissions, continuance, and exit standards for undergraduate students
- Policies and procedures relating to academic advising for undergraduate students (including advising of student-athletes)
- Interaction of intercollegiate athletics with academic units and programs
- Financial aid to undergraduate students (including oversight of financial aid to student-athletes)
- Undergraduate instruction
- Continuance regulations and disciplinary-related issues, such as academic dishonesty and the [Code of Student Conduct](#)
- Student concerns as they relate to intercollegiate athletics.

Membership: Eight faculty members

- Five faculty members from Academic Affairs colleges (College of Arts & Letters, College of Business, College of Education & Professional Studies, College of Engineering & Technology, and College of Sciences, Districts 1–35)
- Three faculty members from Virginia Health Sciences colleges/schools with undergraduate programs (College of Health Sciences, Joint School of Public Health, and School of Nursing, Districts 40–44 and 54–57)
- At least two members must be Chief Departmental Advisors or Undergraduate Program Directors
- At least two members must be Senators

- One student representative appointed by the Student Government Association (ex officio/non-voting member)
- Associate Vice Provost and University Registrar (ex officio/non-voting member)

C. GRADUATE STUDIES COMMITTEE

Areas of Responsibility: All matters related to graduate curriculum, instruction, programs, students, and faculty.

Examples include but are not limited to:

- Graduate curriculum and requirements for existing and proposed degree and certificate programs
- Academic policies and procedures relating to admissions and enrollment, continuance, transfer credits, graduate assistantships, and financial aid, and other issues affecting graduate students
- Policies and procedures impacting the administration of and faculty in graduate programs
- Graduate instruction, including graduate certification of faculty and training and certification of Graduate Teaching Assistants

Membership: Ten faculty members who are certified for graduate instruction

- Five faculty members from Academic Affairs colleges (College of Arts & Letters, College of Business, College of Education & Professional Studies, College of Engineering & Technology, and College of Sciences, Districts 1–35)
- Five faculty members from Virginia Health Sciences colleges/schools (College of Health Sciences, Joint School of Public Health, School of Health Professions, School of Nursing, and School of Medicine, Districts 40–57)
- At least two members must be Senators
- At least two members must be Graduate Program Directors
- Two graduate student representatives - one master's student and one doctoral student (ex officio/non-voting members)
- Dean of Graduate School (ex officio/non-voting member)

D. SCHOLARLY ACTIVITY AND RESEARCH COMMITTEE

Areas of Responsibility: All matters related to or impacting faculty scholarly activity and research.

Examples include but are not limited to:

- Policies and procedures for scholarly activity and research, including Research Institutes or Centers
- Resource allocation for support of scholarly activity and research
- Policies and procedures related to the administration of sponsored research

Membership: Eleven faculty members

- Five faculty members from Academic Affairs colleges (College of Arts & Letters, College of Business, College of Education & Professional Studies, College of Engineering & Technology, and College of Sciences, Districts 1–35)
- Five faculty members from Virginia Health Sciences colleges/schools (College of Health Sciences, Joint School of Public Health, School of Health Professions, School of Nursing, and School of Medicine, Districts 40–57)
- One faculty member representing research faculty in Research Institutes or Centers (District 39)
- At least two members must be Senators
- Representative of the Vice President for the Division of Research and Economic Development or equivalent unit (ex officio/non-voting member)

E. BLANK

F. PROMOTION AND TENURE COMMITTEE

Areas of Responsibility: All matters related to policies and procedures for faculty promotion and tenure.

