



**OLD DOMINION**  
UNIVERSITY

**February 2026**

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# **Old Dominion University Teaching & Research Faculty Handbook**

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# **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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](#)

<b>NUMBER:</b>	1301
<b>APPROVED:</b>	August 9, 1979; Revised June 19, 1986; Revised June 17, 2021
<b>SCHEDULED REVIEW DATE:</b>	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.

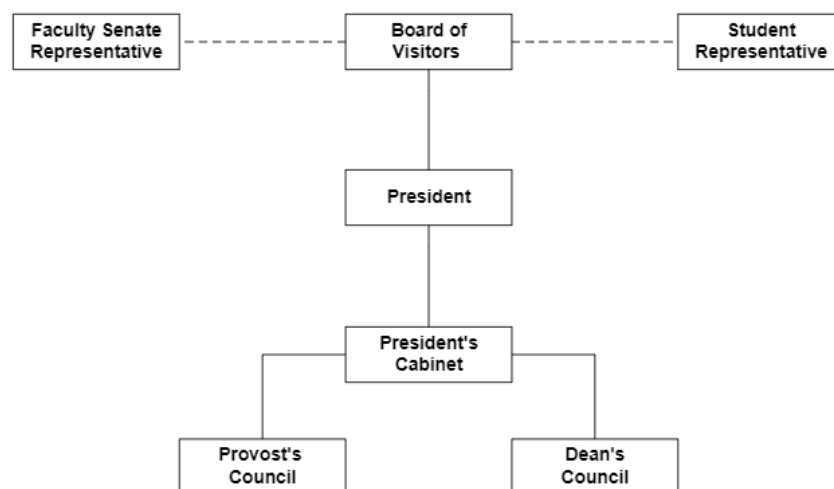
### **Governance Structure**

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>

## **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>

# Faculty and Administrator Recruitment Funding Procedure

[University Policy #6010](#)

**RESPONSIBLE OVERSIGHT EXECUTIVE:** Provost and Vice President for Academic Affairs

**POLICY REVISION DATES:** January 22, 2024

## A. PURPOSE

The purpose of this policy is to establish procedures for funding recruitments for full-time instructional/research faculty and administrative/professional faculty.

## 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.

## C. DEFINITIONS

Administrative and Professional (AP) Faculty – Employees who perform work directly related to the management of the educational and general activities of the institution, department, or subdivision, or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

Educational and General (E&G) Budget Units – Those departments that are funded from State general appropriations, tuition, and educational and general fees, such as admissions fees, Children’s Learning & Research Center fees, and transcript fees.

Essential Recruitment Expenses – Expenses related to the recruitment of new instructional and administrative/professional faculty, including recruitment advertising in print publications such as newspapers or academic, scientific, or engineering journals; internet recruitment advertising; and travel expenses for the interview candidates, including airfare or mileage, lodging, and meals.

Teaching and Research Faculty – Employees whose work assignments primarily involve instruction, research, and scholarly activities and who hold academic rank/titles (with departmental designation).

## D. SCOPE

This policy applies to all employees. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University.

## E. POLICY STATEMENT

The University maintains a centrally-managed University Recruitment Budget in the Office of the Provost and Vice President for Academic Affairs to fund essential recruitment expenses such as advertising and travel expenses for instructional/research faculty and administrative/professional faculty recruitments. Hiring departments should use other funding sources to support recruitment expenses beyond those provided by the central budget.

Non-Educational and General (E&G) budget units may not use the University Recruitment Budget or any other E&G funds to support their recruitment efforts; however, recruitment expenditures must be in compliance with applicable Commonwealth directives.

#### **F. PROCEDURES**

1. All recruitments for instructional/research faculty and administrative/professional faculty must be conducted in the University's online Position Action/Performance Evaluation Recruitment System (PAPERS), except for searches conducted with the assistance of an external search firm. Initiation of the recruitment in PAPERS serves as the hiring department's request to obtain advertising and travel funds.
2. The Office of Academic Affairs manages the University Recruitment Budget, sets the amount of funding for each level of recruitment, and approves advertising for instructional faculty positions. The Department of Human Resources approves advertising for administrative/professional faculty positions.
3. To assist hiring departments, the University Recruitment Budget funds annual contracts with *The Chronicle of Higher Education* recruitment website, [HigherEdJobs.com](http://HigherEdJobs.com), [diversejobs.net](http://diversejobs.net), and other higher education recruitment websites as determined by the Office of Academic Affairs in consultation with the Department of Human Resources for advertising instructional/research faculty and administrative/professional faculty positions. Advertising expenses not covered by the University's annual contracts with recruitment services will be charged back to the hiring department's Educational and General (E&G) budget.
4. Funds allocated from the University Recruitment Budget may also be used to cover a portion of candidates' travel expenses and relocation bonuses. Expenditures for travel, such as transportation, lodging, and meals, must remain within the guidelines set forth in the [Commonwealth Account Policies and Procedures \(CAPP\), Section 20335](#). The [University's Travel Guidelines](#) should be reviewed for specific details regarding travel expenditures for recruitment. Relocation bonuses must remain within the guidelines set forth by the Office of Finance.

#### **G. RECORDS RETENTION**

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

#### **H. RESPONSIBLE OFFICER**

Associate Vice President for Academic Affairs

#### **I. RELATED INFORMATION**

- [Board of Visitors Policy #1401 - Initial Appointment of Teaching and Research Faculty](#)
- [Board of Visitors Policy #1490 - Administrative and Professional Faculty](#)
- [Academic Rank and Criteria for Ranks](#)
- [Guidelines for Appointment and Promotion of Librarians](#)
- Recruitment and Selection Process for Instructional and Administrative Faculty

## **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

# Academic and Professional Preparation Requirements for Faculty

## I. Overview

- A. Old Dominion University's academic and professional preparation requirements for full-time and part-time faculty conform to the criteria established by the [Commission on Colleges of the Southern Association of Colleges and Schools \(SACSCOC\)](#).
- B. It is expected that the University will employ faculty members whose highest earned degree, as presented as the credential qualifying the faculty member to teach at the University, is from a regionally accredited university. If the University employs a faculty member whose highest earned degree is from a non-regionally accredited university within the United States or an institution outside the United States, the University must show evidence that the faculty member has the appropriate academic preparation.
- C. The University must ensure that each faculty member employed is proficient in both oral and written communication in the language in which the assigned courses will be taught.
- D. SACSCOC defines the instructor of record as the qualified individual responsible for teaching the course, and who has overall responsibility for the development/implementation of the syllabus, the achievement of student learning outcomes included as part of the syllabus, and for issuing grades.

## II. Guidelines

- A. **Undergraduate:** All full-time and part-time faculty teaching courses leading to a baccalaureate degree, other than physical activities courses, must hold a master's degree with at least 18 graduate semester hours (gsh) in the teaching discipline. Graduate teaching assistants teaching undergraduate courses as instructors of record must have completed a master's degree in the teaching discipline or have completed 18 gsh in the discipline, have received regular in-service training and periodic evaluations, and have directed supervision by faculty experienced in the teaching area.

If these requirements are not met, then exceptional professional experience and/or substantial evidence of teaching excellence may be presented in lieu of some formal academic credentials for undergraduate teaching in accordance with the SACSCOC guidelines for exceptional credentialing. Such cases must be justified by the hiring supervisor on an individual basis to the dean (or designee) and provost and executive vice president for academic affairs (or designee). Interdisciplinary undergraduate courses may be taught by faculty qualified in a related discipline.

- B. **Graduate:** Graduate certification is required for teaching graduate-level courses. Requirements for graduate certification levels and corresponding responsibilities are found in the policy on [Certification of Faculty for Graduate Instruction](#).

All full-time and part-time faculty teaching courses at the graduate level must hold the terminal degree as defined by the field, usually the earned doctorate, in the teaching discipline or a related discipline, and hold graduate certification from the college of appointment. In some instances, the master's degree in the discipline may be the terminal

degree. In others, a master's degree in the discipline, coupled with a doctorate in a related discipline, is considered appropriate. Such instances must be justified on an individual basis.

If these requirements are not met, then individuals who have demonstrated exceptional scholarly or creative activity or professional experience, but who may not possess the required academic credentials, may be approved as graduate faculty in accordance with the SACSCOC guidelines for exceptional credentialing. Evidence of competence or academic credentials other than the terminal degree in the discipline for graduate faculty must be presented as justification for employment and/or graduate certification. Such exceptions must be approved by the graduate program director, the dean (or designee), and the provost and executive vice president for academic affairs (or designee).

### **III. Credentials**

- A. It is the responsibility of the University to keep on file, for all full-time faculty, part-time faculty, and graduate teaching assistants, documentation of academic preparation, such as official transcripts, and, if appropriate, official documentation of professional or work experience, technical and performance competency, records of publications, certifications, and other qualifications. All terminal degrees awarded in the United States must have been conferred by regionally accredited colleges or universities.

Transcripts of degrees or other credentials held by faculty from higher education institutions outside the United States must be evaluated and verified by an external credentialing agency at the time of hiring. The international credentialing process shall be managed by the Provost's Office.

- B. For all faculty teaching graduate courses, a completed current [Certification for Graduate Instruction Form](#) must be placed in the faculty's file. For faculty who have demonstrated exceptional scholarly or creative activity or professional experience but who may not possess the required academic credentials, a completed [Exceptional Certification of Faculty for Graduate Instruction Form](#) must be signed and approved by the graduate program director, the dean (or designee), and the provost and executive vice president for academic affairs (or designee) and placed in the faculty's file.
- C. For adjunct faculty appointments, copies of the documentation and a memorandum from the department/school chair justifying any exception to the criteria for academic and professional preparation must accompany the [Adjunct Faculty Approval and Employment Authorization Form](#) when submitted to the Provost's Office.

- Approved by the Provost and Vice President for Academic Affairs  
September 5, 2003
- Revisions approved by the President  
February 4, 2013; May 21, 2014; June 9, 2017
- Reviewed and No Changes Proposed  
April 20, 2022

## **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

# Initial Appointment of Teaching and Research Faculty

## [Board of Visitors Policy](#)

**NUMBER:** 1401

**APPROVED:** June 12, 1980; Revised November 19, 1987; Revised April 12, 2002; Revised September 9, 2005; Revised April 7, 2011; Revised June 16, 2011; Revised April 23, 2015 (effective June 1, 2015); Revised September 22, 2016 (effective January 1, 2017); Reviewed and Approved with no Changes April 22, 2022

**SCHEDULED REVIEW** April 2027

**DATE:**

### I. Board of Visitors Policy

- A. No one has the authority to make a firm offer of employment (subject to approval by the Board of Visitors) except the provost and vice president for academic affairs, who acts by authority of the president. Any communication at the departmental or college level with potential appointees should make it clear that approval by the provost and vice president for academic affairs is required.
- B. An initial faculty appointment should not be considered final until it has been approved by the Board of Visitors. All offers of employment and other communications with potential faculty members should specifically state this fact.
- C. No chair, dean, or other administrative official shall have the authority to make a statement of expectation of tenure or a written/oral commitment that implies in any way a promise of tenure except as described in paragraph D below. Except as described below, all initial appointments to the faculty shall be probationary, and no award of tenure or promise of an award of tenure shall be made to a faculty member except in strict accordance with the Board of Visitors Policies on Tenure, to include review of credentials by all review bodies.
- D. In the case of certain initial appointments to the rank of professor or associate professor, the president has the authority to eliminate the probationary period for tenure and to make a firm offer or promise of tenure subject to Section II.D.1.a-e of this policy and approval by the Board. It is the sense of the Board that this authority should be exercised rarely and only when the best interests of the University require it. All such cases must be reported to the Board for approval before tenure is awarded.
- E. The president is accountable to the Board of Visitors for ensuring the appointment of faculty qualified to carry out the mission of the institution, for the implementation of the University's affirmative action plan in initial appointments, for maintenance of fiscal responsibility in assignment of faculty positions, and for the establishment of procedures to carry out Board policy in initial appointments. The president may delegate some or all of these responsibilities to the provost and vice president for academic affairs.

## II. Initial Appointment Procedures

### A. Position Approval

1. **Department** – In a timetable established in accordance with the procedures for building the operating budget for the coming year, each department anticipating hiring new faculty for the coming year projects the positions it wishes to fill, including both new positions and replacements for retiring faculty members or others known to be leaving.
  - a. These projections must be in accordance with the approved mission of the department and must be clearly related to demonstrable needs of the department, including at least a clear relationship between instructional faculty and projected FTE students in accordance with the departmental faculty/student ratios approved by the Office of the Provost and Vice President for Academic Affairs.
  - b. Other justifications for positions may include the establishment of new programs that may not immediately produce FTE students sufficient to justify the position, the existence of substantial funded research for which time will be purchased by an outside agency, and important service activities required by the department within the University's mission.
2. **Dean** – The dean, once reports have been received from all departments, recommends to the provost and vice president for academic affairs, in priority order, new and replacement faculty positions for the coming year, together with salaries required for each position. Copies of the departmental recommendations are included by the dean in the report to the provost and vice president for academic affairs.
3. On the basis of the projected needs of the following year, the provost and vice president for academic affairs requests a specific number of faculty positions and a budget for these positions from the president at the appropriate time in the annual budget process.
  - a. Within the budget and positions allocated to the provost and vice president for academic affairs by the president, the provost and vice president for academic affairs assigns positions and funds to each dean for new and replacement faculty positions.
  - b. The dean allocates these positions with general salary ranges to the departments in the college.
4. If a position falls vacant because of an unexpected resignation or for any other cause, this fact is reported promptly to the provost and vice president for academic affairs.
  - a. The provost and vice president for academic affairs may then reassign the position to the college in which it previously existed, assign it to another college, or discontinue the position.
  - b. If the position is assigned to a college, the provost and vice president for academic affairs assigns additional funds to the dean of that college to cover the salary of this position. These funds are not necessarily equal to the salary of the departing faculty member.

- c. The dean may then assign an additional position to the department within the college having the greatest need.
- d. Positions falling vacant are not automatically assigned to the same college or department but are assigned on the basis of University and college priorities.

**B. Recruitment and Interview Procedures**

1. Once a position has been assigned to a department, the following recruitment procedure is instituted. A similar procedure will be followed for interdisciplinary faculty and joint appointments (see the policy on [Joint Appointments](#))<sup>1</sup>.
2. A statement of critical requirements for the position is developed by the department chair or chairs in consultation with the faculty in the department and approved by the dean. The critical requirements should indicate clearly the primary responsibilities that the new faculty member will be expected to perform and the qualifications necessary for the performance of these responsibilities.
3. The department chair appoints a search committee.
  - a. The search committee consults the University's assistant vice president for institutional equity and diversity for advice concerning avenues for recruitment of qualified women and minority candidates and concerning the University's policies and procedures for ensuring affirmative action in the recruitment process. Failure to follow the University's affirmative action policies and procedures will usually result in the refusal of the provost and vice president for academic affairs to write a contract for the faculty member recommended.
  - b. Advertisements are placed in appropriate professional journals by the Office of Academic Affairs upon the recommendation of the search committee. Specific procedures concerning recruitment advertising are available from the Office of Academic Affairs.
  - c. All other means are used by the department to conduct an active search for the largest possible pool of qualified candidates.
  - d. Credentials of candidates are carefully screened by the departments or the interdepartmental search committee in order to determine the ones with the best qualifications for the open position.
  - e. After ensuring that appropriate affirmative action policies and procedures have been met, the chair, with the approval of the dean, then chooses one or more of the most qualified candidates to visit the campus. All final candidates for a position should visit the Old Dominion University campus. Because of fund limitations, it will usually not be possible to invite more than two or three candidates for one position.
4. The following procedures for campus visitations are followed:
  - a. The search committee must receive prior approval from the Office of Academic Affairs (who will check with the assistant vice president for institutional equity and diversity in order to ensure that procedures have been

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<sup>1</sup> Refer to the Hiring Procedures for Instructional and Administrative Faculty for additional information.

followed) for the expenditure of the travel funds before the candidate is invited.

- b. The search committee has the responsibility for setting up the schedule of campus meetings with designated personnel.
- c. All candidates meet with the chair, dean, all available faculty members of the department, and selected students. Candidates who will be expected to teach courses on the 500 level or above and candidates for associate professor and full professor are scheduled for appointments with the provost and vice president for academic affairs or a designee whenever possible.
- d. The department chair informs the candidate of the University's policies concerning moving expenses and other relevant matters. All candidates should be told that they may be assigned to day, evening, distance learning, or off-campus classes as part of their regular loads.
- e. As part of campus visitation and the interview process, candidates are expected to present a classroom lecture, conduct a seminar, or deliver a public talk so that their potential associates and students may observe their command of subject and clarity of presentation.
- f. The department chair and search committee shall confirm a candidate's proficiency in spoken English.

### **C. Recommendations**

1. The chair, after receiving and considering a written recommendation from the faculty of the department or the appointments committee and after ensuring that all affirmative action procedures have been followed, recommends to the dean the name of the most acceptable candidates and a possible salary range, and includes the recommendation of the faculty and faculty appointments committee.
  - a. If the dean approves the candidate, he or she assigns a salary within the budget previously assigned to the dean's office by the provost and vice president for academic affairs.
  - b. The dean recommends to the provost and vice president for academic affairs, on a prescribed form, that a contract be written. Appended to this form is a copy of the recommendation of the faculty or of the appointments committee, together with the recommendation of the chair.
  - c. If the dean is requesting any special consideration, limitations, or exceptions to normal policy and procedure concerning the appointment, such recommendations should be transmitted to the provost and vice president for academic affairs at this time.
  - d. Any recommendation that credit toward the probationary period for tenure for prior academic experience be granted shall also accompany the request that a contract be written.
2. The provost and vice president for academic affairs or the vice provost consults with the University's assistant vice president for institutional equity and diversity to ensure that proper affirmative action procedures have been followed.

- a. If all requirements are met, the provost and vice president for academic affairs writes the contract and sends it to the candidate, together with a covering letter specifying any unusual conditions or exceptions concerning the appointment, any credit toward the probationary period for tenure being granted for prior academic experience, and a deadline for returning the signed contract.
- b. If the signed contract is received by the specified deadline, it becomes effective when approved by the Board of Visitors.

**D. Initial Appointment with Tenure**

1. If the initial appointment is to the rank of professor or associate professor and the department wishes to award tenure at the time of appointment, request for an initial appointment at that rank with tenure must be initiated by the chair and reviewed by all tenure review bodies.
  - a. The candidate's credentials must be provided to the department promotion and tenure committee, and their recommendation and vote recorded and sent to the college promotion and tenure committee.
  - b. The college promotion and tenure committee reviews the credentials and the recommendation of the department promotion and tenure committee, and makes a recommendation. The recommendation and vote is recorded, and all materials are forwarded to the dean.
  - c. The dean makes a recommendation and forwards all materials to the University promotion and tenure committee.
  - d. The University promotion and tenure committee reviews the materials and recommendations and makes a recommendation to the provost and vice president for academic affairs.
2. The provost and vice president for academic affairs makes a recommendation to the president. All reviews shall be based on the candidate's normal application materials and include a statement of research and teaching philosophy and letters of reference. Evidence of teaching and research excellence should be included. Normally, an initial appointment with tenure will be granted only to a faculty member who already has achieved a distinguished academic record and held a tenured position. This policy applies to both internal candidates and external candidates. Current CVs for both the candidate and the references must be provided to all review bodies.

**E. Initial Appointment of Adjunct Faculty and Faculty of Practice**

1. The following procedures are used for initial appointment of part-time faculty and faculty of practice:
2. Adjunct instructors and adjunct assistant instructors - The chair recommends the appointment of an adjunct instructor and adjunct assistant instructor to the dean. If the dean approves the appointment, he or she reports the appointment to the provost and vice president for academic affairs on the prescribed form.
3. Appointment to other ranks, such as adjunct assistant professor, adjunct associate professor, adjunct professor, faculty of practice, and visiting professors, such as artist-

in-residence, etc., is recommended by the department chair to the dean after consultation with the faculty of the department. Initial appointment or reappointment of faculty of practice attached to a department must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. If the dean approves, he or she recommends the appointment to the provost and vice president for academic affairs on a prescribed form. If the appointment is approved, the provost and vice president for academic affairs notifies the faculty member.

**F. Initial Appointment of Research Faculty**

1. Research faculty are normally supported in large part from non-Commonwealth funds or are expected to generate their own support from such funds.
2. The department chair recommends appointment of a full-time research faculty member to the dean. The dean recommends to the provost and vice president for academic affairs. The provost and vice president for academic affairs, consulting if appropriate with the vice president for research, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member.

## 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

## **Joint Appointments**

Joint appointments are used for individuals whose expertise cuts across existing departments and programs. Such appointments must assist Old Dominion University in providing strong interdisciplinary offerings and in building emerging fields that cross the borders of the traditional disciplines. A joint appointment must reflect the teaching and research expertise of the faculty member.