Examples include but are not limited to:

- Policies on academic rank and tenure
- Procedures for awarding various academic ranks and procedures for granting tenure
- Policy on hiring and terminating faculty
- Policy and procedures on the evaluation of faculty

Membership: Twelve faculty members

- Five faculty members from Academic Affairs colleges (College of Arts & Letters, College of Business, College of Education & Professional Studies, College of Engineering & Technology, and College of Sciences, Districts 1–35)
- Five faculty members from Virginia Health Sciences colleges/schools (College of Health Sciences, Joint School of Public Health, School of Health Professions, School of Nursing, and School of Medicine, Districts 40–57)
- One faculty member representing research faculty in Research Institutes or Centers (District 39)
- One professional librarian (District 36)
- One member must be a clinical-track faculty member
- One member must be a lecturer-track faculty member
- At least two members must be Senators
- Vice Provost for Faculty Affairs and Strategic Initiatives (ex officio/non-voting member)

G. FACULTY STATUS AND REMUNERATION COMMITTEE

Areas of Responsibility: All matters related to faculty status and remuneration

Examples include but are not limited to:

- Faculty rights, privileges, responsibilities, and related matters
- Working conditions for faculty
- Faculty development (including review of Teaching Enhancement Fund Program proposals)
- Faculty Salaries
- Conditions and terms of faculty contracts
- Faculty fringe benefits
- Faculty retirement programs

Membership: Eleven faculty members

- Five members from Academic Affairs colleges (College of Arts & Letters, College of Business, College of Education & Professional Studies, College of Engineering & Technology, and College of Sciences, Districts 1–35)
- Five members from Virginia Health Sciences colleges/schools (College of Health Sciences, Joint School of Public Health, School of Health Professions, School of Nursing, and School of Medicine, Districts 40–57)
- One faculty member representing research faculty in Research Institutes or Centers (District 39), teaching faculty in Interdisciplinary Schools (District 37), or a professional librarian (District 36)
- At least two members must be Senators
- Vice Provost for Faculty Affairs and Strategic Initiatives (ex officio/non-voting member)

H. DIGITAL LEARNING AND ONLINE EDUCATION

Areas of Responsibility: All matters related to digital learning, online education, and academic programs

Examples include but are not limited to:

- Academic policies and procedures governing online education, programs, and courses
- Policies impacting faculty teaching online courses
- Policies and procedures relating to academic advising for online students
- Online instruction and assessment
- Resources and support for online programs and faculty teaching online

Membership: Ten faculty members affiliated with online programs or teaching online courses

- One representative from University Libraries (District 36)
- At least two members must be Senators
- Representative of the Division of Digital Transformation and Technology or equivalent unit (ex officio/non-voting member)

- Vice Provost for Academic Affairs (ex officio/non-voting member)

I. ADMINISTRATION, FINANCE, AND ACADEMIC SUPPORT SERVICES COMMITTEE

Areas of Responsibility: All matters related to (1) administrative and academic support and resources for academic programs and faculty, and (2) administration of elections for Faculty Senate officers and Executive Committee.

Examples include but are not limited to:

- Budget-related matters such as enrollment projections, budget priorities and policies, and tuition and fee changes
- Physical plant, landscaping, and parking
- Computing services to support research and teaching
- Instructional support services
- Oversight of continuing education and noncredit programming
- Oversight of planning and use of the University's physical and financial resources for intercollegiate athletics that affect the academic mission, units, and programs of the University.
- Solicit nominations and administer elections for officers and the Executive Committee for the incoming Faculty Senate.

Membership: Eight faculty members

- At least two members must be Senators
- Vice President for Finance (ex officio/non-voting member)

J. LIBRARY COMMITTEE

Areas of Responsibility: Advise and advocate for the University Libraries' activities in support of research, teaching, and learning in the University community.

Examples include but are not limited to:

- Identifying and addressing issues affecting the ability of the University Libraries to meet the instructional and research needs of students and faculty
- Ensuring adequate communication between the University Libraries and students, faculty, and administrators
- Ensuring adequate coordination between the University Libraries and faculty and academic programs
- Advising the University Libraries on library collections, services, and spaces, in support of academic programs, research, and student academic achievement

Membership: At least nine faculty members and professional librarians

- This list is the minimum membership for the committee. Additional members from other areas of representation (such as research faculty, interdisciplinary studies faculty,

unaffiliated faculty, etc.) may be considered on a case-by-case basis, as determined and appointed by the Faculty Senate Executive Committee