A joint position is shared by two academic units, but the position must be based in a home department. The “primary appointment” is in the home department/school, and the “secondary appointment” is where the joint appointment is extended to this position. The department/school of primary appointment is responsible for all promotion and tenure actions, with appropriate input from the department/school of the secondary appointment. The dean(s) determine where the joint appointment will be primarily based. Appropriate parties must create a written document confirming the terms and conditions of the joint appointment.

Joint faculty appointments are initiated by the head of the involved unit (department/school chair or program director) or a dean in agreement with the faculty member being given the joint appointment and in consultation with the faculty of the departments/schools involved in the joint appointment.

Deans must secure the endorsement of the provost and executive vice president for academic affairs before making any commitments regarding a joint appointment. The chair of the primary department/school is responsible for documenting the terms and conditions of the joint appointment in a Memorandum of Agreement (MOA) signed by the faculty member, the involved department/school chairs (or the director of a program that is not administered by a department/school), and their dean(s).

Current members of the faculty can receive joint appointments subject to the approval process stated above. However, only in exceptional cases will such a change be approved for an individual who does not already have tenure.

This policy does not preclude the establishment of joint appointments with institutions outside the University.

- Approved by the Board of Visitors  
December 9, 2010
- Transitioned to University-Level Policy  
December 10, 2021

## Academic Rank and Criteria for Ranks

- I. Purpose: This policy defines all faculty tracks, ranks, and titles at the University. This policy does not address processes for promotion, which are included in other University policies.**

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

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

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

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

- A. Assistant Professor** – Appointment or promotion to Assistant Professor is the usual rank upon initial hiring. Evidence of promise in teaching, scholarly activity, clinical care (as appropriate), and service is required. Faculty members holding the rank of Assistant Professor may be considered for tenure only if promotion to Associate Professor is simultaneously considered. This rank usually requires the highest terminal degree normally held in the field or its clear equivalent.
- B. Associate Professor** – Appointment or promotion to the rank of Associate Professor is an honor based on demonstrable performance. Criteria include eminence in research or creative scholarly activity and an established high quality of performance in teaching, clinical care (as appropriate), and service. Except under the most unusual circumstances, the highest terminal degree normally attainable in the field is required.
- C. Professor** – This rank is one of the highest honors that the University can bestow. Professors are scholars of national standing who have made recognized contributions to the University and to their disciplines. They are expected to have demonstrated excellence in teaching, excellence in clinical care (as appropriate), to have performed recognized and outstanding research and scholarly activity in their fields of specialization, and to have been outstanding in professional service. Except under most unusual circumstances, the highest terminal degree in the field is required.

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

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

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

Career-Track faculty are not eligible for tenure unless they convert to a tenure-eligible position. All non-tenure eligible faculty may request approval from their dean and the appropriate executive vice president to proceed with the review process for [conversion to a tenure-eligible position](#). Time at Old Dominion University and EVMS (pre-integration) in these ranks may not be counted as part of the probationary period for tenure, except as noted below. No more than 35% of teaching and research faculty, on average, should be Career-Track faculty, and no specific academic college should employ more than half of its faculty as Career-Track faculty. VHS departments and schools are excluded from these requirements.

- A. Clinical Faculty** – These Career-Track faculty devote the *majority* of their time to clinical care and contribute significant teaching, research, or service *as clinicians* or practitioners and *in a clinical or other workplace/professional setting*. The deans of the various schools and colleges will determine which faculty members are classified as clinical faculty. The deans will also determine the percentage of time clinical faculty allocate to clinical duties relative to other duties (e.g., scholarly activity and service to the University). Some of these faculty are employees of the University and thus of the Commonwealth of Virginia. Some SoM faculty may be compensated by the Virginia Health, Medical Group, or healthcare systems. This category includes faculty who, as their area of specialization requires, instruct students in the classroom, supervise students in clinical or other professional settings, provide service, or engage in scholarly activities. They may be required to provide clinical care and may chair dissertations, theses, or capstone projects in their clinical fields, provided they are certified at the appropriate level as graduate faculty. Clinical faculty are subject to all University, college/school, and department/school policies and procedures governing

graduate teaching, program implementation, and oversight of graduate research and must undergo the same formal academic review and graduate certification review as required of tenured and Tenure-Track faculty members. Clinical faculty ranks are as follows:

1. **Clinical Assistant Professor** – This position requires a terminal degree. Faculty members in this position devote most of their time to clinical teaching, supervision, and service. Evidence of promise in teaching, scholarly work, or service may also be required.
  2. **Clinical Associate Professor** – Faculty members in this position devote most of their time to clinical teaching, supervision, and service. Criteria include an established high-quality performance in teaching and service and preeminence in at least one of these areas. The faculty member is expected to demonstrate significant scholarly achievements or emerging prominence in their field at the state, regional, national, or international level as appropriate.
  3. **Clinical Professor** – Faculty members in this position devote most of their time to clinical teaching, supervision, and service. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding scholarly activity in their fields of specialization, and to be preeminent in professional service. Recognition at the national or international level for teaching, service, and scholarly accomplishments is required as appropriate.
- B. Faculty of Practice** – This category of faculty comprises volunteer faculty or nominally compensated faculty who work with Old Dominion University students, including medical students and residents. Faculty of Practice are typically appointed at the rank of Assistant Professor, but may be appointed at the rank of Associate Professor or Professor. Such appointments are made for a specified term and do not lead to tenure. Faculty of Practice appointments may be for a term of one to three years and may be renewed. Faculty members in such positions may be employed to work on a specific project or series of projects that could involve teaching, research, service, or some combination of these activities. If assigned teaching responsibilities, they must meet all University credential requirements. Employment of such faculty in project-related positions may be limited by the availability of funds. Faculty of Practice may serve on some University-wide committees and, depending on college/school and department/school policies, may serve on some department/school and college/school committees. Faculty of Practice are not considered full-time faculty for the purposes of voting on appointments or other faculty actions. Initial appointment or reappointment of faculty of practice must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department/school in question.
- C. Instructor** – Faculty members holding the rank of Instructor are typically non-terminal degree or master’s level staff. While Instructors may be assigned teaching responsibilities, they may be assigned different responsibilities aligned with the needs of their units. Such appointments are primarily in the SoM and SHP. However, if there is a need for such an appointment outside of the SoM and SHP, this rank may be available, as determined by the college/school dean and the appropriate executive vice president.
- D. Research Faculty** – These Career-Track faculty are appointed and evaluated by the centers, colleges, or schools in which they operate. These positions should generally be funded

through grants and contracts. They may provide limited service or teaching, but their promotion will be based primarily on their research productivity. Faculty with the title of Research Assistant/Associate/Professor may serve on and chair doctoral and master's committees, provided they are certified as graduate faculty at the appropriate level. Research faculty ranks are as follows:

1. **Research Assistant Professor** – Full-time faculty members in this position devote most of their efforts to research and are normally not expected to teach. This position has the same credentials as that of a Tenure-Track Assistant Professor, including evidence of promise in scholarly work.
  2. **Research Associate Professor** – Full-time faculty members in this position devote most of their efforts to research and are normally not expected to teach. Faculty at this rank are expected to have scholarly accomplishments with a demonstrated or emerging prominence in their field at the state, regional, national, or international level as appropriate.
  3. **Research Professor** – Full-time faculty members in this position devote most of their efforts to research and are normally not expected to teach. These positions are normally funded from non-Commonwealth funds. They are expected to have performed recognized and outstanding scholarly activity in their specialization fields. National or international recognition of scholarly accomplishments is required.
- E. Teaching Faculty** – Teaching faculty devote the majority of their time to in-person or online teaching. They engage in University service and professional development activities. The usual minimum requirement for Teaching Assistant/Associate/Professor is a master's degree and evidence of teaching effectiveness, yet some programs may require a PhD or other terminal degree. Teaching Assistant Professor appointments will be for one year. Teaching Associate Professor appointments are for three years, and Teaching Professor appointments are for five years. Teaching Assistant/Associate/Professors in the SoM are required to have a PhD, MD, or other degrees as approved by the Dean of the SoM and the relevant department chair, and may also be research active. Faculty in this category outside the SoM are not expected to be research-active. Teaching faculty ranks are as follows:
1. **Teaching Assistant Professor** – Faculty appointed to this rank must demonstrate promise in teaching and service. This rank usually requires at least a master's degree or its clear equivalent.
  2. **Teaching Associate Professor** – Faculty appointed to this rank are expected to assume an instructional role at undergraduate or graduate levels and participate in other professional service activities normally assigned to or expected of full-time faculty. Typically, faculty at this rank are required to hold a terminal degree. Faculty at this rank must have a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a record of ongoing professional development.
  3. **Teaching Professor** – Faculty appointed to this rank are expected to assume an instructional or leadership role at undergraduate or graduate levels and participate in other professional service activities normally assigned to or expected of full-time faculty. Typically, faculty at this rank are required to hold a terminal degree. Faculty at this rank must have a sustained record of superior performance in teaching and

professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a record of sustained professional development.

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

**V. Flexible Track (Legacy EVMS Tenure-Track Assistant Professors, Associate Professors, and Professors Only). All currently tenured faculty from Old Dominion University or Legacy EVMS will remain tenured under this policy.**

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

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

#### **VI. Honorary appointments**

The University supports the involvement of distinguished practitioners from many disciplines and fields as academics to enrich students' experiences through teaching, research, and service. These appointments are subject to appropriate approvals. These individuals may or may not be employees of the University and may be terminated at any time at the discretion of the senior academic administrative officer of the appointing unit. Individuals in these positions are expected to abide by all University policies, including policies regarding academic ethics, sexual harassment, non-discrimination, and civility. Examples of honorary appointments are as follows.

- A. Artist-in-Residence** – The holder of this position is a distinguished practitioner of the fine arts, employed either full-time or part-time by the University. In most cases, an Artist-in-Residence devotes half of their time or less to the instruction of credit students. The rest of the time for a full-time faculty member is devoted to noncredit coursework and other public service activities, informal instruction to University students, community engagement, or any combination of these activities. The main criterion for reappointment is preeminence in an artistic field. Normal academic credentials, such as advanced degrees or experience in university teaching, are not required.

- B. Performer-in-Residence** – The description of this position is equivalent to that of Artist-in-Residence, except that the holder is a distinguished practitioner of the performing arts whose service to the University and the community may include performances available to the University community and to the region.
- C. Writer-in-Residence** – The description of this position is equivalent to that of Artist-in-Residence, except that the holder is a creative writer of distinction.
- D. Executive-in-Residence** – The description of this position is a formal, flexible, and term appointment reserved for individuals with a distinguished professional accomplishment as a senior-level executive at a national or international level. Ordinarily, an Executive-in-Residence will hold a terminal degree appropriate for appointment at the Teaching Assistant Professor or higher level.
- E. Jefferson Lab Assistant/Associate/Professor** – The holder of this title is a full-time staff member at Jefferson Lab who has been granted specified faculty privileges in accordance with Memoranda of Understanding between Jefferson Lab and Old Dominion University.

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

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

#### **VIII. Other**

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

- Approved by the Board of Visitors  
June 12, 1980; Revised February 24, 1984; Revised June 20, 1985;  
Revised December 13, 1988; Revised September 27, 1990; Revised March 11, 1991;  
Revised April 9, 1992; Revised April 8, 1993; Revised April 10, 1997;  
Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2001;  
Revised December 14, 2001; Revised April 12, 2002; Revised June 14, 2002;  
Revised December 12, 2003; Revised September 22, 2006; Revised June 15, 2007;  
Revised December 7, 2007; Revised September 17, 2009; Revised April 8, 2010;  
Revised April 4, 2012 (effective May 1, 2012); Revised December 6, 2012 (effective January 1, 2013); Revised September 26, 2013; Revised September 18, 2014;

Revised June 9, 2016 (effective July 1, 2016); Revised June 8, 2017 (effective July 1, 2017)

- Transitioned to University-Level Policy  
December 10, 2021
- Reviewed and No Changes Proposed  
April 20, 2022
- Revisions approved by the President  
December 12, 2025

## **Tenure-Track Positions Funded by Research Centers**

Base funding for research centers from the Commonwealth for tenure-track faculty positions presents an opportunity for the University to enhance both the research center and the departments/schools and colleges in which these faculty are located. Clearly stated expectations of these faculty members by both the research center and the department/school are essential. To that end, there must be constant and clear communication between the director of the research center and the chair of the academic department/school. These two individuals must work collaboratively to optimize the arrangement and ensure the faculty member in the position is treated fairly. Ideally, this communication should begin before the position is advertised.

The following principles will guide these appointments.

1. One or more tenure-track faculty positions may be funded in a given department/school by mutual agreement of the vice president for research and economic development and the provost and executive vice president for academic affairs.
2. The salary and fringe benefits for the position will be funded by the research center.
3. The faculty member will be a full member of their academic department/school and subject to all department/school policies.
4. The faculty member must have a research focus related to the research center's goals.
5. The department/school chair and research center director will meet at least once a year to assign the faculty member's teaching, research, and service duties. Due diligence will be given to meeting the needs of both the department/school and the research center.
6. The research center director will submit to the chair an annual report of the faculty member's activities in advance of the annual evaluation. After receiving the research center director's annual evaluation of the faculty member, the University policies and procedures on reappointment, promotion, and tenure will be in effect and followed as outlined in the *Old Dominion University Teaching and Research Faculty Handbook*.
7. If the department/school chair and research center director do not agree on the performance of the faculty member, the dean, vice president for research and economic development, and the provost and executive vice president for academic affairs will determine how to resolve the situation in consultation with all involved.

- Approved by the Board of Visitors  
December 7, 2007

- Transitioned to University-Level Policy  
December 10, 2021

## **Administrators Returning to Faculty Positions**

A full-time Old Dominion University administrator with a concurrent faculty appointment may transition to a full-time position as a member of the teaching and research faculty in accordance with this policy and the letter of appointment for the administrative position.

1. In cases where an administrative stipend is part of the faculty member's salary during their service as administrator (chair or above), the stipend will not be included in the adjusted salary upon return to the faculty.
2. Faculty in administrative positions may be granted a sabbatical at the end of their appointment for them to prepare to resume their scholarly activities and faculty assignment.
3. Administrators on a sabbatical will receive their administrative salary, excluding the stipend or bonus pay. Once the leave is completed, the salary will be adjusted to reflect their 10-month base salary contract.
4. Consistent with the University leave payout policy, accrued vacation time will not be paid out unless the faculty member is separating from the University at the end of their appointment.

- Approved by the president  
June 6, 1987; Revised effective January 1, 2005
- Revisions approved by the president  
February 10, 2026

# Reappointment/Annual Review or Nonreappointment of Faculty

[Board of Visitors Policy](#)

**NUMBER:** 1402

**APPROVED:** June 12, 1980; Revised June 20, 1985; Revised June 16, 2011; Revised April 26, 2013 (effective June 1, 2013); Revised June 14, 2018 (effective July 1, 2018); Revised June 13, 2019 (effective July 1, 2019); Revised June 18, 2020 (effective July 1, 2020); Revised September 16, 2022

**SCHEDULED REVIEW DATE:** September 2027

## I. Board of Visitors Policy

### A. Nature of Appointment

1. Unless tenure has been awarded by the University, all appointments of full-time faculty are on an annual, temporary, or probationary basis, renewable one year at a time at the discretion of the University.
2. In some cases, appointments for a period of less than one academic year may be made, for example, initial appointments at mid-year or emergency one-semester appointments.

## II. Guidelines

- A. Consideration of reappointment or nonreappointment will be according to a timetable distributed by the Office of the Provost and Vice President for Academic Affairs<sup>1</sup>. Consideration takes place early in the second semester for faculty members in their first year of service and early in the first semester for faculty members in the second or subsequent year of service.
- B. For instructors, assistant professors, lecturers, clinical assistant professors, research assistant professors, and untenured associate professors and professors, the initial consideration will be by the departmental tenure and promotion committee unless they are in their first year and have been appointed mid-year. For senior lecturers, master lecturers, research associate professors, research professors, clinical associate professors, and clinical professors, initial consideration will be by the department chair, except for those years when the faculty member is undergoing their sixth-year review (see Section III.B. below).
- C. In the case of financial constraints or demonstrable overstaffing of departments, the dean or the provost and vice president for academic affairs may require that the number of probationary tenurable and nontenable faculty members in the department be reduced.
- D. Faculty members who were appointed as instructors with the expectation that the terminal degrees would be completed may not be reappointed before the award of the degree

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<sup>1</sup> See the Schedules for Faculty Personnel Actions for specific dates and actions.

unless prior approval has been obtained from the provost and vice president for academic affairs. (See the policy on [Academic Rank and Criteria for Ranks.](#))

- E. If the critical requirements of the position of a probationary tenurable faculty member are changed so as to affect the primary duties expected of the faculty member, and hence his or her consideration for tenure, the faculty member shall be fully and promptly informed of the changes in writing at least one semester before the changes are implemented.

### **III. Procedures**

#### **A. Reappointment or Nonreappointment of Probationary Tenure-Track Faculty<sup>2</sup>**

1. The departmental promotion and tenure committee and all subsequent persons considering the case will take into consideration the formal evaluations of the faculty member's performance by the chair (unless the faculty member evaluated is the chair) and the dean, faculty information sheets, and any other relevant data, as well as the needs of the department.
2. These procedures will be suitably adapted for faculty members who hold interdisciplinary, interdepartmental, or joint appointments or who hold appointments in a department with two or fewer tenured faculty members. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans concerned and the provost and vice president for academic affairs.
3. Each department conducts an annual review of the probationary tenure-track faculty in that department (including the chair if untenured). This review is based on the performance of the individual faculty member and the needs of the department and is initially conducted by a committee consisting of tenured members of the department.
4. The departmental promotion and tenure committee recommends to the chair (or the dean in case the faculty member being evaluated is the chair) one of the following actions:
  - a. That the faculty member be considered for tenure through normal channels, if a sufficient probationary period has elapsed. (In this case, the faculty member is considered for tenure through the normal tenure procedures, and the remainder of this section does not apply.)
  - b. That the faculty member be offered an additional annual contract without tenure.
  - c. That the faculty member not be reappointed, that is, not be offered an additional contract if in the first or second year of service, or offered a terminal contract for the succeeding year if in the third or subsequent year of service.

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<sup>2</sup> For a definition of the academic ranks, types of appointment, and specific procedure variations, see the Policy on Academic Rank and Criteria for Ranks.

- d. A copy of the committee's recommendation shall be supplied to the faculty member with reasons for the recommendation for appointment or nonreappointment.
    5. Considering the written recommendation of this committee, the performance of the faculty member, and the needs of the department, the chair (unless she or he is the faculty member being evaluated) makes a recommendation to the dean concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member and provides the faculty member with a copy of the recommendation.
    6. Considering the recommendation of the departmental promotion and tenure committee and of the chair (unless she or he is the faculty member being evaluated) as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual probationary tenure-track faculty member, notifies that faculty member in writing of this decision, and provides the faculty member and the provost and vice president for academic affairs with a copy of the decision letter.
      - a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
      - b. Notice of the dean's decision concerning reappointment or nonreappointment of probationary tenure-track faculty members shall be according to the following schedule:
        - i. Not later than **March 1** of the first academic year of service.
        - ii. Not later than **December 15** of the second academic year of service.
        - iii. Terminating appointment of one year, with notice by **December 15**, after two or more academic years of service.
- B. Reappointment or Nonreappointment of Non-Tenure-track Faculty
1. Each department conducts an annual review of all non-tenure-track faculty members in that department. This review is based on the performance of the individual faculty member and the needs of the department.
    - a. For lecturers and clinical assistant professors, this review is conducted by a committee consisting of tenured members of the department and master lecturers and clinical professors, followed by the department chair and dean.
    - b. For senior lecturers and master lecturers, the annual review is conducted by the chair, followed by the dean. In lieu of this annual review, and if not applying for promotion, every six years, senior lecturers and master lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department, followed by the chair and the dean.
    - c. For clinical associate professors and clinical professors, the annual review is conducted by the chair, followed by the dean. In lieu of this annual review, and if not applying for promotion, every six years, clinical associate professors

- and clinical professors will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department, followed by the chair and dean.
- d. For faculty of practice (any rank), the annual review is conducted by a committee consisting of tenured members of the department, followed by the department chair and dean.
2. For lecturers, faculty of practice, and clinical assistant professors, and for all non-tenure-track faculty undergoing an in-depth sixth-year evaluation, the departmental committee recommends to the chair one of the following actions:
    - a. That the faculty member be offered an additional annual contract.
    - b. That the faculty member not be reappointed, that is, not be offered an additional annual contract.
  3. A copy of the committee's recommendation shall be supplied to the faculty member with reasons for the recommendation for appointment or nonreappointment.
  4. Considering the written recommendation of this committee (in case Section 2.b. above applies), the performance of the faculty member, and the needs of the department, the chair makes a recommendation to the dean concerning reappointment or nonreappointment of each individual non-tenure-track faculty member and provides the faculty member with a copy of the recommendation.
  5. Considering the recommendations of the departmental committee (in case Section 2.b. above applies) and of the chair, as well as the needs of the college, the dean makes a decision concerning reappointment or nonreappointment of each individual nontenurable non-tenure-track faculty member and notifies each faculty member of this decision. If the decision is not to reappoint the faculty member, the dean provides the faculty member and the provost and vice president for academic affairs with a copy of the decision letter.
    - a. If the dean decides not to reappoint a faculty member, the faculty member may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.
    - b. Notice of the dean's decision concerning reappointment or nonreappointment of nontenurable faculty members shall be according to the following schedule:
      - i. Not later than **March 1** of the first academic year of service.
      - ii. Not later than **December 15** of the second or subsequent academic year of service.

## **Eminent Scholars**

The Eminent Scholar designation has been established to recognize faculty members of unusual merit and service to the University. Only faculty members holding the rank of tenured full professor at Old Dominion University for at least three years may be considered for this honor. Only when Eminent Scholar status is considered as a part of the initial appointment process may this requirement be waived. A select number of full professors may be designated as Eminent Scholars, according to funding availability.

### **A. The Committee**

1. The University Eminent Scholars Committee shall comprise one Eminent Scholar from each college/school, selected by the College/School Promotion and Tenure Committee, plus one Eminent Scholar chosen by the Faculty Senate to reflect a range of disciplinary and experiential backgrounds. If a college/school has no Eminent Scholar or only one Eminent Scholar who is ineligible to serve due to a conflict of interest, then the Dean and full professors in that college/school can select a representative from among the full professors from their own college/school. The representative selected must have no known conflicts of interest that would impair or call into question their impartiality in evaluating the nominees. It is recommended that each representative serve on the Committee for one three-year term. No Dean, Associate Dean, Assistant Dean, or Chair/Director shall participate in the deliberations of the Eminent Scholars Committee. The Committee will select its own Chair, and deliberations shall remain confidential.
2. Before a representative participates in committee reviews, they must be evaluated by the Dean for actual or potential conflict of interest with any applicant based on the following:
  - Is a close relative (e.g., spouse, minor child, sibling, or parent) or partner;
  - Is a close professional associate or other colleague and/or has a financial interest in the outcome of the applicant's review;
  - Acts as an officer, director, member, owner, trustee, expert, advisor, consultant (with or without compensation), or employee of the applicant or other organization that would be affected by their decision;
  - Negotiating or having an arrangement for prospective employment with an applicant or other organization that would be affected by their decision; and
  - Conducting research or other professional activities with an applicant or has done so within three years of the review date.
3. The University Eminent Scholars Committee will be convened by the Provost and Executive Vice President for Academic Affairs, or delegate, by **November 1**. At that time, the Provost and Executive Vice President for Academic Affairs will brief the Committee about its responsibilities and duties. The Committee will elect its own Chair and set its agenda. The Chair, in consultation with Committee members, will establish guidelines to evaluate the candidates.

## **B. Nomination Process**

1. Nominations may be made by any tenured faculty member in the nominee's discipline. Self-nominations are not permitted. The nomination must be a letter that highlights the applicant's qualification for the designation and submitted to the department/school Chair and Dean no later than **September 15**.
2. The department/school Chair, in cooperation with the applicant and tenured faculty in the relevant department/school, solicits names of suitable external reviewers. When the Chair is a nominee for the designation, the department/school tenured faculty and the Chair, as the applicant, in cooperation with the Chair of the College/School Promotion and Tenure Committee, will select external reviewers.
  - External reviewers are expected to be distinguished experts in the applicant's field or discipline(s) with national/international accomplishments and reputations. At least five external reviewer letters shall be sought and submitted along with the review letters. Care should be taken to select reviewers who can form independent evaluations and judgments. Reviewers should meet the same criteria for eligibility as Eminent Scholar Committee members as specified in Section A.2. Further, external review letters shall remain confidential.
  - The department/school Chair convenes the department/school Eminent Scholars Committee composed of all department/school tenured faculty by **October 1** and ensures that complete application packets are available for review no later than **November 1**. The department/school Eminent Scholars Committee review must be completed by **November 15**. In departments/schools where fewer than three members are tenured, the Dean, in consultation with the Chair, will appoint enough additional tenured faculty members to form a committee of at least three.
  - If the Chair/Director is a nominee, the convening of the department/school Eminent Scholars Committee and the secret balloting will be conducted by the Chair of the College/School Promotion and Tenure Committee.
3. The department/school Eminent Scholars Committee shall conduct a secret ballot on the nomination no later than **November 15**. A nominee is not permitted to vote on their own case. The department/school Eminent Scholars Committee review letter shall specifically address the following: evidence of the candidate's sustained, focused scholarly publication record or stature in the creative arts that substantiates a national reputation as a scholar in the discipline, substantial success in obtaining external funding for research for disciplines in which such success is expected, the substance of the external reviews, and the quality of the external reviewers.
  - The department/school Chair shall complete an independent evaluation and submit it, along with the department/school Eminent Scholars Committee vote and review letter, and the applicant's credentials to the Dean by **December 1**. When the department/school Chair is the nominee, the evaluation shall be conducted by the Chair of the College/School Promotion and Tenure Committee.
  - The Dean of the college/school shall evaluate the credentials and submit an independent evaluation, and the faculty member's credentials and review letters to the Committee via the Provost's Office by **January 15**.
  - The appropriate Executive Vice President ensures all application packets are

complete and shall make these available electronically to the University Eminent Scholars Committee and notify the Committee when these are available for their review by **February 1**.

- The University Eminent Scholars Committee shall complete its review by **March 1** and submit its recommendations to the appropriate Executive Vice President. The Committee may, by an affirmative vote of a majority of its members, recommend designation to the Provost and Executive Vice President for Academic Affairs.
- The appropriate Executive Vice President will make the final designation no later than **April 15**<sup>1</sup>. If Eminent Scholars announce their retirement after the process has begun, these vacancies will remain unfilled until next year's cycle.

### **C. Criteria**

Nominees shall have met the following criteria:

1. Service as a tenured full professor at Old Dominion University for at least three academic years. Only when Eminent Scholar status is considered as a part of the initial appointment process may this requirement be waived.
2. A scholarly publication record or stature in the creative arts which will have clearly established a national reputation as a scholar in the nominee's discipline. Scholarly publications are recognized as those that have received peer review or have been otherwise recognized and critiqued by authorities in the discipline. A pattern of consistent scholarly contributions, invited chapters, scholarly books, invited lectureships, prestigious academic honors, scientific discoveries, officer positions in the individual's discipline, editor of multi-authored books, organizer or coordinator of symposiums, and other similar examples would represent evidence that an individual is a contributing scholar of note to their discipline. It is expected that an individual meriting Eminent Scholar designation will have a long and consistent record of achievement in at least several of the above-noted categories. Moreover, the individual should be easily recognized by other eminent authorities in the discipline, with positive comments on their work. It is also important to note that new works in the discipline frequently cite the individual's contributions. Their scholarly contributions or artistic achievements should have served, at some point, as a benchmark, reflecting the evolution of the discipline.
3. Substantial success in obtaining external funding for research, in those disciplines in which such success is expected, and positive evaluations by scholars external to the University who will have been solicited by the Chair/Director.
4. Only in exceptional cases can a candidate for a faculty position at the University be considered for Eminent Scholar status. Such candidates must be exceptional scholars in their disciplines, have held the rank of full professor for a minimum of three years, and receive endorsements and approval from the tenured department/school faculty, department/school Chair, Dean, and a majority of members of the University Eminent Scholars Committee.
5. Designation of persons as Eminent Scholars upon their initial appointment to the University can be made by the appropriate Executive Vice President after

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<sup>1</sup> See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

recommendation by the University Eminent Scholars Committee, based upon the procedures and using the criteria specified above.

#### **D. Preparation of Application Packets**

1. Candidates are responsible for providing sufficient materials to enable the department/school colleagues and Chair, the Dean, and the University Eminent Scholars Committee to decide whether they meet the criteria. In addition to an up-to-date curriculum vitae, a letter from the candidate should explain why they merit this honor and what is being provided to document the request for designation as an Eminent Scholar. Five external reviews by nationally recognized experts testifying to the national and international reputation of the body of the candidate's work should be solicited independently by the department/school Chair. The candidate is encouraged to solicit additional letters of this kind. A curriculum vitae from each expert should be included. Candidates should provide copies of works (refereed articles, monographs, books, etc.) regarded as representative of their most important contributions over time. Citations, reviews, and information such as awards, invited lectures, and organized symposia or conferences should also be included as evidence of a broad recognition of the importance of the work. Quality of publications – judged by eminent presses and journals, letters, etc., outweighs quantity in the judging process. No updates may be added after the department/school review is submitted.
2. Nomination materials should be organized into proper categories, e.g., books, book chapters, peer-reviewed journal articles, etc., and properly referenced in the applicant's supporting documents. National/international scholarly and/or creative works must be in a clearly identified and separate category on the curriculum vitae and other supporting materials. Each applicant's nomination materials will be stored on a secure site and accessible 24/7 for review by Committee members.
  - Approved by the president  
December 12, 2003; Revised May 28, 2009; Revised December 17, 2010  
Revised October 30, 2015; Revised December 14, 2022; Revised May 14, 2024
  - Revisions approved by the president  
February 10, 2026

## University Professors

### I. Policy

- A. The designation of University Professor has been established in order to recognize faculty members at the University who are outstanding teachers at the undergraduate level. Only tenured faculty members will be considered for this honor. Designated faculty members will hold the title permanently, be so identified in University publications, and will receive an annual monetary award of discretionary funds to support their professional development for the four years following their appointment. The names of all University Professors will be engraved on a plaque to be prominently displayed at the University. Faculty holding the designation of University Professor may not be reappointed.

### II. Procedure

- A. Nomination will be in writing by a tenured department/school colleague in the nominee's discipline by **September 1**.
  1. The Chair of the department/school shall provide the full nomination packet to the department/school tenured faculty prior to the ballot, and the Chair of the department/school promotion and tenure committee shall conduct a secret ballot of all tenured members of the department/school and submit the vote with the nomination. Upon affirmation of a majority of those voting, the Chair shall forward the nomination(s) to the Dean.
  2. The Dean of the college shall evaluate the credentials and submit the names of no more than 10% of the tenured faculty in their college for nomination to the University Professors Committee.
  3. The University Professors Committee shall normally be comprised of one tenured faculty member from each college who holds the designation of University Professor as selected by the College Promotion and Tenure Committee. The University Professors Committee may, by an affirmative vote of at least four members, recommend designation to the Provost and Executive Vice President for Academic Affairs, who will make the final designation not later than **January 1** for the next year.

### III. Criteria

- A. Each nominee shall ordinarily teach a minimum of three undergraduate courses per year for at least the past three years.
- B. Faculty nominated for consideration as University Professor shall have a record of superior accomplishment in teaching. The nominee shall document this record with evidence such as results of student opinion surveys, peer evaluations, statements from former students, and other relevant information.
  1. The nomination packet shall include:
    - a. Personal statement by the person nominated describing general teaching philosophy [maximum two pages double-spaced].
    - b. Documentation of teaching innovations.
    - c. Additional documentation, such as a current Portfolio Review, is required.

- d. Curriculum vitae with priority given to activities and awards that focus on teaching [maximum two pages].
- e. Professor's teaching log listing courses taught in the last five years, with the number of students, numerical student opinion surveys for the last five years, grade distributions from the last three years, and all student comments for the last three years.
- f. In addition to the nomination letter, no more than four letters of support, with at least two written by former students who have graduated from the University. The other two may come from persons in the community of their profession, including former students [maximum 12 pages]. All letters should be solicited by and sent to the nominator, not the nominee.

- Approved by the President  
December 12, 2003; Revised May 17, 2004; Revised May 12, 2005;  
Revised March 18, 2011

## University Distinguished Teachers

### I. Policy

The designation of University Distinguished Teacher has been established in order to recognize faculty members at the University who are outstanding teachers at the undergraduate level. Only full-time, non-tenure-track, and non-tenured faculty members will be considered for this honor. Designated faculty members will hold the title permanently, be so identified in University publications, and receive an annual monetary award of discretionary funds to support their professional development for the four years following their appointment. The names of all University Distinguished Teachers will be engraved on a plaque to be prominently displayed at the University. Faculty holding the designation of University Distinguished Teacher are not eligible to be re-nominated for the award.

### II. Procedure

- A. Nomination will be in writing by a department/school colleague in the nominee's discipline by **September 1**.
  1. The Chair of the department/school shall provide the full nomination packet to the department/school's full-time faculty prior to the ballot, and the Chair of the department/school shall conduct a secret ballot of all full-time members of the department/school and submit the vote with the nomination. Upon affirmation of a majority of those voting, the Chair shall forward the nomination(s) to the Dean.
  2. The Dean of the college shall evaluate the credentials and submit the names of no more than 10% of the full-time non-tenure-track and non-tenured faculty in their college for nomination to the University Distinguished Teacher Committee.
  3. The University Distinguished Teacher Committee shall normally be comprised of one full-time faculty member from each college who holds the designation of University Professor or University Distinguished Teacher as selected by the College Promotion and Tenure Committee. The University Distinguished Teacher Committee may, by an affirmative vote of at least four members, recommend designation to the Provost and Executive Vice President for Academic Affairs, who will make the final designation not later than **January 1** for the next year.

### III. Criteria

- A. Each nominee shall ordinarily teach a minimum of three undergraduate courses per year for at least the past three years.
- B. Faculty nominated for consideration as University Distinguished Teacher shall have a record of superior accomplishment in teaching. The nominee shall document this record with evidence such as results of student opinion surveys, peer evaluations, statements from former students, and other relevant information.
  1. The nomination packet shall include:
    - a. Personal statement by the person nominated describing general teaching philosophy [maximum two pages double-spaced].

- b. Documentation of teaching innovations and of a scholarly approach to teaching and learning.
  - c. Portfolio reviews for the last three years are required.
  - d. Curriculum vitae with priority given to activities and awards that focus on teaching [maximum two pages].
  - e. Faculty member's teaching log listing courses taught in the last three years with a number of students, student opinion surveys for the last three years, and grade distributions from the last three years.
- C. In addition to the nomination letter, no more than four letters of support, with at least two written by the nominee's former students who have graduated from the University. The other two may come from persons in the community of their profession, including former students [maximum 12 pages].

- Approved by the president  
December 18, 2021

## **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

## Emeritus/Emerita Appointments

### [Board of Visitors Policy](#)

**NUMBER:** 1441

**APPROVED:** September 28, 1972; Revised August 30, 1990; Revised April 12, 2002; Revised April 7, 2006; Revised June 13, 2008; Revised April 8, 2010; Revised December 3, 2015 (effective January 1, 2016); Revised June 16, 2023

**SCHEDULED REVIEW DATE:** June 2028

### I. Emeritus/Emerita Appointments for Tenured Faculty

- A. The title "emeritus/emerita" shall be granted only by the Board of Visitors. The title of emeritus/emerita is granted in recognition of dedicated and meritorious service at Old Dominion University and entitles its holders to commensurate rights and privileges.
- B. Eligibility for the titles of professor emeritus/emerita and associate professor emeritus/emerita shall be limited to full-time tenured faculty upon their retirement.
- C. Administrative officers who hold faculty rank and tenure, except for the president, may be named "emeritus/emerita" upon retirement. The Board of Visitors may, in its discretion, award the title of "president emeritus/emerita" to a former president upon their retirement from the University or departure from the position. The president emeritus/emerita may, with the approval of the Board of Visitors, continue to serve the University after retirement or departure from the position. Responsibilities of the president emeritus/emerita may include teaching and consulting, as well as activities that carry forward the name and reputation of the University.
- D. To be eligible for a faculty emeritus/emerita appointment, a faculty member shall be recommended by their department chair and approved by the dean, provost and vice president for academic affairs, and president, or the process may begin with the recommendation of the provost and vice president for academic affairs.
- E. Should a qualifying faculty member die before actual retirement, their department chair may recommend them for posthumous emeritus/emerita recognition.
- F. Each person receiving the title of emeritus/emerita with faculty status will receive appropriate recognition from the University.
- G. Emeritus/emerita appointments for faculty carry the following lifetime privileges.
  1. Use of the library as a faculty member.
  2. Attendance at faculty meetings (nonvoting), at receptions, and at academic processions, including commencement.
  3. Listing in all University publications on the same basis as active faculty, to include department websites.
  4. Receipt of all University informational bulletins that are circulated to active faculty.
  5. Attendance at lectures, concerts, athletic events, banquets, etc.

6. Use of University facilities, including parking lots, on the same basis as active faculty.
7. Office and laboratory space, or library study space, as available and on a temporary basis, but priority will be given to active faculty, staff, and students when space is limited.
8. Use of the University's email account.

**II. Emeritus/Emerita Appointments for Non-Tenured Faculty, Librarians, and Administrators**

- A. The title of emeritus/emmerita may also be conferred on retired non-tenured faculty, administrative officers, and librarians with continued appointment of at least 10 years who have given exemplary service to the University and who are specifically recommended by the president and approved by the Board of Visitors.
- B. To be eligible for this category of emeritus/emmerita appointment, a non-tenured faculty member, administrator, or librarian shall be recommended by their supervisor and approved by the dean and/or vice president, the provost, and the president.
- C. Should a qualifying employee die before actual retirement, their supervisor may recommend them for posthumous emeritus/emmerita recognition.
- D. Each non-tenured faculty member, administrator, or librarian receiving the title of emeritus/emmerita will receive appropriate recognition from the University.
- E. Emeritus/emmerita appointments in this category carry the following lifetime privileges.
  1. Use of the library as a University employee.
  2. Receipt of all University informational bulletins that are circulated to active employees.
  3. Attendance at lectures, concerts, athletic events, banquets, etc.
  4. Use of University facilities, including parking lots, on the same basis as active employees.
  5. Use of the University's email account.

## Tenure

### [Board of Visitors Policy](#)

**NUMBER:** 1411

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**SCHEDULED REVIEW DATE:** September 2028

#### I. Purpose of Tenure

- A. The main purposes of tenure are to protect academic freedom and to enable the University to attract and retain a permanent faculty of distinction in order to accomplish its mission. For these reasons, tenure is usually awarded only after a suitable probationary period, and the decision to award tenure is based both on the merit of the individual faculty member and on the long-term needs and mission of the department, the college, and the University.

#### II. Eligibility for Tenure

- A. Only faculty members who hold the ranks of assistant professor, associate professor, or full professor are eligible to be considered for tenure. Assistant professors will be awarded tenure only if they are simultaneously being promoted to the rank of associate professor.
- B. Faculty members may be considered for tenure only once.
- C. Under certain circumstances, administrative faculty holding rank in a department at the assistant professor (if promotion to the rank of associate professor is being simultaneously considered), associate professor, or full professor level may be considered for tenure, as specified by the Board of Visitors policy concerning administrative faculty.
- D. Since tenure is granted as a faculty member in an academic department or program, the award of tenure does not imply continuance in any full-time or part-time administrative position, nor does it imply continuance of any specific work assignment within or outside the department in which tenure is granted.

### **III. Probationary Period**

- A. The probationary period begins with the initial full-time, tenure-track appointment at Old Dominion University at the rank of instructor, assistant professor, associate professor, or full professor; only time spent in a tenure-track position at one of these ranks is counted as part of the probationary period.
  - 1. Subject to agreement by the University and the faculty member, any academic year in which the faculty member was on a full-time tenure-track appointment in one of these ranks for at least one semester may be counted as one year of the probationary period.
- B. The following do not count as part of the probationary period:
  - 1. Time in the rank of assistant instructor, lecturer, master or senior lecturer, faculty of practice, clinical faculty, artist-in-residence, performer-in-residence, writer-in-residence, research professor, research associate professor, research assistant professor, research associate, or any part-time position.
  - 2. Time in appointment as an administrator, that is, in a position designated as a teaching/research administrative position or as a classified position in the state personnel system. (Time spent in a teaching and research faculty position as defined in the state personnel system will count as part of the probationary period, even if administrative responsibilities are assigned as part of that position; normally, departmental administrative positions such as chair or assistant chair will thus count as part of the probationary period.)
  - 3. Time in a position that involves no teaching of credit courses, for example, as a teacher of children or a therapist in the Children's Learning and Research Center, or as a teacher of exclusively noncredit coursework.
  - 4. Time spent on leave of absence.
  - 5. Time spent on faculty exchanges (including nationally competitive fellowships) if the faculty member so chooses.
- C. A period of time not to exceed one year<sup>1</sup>, may be excluded from the probationary period upon the approval of the provost and vice president for academic affairs, subject to the following conditions:
  - 1. That the faculty member submits a request in writing to the department chair. The department chair and the dean shall forward the request with a recommendation to the provost and vice president for academic affairs.
  - 2. The request must be the result of the occurrence of a serious event. A "serious event" is defined as a life-altering situation which requires the faculty member to devote a significant fraction of each day to alleviate the impact of the event for a period greater than six weeks and less than one year. These events may include the birth of a child, adoption of a child under the age of six years, serious personal

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<sup>1</sup> In case of a national, state or local emergency that prevents or seriously hinders the normal activities of faculty members for a period of several months, the University may provide the option for all tenure-track faculty members to extend their tenure clock by a specified period of time equivalent to that lost to the emergency, irrespective of any other exclusion granted to a faculty member.