- Minimum faculty representation:
 - One faculty member from the College of Arts & Letters (Districts 1–10)
 - One faculty member from the College of Business (Districts 11–17)
 - One faculty member from the College of Education & Professional Studies (Districts 18–23)
 - One faculty member from the College of Engineering & Technology (Districts 24–28)
 - One faculty member from the College of Sciences (Districts 29–35)
 - Two professional Librarians from the University Libraries (District 36)
 - Two faculty members from the Virginia Health Sciences (Districts 40–57)
- At least two members must be Senators
- Vice Provost for Faculty Affairs and Strategic Initiatives (ex officio/non-voting member)

Procedures Concerning New Resolutions and Other New Business

- A. All members of the academic community may submit matters for consideration to the Faculty Senate. The procedure to be used is as follows, except for emergency matters (see Section C below).
1. Resolutions, petitions, suggestions, or any other matters shall be submitted to the chair of the Faculty Senate in writing. A concise explanation of the rationale behind the petition should form part of the statement. Issues can be submitted via the [online issue form](#) or via email to the Faculty Senate office (jmoody@odu.edu).
 2. The Executive Committee will give careful consideration to all matters thus submitted. Depending on the issue and the way it is presented, the Executive Committee may do the following:
 - Bring a matter of special urgency directly to the floor of the Senate.
 - Assign the matter to the appropriate standing committee for deliberation and a report to the Senate, or appoint an ad hoc committee to investigate the issue and report its findings to the Senate.
 - Refer the matter to another officer or organization within the University for action.
 - Decide that the matter is outside the purview of the Senate or that it cannot be acted on in the form submitted.
- B. Whatever the decision of the Executive Committee, the secretary of the Faculty Senate will do the following:
1. Inform the petitioner in writing of the decision taken by the Executive Committee, and in cases of refusal to take action, briefly explain the rationale for the decision.
 2. Inform the Faculty Senate of the actions of the Executive Committee and distribute with the agenda of the Senate meetings a list of all matters submitted, together with a

statement of the action of the Executive Committee in each case. The Faculty Senate may reverse or revise any of the Executive Committee's actions at its next regular meeting.

3. Maintain a complete register of all resolutions and issues with a file on each issue, including any action taken on the issue by the administration or Board of Visitors.

C. Emergency Issues

Any committee or Senator that wishes to bring directly to a meeting an item that is too urgent to be submitted in the normal manner may do so by the following procedures:

1. The resolution and its rationale, accompanied by a concise explanation of the nature of the emergency, must be distributed in writing to the Faculty Senate before the meeting is called to order.
2. Under "Approval of the Agenda," a motion must be made to add the item at an appropriate place in the agenda of the meeting. If the motion is passed, the item will be dealt with as a part of the Faculty Senate's business.

Attendance

- A. Any Faculty Senator who, for any reason, misses three meetings of the Faculty Senate in an academic year shall be deemed to have vacated their seat and shall be replaced. In the event that a regular meeting is recessed to be reconvened at a later date, each session missed will be considered an absence for purposes of this role.
- B. Exceptions to the above provision may be made only by a two-thirds vote of the Senate conducted by a secret ballot.

Amendment

- A. These Bylaws may be amended at any meeting of the Faculty Senate by a two-thirds vote of the members present, provided the amendment has been submitted in writing and read at the previous regularly scheduled meeting.

VII. SOM AND SHP PROGRAM POLICIES

School of Medicine Disciplinary Action Policy

(University Policy #6601)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6601>

Revised on June 30, 2025

School of Medicine Grievance Policy

(University Policy #6604)

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6604>

Revised on June 30, 2025

School of Medicine Separation Policy for Clinical Employees **(University Policy #6061)**

The policy can be found at the following link:

<https://www.odu.edu/about/policiesandprocedures/university/6000/6061>

Revised on June 30, 2025

Clinical Attendance Policy

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2025/documents/evms-clinical-attendance-policy.pdf>

Revised on July 1, 2024

Sick Leave Policy for Medical Faculty Classifications

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/2025/documents/evms-sick-policy.pdf>

Revised on July 1, 2024

Policy on Consulting

I. Definition

Consultation is defined as services performed for organizations or individuals for which remuneration is received in addition to a faculty member's institutional salary. Included are professional services rendered for business, industry, private individuals, government, other academic institutions, or foundations. Time committed to the EVMS Medical Group at Old Dominion University (EVMS MG) program is not considered to be consultation services.