- illness, or care of an immediate family member, such as a parent, stepparent, child, spouse, or domestic partner.
3. The faculty member shall provide documentation to justify the time requested and the seriousness of the event.
  4. The request shall be made no later than one year from the first day of the serious event.
  5. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.
  6. Faculty who are awarded this exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
  7. Work accomplished during the excluded period may be cited in the tenure case.
  8. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.
  9. Decisions will be made within 60 days of the receipt of the faculty member's request by the department chair.
  10. The decision of the provost and vice president for academic affairs is final.
- D. The maximum total period for full-time probationary appointments (excluding periods not counted, see Section III.B) is six years unless an approved extension is granted (see Section III.C). If the tenure decision is negative, a one-year terminal appointment is offered.
- E. The length of the probationary period may be reduced in any of the following instances:
1. A faculty member initially appointed to the rank of full professor may be considered for tenure in the second year of service and would be notified of a tenure decision according to the schedule in the *Old Dominion University Teaching and Research Faculty Handbook*; if tenure is awarded, a tenure contract will be offered for the third year of service. In addition, the probationary period for a full professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used. (Please refer to the policy on [Initial Appointment of Teaching and Research Faculty](#) for additional information on an initial appointment with tenure.)
  2. A faculty member initially appointed to the rank of associate professor may be considered for tenure in the fourth year of service and would be notified of a tenure decision according to the schedule in the *Old Dominion University Teaching and Research Faculty Handbook*. If tenure is approved, a tenure contract will be offered for the fifth year. In addition, the probationary period for an associate professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and

tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.

3. A faculty member may apply for early consideration for tenure if the faculty member believes that he or she has met or exceeded the expectations of quantity and quality of achievements for teaching, scholarship, research, and service needed to qualify for tenure before the end of the normal probationary time period. The criteria for the award of tenure for such faculty will be the same as for those who apply after the normal probationary time period, i.e., the total body of work must be equivalent to that expected after a normal probationary period. A faculty member who applies for early consideration for tenure and is denied tenure will be offered a terminal contract for the ensuing year. It is the sense of the Board of Visitors that only demonstrably exceptional faculty or faculty with equivalent experience at a commensurate rank at another accredited institution of higher education or national institutions will be awarded tenure under this clause. Demonstrably exceptional is defined as meeting or exceeding expectations for quantity and quality of achievements for teaching, scholarship, research, and service needed to qualify for tenure prior to the conclusion of the normal probationary time period. Any faculty member considering an application for early consideration for tenure should first elicit feedback on this plan from the department chair, the dean, the provost and vice president for academic affairs, and the chair of the departmental Tenure Committee, in particular, in a case where no pre-tenure review has occurred yet.
4. A faculty member who applies for tenure before the end of the standard probationary period cannot withdraw from the tenure process after the provost and vice president for academic affairs has approved the final list of external reviewers (Section V.C.2).

#### **IV. Criteria for the Award of Tenure**

- A. The following criteria are used in the evaluation of every candidate for tenure. Each faculty committee and administrator considering a tenure case must specifically address each of these criteria as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. Committee votes must be recorded in the recommendations. In cases in which a vote is not unanimous, reasons for negative votes must be included.
- B. Criteria to be used are as follows:
  1. Since tenure may be awarded only to faculty members who hold the rank of associate or full professor or who are being simultaneously appointed to one of those ranks, any faculty member awarded tenure must meet the minimum requirements for the rank of associate professor.
  2. Merit - Merit of the faculty member in teaching, research, and service over the entire probationary period and the contributions made by the faculty member in these areas to the University. Scholarly and teaching activity up to six years before the tenure decision should be considered, which can include activity at another

accredited institution of higher education or national research institutions. (For definition of teaching, research, and service and a discussion of methods of evaluation, see policies and procedures concerning evaluation of faculty members, [Evaluation of Teaching](#), [Evaluation of Scholarly Activity and Research](#), and the [Evaluation of Service](#).) In addition to information supplied by faculty information sheets, the chair's evaluation, and other material presented by the department, an opportunity shall be made available for the faculty member to provide in writing any other material in support of the tenure candidacy. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for tenure. It is the responsibility of the faculty member to ensure that all information submitted by him or her in support of tenure is factually accurate and valid and to provide corroborating evidence (e.g., web links, complete citations, grant numbers, etc.) for all claimed accomplishments. The evidence should address the quality of the journals and the reputation of the book and other such publishers. Fraudulent or non-valid claims can lead to faculty sanctions, including denial of tenure. The department chair should work with tenure candidates to ensure the completeness and accuracy of their portfolios. The department chair and the department promotion and tenure committee, as a part of the regular review process, should verify the accuracy of portfolio elements that are central to the tenure case. Should concerns be raised about the validity of a candidate's claims by external or internal reviewers, it is the chair's responsibility to verify those claims. The tenure process will be paused while the chair verifies those claims. In case of material developments, additional documentation may be added to the portfolio before the conclusion of the evaluation process with the concurrence of the department chair and dean.

- a. External evaluation of the quality of the faculty member's research performance will be required from nationally recognized experts in the faculty member's field. Candidates for tenure are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. Candidates for tenure should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
- b. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For the tenure of department chairs, the responsibility belongs to the dean.
- c. External reviewers will be asked to evaluate all submitted material mailed to them based on the department's approved criteria for the evaluation of scholarly activity and research. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.

- d. All candidates for tenure and promotion will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidate.
3. The determined long-term needs of the department, college, and University, including at least the following:
  - a. The long-term enrollment of the department.
  - b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department, in terms of the mission of the department, the college, and the University.
  - c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)
4. No person can be awarded tenure unless convincing evidence is provided of effective teaching.
5. No faculty member can be awarded tenure unless convincing evidence is provided of successful performance in scholarly activity and research, as judged by the department's approved criteria for the evaluation of scholarly activity and research. It is the faculty member's responsibility to include these criteria in the research portfolio submitted to external reviewers and in the data file submitted internally. If these criteria changed during the faculty member's probationary period, he or she can choose which version to submit. All evaluations of the faculty member's research and scholarly activity at every stage of the tenure process should be guided by these criteria.

#### **V. Procedure for Tenure Consideration<sup>2</sup>**

- A. The provost and vice president for academic affairs, 15 months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching and explain what procedures should be followed by those wishing to be considered for tenure.
- B. The initial steps of the review process are normally conducted by the chair of the department or unit with which the candidate for tenure is affiliated, assuming the chair has tenure. If the chair is not tenured, he or she may not be involved in any aspect of the tenure decision. In that case, the dean of the college housing the department should appoint a tenured member of the department in question to act in the chair's stead. This

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<sup>2</sup> See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

faculty member shall not take part in any deliberations or votes of the departmental, college, or University tenure committee. If the candidate for tenure is the chair of a department, the dean shall conduct the initial steps of the review process but will not write a separate recommendation at the departmental level.

- C. External review process
1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, the provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair or his or her replacement if the chair is not tenured (see Section V.B).
  2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers, including potential conflicts of interest. This documentation will become part of the tenure file. The chair (or replacement, see Section V.B) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or replacement, see Section V.B) will provide this list of reviewers to the dean. The dean will submit an agreed-upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. The final list of external reviewers, together with the documentation of personal and professional relationships by the candidate (as outlined above), should be included as part of the application package for all internal reviewers. External reviewers should not be close collaborators or (former) mentors of the candidate. In general, co-authors on publications should also be excluded as external reviewers, except as permissible under the departmental statement on evaluation of research (see the [Policy on the Evaluation of Scholarly Activity and Research](#)). The selection of potential external reviewers must be completed before the end of the semester, prior to the submission of credentials for tenure.
  3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for tenure will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair (or replacement, see Section V.B) but prepared by the provost and vice president for academic affairs in consultation with the deans, and a copy of the policy on external reviews, so their responsibilities will be clear.
  4. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
- D. Initial consideration of tenure cases is conducted by the tenured faculty of the department.

1. The tenured faculty of a department may determine that a tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the chair (or replacement, see Section V.B). In this case, the entire full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee.
2. In departments where fewer than three members are tenured, the dean, in consultation with the chair (or replacement, see Section V.B), will appoint enough additional tenured faculty members to form a committee of at least three members.
3. Candidates for tenure should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
4. The tenured faculty of the department, or the members of the tenure committee, elect a chair of the committee among their members. It is the responsibility of that chair to direct the committee members to consider and apply the relevant sections in the *Old Dominion University Teaching and Research Faculty Handbook* and the departmental statement on research evaluation in their comments and votes.
5. No dean, full- or part-time associate dean or assistant dean, or other full-time administrator or department chair (or replacement, see Section V.B) shall attend or participate in the deliberations of the departmental, college, or University Promotion and Tenure Committee, or of the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.
6. The college committees shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term, renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before **April 15** of each year for the ensuing year. Every reasonable effort should be made to ensure that there are at least three full professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively, but is eligible for reelection after an absence of at least one year. The representative from a tenure candidate's department will participate in deliberations in the candidate's case but will not cast a vote.
7. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by **September 15**. The University Promotion and Tenure Committee shall elect one of

its members as chair<sup>3</sup>. No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively, but is eligible for reelection after an absence of at least one year. The representative from a tenure candidate's college will participate in deliberations in the candidate's case but will not cast a vote.

8. Any committee member who participates in the tenure process votes at most only once on any particular case.
  9. In order to ensure transparency, fairness, and equity in the internal review process, a faculty member or administrator who participates in the tenure process must disclose any potential conflict of interest that might undermine the credibility of the process. The chair of the department (or replacement, see Section V.B) will work in consultation with the dean of the college to decide whether the person should be excluded from serving on the review committee.
  10. The faculty member under consideration is informed whenever a committee is considering tenure and is given an opportunity to submit a statement (in electronic form) to the Provost's Office in support of their tenure case or to correct any factual misinformation in previous recommendations. The Provost's Office will add such statements to the candidate's file.
  11. In case of material new accomplishments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the dean. Such additional material must be clearly marked as such and dated at the time of addition to the tenure file by the Provost's Office. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual (e.g., dean) who first sees this new material.
- E. The committee or group of tenured faculty makes its recommendation to the chair (or replacement, see Section V.B) together with reasons for the recommendation (including a minority statement in the case of a non-unanimous vote). All committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. The chair of the committee shall record the names of all members participating in the discussion and voting in the recommendation letter, as well as the total number of votes in favor and against. Only those faculty present as the candidate is being reviewed during deliberations can participate in drafting or approving the letter. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. Considering this recommendation, the department chair (or replacement, unless the dean is acting in the chair's stead, see Section V.B) makes an additional evaluation and recommendation concerning tenure. A copy of that review and recommendation letter will be sent to the faculty member and the dean by the chair of the department.

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<sup>3</sup> The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committees elected by each individual degree granting college serve for an entire academic year, not for the spring semester of one year and the fall semester of the following year.

- F. If either the tenured faculty (or their committee), or the chair (or replacement, see Section V.B), or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair (or replacement, see Section V.B) are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's tenure application are defined in Section V.D.4 In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee.
- G. If neither the departmental committee nor the chair (or replacement, see Section V.B) recommends tenure for the faculty member, tenure is not granted in the ensuing year. The faculty member is given a terminal contract for the ensuing year unless a further review is requested.
  - 1. If the faculty member requests further review, all materials, including departmental and chair evaluations and recommendations, are forwarded to the college tenure committee, which makes a separate recommendation to the dean. All committee members should vote yes or no through a secret ballot. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion. The dean then makes a decision concerning tenure and informs the faculty member.
  - 2. If either the decision of the college committee or that of the dean is positive, the faculty member's case is considered in accordance with the procedures in the following paragraphs. If both decisions are negative, the faculty member may request, within two weeks, a further review by the provost and vice president for academic affairs, who makes a final determination concerning further consideration of tenure.
- H. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded, with reasons, to the provost and vice president for academic affairs, with a copy to the faculty member.
- I. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons) concerning tenure, which is forwarded to the provost and vice president for academic affairs. All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberation of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's tenure application are defined in Section V.D.5. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation, and the minority must be given the

option to write the minority opinion. The Provost's Office will provide a copy of the recommendation letter to the dean of the college, the department chair, and the faculty member.

- J. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair (if tenured) and dean concerned.
- K. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case according to the schedule in the *Old Dominion University Teaching and Research Faculty Handbook* of the year in which it is being taken up. Upon approval of the Board of Visitors, the faculty member is offered a tenure contract for the coming year.
- L. If the determination of the provost and vice president for academic affairs is against tenure, the faculty member is notified, according to the schedule in the *Old Dominion University Teaching and Research Faculty Handbook*, that a terminal contract will be offered for the ensuing year.
- M. The faculty member may request, within two weeks, that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review within one month. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee within two weeks. (Refer to the policy on [Communications With the Board of Visitors for procedural information](#).) The decision of the Board of Visitors or its designated committee is final.
- N. Copies of the recommendations by all committees, chairs, deans, and the provost shall be provided to the faculty member being considered for tenure. The faculty member will be provided the opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure file at any stage or up until **March 1** to the provost and vice president for academic affairs (**November 22** for faculty hired mid-year).
- O. The above procedures at the departmental and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as designated above in all cases.

## **VI. Pre-Tenure Review**

- A. The concept of a major review of faculty performance is intended to serve the purpose of giving the faculty member a clear indication of progress toward tenure and to offer constructive suggestions for self-improvement.

- B. Non-tenured faculty members without prior teaching experience who are in their third year of probationary service at Old Dominion University will receive a major faculty review. This review will be conducted by the dean and will begin in the spring of the third year of faculty service (fall of the third calendar year of service for faculty hired mid-year)<sup>4</sup>. The review will include a meeting with the faculty member and chair. The review process, conducted by the department promotion and tenure committee, department chair, college promotion and tenure committee, and dean, will include an in-depth evaluation of teaching effectiveness, scholarly works, grant and contract efforts, and other professional activities. An evaluation report emphasizing the long-range impact of the faculty member on the University should be submitted to the provost and vice president for academic affairs by **May 1 (December 1** for faculty hired mid-year), following the completion of the review at the college level, with a copy provided to the faculty member at all evaluation levels. It is important that the review extend beyond certifying adequate teaching performance and focus on creative ability, productivity, and potential to excel.
- C. If a faculty member applies for tenure in or before their third year of probationary service at Old Dominion University, the pre-tenure review will not be conducted.

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<sup>4</sup> In case of a national, state or local emergency that prevents or seriously hinders the normal activities of faculty members for a period of several months, the University may provide the option for all tenure-track faculty members to extend their tenure clock by a specified period of time equivalent to that lost to the emergency, irrespective of any other exclusion granted to a faculty member. In the event a faculty member opts in to such a tenure-clock extension, then that faculty member's pre-tenure (i.e., third year) review will be extended for that same period.

## Promotion in Rank

### [Board of Visitors Policy](#)

<b>NUMBER:</b>	1412
<b>APPROVED:</b>	September 26, 2013; Revised June 9, 2016 (effective July 1, 2016); Revised June 6, 2017 (effective July 1, 2017); Revised June 14, 2018 (effective July 1, 2018); Revised June 13, 2019 (effective July 1, 2019); Revised June 18, 2020 (effective July 1, 2020); Revised June 17, 2021 (effective July 1, 2021); Revised September 15, 2023; Revised December 1, 2023
<b>SCHEDULED REVIEW DATE:</b>	December 2028

#### I. Board of Visitors Policy

- A. All promotions in rank are based on the evaluation of the faculty member's performance.
  1. A tenure-track faculty member's performance in teaching, research, and service (as appropriate) is evaluated over the total time in the previous rank as compared to the criteria established by the Board of Visitors for the rank being considered and any other criteria established by the department or college.
  2. A non-tenure track research faculty member's performance in research, service (as appropriate), and teaching (as appropriate) is evaluated over the total time in the previous rank as compared to the criteria established by the Board of Visitors for the rank being considered and any other criteria established by the center.
- B. Promotion to the rank of associate professor must occur at the time of the tenure award, and the policy on tenure applies.
- C. Promotion to the rank of full professor is normally considered no earlier than during the sixth year of a faculty member's service as associate professor at Old Dominion University. Exceptions are made only under the following circumstances:
  1. A faculty member who has held the rank of associate professor at another institution and was initially appointed to Old Dominion University at the rank of associate professor may be considered for promotion at the time of the award of tenure.
  2. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.
- D. The president, upon the recommendation of the Faculty Senate, shall establish procedures for consideration of promotion to the rank of full professor (as well as for the designation as eminent scholar). Such procedures shall require consideration and recommendation by faculty members at the department and college level, the chair, the dean, and the University Promotion and Tenure Committee. The decision concerning promotion is to be made by the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against promotion, the faculty member may request a review by the president. The decision of the president is final.

## **II. Procedures for Promotion in Rank to Full Professor**

### **A. Considerations Concerning Promotion**

1. Each faculty committee and administrator considering a promotion case must specifically consider the factors listed below as they apply to each case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. In the case of committees, the vote must be recorded in the recommendation, and the reasons produced by the minority members must be specified.
2. Each committee and administrator making a recommendation concerning promotion considers evidence of the faculty member's performance over the total time in which the previous rank has been held, as compared to the guidelines for the rank being considered, as established by the Board of Visitors and any other guidelines established by the department or college.
3. The total rank structure of the department should be considered.
4. At the least, the committees and administrators should examine faculty information sheets, chair evaluations, dean's evaluations, and any other evidence submitted by the faculty member, the chair of the department, or any other relevant source. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for promotion. It is the responsibility of the faculty member to ensure that all information submitted by him or her in support of promotion is factually accurate and valid and to provide corroborating evidence (e.g., web links, complete citations, grant numbers, etc.) for all claimed accomplishments. The evidence should address the quality of the journals and the reputation of the book and other such publishers. Fraudulent or non-valid claims can lead to faculty sanctions, including denial of promotion. The chair should work with promotion candidates to ensure the completeness and accuracy of their portfolios. The chair and the department promotion and tenure committee, as a part of the regular review process, should verify the accuracy of portfolio elements that are central to the promotion case. Should concerns be raised about the validity of a candidate's claims by external or internal reviewers, it is the chair's responsibility to verify those claims. The promotion process will be paused while the chair verifies those claims.

### **B. External evaluation of the faculty member's research and scholarly activity by nationally recognized experts in the field of specialization will be required.**

1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair. If the department chair does not have the rank of full professor, all chair responsibilities for promotion to full professor will be delegated by the dean to a full professor in the department or from another department within the same college who will assume all of the chair's responsibilities described below. This appointed full professor, acting in the role of chair, cannot take part in any deliberations or votes of the departmental, college, or University promotion

committees while the promotion case is being considered. In promotion of department chairs, the responsibility belongs to the dean.

2. External reviewers with academic positions must hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers, including potential conflicts of interest. This documentation will become part of the promotion file. The chair (or designee, see 1 above) will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair (or designee) will provide the list of reviewers to the dean. The dean will submit an agreed-upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. The final list of external reviewers, together with the documentation of personal and professional relationships by the candidate (as outlined above), should be included as part of the application package for all internal reviewers. External reviewers should not be close collaborators or (former) mentors of the candidate. In general, co-authors on publications should also be excluded as external reviewers, except as permissible under the departmental statement on evaluation of research (see the [Policy on the Evaluation of Scholarly Activity and Research](#)). The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for promotion.
3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair but prepared by the provost and vice president for academic affairs in consultation with the deans, and a copy of the policy on external reviews, so their responsibilities will be clear.
4. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For promotion of department chairs, the responsibility belongs to the dean.
5. External reviewers will be asked to evaluate all submitted material mailed to them. Candidates for promotion are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
6. All candidates for promotion to full professor will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four

reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidate.

7. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
- C. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above<sup>1</sup>. Only faculty holding the rank of full professor are eligible to deliberate, review, or otherwise participate and vote on candidates for promotion to full professor.
1. In the case of large departments, the faculty members in the rank being considered or above may select a committee from their ranks to consider and make recommendations concerning promotion. In that case, it is the responsibility of the committee to elicit opinions from all faculty members holding the rank being considered or above.
  2. In departments where fewer than three members hold appointments in the rank being considered or above, the dean, in consultation with the chair (or designee; see Section II.B.1), will appoint enough additional faculty in the rank or above from other disciplines to form a committee of at least three.
  3. Candidates for promotion should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
  4. The group of faculty on the promotion committee elects a chair of the committee among their members. It is the responsibility of that chair to direct the committee members to consider and apply the relevant sections in the *Old Dominion University Teaching and Research Faculty Handbook* and the departmental statement on research evaluation in their comments and votes.
  5. No dean, associate dean, assistant dean, or other full-time administrator or department chair (or designee; see Section II.B.1) shall attend or participate in the deliberation of either the departmental, college, or University Promotion and Tenure Committee. The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.
  6. The college committees shall consist of one tenured faculty member from each department in the college. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term, renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before **April 15** of each year for the ensuing year. Every reasonable effort should be made to ensure that there are at least three full professors on the college committee. If the elected representative of a department will not be able to attend college committee meetings for a significant time span, the department may elect a temporary replacement for that time span. No person shall serve on a college promotion and tenure committee for more than three years consecutively, but is eligible for

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<sup>1</sup> See the Schedules for Faculty Personnel actions in the appendix for specific dates and actions.

reelection after an absence of at least one year. Only faculty holding the rank of full professor are eligible to join the deliberations and the vote on candidates for promotion to full professor. If the home department of a candidate for promotion to full professor has no full professor representing it on the college committee, a full professor from the departmental promotion committee for that candidate (convened as described in Sections C.1 and C.2 above) shall be elected to serve as its representative for the duration of the deliberations on that specific candidate as well as the other full professor promotion cases in the college committee. In any case, the representative from a promotion candidate's department will participate in deliberations in the candidate's case but will not cast a vote.

7. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by **September 15**. The University Promotion and Tenure Committee shall elect one of its members as chair.<sup>2</sup> No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively, but is eligible for reelection after an absence of at least one year. The representative from a promotion candidate's college will participate in deliberations in the candidate's case but will not cast a vote.
  8. Any committee member who participates in the promotion process votes at most only once on any particular case.
  9. In order to ensure transparency, fairness, and equity in the internal review process, a faculty member or administrator who participates in the promotion process must disclose any potential conflict of interest that might undermine the credibility of the process. The chair of the department (or replacement, see Section II.B.1) will work in consultation with the dean of the college to decide whether the person should be excluded from serving on the review committee.
  10. The faculty member under consideration is informed whenever a committee is considering promotion and is given an opportunity to submit a statement (in electronic form) to the Provost's Office in support of their promotion case or to correct any factual misinformation in previous recommendations. The Provost's Office will add such statements to the candidate's file.
  11. In case of material new accomplishments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the dean. Such additional material must be clearly marked as such and dated at the time of addition to the promotion file by the Provost's Office. If such additional documentation is considered, this must be clearly documented in the recommendation letters by the committee or individual (e.g., dean) who first sees this new material.
- D. The committee or faculty group makes its recommendation concerning promotion to the chair (or designee; see Section II.B.1) together with reasons for the recommendation (including a minority statement in the case of a non-unanimous vote). All eligible

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<sup>2</sup> The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committee elected by each individual degree-granting college serve for an entire year, not for the spring semester of one year and the fall semester of the following year.

committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. The chair of the committee shall record the names of all members participating in the discussion and voting in the recommendation letter, as well as the total number of votes in favor and against. Only those faculty present as the candidate is being reviewed during the deliberations can participate in drafting or approving the letter. In instances of a non-unanimous vote, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. The department chair (or designee) evaluates independently the credentials of the faculty member, the rank structure of the department, and any additional evidence presented, either by the faculty member or from any other source, and makes a recommendation, with reasons, concerning promotion. A copy of that review and recommendation letter will be sent to the faculty member and the dean by the chair of the department.

- E. If either the departmental committee (or group), or the chair (or designee), or both recommend promotion, the faculty member's credentials, together with the recommendation of the faculty committee and the chair (or designee), will be forwarded to a promotion committee of the college for consideration. This committee will make an independent evaluation and make a recommendation concerning promotion with reasons (including reasons of the minority), to the dean. The recommendations will indicate the vote of the committee. All eligible committee members should vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's promotion application are defined in Section II.C.5. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion.
- F. If neither the faculty committee (or group) nor the chair (or designee) recommends promotion, the faculty member will not be considered for promotion in the coming year unless a review by the college promotion committee and the dean is requested by the faculty member. If a review is requested, the departmental committee and the chair forward all documents to the promotion committee of the college, which examines them and makes a recommendation concerning promotion to the dean following the stipulations of Section II.E above. The dean examines all documents, including the recommendation of the college committee, and makes a determination concerning promotion. If the dean's determination is negative and is in accordance with the recommendations of the departmental committee, the chair, and the college committee, then the faculty member is not promoted for the coming year. If the dean's determination is negative and is not in accordance with all previous recommendations, the faculty member may request a further review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final in such cases.

- G. The dean, considering all previous recommendations and all credentials, then makes a recommendation concerning promotion, which is forwarded, with reasons, to the provost and vice president for academic affairs.
- H. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons, including minority reasons, if any) concerning promotion, which is forwarded to the provost and vice president for academic affairs. All eligible committee members shall vote yes or no through a secret ballot after participating (either in person or remotely) in the deliberations of the committee. Proxy votes or votes submitted by non-secure means (e.g., email or communication accessible to a third party) are not permitted. Members who are eligible to vote on a specific candidate's promotion application are defined in Section II.C.6. In instances of a non-unanimous vote of all eligible voting members, the minority opinion must be included in the committee recommendation, and the minority must be given the option to write the minority opinion.
- I. On the basis of all the evaluations and recommendations presented, and after consultation with staff, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. The decision of the provost and vice president for academic affairs will consist of one of the following:
  - 1. promotion
  - 2. deferral
- J. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.
- K. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.
- L. All promotions are reported by the president to the Board of Visitors.
- M. Copies of the recommendations by all committees, chairs, deans, and the provost and vice president for academic affairs shall be provided to the faculty member being considered for promotion. The faculty member will be provided the opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her promotion file at any stage, or up until **April 1**, to the provost and vice president for academic affairs.
- N. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and

vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.

### **III. Research Faculty**

- A. Promotion to the rank of research professor from the rank of research associate professor and promotion to the rank of research associate professor from the rank of research assistant professor shall be upon the recommendation of the department, chair, college promotion and tenure committee, dean, and University Promotion and Tenure Committee to the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against the promotion, the person may request a review by the president. The decision of the president is final.
- B. The process for promotion to the rank of research professor and promotion to the rank of research associate professor will require external evaluation of the quality of the faculty member's research performance from nationally recognized experts in the faculty member's field; procedures for the external review process can be found in Section II.B of this policy.
- C. For those research faculty who only have appointments in one of the University-level research centers, the following promotion policy will apply. Research centers will establish a promotion committee to review faculty promotions and make recommendations to the center director. Appointments to this committee will follow the guidance of Section II.C of this policy pertaining to departments. This promotion committee should include at least one member from the academic department(s) most closely aligned to the center to ensure promotion considerations are being applied equitably between the faculty assigned to that department and those assigned to the center. In centers where fewer than three members hold appointments in the rank being considered or above, the center director will solicit members of the department(s) most closely aligned to the center in consultation with the chair(s) of those department(s), to form a committee of at least three. The center director will review faculty promotion recommendations and will recommend to the vice president for research those members who have met the promotion criteria. The vice president for research will forward a recommendation regarding promotion to the Office of Academic Affairs for review by the University Promotion and Tenure Committee and the provost and vice president for academic affairs. The University Promotion and Tenure Committee will forward a recommendation to the provost and vice president for academic affairs. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.

### **IV. Clinical Faculty**

- A. Promotion to the rank of clinical professor from the rank of clinical associate professor and promotion to the rank of clinical associate professor from the rank of clinical assistant professor shall be upon the recommendation of the department promotion and tenure committee, department chair, college promotion and tenure committee, dean and University Promotion and Tenure Committee to the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against the

promotion, the person may request a review by the president. The decision of the president is final.

- B. The process for promotion to the rank of clinical professor and promotion to the rank of clinical associate professor will require external evaluation of the quality of the faculty member's scholarly activities from nationally recognized experts in the faculty member's field; procedures for the external review process can be found in Section II.B of this policy. The schedule for review will follow that for clinical faculty seeking promotion in rank.
  
- V. Lecturers may be promoted in rank to senior lecturer, and senior lecturers may be promoted in rank to master lecturer. The applicable policies are contained in Section "[Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers.](#)"
  
- VI. Part-time instructional faculty may be promoted in rank (for example, from adjunct assistant professor to adjunct associate professor) upon recommendation of the chair and dean to the provost and vice president for academic affairs. Full documentation of the credentials of the faculty member being recommended for promotion is required. If the provost and vice president for academic affairs denies the promotion, the faculty member may request a review by the president. The decision of the president is final.

## Evaluation of Lecturers, Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers

The academic ranks of lecturer, senior lecturer, and master lecturer do not carry tenure, and time at Old Dominion University in these ranks is not counted as part of the probationary period for tenure. These ranks are intended to meet the University's need to fill special instructional roles that differ from the traditional university faculty role, preparation, and expectations. All appointments and reappointments are contingent upon available funding.

Consistent with the [Faculty Teaching Load](#) policy, department/school chairs must provide lecturers, senior lecturers, and master lecturers a copy of their workload apportionment each semester that is reviewed and approved by the college dean and forwarded to the provost and executive vice president for academic affairs.

All evaluations of lecturers, senior lecturers, and master lecturers should be on the basis of their assigned duties.

- A. **Lecturer** – This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume an instructional role, to include teaching and/or advising, as appropriate, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.
  1. Evaluation
    - a. Lecturers will undergo an annual in-depth review by their department/school committee, as defined in the policy on "[Reappointment/Annual Review or Nonreappointment of Faculty](#)," in Section III.B.1.a, and department/school chair, and a recommendation will be made to the dean concerning the lecturer's reappointment on an annual basis, according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty."
    - b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty."
    - c. If the decision by the dean is not to retain the lecturer, they will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment/Annual Review or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and executive vice president for academic affairs as provided by the same policy.
    - d. Lecturers considered for promotion to senior lecturer in a given year will not undergo a separate annual evaluation in the same year.

2. Promotion from Lecturer to Senior Lecturer

- a. Promotion to the rank of senior lecturer from the rank of lecturer shall be initiated by request from the lecturer by **August 1** and conferred upon the recommendation of the department/school promotion and tenure committee, chair, and college promotion and tenure committee to the dean of the college. A faculty member may apply for early consideration for senior lecturer if the faculty member believes that they have met or exceeded the expectations of quantity and quality of achievements for teaching and service needed to qualify for promotion before the end of the normal probationary time period. The criteria for the award of senior lecturer for each faculty will be the same as for those who apply after the normal probationary time period, i.e., the total body of work must be equivalent to that expected after a normal probationary period. Only demonstrably exceptional faculty or faculty with equivalent experience at a commensurate rank at another accredited institution of higher education or national institutions will be awarded early promotion under this clause. Demonstrably exceptional is defined as meeting or exceeding expectations for quantity and quality of achievements for teaching and service needed to qualify for promotion to senior lecturer prior to the conclusion of the normal probationary time period.
- a. The candidate prepares and submits to the department/school chair their professional accomplishments to include, at a minimum, a curriculum vitae prepared in accordance with the guidelines from the Provost's Office, a list of teaching assignments with teaching portfolio evaluations, student opinions both quantitative and qualitative, all annual evaluations by the department/school chair and dean, and other relevant materials. The chair forwards the credentials to the department/school promotion and tenure committee.
- b. The department/school promotion and tenure committee and master lecturers review the credentials, vote, and make a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department/school chair with a copy to the lecturer seeking promotion.
- c. The department/school chair makes an independent evaluation and recommendation with copies to the lecturer seeking promotion, and forwards all credentials and recommendations to the college promotion and tenure committee.
- d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes, and other documents are forwarded to the dean.
  - 1) If the dean decides against the promotion, the candidate may request a review by the provost and executive vice president for academic affairs. The decision of the provost and executive vice president for academic affairs is final.
  - 2) If the dean finds in favor of promotion, the promotion becomes effective at the start of the subsequent academic year.

- B. **Senior lecturer** – This is a full-time rank that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum

of five years of experience at the rank of lecturer or equivalent. Persons appointed to this rank are expected to assume an instructional role, to include teaching and/or advising, as appropriate, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation

- a. Senior lecturers will be evaluated by their department/school chair every year according to the policy on "[Reappointment/Annual Review or Nonreappointment of Faculty](#)." In lieu of this annual review, and if not applying for promotion, every six years, senior lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department/school and then by the chair, following the steps outlined in Section A.1. In either case, the evaluation and a recommendation on retention are forwarded to the dean.
- b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on "Reappointment/Annual Review or Nonreappointment of Faculty."
- c. If the decision by the dean is not to retain the senior lecturer, they will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment/Annual Review or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and executive vice president for academic affairs as provided by the same policy.
- d. Senior lecturers considered for promotion to master lecturer in a given year or going through an in-depth sixth-year review (Section B.1.a) will not undergo a separate annual evaluation in that same year.

2. Promotion from Senior Lecturer to Master Lecturer

Promotion to the rank of master lecturer from the rank of senior lecturer shall be initiated by request from the senior lecturer by **August 1** and conferred upon the recommendation of the department/school promotion and tenure committee, chair, and college promotion and tenure committee to the dean of the college. A faculty member may apply for early consideration for master lecturer if the faculty member believes that they have met or exceeded the expectations of quantity and quality of achievements for teaching and service needed to qualify for promotion before the end of the normal probationary time period. The criteria for the award of master lecturer for each faculty will be the same as for those who apply after the normal probationary time period, i.e., the total body of work must be equivalent to that expected after a normal probationary period. Only demonstrably exceptional faculty or faculty with equivalent experience at a commensurate rank at another accredited institution of higher education or national institutions will be awarded early promotion under this clause. Demonstrably exceptional is defined as meeting or exceeding expectations for quantity and quality of achievements for teaching and service needed to qualify for promotion to master lecturer prior to the conclusion of the normal probationary time period.

- a. The candidate prepares and submits to the department/school chair their professional accomplishments to include, at a minimum, a curriculum vitae prepared in accordance with the guidelines from the Provost's Office, a list of

teaching assignments with teaching portfolio evaluations, student opinions both quantitative and qualitative, all annual evaluations by the department/school chair and dean, and other relevant materials. The chair forwards the credentials to the department/school promotion and tenure committee.

- b. The department/school promotion and tenure committee and master lecturers review the credentials, vote, and make a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department/school chair, with a copy to the senior lecturer seeking promotion.
  - c. The department/school chair makes an independent evaluation and recommendation with copies to the senior lecturer seeking promotion, and forwards all credentials and recommendations to the college promotion and tenure committee.
  - d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes, and other documents are forwarded to the dean.
    - 1) If the dean decides against the promotion, the candidate may request a review by the provost and executive vice president for academic affairs. The decision of the provost and executive vice president for academic affairs is final.
    - 2) If the dean finds in favor of promotion, the promotion becomes effective at the start of the subsequent academic year.
- C. **Master lecturer** – This is a full-time rank that requires an appropriate master’s degree, demonstrated expertise in the field, a sustained record of superior performance in teaching and professional service, evidence of recognition within teaching or professional service, evidence of continued development and study in the field, and a minimum of five years of experience at the rank of senior lecturer or equivalent. Persons appointed to this rank are expected to assume an instructional or leadership role, to include teaching and/or advising, as appropriate, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

1. Evaluation

- a. Master lecturers will be evaluated by their department/school chair every year according to the policy on [“Reappointment/Annual Review or Nonreappointment of Faculty.”](#) In lieu of this annual review, every six years, master lecturers will instead undergo an in-depth evaluation that is initially conducted by a committee consisting of tenured members of the department/school and then by the chair, following the steps outlined in Section A.1. In either case, the evaluation and a recommendation on retention are forwarded to the dean.
- b. If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual will be reappointed according to the policy on [“Reappointment/Annual Review or Nonreappointment of Faculty.”](#)
- c. If the decision by the dean is not to retain the master lecturer, they will be notified of termination according to the appropriate schedule contained in the policy on [“Reappointment/Annual Review or Nonreappointment of Faculty”](#) and may request

a review of the nonreappointment decision by the provost and executive vice president for academic affairs as provided by the same policy.

- Approved by the Board of Visitors  
September 26, 2013; Revised June 9, 2016 (effective July 1, 2016);  
Revised June 14, 2018 (effective July 1, 2018);  
Revised June 13, 2019 (effective July 1, 2019)
- Transitioned to University-Level Policy  
December 10, 2021
- Revisions approved by the president  
January 12, 2022; Revised December 14, 2022; Revised May 14, 2024

## Policy on Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position

### I. Purpose

The purpose of this policy is to establish a uniform procedure, including criteria, for the colleges and departments/schools to follow when addressing the issue of the conversion of current faculty from lecturer ranks to clinical track and appointment to the rank of clinical assistant, clinical associate, or clinical professor. The intent of the policy is to provide guidance for these actions that are consistent with the policy on [Academic Rank and Criteria for Ranks](#). Conversion to a clinical position cannot be used to support a recommendation for promotion or salary adjustment.

### II. Criteria

If a faculty member who is appointed to a lecturer position meets the criteria listed below, they may be considered for conversion to the rank of clinical assistant, clinical associate, or clinical professor.

1. Must have been appointed as a full-time faculty member for at least one academic year.
2. Must have a terminal degree in the field or its clear equivalent from an accredited institution of higher education that supports the individual's role as a teaching and clinical faculty member.
3. Must provide evidence of demonstrated success in current teaching and clinical practice and a positive evaluation of future potential necessary to meet the criteria for promotion at Old Dominion University, as evaluated by the department/school and college.

### III. Application, Review, Recommendation, and Approval Procedures

Faculty who are appointed in a lecturer position who meet the criteria for conversion to a clinical assistant, clinical associate, or clinical professor position should discuss the matter with their department/school chair and dean.

Prior to moving an application for conversion forward, the dean will confirm that the candidate meets all the qualifications for the requested position and provide the following information in their recommendation: (i) demonstrated need for a clinical faculty in the department/school, (ii) justification for conversion, (iii) a statement that the applicant has been informed that if their application is successful they must remain in rank for at least four years before being considered for another promotion, and (iv) an acknowledgment that approval of the conversion request does not mean that the department/school or college will receive an additional lecturer position as a replacement for the converted position.

The guidance and procedure outlined below should be followed in the preparation and submission of the application for conversion.

1. The application for conversion to a clinical faculty position must include the following materials: a current curriculum vitae, a personal statement, a teaching portfolio that includes courses taught and student course evaluation data, and documented expertise in clinical instruction or professional practice as recognized by peers.
2. Faculty whose terminal degree is not awarded in their teaching discipline or on the [SACSCOC](#) approved list for the discipline must present documentation, as part of their application, that

demonstrates that the degree and program of study are the clear equivalent of a terminal degree in the field/discipline.

3. Faculty undergoing review for conversion do not need to submit annual evaluation materials during that academic year.
4. The review and approval process for the application to convert a faculty position from a lecturer position to a non-tenure eligible clinical position shall be as follows. Approval is required at each level for the review process to continue.
  - a. The department/school promotion and tenure committee reviews the application for conversion to clinical rank and submits its recommendation to the department/school chair.
  - b. The department/school chair reviews the complete set of application materials and the department/school promotion and tenure committee recommendation, and submits a recommendation along with the application materials to the college promotion and tenure committee.
  - c. The college promotion and tenure committee reviews the application materials and prior recommendations and submits the application and its recommendation to the college dean. The representative from the conversion candidate's department/school will participate in deliberations in the candidate's case but will not cast a vote.
  - d. The college dean reviews the application materials and all prior recommendations and submits them with a recommendation to the provost and executive vice president for academic affairs.
  - e. The provost and executive vice president for academic affairs reviews the application materials and all previous recommendations and makes a final decision on the conversion to non-tenure eligible clinical faculty status, informing the candidate, department/school chair, college dean, and the president.
  - f. If approved, the conversion shall be effective at the beginning of the next academic year.
  - g. Faculty members whose conversion was denied will remain in their current position.

- Approved by the president  
July 9, 2018; Revised March 4, 2019; Revised May 26, 2020;  
Revised January 12, 2022

## Policy on Conversion from a Non-Tenure Eligible Position to a Tenure-Eligible Position

### I. Purpose

The purpose of this policy is to establish a uniform procedure, including criteria, for the colleges and departments/schools to follow when addressing the issue of the conversion of current faculty from non-tenure eligible to tenure-eligible positions and appointment to the academic rank of assistant, associate, or full professor. The intent of the policy is to provide guidance for these actions that are consistent with the policy on [Academic Rank and Criteria for Ranks](#). Conversion from a non-tenure eligible to a tenure-eligible position cannot be used to support the recommendation for promotion or salary adjustment.

### II. Criteria

If a faculty member who is appointed in a non-tenure eligible position meets the criteria listed below, they may be considered for conversion to a tenure-eligible position and appointment to the rank of assistant, associate, or full professor.

1. Must have been appointed to the current position after a national search.
2. Must have been appointed as a full-time faculty member for at least one academic year in a non-tenure eligible position.
3. Must have a terminal degree in the field or its clear equivalent from an accredited institution of higher education that supports the individual's role as a teaching and research faculty member
4. Must provide evidence of demonstrated success in current teaching and research performance and a positive evaluation of future potential necessary to meet the criteria for tenure and promotion at Old Dominion University, as evaluated by the department/school and college.
5. A current faculty member in a non-tenure eligible position can request conversion to a tenure-eligible position that is below, at the same, or higher rank than their current rank. For example, a research associate professor can seek conversion to a tenure-eligible assistant, associate, or full professor. Selection of the post-conversion rank should be discussed with the department/school chair, the dean, and the vice president for research and economic development (if applicable).