II. Applicability

This policy shall be applicable to all full-time salaried faculty as defined in [Board of Visitors Policy #1701 - Policies and Procedures Relating to Faculty Appointment, Promotion, and Tenure of EVMS Faculty](#).

III. Introduction

In general, reasonable consultation activities are mutually advantageous to the University and the faculty member since they encourage the faculty to remain professionally competent and up-to-date. However, the advantages to the institution and faculty accrue only to the extent that time devoted to consultation activities does not impinge upon the ability of the faculty member to successfully carry out their institutional and departmental responsibilities, and when the consultation activity does not involve any potential conflict of interest with such responsibilities.

IV. Classification of Consultation Activities

Consultation may be classified into several types of activities, each of which should be considered individually.

A. Faculty-Related Consultation Activities:

1. The presentation of lectures, seminars, research reviews, etc., to groups associated with Virginia Health Sciences at Old Dominion University (VHS) is considered to be an integral part of the normal responsibility of the faculty. Honoraria, if any, associated with such activities shall be transferred to the appropriate Chair's Fund, less any applicable travel reimbursement or, in the case of members of EVMS MG, in accordance with EVMS MG Bylaws.
2. The presentation of lectures, seminars, research reviews, etc., to groups at other institutions is an appropriate faculty-related activity. Honoraria associated with such presentations shall be retained by the faculty member.
3. The participation of faculty members on research review panels, study sections, regulatory boards, etc., for governments or foundations (e.g., the American Cancer Society) is also considered an appropriate faculty-related activity. Honoraria associated with such participation shall be retained by the faculty member.

B. Private Consultation Activities:

1. Other consultation services provided by faculty members to businesses, individuals, other institutions, government agencies, etc., on an hourly, per diem, contractual, or other fee basis are considered to be private consultation activities. It will ordinarily

be deemed appropriate for faculty members to devote not more than 20 days per year to these activities with the approval of the faculty member's Department Chair. Additional time devoted to private consulting activities may be appropriate in unusual circumstances but only with the prior approval of the Department Chair or Dean of the School of Health Professions, as applicable. Fees received in connection with private consulting activities will ordinarily be retained by the faculty member. Department Chairs shall maintain an accurate record of the time that each faculty member of the department devotes to private consultation activities.

2. The University assumes no responsibility for private consulting services rendered by faculty members. The faculty member must make it clear to the organization or individual to whom such services are provided that the services are private and not related to their employment at the University.

C. Use of University Resources:

1. Faculty members may not commit institutional materials or supplies, facilities, library resources, or personnel for use in private consulting activities.
2. Permission to use VHS facilities or other resources may be granted to a faculty member by the Executive Vice President for Health Sciences, but only under the following conditions:
 - a. evidence that the work of such a faculty member will make a significant contribution to the educational effort of the institution;
 - b. the initial period of such work will not exceed one (1) year; and
 - c. the renewal period of such work will not exceed two (2) years.
3. In instances where a faculty member is granted permission to use facilities or other resources of the VHS in order to carry out consulting activities, the appropriate disposition of applicable fees shall be decided by the Department Chair and Dean of the School of Health Professions, as applicable, after discussions with the faculty member.

Interactions with Industry Policy

I. APPLICABILITY

Unless otherwise specified in any section below, this policy applies to faculty, clinicians, staff, students, residents, and other trainees, volunteers, and community or otherwise affiliated faculty in their duties as faculty in the School of Health Professions (SHP) or School of Medicine (SOM) at Mason & Joan Brock Virginia Health Sciences at Old Dominion University (VHS), including acting as principal investigators on a University-sponsored project.