### III. Application, Review, Recommendation, and Approval Procedures

Faculty who are appointed in non-tenure eligible positions who meet the criteria for conversion to a tenure-eligible assistant, associate, or full professor position should discuss the matter with their department/school chair and dean. In the case of research faculty with an appointment in a research center, this process should also be discussed with the research center director and needs approval from the relevant chair and dean, as well as the vice president for research and economic development for faculty in research centers that do not reside in an academic college. Base funding for the converted position must be identified and committed before an application is considered.

Prior to moving an application for conversion forward, the dean will confirm that the candidate meets all the qualifications for the requested position and provide the following information in his/her recommendation: (i) demonstrated need for a tenure-eligible faculty in the department/school, (ii) justification for conversion instead of conducting a national search for the position, (iii) impact of the conversion on teaching workload and/or research productivity in the department/school and college, (iv) availability of funds in the department/school/college to support the position, (v) a statement that all conversion eligible faculty in the department/school with pertinent background and expertise were given the opportunity to apply, (vi) a statement that the applicant has been informed that if his/her application is successful he/she must remain in rank for at least four years before being considered for tenure and/or promotion, and (vii) an acknowledgment that approval of the conversion request does not mean that the department/school or college will receive an additional non-tenure eligible position as a replacement for the converted position.

The guidance and procedure outlined below should be followed in the preparation and submission of the application for conversion.

1. The application for conversion to a tenure-eligible position and appointment as an assistant, associate, or full professor must include the following materials: a current curriculum vitae, a personal statement, a teaching portfolio that includes courses taught and student course evaluation data, and copies of scholarly work completed within the past five years.
2. Faculty whose terminal degree is not awarded in their teaching discipline must present documentation, as part of their application, that demonstrates that the degree and program of study are the clear equivalent of a terminal degree in the field/discipline.
3. Faculty undergoing review for conversion do not need to submit annual evaluation materials during that academic year.
4. With one exception, the normal procedures, as outlined in the *Old Dominion University Teaching and Research Faculty Handbook* policy on [Academic Rank and Criteria for Ranks](#), are followed for consideration of appointment to assistant, associate, or full professor, which are tenure-eligible academic ranks. The exception is the addition of external reviews of current research and research potential.
5. Three external individuals identified by the department/school chair, selected from a list of six (three provided by the department/school promotion and tenure committee and three provided by the candidate), shall be invited to provide recommendations on the applicant's record of current research/creative work and future potential. The candidate must identify any conflicts of interest with potential reviewers. These reviews shall be submitted by the reviewers to the department/school chair.
6. The review and approval process for the application to convert a faculty position from a non-tenure eligible to a tenure-eligible position shall be as follows. Approval is required at each level for the review process to continue.
  - a. The department/school promotion and tenure committee reviews the application, including the external reviews, for conversion to tenure-eligible status and submits its recommendation to the department/school chair.
  - b. The department/school chair reviews the complete set of application materials and the department/school promotion and tenure committee's recommendation, and

- submits a recommendation along with the application materials to the college promotion and tenure committee.
- c. The college promotion and tenure committee reviews the application materials and prior recommendations and submits the application and its recommendation to the college dean.
  - d. The college dean reviews the application materials and all prior recommendations and submits them with a recommendation to the provost and executive vice president for academic affairs.
  - e. The provost and executive vice president for academic affairs reviews the application materials and all previous recommendations and makes a final decision on the conversion to tenure-eligible status, informing the candidate, department/school chair, college dean, and the president.
  - f. If approved, the conversion shall be effective at the beginning of the next academic year.
  - g. Faculty members whose conversion was denied will remain in their current position.
- Approved by the provost and vice president for academic affairs  
July 1, 2003
  - Approved by the president  
Revised May 17, 2004; Revised July 9, 2018; Revised May 26, 2020;  
Revised January 12, 2022

## **Policy and Procedures on Evaluation of Tenured Faculty**

### **I. Policy for Evaluation of Tenured Faculty**

- A. An annual evaluation of the performance of all faculty members will be conducted in order that they may receive full credit and review for their contributions to the University and their disciplines. The three criteria on which this evaluation will be based are teaching, research, and service.
- B. The initial responsibility for evaluation of faculty performance rests with the chair on the basis of evidence supplied by the faculty member or collected elsewhere. The faculty member shall be given a copy of the chair's evaluation and may submit comments. Both the chair's evaluation and the faculty member's comments are submitted to the dean, who has the final responsibility for the evaluation of faculty. A copy of the dean's evaluation should be sent to the faculty member in a timely fashion.

### **II. Procedures for Evaluation of Tenured Faculty**

#### **A. Annual Evaluation**

1. In order to ensure that all relevant information is included in the evaluation, all faculty members are required to submit, once a year, a faculty information sheet in which they detail the evidence in support of their performance in teaching, research, and service, together with whatever other information they wish to be taken into consideration by the chair and dean in the evaluation. These evaluations will be based on a faculty information sheet, student evaluations of teaching, up-to-date curriculum vitae, peer evaluation of course portfolios, and such other information as the faculty or the chair wishes to include. The evaluations will comment on the performance of the faculty member in teaching, research, and service, and on progress toward meeting individual goals resulting from previous evaluations. If the faculty member fails to submit their annual evaluation materials, the chair and dean have the discretion to evaluate the faculty member's performance based on available evidence. For associate professors who desire promotion, feedback on their progress to full professor will be provided by the department/school chair in consultation with the chair of the department/school promotion and tenure committee. The department/school chair will work with the faculty member to develop a plan for advancement to full professor.

#### **B. Evaluation Process**

1. The chair, using the faculty information sheet and whatever other information is obtainable, evaluates the performance of the faculty member during the previous year and writes up the evaluation into a formal statement of the contributions of the faculty member to the department/school, college, and University. In the case of chairs, these evaluations are written by the dean. Since the evaluation of performance is one of the essential factors in determinations concerning tenure, promotion, reappointment, and salary increments, the chair and dean should make every effort to ensure that the evaluations are clear, honest, and genuinely evaluative. A listing of facts without interpretation is helpful neither to the faculty member nor to the committees concerning personnel decisions.

2. The chair and the dean will interpret the cumulative record of annual evaluations along with the performance of the faculty member during the previous year (see Section II.B.1) so that a clear picture of positive contributions and any deficiencies will emerge. An in-depth evaluation will be conducted if requested by the faculty member, the chair, or the dean. In no case will a faculty member be considered for promotion or other major personnel decision unless an in-depth evaluation as described in the policies on [Evaluation of Teaching Effectiveness](#), [Evaluation of Scholarly Activity and Research](#), and [Evaluation of Service](#) has been conducted in the previous 12 months.
  3. The dean evaluates in writing the performance of the faculty member by either:
    - a. Endorsing the evaluation of the chair, or
    - b. Indicating areas in which the dean's evaluation differs from that of the chair.
  4. After completing the evaluation of the faculty member's activities, the chair gives the faculty member a copy of the evaluation and discusses it with the faculty member. At this time, the faculty member and chair agree on a written set of goals for the coming year. If appropriate, the chair should make suggestions for improvement and give the faculty member a clear idea of ways in which the performance might be improved in future years.
  5. Where deficiencies are noted, the chair should work with the faculty member to develop a plan to address the deficiencies and either provide resources to implement the plan, if necessary, or if resources are not available in the department/school, recommend to the dean and the provost and executive vice president for academic affairs that such resources are needed. If a pattern of deficiency in the performance of a tenured faculty member is documented from the cumulative annual evaluations for a period of at least two years, the chair or dean shall call for an in-depth evaluation of the faculty member and may conduct a post-tenure review, as described in [BOV Policy #1414 - Policies and Procedures on Post-Tenure Review](#). The chair should take particular care in the counseling of non-tenured faculty members who are working toward the criteria for tenure.
  6. Copies of the faculty information sheets, the chair's evaluation, the faculty member's comments, and the dean's evaluation are retained for the record in the faculty member's personnel file maintained in the dean's office.
  7. An annual evaluation is not required in the year a candidate is evaluated for tenure or promotion to the rank of full professor.
- C. Appeal of Unfavorable Evaluations
1. Any faculty member who is dissatisfied with the personal evaluation prepared by the chair may present in writing additional comments or evidence to the chair and the dean.
  2. Any faculty member who is dissatisfied with the personal evaluation prepared by the dean may present in writing additional comments or evidence to the dean and the provost and executive vice president for academic affairs.
- D. Criteria for Evaluation

1. All faculty members will be evaluated on the basis of teaching, research, and service. The weighting of these three areas will vary from one faculty member to another, depending upon the needs of the department/school and the particular accountability of the individual faculty member in contributing toward the fulfillment of these needs.
  - a. **Teaching** - It is the responsibility of the chair to evaluate the information that is available concerning teaching. For a detailed discussion on evaluation of teaching, see the policy on [Evaluation of Teaching Effectiveness](#).)
  - b. **Scholarly Activity and Research** - It is the responsibility of the chair to evaluate the quality of the scholarly activity and research of the faculty member (a mere listing of publications or grants does not constitute evaluation). Each department/school should establish, with the approval of the dean and the provost and executive vice president for academic affairs, a clear statement of the criteria for evaluating scholarly activity and research in that department/school. These criteria should take into consideration both the mission of the department/school and the nature of the scholarly activity and research within the discipline or related disciplines and in appropriate interdisciplinary venues. The evaluation of scholarly activity and research in a department/school should be based on these criteria. In evaluation, emphasis should be placed on quality, not just quantity. See the policy of [Evaluation of Scholarly Activity and Research](#) for more detailed information.
  - c. **Service** - The category of professional service is more difficult to define than teaching or research, but deserves the same kind of rigorous evaluation and positive credit given to teaching and scholarly activities. The chair has the responsibility to seek out methods of evaluating the quality of professional service, not merely to list the activities. The task is sometimes complicated by the fact that much professional service takes place outside the department/school. Ideally, each faculty member should exercise their professional expertise in all three areas of department/school, college, and University service, community engagement, and service to the discipline. Where individual faculty members may be expected by the chair to play different roles, those specific roles should be defined and understood. In all cases, service should be judged on the basis of quality and effectiveness, not just quantity. When distance education technologies are used for providing service, evaluations should include items specific to these delivery formats. See the policy on the [Evaluation of Service](#) for detailed information.
    - i. Departmental/school, college, and University Service
    - ii. Community engagement is defined as the application of a faculty member's professional skills to engage with the external community in a manner that both assists the community and is consistent with the fulfillment of the University's mission. Community engagement in religious, political, or social organizations (although meritorious in itself) is not relevant to the faculty member's professional area.
    - iii. Service to the discipline.

- Approved by the Board of Visitors  
June 12, 1980; Revised September 14, 1984; Revised November 19, 1987;  
Revised December 3, 1992; Revised April 8, 1993; Revised December 2, 1993;  
Revised April 6, 1995; Revised April 10, 1997; Revised April 12, 2001; Revised  
June 14, 2005; Revised April 6, 2007; Revised September 17, 2009;  
Revised December 10, 2009; Revised September 26, 2013;  
Revised December 4, 2014 (effective January 1, 2015);  
Revised June 17, 2021 (effective July 1, 2021)
- Transitioned to University-Level Policy  
December 10, 2021

## Policy and Procedures on Post-Tenure Review

### [Board of Visitors Policy](#)

<b>NUMBER:</b>	1414
<b>APPROVED:</b>	April 12, 2001; Revised April 12, 2002; Revised April 22, 2022
<b>SCHEDULED REVIEW DATE:</b>	April 2027

#### I. Board of Visitors Policy

The faculty and administrators of Old Dominion University are dedicated to the pursuit of excellence in teaching, research, and service. It is the role of the department chair and the dean to conduct annual evaluations of tenured faculty members, to identify the area or areas in which a particular tenured faculty member has not met expectations, to explain the rationale for that assessment, and to facilitate faculty development as needed to improve faculty performance. To this end, the post-tenure review process is intended to be developmental rather than punitive.

A tenured faculty who receives an annual review from the chair and dean stating that he or she has a serious deficiency in teaching, research, and/or service should be aware that a second annual evaluation from the chair and dean which states that he or she has not met expectations in terms of overall performance in one or more of the three areas of responsibility could activate the post-tenure review process. It is the responsibility of the department chair to meet within 30 days with the faculty member who has received such an evaluation to present in writing and clarify through discussion the deficiencies identified in the evaluation. The chair and dean should also outline in writing the steps to be taken, the required outcomes, and the points in time at which progress will be assessed in order for the faculty member to correct identified deficiencies and thus meet expectations in subsequent annual reviews.

Post-tenure review cannot be activated unless the pattern of deficiency has been noted in two consecutive annual reviews. (See Section II.B.5 of the [Policy and Procedures on Evaluation of Tenured Faculty](#)) If the post-tenure review policy is activated, the faculty member must be notified in writing by the chair and dean.

#### II. Confidentiality

The confidentiality of the post-tenure review process must be maintained. When the decision is made to place a faculty member under post-tenure review, discussion of the post-tenure review candidate and the process should be limited to the chair, the dean, the provost and vice president for academic affairs, the president, and the tenured faculty member placed under post-tenure review. With the approval of the faculty member undergoing post-tenure review, other individuals may be involved in various aspects of the strategic development plan for the purpose of mentoring the faculty member under review. Care should be taken, however, to involve in the plan only those individuals who agree to respect the essential confidentiality of the post-tenure review process.

#### III. Procedures

The chair must recommend initiation of the post-tenure review process no later than **August 1**, and the recommendation of the dean must be made no later than **September 1**. The decision of

the provost and vice president for academic affairs on whether to support the post-tenure review process for the faculty member must be made no later than **October 1**.

When the post-tenure review process has been activated, the chair and the dean will conduct an in-depth evaluation. In addition to examination of the teaching, research, and service record of the faculty member from previous evaluations, the chair and dean should evaluate the overall contribution of the faculty member to the university. Consideration and assessment of faculty performance in a post-tenure review process must include all areas of evaluation. With respect to teaching, the total evaluation of teaching must include evaluation by student questionnaires, teaching portfolio reviews, and at least one other method. If requested by the faculty member, the chair, or the dean, one or more external evaluators, with the approval of the provost and vice president for academic affairs, may be consulted.

In addition to a thorough assessment of faculty performance, a major outcome of this process is a strategic development plan indicating a clear expectation of sustained performance. Where deficiencies or areas for possible improvement are noted, the strategic development plan should address ways of dealing with these problems, measures of expected outcomes, and a timetable for accomplishing these outcomes. The strategic development plan will be written by the faculty member under review in consultation with the chair and/or dean. The strategic development plan, including measures of expected outcomes, if appropriate, will be detailed in a signed agreement among the faculty member, the chair, and the dean by **January 15**. The full text of this agreement is submitted to the provost and vice president for academic affairs. The provost and vice president for academic affairs may approve, modify, or reject the strategic development plan. The implementation of the strategic development plan is expected to take place by **March 1**.

If the dean and the chair are unable to solicit the cooperation of the faculty member in the development of the strategic plan, the dean and the chair will prepare a plan to which the faculty member will be expected to agree by **February 1**. If the individuals involved (dean, chair, faculty member) are unable to reach an agreement on a strategic development plan by **February 1**, the dean will report to the provost and vice president for academic affairs that an agreement has not been found. In such an instance, if the dean and the provost and vice president for academic affairs concur, a major sanction, as described in the Section of this *Handbook* entitled [Faculty Sanctions](#), may be initiated at this time. If the faculty member refuses to agree to or sign the strategic development plan and elects instead to grieve the post-tenure process, the faculty member must file a formal grievance by **March 10** and follow the approved timeline for grieving the post-tenure review process.

Annual evaluations in succeeding years will specifically address progress toward meeting the goals outlined in the agreement on the strategic development plan. A faculty member who fails to achieve the outcomes identified in the in-depth evaluation within the agreed-upon timetable may be subject to disciplinary actions up to and including a major sanction as described in the Section of this *Handbook* entitled Faculty Sanctions.

#### **IV. Appeals and Grievance**

- A. Appeal of Post-Tenure Review: A faculty member who disagrees with the administrative decision to initiate a post-tenure review and develop a strategic plan with a timetable may file a grievance after the conclusion of the appeal process described below (see the Section of this *Handbook* on [Faculty Grievance Policy](#), III.A.6).

1. To appeal the initial decision of the chair recommending post-tenure review, the faculty member must provide supporting documentation to rebut the evaluation to the dean by **August 15**.
  2. The dean reviews all available information, makes a decision, and notifies the provost and vice president for academic affairs and the faculty member by **September 1**.
  3. If the faculty member objects to the dean's decision, he or she may appeal to the provost and vice president for academic affairs. This appeal must be made by **September 15**.
  4. The provost and vice president for academic affairs must act on the faculty member's appeal and approve or reject the initiation of post-tenure review by **October 1**. The decision of the provost and vice president for academic affairs is final.
- B. Grievance of Post-Tenure Review: If a faculty member is placed on post-tenure review, then he or she must combine and respond to in one grievance all issues related to the dispute over post-tenure review: the annual evaluation, the decision to place the faculty member on post-tenure review, the requirements of the strategic plan, and the imposition of a major sanction, if issued. Regardless of the provisions of the Faculty Grievance Policy, III.A.6-7, the faculty member must file this grievance by **March 10**.

#### **V. Annual Report on Post-Tenure Review**

The provost and vice president for academic affairs will present an annual report to the deans and the Faculty Senate on the number of new and continuing post-tenure review cases and their general outcome.

## Post-Tenure Review Grievance Timeline

1. Chair's delivery of annual evaluation, calling for post-tenure review and the development of a strategic plan	August 1
2. Faculty member objects to evaluation; provides additional information to dean and chair.	August 15
3. Dean issues faculty evaluation to the provost and executive vice president for academic affairs, which includes the chair's evaluation and faculty comments.	September 1
4. Faculty member objects to the dean's evaluation and provides additional comment to the dean and the provost and executive vice president for academic affairs; the last date for the development of the strategic plan; faculty must begin the performance of the strategic plan, or the chair may begin to impose sanctions.	September 15
5. The provost and executive vice president for academic affairs responds to the dean's evaluation.	October 1
6. Faculty member files a formal grievance with the Faculty Grievance Committee. The grievance will include all issues related to evaluating the strategic plan.	March 10
7. Faculty member delivers grievance to all members of the Faculty Grievance Committee and the designated administrative officer.	March 10
8. Designated administrative officer files a written response to the grievance with all members of the Faculty Grievance Committee; the designated administrative officer's response will include a statement of charges.	March 17 <i>Seven days from receipt of the Grievance.</i>
9. The chair of the Faculty Grievance Committee convenes the committee to determine whether the grievance and response are procedurally adequate.	March 22 <i>Two days</i>
10. The Faculty Grievance Committee creates a hearing panel; each member of the Faculty Grievance Committee names one member of the hearing panel.	March 31
11. The Chair of the Faculty Grievance Committee sends the grievance and response to each member of the hearing panel and the designated administrative officer.	April 1
12. The chair of the hearing panel sends notice of the hearing date.	April 2 <i>Last date for hearing</i>
13. Parties submit to the chair of the hearing panel all documents and exhibits.	April 12 <i>Five days before the hearing</i>
14. The chair of the hearing panel distributes documents and exhibits to the hearing panel.	April 15 <i>Two days before the hearing</i>
15. Hearing and decision on the grievance, statement of charges, and sanction proposed in the statement of charges.	April 17 <i>Last day for hearing</i>

16. Hearing panel drafts report and transmits it to the president, copies the Faculty Grievance Committee, and the faculty member.	April 24
17. Faculty Grievance Committee reviews the hearing panel report, issues Faculty Grievance Committee recommendations, and transmits the hearing panel report and Faculty Grievance Committee recommendations to the president.	May 1 <i>Seven days after step 16</i>
18. The president issues a final decision to all (the hearing panel, the Faculty Grievance Committee, and the faculty member).	May 15

- Approved by the president  
December 20, 2000; Revised April 22, 2022

## 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 structure.<sup>1</sup>

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

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<sup>1</sup> 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

## **Evaluation of Teaching Effectiveness**

### **I. General Guidelines**

The University is committed to the goal of excellence in teaching. It, therefore, provides encouragement and means for faculty development and establishes ways to recognize and reward effective teaching. Advisement of students as it relates to undergraduate research and theses, master's theses, and doctoral dissertations is an important area of teaching. Each department/school should develop methods of evaluating, encouraging, and rewarding excellence in student research advisement. Evaluation of teaching serves to provide information to the faculty member for self-improvement.

- A. Suitably devised evaluations of teaching (including research advisement) provide a means that is as fair, reliable, and valid as possible for the administrative evaluation of teaching performance for merit rewards. Evaluation for merit awards must follow certain guidelines to ensure maximum fairness, reliability, and validity.
- B. In the evaluation of the various aspects of teaching performance, an emphasis should be placed on skills and knowledge (including aesthetics and clarification of values where appropriate) acquired by students in each course. Attention should also be paid to the relationship of the skills and knowledge acquired to the overall objectives and the specific requirements of a given departmental/school program.
- C. A combination of methods must be used so that each source of data will act as a check on the others and thereby contribute to a fairer evaluation. The interpretation of the data must be supplemented by cautious consideration of other factors germane to instruction, such as student ability and needs. Other factors that should be considered include grade distributions, class size, opinion survey response rates, and instructional format. Student learning is the result of the student's skills and efforts, as well as those of the instructor.
- D. Great caution must be exercised to ensure that student opinion surveys are not used as a means to make fine distinctions among faculty members. The rating of an instructor in the majority category should be considered as evidence of teaching competence. Rank ordering of teachers or comparisons to departmental/school, college, or University averages are not valid in the evaluation process. References to isolated student comments should be avoided unless an established trend can be demonstrated. When teaching is considered deficient or needs improvement, the evaluator(s) should make suggestions for improvement.
- E. Variables, such as course level, type of course, class size, whether the course is required vs. elective, teaching load, etc., must be constantly investigated and taken into consideration by those involved in the evaluation process. Class attrition is a questionable measure of teaching effectiveness, but if it is to be used, its relationship to various variables must be examined.
  1. Evaluators at all levels of the evaluation process must be attentive to allegations of bias and be particularly alert to patterns of possible discrimination.
  2. Department/school chairs, deans, and appropriate faculty committees should be knowledgeable concerning the evaluation, interpretation, and use of the data gathered from the various evaluation sources. The University, through the Division of

Academic Affairs and other means, should make available opportunities for faculty members and responsible administrators to obtain appropriate knowledge.

3. The data gathered in the evaluation process will not be made available to anyone beyond those officially part of the evaluation process without the written authorization of the faculty member. This restriction is not intended to apply to college-wide statistical studies that do not reveal the identity of individual faculty members.
- F. Colleges are responsible for implementing the provisions of this policy. The colleges may delegate this responsibility to departments/schools as appropriate. The development of college or departmental/school policy within the context of this policy is primarily a function of the faculty.
1. Appropriate departmental/school, college, and University individuals and committees should regularly review these policies on the evaluation of teaching (including research advisement) and how they are being implemented, both to ensure that they are not being violated to the possible detriment of the individuals being evaluated and to initiate needed improvements.
- G. It is the ultimate responsibility of the provost and executive vice president for academic affairs to enforce the provisions of this policy.

## **II. Evaluation**

The total evaluation of teaching must include evaluation by Peer Review of Portfolio and Student Opinion Surveys. Colleges may choose to use additional methods, especially in the case of untenured, tenure-track faculty.

### **A. Peer Review of Portfolio<sup>1</sup>**

1. The function of the Peer Review of Portfolio is to evaluate teaching effectiveness by an examination of the documents used in instruction. These documents are to be assembled by each faculty member and presented to the department/school chair in accordance with the established University evaluation schedule. The chair will collect all portfolios and make them available to the designated promotion and tenure committee.
2. Reviews of portfolios should be conducted every five years for tenured faculty, every three years for clinical professors, clinical associate professors, master lecturers, and senior lecturers, and every year for other non-tenure eligible faculty with teaching duties (including faculty of practice, lecturers, clinical assistant professors, instructors, and adjunct faculty), as well as untenured, tenure-track faculty. More frequent reviews may be requested by the faculty member, the chair, or the dean. All courses taught during the review period should be included in the portfolio.
3. The full-time faculty of each department/school, through an election, are responsible for establishing the procedure for the selection of promotion and tenure committees as well as the process for evaluation. Each portfolio must be evaluated by at least three individuals. Under this policy, it is possible that a department/school might elect to have a separate committee for each faculty member, to assign the evaluation

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<sup>1</sup> See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

of all faculty to a standing committee, or to designate a specifically elected committee for the purpose of portfolio evaluation.

4. This portfolio will consist of all instructor-provided materials used in each course (not section) during the period covered by the evaluation. Materials from only the most recently taught section of each course and only from courses taught during the period covered by the evaluation should be included. If the faculty member chooses, summer session courses may be included. Where it is impractical to include items, such as films, a description of those materials should be included.
  - a. Examples of materials to be submitted are the course syllabus, assignment lists, research paper assignments, reading lists, study guides, handouts, problem sets, laboratory exercises, performance assignments, simulations, all testing materials, including the final examination, efforts to improve teaching (including research advising), teaching development activities, and any other material or information that would assist the committee in evaluating the effectiveness of teaching. Student Opinion Surveys are considered in the annual review and are not a part of the Teaching Portfolio Review.
  - b. In addition to the course materials, the faculty member should also provide a brief summary of teaching and research advising loads, grade distributions, the course objectives, and methods used to evaluate student performance.
5. The issues that the promotion and tenure committee will address in its review are as follows:
  - a. The overall nature of the faculty member's teaching tasks. Examples include the number of courses taught, the number of students in each course, whether the faculty member had graduate student assistance with large classes, the presence of written work for large classes, the number of research students advised, and participation in distance learning and other teaching venues requiring extra time and effort.
  - b. The overall quality of the materials selected for use by the faculty member in each course covered by the evaluation. Issues include whether the materials are current and represent the best work in the field, whether the materials represent a superficial or a thorough coverage, how well the course has been developed, and whether the intellectual tasks set by the instructor are appropriate.
  - c. The overall quality of feedback, evaluation, and testing in each course covered by the evaluation. Issues include whether the testing and evaluation procedures are consistent with the intellectual tasks set by the instructor and whether adequate feedback is provided to students in order to develop the desired levels of intellectual performance. If appropriate, the reasonableness of grade distributions will be addressed.
  - d. Specific suggestions for improvement in any of the above areas.
6. In colleges or departments/schools where faculty portfolios are developed and evaluated as part of the accreditation process, this effort can substitute for Peer Review of Portfolio for the year of the accreditation review. The college or department/school should follow the process outlined above in other years.

7. The Peer Review of Portfolio process could result in faculty development proposals for those faculty whose instruction, course materials, or evaluation methods need improvement. Proposals for Faculty Development Funds should be submitted by the faculty member, the chair, or the dean and should include cost-sharing figures.

**B. Student Opinion Surveys**

1. The colleges are responsible for obtaining data to assist in the evaluation of teaching effectiveness within the college by means of a University-wide Student Opinion Survey. Supplemental questions (or separate surveys) may be used by departments/schools or individual faculty. In the case of courses taught by telecommunications, questions related to teaching in that environment should also be included. When courses are team-taught by more than one faculty member, students should be asked to complete separate surveys for each faculty member. Questions specific to team teaching should also be included where appropriate. Responses in the student's own words are to be solicited on surveys.
2. Students are to be made aware of the purposes and value of the survey.
3. The standardized Student Opinion Surveys will be administered online by the University. Students will receive multiple notices from the University and should be encouraged by the course instructors to respond.
  - a. The statistical results, produced so as to ensure student anonymity, are made available to the faculty, to the chair of the department/school, and the dean as soon as the results are produced or at the end of the normal grading period for the course, whichever comes later. Results for Student Opinion Surveys where five or fewer students are enrolled in a class will be made available to faculty and administrators with the removal of demographic information.
  - b. The Student Opinion Survey results form one component of the overall evaluation of teaching effectiveness. Individuals who have a role in the process of evaluating teaching effectiveness will have access to the statistical results as contained in the individual faculty member's file. Survey results obtained by means other than these standardized procedures shall not be accepted as primary evidence of teaching ability.
  - c. Student Opinion Surveys will be administered within the last two weeks of classes for full-term classes (15 weeks or greater) and during the last nine days of classes for courses less than 15 weeks for the fall and spring semesters for all faculty members, including tenured, untenured, adjunct and graduate teaching assistants, and during the last two weeks of classes of the summer semesters (for faculty who request that Student Opinion Surveys be administered in the summer courses and for faculty on alternate contracts).

**C. Other Methods of Evaluation**

As noted above, colleges and/or departments/schools desiring an additional method of evaluation should submit a proposal to the dean for review and possible approval. Methods of evaluation that might be used are as follows:

1. Student Achievement Tests - Student achievement tests should be used for evaluation of teaching if standardized and uniform questions and scoring are feasible,

and there exists a wide testing sample of students with different instructors in different semesters or in different sections of the course. Testing shall be performed both early and late in the course to ensure a valid measure of learning actually achieved during the course. It should be developed and utilized, where possible, on a regular basis by the faculty at the department/school or college level.

2. Student Interviews - Systematic exit interviews or surveys, or interviews at predetermined stages of a student's major program, may be conducted within each college or department/school. A standard format should be used. A means should be devised to ensure accurate recording of the interview through the presence of a disinterested observer, through maintenance of a written account, tape, or transcription of the interview, or through other appropriate means. Comments about individual faculty members should be transcribed and made available to them, although the identity of the students will remain confidential.
3. Classroom Visitation - A carefully designed and consistent program of peer observation of teaching may be established within a college or department/school. The design of the program of observation must provide for a consistent program, with sufficient controls to avoid prejudice or caprice, and must be approved by the college and/or department/school faculty, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
4. Evaluation of Distance Education - When teaching students at a distance using technology, such as instructional television or the internet, further evaluation may be based on: class visitation at a distant site (as defined above), personal interviews of distant students (as defined above), benchmarking against quality standards established by industry experts, e.g., the Sloan Consortium, or a review of evaluations prepared by regional or national consortia such as National Technological University. If a course is part of a larger program for distance learners, the evaluation should also assess faculty contribution to the success of the overall program.
5. Certain other procedures are generally considered to provide a less reliable contribution to a fair and systematic evaluation of teaching performance and, therefore, should be employed only with due caution. They include (1) evaluation by organized student groups; (2) alumni surveys; and (3) self-evaluations. Normally, the use of data based on these procedures should be limited to a supplemental role and not constitute a primary means of evaluating teaching performance. Colleges or departments/schools that wish to use these or other techniques not noted above as a primary data source for the evaluation of teaching must develop clear standards of application for their use. These procedures and standards of application must be approved by the faculty, the dean, and the provost and executive vice president for academic affairs.
6. It is the responsibility of colleges or departments/schools to establish formal procedures for the evaluation of faculty, supervision of student research projects, internships, tutorials, honors programs, and the like. The results of such evaluations may be included in the evaluation process but must be used with extreme caution, particularly when such activities constitute a major portion of an instructor's teaching load.

- Recommended by Faculty Senate
- Approved by the President  
June 1980; Revised August 10, 1992; Revised January 22, 1993;  
Revised May 3, 1993; Revised April 2003; Revised May 17, 2004;  
Revised June 2, 2005; Revised January 23, 2006; Revised April 9, 2007;  
Revised June 24, 2010; Revised April 16, 2013; Revised December 16, 2014;  
Revised May 12, 2016 (effective for July 1, 2016); Revised May 1, 2020

## Evaluation of Scholarly Activity and Research

Scholarly activity and research are central to the mission of the University, expected of all tenured and tenure-track faculty, and should be recognized where appropriate for other faculty. It is the responsibility of the chair, the dean, and all promotion and tenure committees to evaluate the quality of the scholarly activity and research of the faculty member.

- A. Each department/school should establish a clear statement of the criteria for evaluating scholarly activity and research in that department/school. These criteria must include items D.1-3 at a minimum and items D.4-13 where appropriate. The criteria should consider the department/school's mission and the nature of the scholarly activity and research within the discipline, related disciplines, and/or appropriate interdisciplinary venues. In particular, the statement should document the appropriate rules of co-authorship within the discipline, including when such co-authorship constitutes a potential conflict of interest in tenure and promotion reviews. It should also refer to the applicable ethics guidelines of the appropriate professional societies. These criteria must be used in all review processes for evaluating scholarly activity and research of faculty members.

All department/school faculty engaged in scholarly activity and research should be given an opportunity to help develop these criteria, and the final statement must be adopted through a majority vote of all those faculty. The statement should undergo periodic review by the department/school. The statement must be approved by the dean and the appropriate executive vice president.

- B. In evaluation, emphasis should be placed on quality, not just quantity. The definitions in items 1-13 noted below are considered scholarly activity and research at Old Dominion University. Faculty should assist the evaluation by documenting the quality, impact, and value of these scholarly activities and soliciting external evaluation by international peers, as appropriate.
  1. **Publications:** The evaluation should consider and comment upon the reputation and editorship of journals in which the faculty member has published, the extent of external peer review of articles, and the level of authorship for the faculty member, e.g., sole, first, or second author, and the level of publications, e.g., international/national, regional, state, or local. Published books are evaluated on the type and reputation of the publishing company, e.g., international/national, regional, state, local, or self-published, and the nature of the reviews received. For major tenure-track faculty personnel decisions (e.g., tenure and promotion), external evaluation of publications is required as part of the external evaluation of the tenure-track faculty member's entire portfolio of scholarly activities.
  2. **Presentations at professional meetings:** Peer-reviewed presentations will be weighted more heavily, if applicable to the discipline.
  3. **Grants and contracts:** Evaluators should consider the diligence with which the faculty members have sought and received extramural or intramural funding (considering the availability of opportunities in their fields), and the leadership that faculty members have provided on particular grants (as principal investigator, co-principal investigator, collaborator, consultant, or other major participant).

4. **Computer software and educational media:** Work resulting in the creation of significant computer software or digital educational materials for use by others will be evaluated based on external evaluations and reviews.
5. **Instructional research:** The evaluators should give credit to effective instructional research, including pedagogical innovations and their impact on student development, and the recognition that the instructional research has received, e.g., through publication or adoption at other institutions.
6. **Interdisciplinary research and team science:** Credit should be given for interdisciplinary and cross-disciplinary research, including team science and collaboration with others outside the immediate field of expertise of the faculty member, whether internal or external to the University.
7. In fields such as music, performing arts, and art, performance, and juried/curated exhibitions are counted as research activity. Evaluators should consider the quality of the artistic production and may consider evidence such as published reviews of performances and exhibitions, the stature and exclusivity of the venue, and juror/curators, or awards in juried exhibitions.
8. **Clinical and translational research:** The evaluators should give credit for translational research that results in important new industrial, health, and clinical services, or business applications.
9. Entrepreneurial activities related to the faculty member's research should be considered scholarly activity. Entrepreneurship involves systematic efforts to identify and solve problems through applied and/or field-based research, resulting in innovative social, scientific, civic, economic, creative, pedagogical, technological, and/or consumer interventions and initiatives. The specific problem-solving innovation or intervention will vary by discipline, can encompass a praxis-based approach, and may include a direct community or market intervention. Such activities may result in inventions, patents, new products, processes, techniques, and/or intervention strategies. Evaluation of entrepreneurial activity should ascertain the rigor of the approach and the impact on the constituencies targeted by the activity.
10. Community-engaged research can include entrepreneurial research as well as applied projects supporting community agencies, government, industry, business, or other parties and leading to comprehensive technical papers such as economic impact studies, reports to government agencies, white papers, articles in trade journals, etc.
11. To further the University's commitment to internationalization, collaborative research with international colleagues, international grant activity, and presentations at international conferences, seminars, and workshops should be recognized.
12. Consistent with the University's commitment to equity and inclusive excellence, faculty research that contributes to the wide range of learners and scholars at the University and enhances our environment of equity and inclusion should be recognized in the review process.
13. **Other:** Editorship of prestigious journals may be considered scholarly activity in certain disciplines. Book reviews, instructional manuals, and articles in popular national magazines related to the faculty member's expertise may be considered, but are not substantial scholarly publications.

- Approved by the president  
June 24, 2013; Revised June 13, 2018; Revised May 1, 2020
- Revisions approved by the president  
February 10, 2026

## **Evaluation of Service**

The category of professional service is more difficult to define than teaching or research, but deserves the same kind of rigorous evaluation and positive credit given to teaching and scholarly activities. The chair has the responsibility to seek out methods of evaluating the quality of professional service, not merely to list the activities. The task is sometimes complicated by the fact that much professional service takes place outside the department/school.

Ideally, each faculty member should exercise their professional expertise in all three areas of department/school, college, and University service, community engagement, and service to the discipline. Where individual faculty members may be expected by the chair to play different roles, those specific roles should be defined and understood. In all cases, service should be judged on the basis of quality and effectiveness, not just quantity. When distance education technologies are used for providing service, evaluations should include items specific to these delivery formats.

In the following listing, items are not necessarily listed in priority order, and faculty are not expected to engage in service activities in each area.

- A. Mentoring of students cuts across all areas of the faculty role – teaching, research, and service. Among service activities, mentoring of students is one of the most important areas of faculty service. Review committees are encouraged to recognize and reward faculty who mentor students in research, international work, service learning, entrepreneurial and innovation activities, and work-related experiential learning.
- B. Mentoring of faculty colleagues should be considered an important service that promotes faculty advancement.
- C. Community engagement is a significant part of the University’s mission and commitment to contributing to the well-being of our local, state, and global communities. Community engagement is defined as the application of a faculty member’s professional skills to engage with the external community in a manner that both assists the community and is consistent with the fulfillment of the University’s mission. Community engagement in religious, political, or social organizations (although meritorious in itself) is not relevant to the faculty member’s professional area. Examples of community engagement activities to be evaluated include participation in University outreach programs, teaching noncredit courses, workshops, projects, and colloquia in the faculty member’s expertise, speaking engagements, both reimbursed and unreimbursed consulting activities, and other ways the faculty member uses their professional knowledge for service.
- D. Consistent with the University’s commitment to equity and inclusive excellence, faculty work that contributes to the diversity of learners and scholars at the University and enhances our environment of equity and inclusion is highly valued and should be recognized and rewarded in the review process.
- E. Service to the discipline is exemplified by service to scholarly or professional societies, journal editorships, peer review activities for scholarly journals, scholarly books and texts, and external funding agencies, and other ways of contributing to the advancement of the discipline or appropriate interdisciplinary fields other than in areas relevant to teaching and research.

Service to scholarly or professional societies may include holding of office, serving on boards, chairing symposia and special sessions at conferences, editing proceedings, reading non-research papers, being instrumental in bringing a professional group to the local community, and serving on the local arrangements committee, developing a teleconference, and any other ways in which the faculty member is active within the professional society. It is the responsibility of the chair to evaluate the quality of the work done for the professional society by the faculty member and the stature of the professional society itself, and its relevance to the mission of the University.

- F. Departmental/school, college, and University service also includes special service assignments, sponsorship of student activities, cooperation with the Division of University Advancement in outreach to alumni and securing external funding for the University, service on department/school, college, and University committees and task forces, cooperation with the Admissions in recruitment of students to the University, and other service activities.

Recognizing that service expectations vary according to department/school needs and faculty expertise, each department/school should develop methods of evaluating, encouraging, and rewarding excellence in service activities related to student mentoring, peer mentoring, community engagement, diversity initiatives, service to the discipline, and service to the department/school, college, and University.

- Approved by the president  
September 30, 2013; Revised June 11, 2018

## Faculty Salary Increments

### [Board of Visitors Policy](#)

<b>NUMBER:</b>	1420
<b>APPROVED:</b>	June 12, 1980; Revised November 19, 1987; Revised June 20, 1996; Approved with No Proposed Revisions September 13, 2024
<b>SCHEDULED REVIEW DATE:</b>	September 2029

#### I. Board of Visitors Policy

Annual salary increments for faculty members are determined primarily by the evaluation of performance in teaching, research, and service. Initial recommendations for salary increments are made by the chair. The chair's recommendations are reviewed by the dean, who determines the salary for each faculty member in the college within the total salary budget assigned to the college by the provost and vice president for academic affairs. A faculty member may request that the salary decision be reviewed by the provost and vice president for academic affairs. Requests for review must be submitted to the provost and vice president for academic affairs no later than two weeks after the list of all faculty salaries is submitted by the dean. The decision of the provost and vice president for academic affairs is final.

#### II. Procedures

- A. These procedures are designed to implement the policy on salary increments established by the Board of Visitors. In all matters concerning salary increments, the board policy is governing.
- B. Based on the anticipated operating budget of the university, the president allocates a certain percentage increment for returning faculty at the institution to the provost and vice president for academic affairs.
- C. The provost and vice president for academic affairs allocates a specific dollar amount to each dean for salary increments within the college or division reporting to that dean. The provost and vice president for academic affairs may designate certain funds for a specific purpose, such as increments for faculty members receiving promotion.
- D. The dean, on the basis of the evaluation of the performance of the department chairs, allocates a salary increment to each chair in the college.
- E. Of the funds remaining, the dean allocates to the chair of each department a dollar amount for use in increments to the other faculty members in the department.
- F. The chair, on the basis of faculty evaluations, allocates specific dollar amounts for each faculty member in the department. In this allocation, the chair should consider not only the percentage increment being granted but also the correction of inequities in cases in which faculty members of equal merit are receiving salaries that are substantially different. The chair notifies each faculty member of his/her proposed increment. The chair then forwards recommendations for salary increments to the dean.