II. ACCESS TO VHS

- A. Access to VHS by individuals who work for or represent the interests of Industry (“Industry Representatives”) is restricted to non-public, non-patient care areas and only upon invitation by a SOM or SHP department or by [University Procurement Services](#) for non-marketing purposes, such as device or equipment training.
- B. Industry Representatives may attend grand rounds on occasion for educational purposes if expressly invited by a department or division director or faculty member, and if no patient-specific information will be discussed, and no marketing activities will take place.
- C. Medical device or similar Industry may only be present for patient care interactions when:
 1. The purpose of the representative’s visit is to provide in-service training or assistance to an EVMS Medical Group at Old Dominion University (EVMS MG) clinician or staff member on devices or equipment;
 2. There is a formal written agreement between the University and the Industry Representative’s company;
 3. The representative is appropriately approved in accordance with EVMS MG policies; and
 4. There has been prior written disclosure to the patient (or their family) that Industry Representatives may be present in the procedure area.

III. GIFTS TO INDIVIDUALS/PROMOTIONAL MATERIALS

- A. **Incidental Gifts and Promotional Items.** To avoid the implied expectation or perception of reciprocity, no gifts, entertainment, food items, or meals, regardless of value, from Industry may be accepted by any individual. In addition, Industry promotional materials may not be exhibited or displayed in the SOM or SHP unless part of an approved educational activity pursuant to Section V of this policy.
- B. **Educational Materials.** Medical or scientific books, anatomical models and illustrations, posters, or other educational promotional items may not be accepted from Industry unless the item and its packaging are not branded (does not carry the Industry name or logo) and the item is of nominal value. In addition, the items must be distributed through a SOM or SHP department or via University Procurement Services. Nominal value shall be determined by the Dean.
- C. **Consulting Arrangements.** Consulting arrangements involving personal compensation without commensurate associated duties are considered gifts to individuals and are prohibited. This includes payment for attendance at activities and payment for being listed

on Industry websites as associated with any Industry product or treatment modality. Specific policies regarding outside consulting for Industry are set forth in Section VII of this policy.

- D. **Travel Support.** Acceptance of payment or reimbursement for travel expenses to attend lectures and meetings is considered a gift and not permitted under this policy. Travel support may only be accepted for:
1. Contractual services, such as a disclosed and approved consulting activity;
 2. Viewing of capital equipment that is being considered for purchase;
 3. Travel related to sponsored research in accordance with University-sponsored project policies;
 4. Travel to professional meetings by faculty with donated funds, provided that the decision to use the donated funds is made by the Department Chair; and
 5. Travel by students and trainees if travel funds come from scientific societies, whether or not Industry is the source of funds, provided that Industry does not control the selection of the recipient of travel support.

IV. SUPPORT FOR EDUCATIONAL ACTIVITIES

- A. **Continuing Medical Education (CME) Activities.** The [Office of Continuing Medical Education](#) (OCME) has been accredited by the [ACCME](#) to provide *AMA PRA Credit Category 1 Credit™* continuing medical education for physicians. All accredited CME activities for VHS, or using the University or VHS name or resources, must be sponsored directly by or jointly with the University and must be managed by the OCME to ensure compliance with both [ACCME Standards for Commercial Support](#) and VHS CME policy.
- B. **Non-ACCME Accredited and Other Educational Activities.** Industry support may be accepted for non-ACCME-accredited and other educational activities (e.g., grand rounds, lecture series) sponsored by the University, both on- and off-campus. In order for such support to be allowable, the educational activity must be free from the control of Industry and must have complete and autonomous control over all of the arrangements, including the choice of speaker, the setting, and invitations to attendees. Support must be used strictly for educational activities and managed by a department or program, not an individual faculty member or the individual developing the activity, and must substantially conform to the same guidelines as with ACCME-accredited educational activities, as follows:
1. The terms and conditions of the educational activity must be set forth in a Letter of Agreement signed by the Industry and the University;
 2. Industry may not require that support be used for a specific topic, speaker, or activity, and support may not influence the curriculum or program in any way;
 3. Industry Representatives may not bring, serve, or otherwise directly pay for food. Industry may, however, provide an educational grant to the department in support of food costs;
 4. No Industry or product-specific promotion or marketing (e.g., corporate logos, slogans, signs, brochures, or other marketing materials) may be displayed as part of the educational activity. Vendor exhibits may only be allowed if separated from the

educational activity and with approval from the Dean. Acknowledgment of the Industry support, including any in-kind support, must be displayed publicly and/or disclosed in program materials;

5. Faculty financial relationships that pose a conflict of interest or appear to pose a conflict of interest must be disclosed to the attendees; and
 6. All guest lecturers must complete a [Disclosure of Relationships Form](#), and any conflicts of interest must be resolved or managed prior to the date of the educational activity.
- C. **Department Meetings.** Industry funding may not be accepted to support the costs of internal department meetings, retreats, or social events, even if for “educational” purposes. In addition, Industry Representatives may only attend the meeting or event as a member of the general public if such meeting or event is open to the general public.
- D. **Graduate Medical Education (GME).** All Industry-sponsored events taking place during scheduled didactic programs are considered part of the official curriculum for residents/fellows and are subject to the following:
1. The event must support or advance the overall education of the trainee(s) or have a benefit to patients.
 2. The event and any speakers must be approved in advance by the GME Program Director.
 3. There must be at least one faculty member present at the event to ensure a balance in the presentation, as well as offering counterpoints, opposing views, etc.

V. SAMPLES

EVMS MG departments may accept free drug, equipment, or supply samples from Industry solely for distribution as starter medications for patients who would have financial difficulty purchasing the medication or would otherwise be non-compliant or have poor outcomes without the sample medication. Since the distribution of non-formulary drugs or supplies to patients may encourage the use of costlier medications, EVMS MG clinicians should be judicious in distributing medications and, when samples are distributed, must advise the patient of the cost advantage of using a generic alternative or equivalent, if one is available. Samples may not be sold, may only be provided to individuals with whom EVMS MG clinicians have a bona fide doctor-patient relationship, and must be dispensed, tracked, and stored in accordance with EVMS MG policies.

VI. INDUSTRY-SPONSORED ACTIVITIES

- A. **Attendance at Industry Meetings and Conferences.** In order to avoid the potential for an actual or perceived conflict of interest, faculty, staff, students, residents, and trainees are discouraged from attending Industry meetings and conferences that are promotional in nature (such as dinner meetings). Should the choice be made to attend, individuals must ensure that:
1. The activity is designed to promote evidence-based clinical care and/or advance scientific research; the lecturer/speaker has determined and prepared the content and is expected to provide a fair and balanced assessment of the topic and promote objective scientific and educational discourse;

2. The Industry sponsor discloses its support, and attendees are not required by the Industry sponsor to accept advice or services concerning speakers, content, etc., as a condition of attendance at the meeting; and
 3. Attendees do not accept gifts or other compensation (including travel expenses) for attendance and pay for their own meals unless modest meals are being provided as part of the larger program.
- B. **Speaking Engagements.** The terms of the speaking engagement shall govern whether or not the activity is acceptable under this policy. Faculty members may speak at an Industry-sponsored program and/or facilitate the participation of GME or student trainees in a program only if:
1. The relationship is disclosed and managed in accordance with the University's conflicts of interest policies;
 2. The faculty member retains full control and authority over the engagement and does not allow Industry to control or direct the communication or the slide set (or other presentation materials) to be used by the faculty member;
 3. The lecture provides a balanced assessment of therapeutic options, promoting objective scientific and educational activities and discourse;
 4. The faculty member is not required by the company sponsor to accept advice or services concerning teachers, authors, or other education matters, including content, as a condition of the sponsor's contribution of funds or services;
 5. The faculty member is not being paid to act as a long-term Industry employee or spokesperson (see Section VII.B), the faculty member is not receiving any gift(s) in lieu of payment, and the faculty member is only receiving compensation commensurate to services performed;
 6. The faculty member explicitly describes the nature of the support and all related relevant financial interests (past, existing, or planned) to the audience if disclaimers are not otherwise provided; and
 7. The lecturer makes clear to the audience that the content of the lecture reflects the view of the lecturer and not the University.
- C. **Consulting for Industry.** Faculty may consult with Industry in accordance with this *Handbook* only if:
1. The consulting relationships are approved by the faculty member's Department Chair and are disclosed and managed in accordance with the University's conflicts of interest policies.
 2. The faculty member is not receiving gifts in lieu of payment, compensation is at fair market value for the services to be performed, and the arrangement is governed by a written agreement specifying the service(s) to be provided and the cost of such services;
 3. The consulting arrangement is not exclusive and allows for the faculty member to prescribe or use any comparable equipment, devices, or treatment modalities;

4. The faculty member makes it clear that content reflects the views of that faculty member and not the views of the University (if consulting activities include speaking); and
 5. University logos may not be used for any purpose, and the University and VHS name may only be used to identify the faculty member's position or affiliation with the University.
- D. **Prohibited Activities.** Providing services for the following activities is not permitted under any circumstances:
1. Industry-sponsored "speakers bureaus" (i.e., contractual relationships to give talks in which the topic(s) and/or content are provided by the company);
 2. Industry marketing and training programs designed solely or predominantly for sales or marketing purposes (i.e., "detailing"); and
 3. Ghostwriting. Faculty, residents, and students may not allow their professional scholarly papers or presentations of any kind, oral or written, to be ghostwritten by any person from Industry, a medical education company, or another source. "Ghostwriting" refers to claiming authorship of a paper or presentation that was written or prepared by another person.

VII. GRANTS, FELLOWSHIPS, AND SCHOLARSHIPS

- A. **Scholarships & Other Educational Funds for Trainees.** Industry-sponsored scholarships and other educational funds from Industry may be given to a department or division through the [EVMS Foundation](#), provided that there is no expressed or implied quid pro quo for the funds. The evaluation and selection of recipients of such funds shall be made by the Department Chair, GME Program Director, or in accordance with scholarship selection committee criteria, as applicable, with no involvement by Industry. Such gifts will be acknowledged in accordance with established gift acceptance policies.
- B. **Other Gifts.** Industry may support the VHS mission through unrestricted gifts, gifts-in-kind, or other gifts, provided that there is no expressed or implied quid pro quo for the gift, no involvement by Industry in the distribution of the gift, and the gift complies with established gift acceptance policies. All gifts must be accepted through the EVMS Foundation. Such gifts will be acknowledged in accordance with established gift acceptance policies.

VIII. RESEARCH

The University's [Policy on Individual Research Conflicts of Interest and Commitment](#) sets forth the rules governing investigators' financial interests as they relate to the design, conduct, and reporting related to research. All other matters related to interactions with Industry are subject to this policy.

IX. SANCTIONS FOR FAILURE TO COMPLY

In the case of a single instance of an inadvertent failure to comply with this policy, VHS Compliance will remind the involved individual(s) of their obligation to comply with the policy. In the event of repeated or deliberate failure to comply with this policy, the matter will be referred to the Department Chair and the Dean for disciplinary action.

X. QUESTIONS

Questions about this policy or the chart should be directed to the [VHS Compliance Office](#) at 757-446-6008.

Responsibilities of a Department Chair of the School of Medicine and Senior Associate Vice President and Dean, School of Health Professions

The Chair of any academic department of the School of Medicine and the Senior Associate Vice President and Dean of the School of Health Professions (SAVP&DSHP) will be responsible for developing, implementing, and administering the faculty and the programs (or components thereof) which will contribute to the achievement of the missions of the School of Medicine (SOM) and School of Health Professions (SHP) at the Macon and Joan Brock Virginia Health Sciences at Old Dominion University (VHS), including area-wide cooperation in regional program development. Specific responsibilities of the Department Chair of the SOM and SAVP&DSHP are to:

Departments of the School of Medicine and School of Health Professions

- Develop and accomplish departmental goals that are supportive of the policies and mission of the school in promotion of a regional approach to education, research, and patient care.
- Establish departmental policies with the faculty that will assist in the achievement of departmental goals or develop a departmental strategic plan that includes goals that are supportive of the policies, mission, and strategic plan of the SOM or SHP, as applicable, including area-wide cooperation and regional program development.
- Hold regular faculty meetings for full-time faculty and at least two (2) meetings a year for all departmental faculty. While the SOM policy makes the Chair responsible for the department, it also implies collegial departmental decision-making.
- Establish an effective mechanism for communication within the department in order to discuss school policies and educational philosophy with all members of the department.
- Represent, or ensure representation, of the department at all relevant SOM, SHP, and other meetings.
- Provide professional leadership and example in the department.

Academic

- Implement the courses of study and portions of the integrated undergraduate/graduate medical education curriculum related to the department of the SOM or SHP. The learning objectives of the curriculum will be developed by the department, program, and/or interdepartmental curriculum planning groups and approved by the SOM Medical Education Committee or SHP Curriculum Committee.
- Determine and recommend to the Dean of the SOM the number of faculty (full- and part-time), facilities (clinical and laboratory), and services required to implement the department's component of the agreed-upon academic program. In addition, the Clinical Chair shall endeavor to develop the appropriate clinical base necessary for the academic mission. The Chair will collaborate in the establishment of school priorities for the acquisition of these resources.
- Establish academic standards with respect to the courses of study and portions of the integrated curriculum related to the department. The system for evaluating individual student competence will be based on the assessment of achievement of the specific, previously agreed-upon learning

objectives of the courses or the integrated curriculum, and the general educational goals of the school. Evaluation of each component of the curriculum will adhere to the school's policy, developed by the relevant committee and approved by the Executive Vice President for Health Sciences (EVPHS).

- Provide assistance to students in academic difficulty in planning and implementing remediation.
- Provide assistance to students in exploring possible career choices within the discipline.
- Provide assistance and management of scholarly endeavors.

Faculty Affairs

- Recruit and orient new faculty members whose qualifications are in accordance with school and department priorities.
- Assist and encourage faculty growth and high performance in teaching, research, and other professional activities; and, in particular, assist faculty in obtaining research and/or teaching grants
- Oversee faculty responsibilities and protect academic freedom.
- Establish written expectations for each faculty member in the department on a yearly basis and make documented recommendations to the Dean of the SOM and/or the EVPHS for their retention, tenure, promotion, and annual salary increments where appropriate.

Budgetary Affairs

- Develop the annual departmental budget request for recommendation to the EVPHS.
- Administer and control budgetary allocations (authorize expenditures, ensure expenditures are correctly coded, and maintain records.

Office Management

- Hire, supervise, and evaluate staff personnel (practice managers, office managers, administrative assistants, secretaries, clerks, and laboratory assistants).
- Administer, allocate, and maintain departmental facilities, space, and equipment, and other departmental properties.
- Integrate clinical business activities with EVMS Medical Group at Old Dominion University.

SOM and SHP Institutional Student Handbook

More information can be found at the following link:

<https://www.odu.edu/virginia-health-sciences/student-policies-handbooks/institutional-student-handbook>

Compact Between Teachers and Learners of Medicine and Health Professions

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/documents/compact-for-the-teacher-learner-relationship>

Revised on July 1, 2024

Students' Rights to a Professional Learning Environment

The policy can be found at the following link:

https://www.odu.edu/sites/default/files/documents/Students_Rights_to_a_Professional_Learning_Environment.pdf

Revised on July 1, 2024

Non-Involvement of Student Healthcare Providers in Education

The policy can be found at the following link:

https://www.odu.edu/sites/default/files/documents/Students_Rights_to_a_Professional_Learning_Environment.pdf

Revised on July 1, 2024

Student Non-Academic Complaint and Formal Grievance

The policy can be found at the following link:

<https://www.odu.edu/sites/default/files/documents/Non-Academic-Complaint-&-Grievance-Policy.pdf>

Revised on July 1, 2024

Student Emergency Procedures Policy

The policy can be found at the following link:

https://www.odu.edu/sites/default/files/documents/Student_Emergency_Procedures_Policy.pdf

Revised on July 1, 2024