- G. The dean reviews the recommendations made by the chair with particular attention to the dean's evaluation of individual faculty members if it differs from the chair's, and to consistency with the merit principle.
- H. A dean who wishes to change a salary recommendation of a chair first discusses this change with the chair. After such discussions, if any, the dean determines the salary for all returning faculty members in the college for the coming year.
- I. The dean forwards to the provost and vice president for academic affairs a list of all returning faculty members in the college with the salaries for the coming year. The provost and vice president for academic affairs writes contracts for all returning faculty members specifying the salary as determined by the dean.
- J. The dean informs each chair of the salaries determined for the members of each department, and the chair informs each faculty member of the salary to be offered to that faculty member in the contract for the coming year.
- K. The faculty member may request that the provost and vice president for academic affairs review the salary decision of the dean. Requests for review must be submitted to the provost and vice president for academic affairs no later than two weeks after the list of all faculty salaries is submitted by the dean. The decision of the provost and vice president for academic affairs is final.

## Appointment and Evaluation of Academic Deans

The Dean of an academic college is the chief administrator for that college, who has the major responsibility for the leadership of the college. Duties of each Dean are specified in detail in the position description. Deans are expected to have excellent credentials in teaching, scholarship, research, and service when hired.

### I. Appointment

- A. The Provost and Executive Vice President for Academic Affairs is responsible for all aspects of the search process and ensures that it is carried out as specified by University policy.
  1. Candidates selected for interviews should have the credentials for tenure and full professor at the initial appointment at Old Dominion University. Appointments with tenure will follow the process described in the policy on [Initial Appointment of Teaching and Research Faculty](#), Section II.D.
  2. The curriculum vitae and other relevant documents for each candidate must be made available to the college and University community prior to the interview.
  3. Deans are appointed without any term limit expectation. A regularly scheduled review involving faculty input will be conducted every three years.
  4. Deans serve at the pleasure of the Provost and Executive Vice President for Academic Affairs and do not receive tenure in the administrative position.

### II. Evaluation

- A. Deans are evaluated annually during the spring semester for improvement, potential, and merit consideration by the Provost and Executive Vice President for Academic Affairs. The evaluation process is as follows:
  1. The Dean prepares and submits a report of college achievements and personal professional growth to the Provost and Executive Vice President for Academic Affairs.
  2. College chairs submit performance appraisals of the Dean of their college to the Provost and Executive Vice President for Academic Affairs. Confidentiality and anonymity will be maintained.
- B. Criteria for the performance appraisal shall be both generic and specific. Specific criteria refer to the college, and generic criteria are common to all Deans.
- C. The Provost and Executive Vice President for Academic Affairs will inform the Dean of the results of the appraisals and the Provost and Executive Vice President for Academic Affairs' response to the evaluation materials in writing, including constructive criticism.
- D. The evaluation results and the Dean's reply (if any) will be retained in confidence by the Provost and Executive Vice President for Academic Affairs but will be available to the President upon request.

### **III. Review Procedures**

- A. The third-year review process is conducted by the Provost and Executive Vice President for Academic Affairs, who notifies the faculty that the Dean is being considered for review.
- B. Input from all full-time faculty in the relevant college will be solicited by the Provost and Executive Vice President for Academic Affairs through the use of a survey form that also provides for written comments. Confidentiality and anonymity will be maintained.
- C. The Provost and Executive Vice President for Academic Affairs will consider the results of the Dean's annual evaluations, progress in attaining goals, and faculty input. Faculty in the college will receive a summary report from the Provost and Executive Vice President for Academic Affairs.

### **IV. Associate and Assistant Academic Deans**

- A. These positions are staff appointments by the Dean of the college. Associate Deans are usually selected from tenured faculty in the college.
- B. Associate and/or Assistant Deans do not hold tenure in the administrative position.
- C. The Dean shall provide Associate and/or Assistant Deans with a job description that will form the basis for annual evaluations by the Dean.
- D. For all appointments, the Dean shall be responsible for initiating the search, forming the search committee, providing a written job description, inviting interested internal faculty to apply, and following established University policies and procedures.
- E. All Associate and/or Assistant Deans are evaluated annually in the spring semester by the Dean for continuance and merit. Annual evaluations of teaching, research, and service should include input from the department chair or school director in the department or school in which the Associate and/or Assistant Dean holds a faculty appointment, unless the Associate and/or Assistant Dean is a full-time administrator. Collaborative goals are set for the subsequent year after the evaluation is completed.
  - 1. The criteria for evaluation must be specific to the job description.
  - 2. The Associate and/or Assistant Dean will submit a report of yearly achievements and progress toward the previous year's goals to the Dean.
  - 3. The Dean will use the report and other relevant data to provide an evaluation. The evaluation will be provided to the Associate and/or Assistant Dean through a performance appraisal letter.
- F. A reappointment process shall be conducted by the Dean every three years and shall include the results of annual evaluations and a survey to provide for faculty input. The Associate and/or Assistant Dean, the faculty, and the Provost and Executive Vice President for Academic Affairs will be notified of the decision to reappoint or not to reappoint.

- Approved by the President  
February 27, 1990; Revised February 27, 2007; Revised December 16, 2014;
- Reviewed and No Changes Proposed  
April 20, 2022

## Policy for Department Chair Evaluation

### I. Assumptions

- A. Chair responsibilities vary from one department/college to another.
- B. Some chairs are on 10-month appointments, and others may be on 12.
- C. Different structures and operations of colleges may cause different expectations of chair performance.
- D. Principal elements of commonality:
  - 1. While shorter terms are possible, chairs are normally appointed for three-year terms.
  - 2. The statement on Department Chairs in this *Handbook* specifies the process for initial appointment and the expectation of faculty participation.

### II. Annual evaluations of performance are an administrative responsibility of the dean and are to be conducted.

- A. The evaluation shall be based on the annual identification of each chair's goals and objectives, established in collaboration with the dean.
- B. The evaluation shall be conducted and completed each spring prior to the salary adjustment process.
- C. The evaluation shall be based on actual accomplishments in relation to previously established goals and objectives.
- D. Deans will obtain input from all departmental faculty each year using a written survey. The process shall provide for anonymity.
- E. The evaluation shall be discussed with each chair and reported to the provost and executive vice president for academic affairs.
- F. A summary of the feedback will be shared by the dean with the department faculty. No formal report of the annual performance evaluation shall be required for publication to the faculty.

### III. The three-year reappointment review process shall be conducted by the college dean.

- A. The process shall be conducted no later than the spring semester of the third year of the chair's term.
- B. The process shall be designed to fit the customs and circumstances of each college; however, in all cases:
  - 1. Primary criteria for reappointment review shall be discussed with the faculty of the department;
  - 2. All members of the departmental faculty shall be invited and encouraged to provide individual input (anonymously if desired) in the form of written comments on designated criteria;
  - 3. An appropriate survey instrument shall be developed and used in the evaluation;

4. All members of the faculty shall be invited to comment on the desirability of reappointment of the chair for an additional three-year term;
  5. The process shall be concluded with a written report from the dean to members of the departmental faculty, summarizing important conclusions of the evaluation and announcing the reappointment decision; and
  6. A copy of this report shall be provided to and discussed with the provost and executive vice president for academic affairs prior to reappointment.
- C. This process need not be implemented in the case of a chair who does not desire reappointment. In this case, an annual review would serve to determine the salary increment.
- D. In the event that the chair does not desire reappointment or the dean's decision based on the evaluation is against reappointment, the established procedure within each college for the designation of a new chair shall be implemented. (See Section 3.A of the [Department Chairs](#) policy.)

#### **IV. Summary Observations**

- A. The principal objectives of these guidelines are to:
1. Ensure systematic and fair evaluation of chairs on a regularly established schedule;
  2. Ensure opportunity for faculty input to the evaluation process;
  3. Preserve maximum flexibility for colleges in establishing details of the procedure in keeping with the rules, customs, and needs particular to each college;
  4. Recognize the needs of colleges to establish evaluation criteria suitable to their own operations, which criteria may vary among colleges or even among departments within a college, or from year to year, as departmental needs and objectives may require; and
  5. Reaffirm that the evaluation of chairs is a collegial function that is an administrative responsibility of deans, but must involve input from the faculty.
- Approved by the provost and vice president for academic affairs  
September 5, 2003
- Revisions approved by the president  
February 27, 2007

## **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>

## Faculty Sanctions

### [Board of Visitors Policy](#)

**NUMBER:** 1450  
**APPROVED:** February 13, 1982; Revised April 22, 2022  
**SCHEDULED** April 2027  
**REVIEW DATE:**

#### I. General

A sanction may be imposed on a faculty member to document, correct, and/or take disciplinary action for behavior that violates the standards of faculty conduct as articulated in the *Old Dominion University Teaching and Research Faculty Handbook*, other University policies, and applicable local, state, and federal laws. A sanction may not be imposed upon a faculty member unless the faculty member has been notified in writing of the charges upon which the sanction is based and has been provided with an opportunity to respond to those charges.

Under no circumstances shall the imposition of sanctions or the threat of the imposition of sanctions be used to restrain a faculty member's exercise of academic freedom or exercise of any of the rights guaranteed by the Constitution of Virginia or by the Constitution of the United States.

All notifications required under this policy shall be presumed delivered upon an email sent to the faculty member's ODU email address.

#### II. Definitions

- A. A Major Sanction is an action that negatively affects the faculty member's property interest, including but not limited to salary and rank. Examples may include, but are not limited to, actions that involve the dismissal, suspension without pay, reduction in salary, loss of salary increases, or reduction in rank of a faculty member.
- B. A Minor Sanction includes all other disciplinary actions imposed on a faculty member and placed in the personnel file, including letters of reprimand.

#### III. Minor Sanction

- A. Authority
  - 1. A Minor Sanction may be imposed upon a faculty member by a department chair, a dean, the provost and vice president for academic affairs, or the president.
- B. Procedure
  - 1. Before a Minor Sanction may be imposed upon a faculty member, the faculty member must be notified in writing of the charges for which a sanction might be imposed. Charges should be related to violations of University policies or rules, or laws. The University policies should be specified in any charges leveled. The faculty member then must be provided with an opportunity to meet with and present a statement in defense or in mitigation of the charges to the individual with the authority to impose the sanction. That opportunity shall be provided no less than 10

days and no more than 30 days following the faculty member's receipt of notification of charges.

2. Before a department chair or a dean exercises the authority to impose a Minor Sanction upon a faculty member, the decision to impose the sanction and the reasons therefore must be reviewed and approved by the immediate administrative supervisor of the individual imposing the sanction.
  3. Within 60 days of the date of the faculty member's receipt of notice of charges, the faculty member shall be notified as to whether a Minor Sanction has been imposed and acknowledge receipt of the notice of imposition of the sanction. If a Minor Sanction has been imposed, the notice shall include a statement of the reasons for the sanction, the faculty member's right to respond in writing, and refer to the information in the Faculty Sanctions Policy. Any sanction imposed and the reasons therefore shall be notified in the faculty member's permanent personnel file, but if no sanction is imposed, there shall be no notation or reference to the charges in the file.
  4. The faculty member may respond in writing to the imposition of a Minor Sanction but must do so within 30 days following the faculty member's receipt of notice of the sanction. The faculty member's written response to the charges will be included in the faculty member's permanent personnel file unless the faculty member requests otherwise.
  5. All documents related to an imposed sanction must be retained in a secure location at the college level for five years.
- C. A faculty member who desires a review of the minor sanction imposed may file a grievance against the administrative official imposing the sanction in accordance with the Faculty Grievance Policy.

#### **IV. Dismissal and Other Major Sanctions**

##### **A. Authority**

Only the Board of Visitors has the authority to dismiss a faculty member, and only the Board of Visitors or the president has the authority to impose upon a faculty member a Major Sanction short of dismissal, i.e., reduction in current salary level or rank or suspension from service for a stated period with or without pay. "Dismissal" as used in this policy means the termination of a tenured faculty member or the termination of a nontenured faculty member prior to the end of a term appointment to which the faculty member would otherwise be entitled under the policies of the University but does not include the termination of faculty due to financial exigency, severe financial difficulties or extensive curtailment in or discontinuance of a program of study or department of instruction.

##### **B. Grounds for Dismissal or for the Imposition of Other Major Sanctions**

The dismissal of a faculty member or the imposition upon a faculty member of another Major Sanction shall be only for adequate cause. Such adequate cause must be related, directly and substantially, to the faculty member's performance of professional duties or responsibilities or to the fitness of the faculty member in his or her professional capacity.

C. Proceedings to Dismiss or to Impose Other Major Sanctions Upon a Faculty Member

1. The dismissal of a faculty member or the imposition upon a faculty member of other Major Sanction(s) shall be only in accordance with the procedures described herein.
2. It is solely within the discretion of the president to determine those cases in which the institution of proceedings to dismiss or to impose a Major Sanction on a faculty member might be appropriate. In deciding whether to initiate such proceedings, the president may act upon the recommendation of a department chair, a dean, the provost and vice president for academic affairs, or upon his own initiative.
3. Except in extraordinary circumstances, if the president decides to initiate proceedings to dismiss or to impose a Major Sanction on a faculty member, either the president or an administrative official designated by the president shall offer to discuss the matter in private conference with the faculty member. The faculty member should respond to the offer to meet with the president or designee and schedule the meeting within 30 days. The meeting should normally be scheduled during the faculty member's contract period. At that time, the matter may be resolved by agreement. If the agreement includes the faculty member's acceptance of dismissal or another Major Sanction, that agreement shall be in writing and shall be placed in the faculty member's permanent personnel file.
4. If the president decides to proceed with dismissal or a Major Sanction, the president shall commence a proceeding to dismiss or to impose a Major Sanction on a faculty member and will designate the appropriate administrative official to present charges against the faculty member and request that the chair of the Faculty Grievance Committee initiate the applicable procedures of the committee. The Faculty Grievance Policy and the policy on Faculty Grievance Committee and Hearing Panels: Composition and Procedures can be found in the *Old Dominion University Teaching and Research Faculty Handbook*.
5. Upon the conclusion of the Faculty Grievance Committee's procedures and upon the president's receipt of the recommendation and report of the committee issued as described therein, the president may decide to accept, alter, or reject the recommendation of the committee as the president sees fit. If the president decides to alter or reject the committee's recommendation, the president must state in writing the reasons for that decision.
6. The president must notify the faculty member and the committee of the president's decision and, if required, the reasons therefore, within 30 days of the president's receipt of the committee's report. If the president fails to forward notice to the faculty member and the committee within 30 days, the president shall be deemed to have accepted the committee's recommendation.
  - a. If the president decides to dismiss the charges or to impose a Minor Sanction upon the faculty member, the president's decision shall be final.
  - b. If the president decides to impose a Major Sanction other than dismissal upon the faculty member, the president's decision shall be final unless appealed to the Board of Visitors by the faculty member. In order to so appeal, the faculty member must notify the president in writing of the appeal within 30 days after the faculty member's receipt of the president's decision.

- c. If the president decides to recommend dismissal of the faculty member, the president shall forward that decision to the Board of Visitors at the time of notification of the faculty member and the committee, as provided above.

D. Actions by the Board of Visitors

1. During its consideration of a presidential recommendation to dismiss a faculty member or during its consideration of a faculty member's appeal of a presidential decision to impose another Major Sanction, the Board shall review the record of the case, including the report of the Faculty Grievance Committee, and shall provide the faculty member and the president (or the president's designated representative) with an opportunity to make a written statement and, if either party should so choose, an oral statement. Generally, these statements will be based upon the record of the case. Advisors (including attorneys) are not permitted to directly address the designated Board of Visitors Committee. The Board, in its discretion, may request additional evidence from either party or may permit either party, upon the party's request, to present additional evidence so long as the other party has the opportunity to examine and to respond to the additional evidence. Any additional evidence presented to the Board by either party shall be fully disclosed to the other party prior to presentation of the evidence to the Board.

2. After its consideration of a presidential recommendation to dismiss a faculty member, the Board may decide to dismiss the faculty member. If it should decide to dismiss the faculty member, the Board shall provide written notification of this decision to the faculty member and to the president. Written notice shall include the effective date of the dismissal, which may be any time following the date of notice.

The Board may decide instead to impose a Major Sanction, other than dismissal, to impose a Minor Sanction, to dismiss the charges, or to withhold final decision and to remand the matter to the Faculty Grievance Committee for further proceedings in accordance with the Board's directions. The Board shall provide written notice of its decision to the president and to the faculty member.

3. After its consideration of an appeal of a presidential decision to impose a Major Sanction other than dismissal upon a faculty member, the Board may decide to sustain the president's decision, to reduce the sanction (see Section D.1 above for relevant procedures), to dismiss the charges, or to withhold final decision and to remand the matter to the Faculty Grievance Committee for further proceedings in accordance with the Board's directions. The Board shall provide written notice of its decision to the faculty member and to the president.

If the matter is remanded to the Faculty Grievance Committee, the committee shall conduct additional proceedings in accordance with the Board's directions. Following the conclusion of such proceedings, the committee shall transmit its report to the Board and shall furnish copies of its report to the president and to the faculty member. After receipt of the committee's report, the Board shall make its final decision and shall provide written notice of its decision to the president and to the faculty member.

4. In every case, the decision of the Board is final.

E. Limitations Upon the Imposition of More than One Sanction

The imposition upon a faculty member of a Minor or Major Sanction shall preclude the imposition upon that faculty member of another sanction based upon the same incident. Previous sanctions imposed on a faculty member may be taken into account when considering new sanctions based on a different incident or a repeat of sanctioned behavior.

F. Suspension Prior to the Completion of Proceedings

Prior to the completion of proceedings under this policy, a faculty member may be suspended by the president or assigned other duties in lieu of suspension if serious harm to the faculty member or to others is threatened by the faculty member's continued performance of regular duties. Salary shall continue during suspension. Suspension pursuant to this section does not release the University from its obligation to complete proceedings as described in this policy within a reasonable time after suspension.

# Faculty Grievance Policy

## [Board of Visitors Policy](#)

**NUMBER:** 1470  
**APPROVED:** June 15, 1978; Revised May 15, 1982; Revised June 15, 1989; Revised November 14, 1990; Revised June 22, 1995; Revised December 4, 2014 (effective January 1, 2015); Reviewed and Approved with No Changes April 22, 2022  
**SCHEDULED REVIEW DATE:** April 2027

### I. General

#### A. Purpose

1. The purpose of this policy is to supplement the administrative and academic procedures of Old Dominion University and to provide a grievance procedure which will insure academic due process and fair treatment for faculty.

#### B. Application

1. Only faculty under full-time teaching and research contracts and professional librarians may use the procedure described in this policy. A teaching and research administrator with departmental designation may use the procedure but only to grieve, in accordance with the requirements described herein, an action concerning the academic promotion of or the award of tenure to that administrator.

#### C. Definition of Grievance

1. As used in this policy, a grievance is an allegation by a faculty member that he or she has suffered direct injury as a result of the following:
2. An action, refusal to act, or a failure to act by an administrative officer of the University which deviated materially from the existing policies or procedures of the University; or
3. An action, refusal to act, or a failure to act by an administrative officer of the University which was arbitrary, capricious, unreasonable, or contrary to the facts.
4. "Administrative officer," as used in this policy, refers to any individual exercising administrative authority, including, but not limited to, a department chair or a program director.

#### D. Remedies

1. Except as otherwise provided herein, a faculty member who chooses to grieve under this policy may seek any remedy appropriate to the grievance which the University has the authority to provide.
2. The remedy available to a faculty member who chooses to grieve a personnel action, i.e., a nonreappointment, promotion, evaluation, salary increment, a decision not to award tenure, or appointment to emeritus status, is the initiation of a proper reconsideration of that decision through the applicable procedures of the University.

#### E. Limitations Upon the Application of the Grievance Policy

1. Except as provided in Section I(E)(3) herein, a faculty member must exhaust existing administrative or academic procedures for review of an action about which the faculty member chooses to grieve prior to filing a grievance under this policy.
2. An action concerning the imposition of a sanction upon a faculty member or the dismissal of faculty from employment member due to a financial exigency, etc., must be reviewed in accordance with the applicable policies for review of such an action and may not be reviewed under this Grievance Policy unless the applicable policies so provide.
3. An action concerning the promotion of a faculty member or the award of tenure to a faculty member must be grieved by that faculty member after action by the provost and vice president for academic affairs, but before the faculty member's request for review by the president.
4. An action concerning the promotion of a faculty member, the nonreappointment of a faculty member, or the award of tenure to a faculty member only may be grieved by that faculty member upon the ground that there was a material deviation from the applicable procedures of the University during the process leading to the action.

**F. Maintenance of Records**

1. The complaint and all records developed during the investigation of the complaint shall be considered confidential and shall not be released except as required by law or by the provisions of this policy.
2. The complaint and all records developed during the investigation of the complaint shall be retained in the University Counsel's Office for a period of three years after the date of the final determination. Records developed as a result of the grievance will be filed separate from the faculty member's official personnel file. Thereafter, the records shall be destroyed unless state or federal action is pending.

**II. Informal Resolution of a Grievance**

- A. A faculty member who chooses to grieve under this policy should first discuss the matter with the administrative officer whose action or failure to act is the basis for the grievance.
- B. If the discussion does not produce a resolution, the faculty member may request mediation provided by the Faculty Mediation program through the Faculty Senate Office.
- C. If, as a result of the faculty member's discussion with the administrative officer, the matter is not resolved to the faculty member's satisfaction, the faculty member shall discuss the matter with the immediate supervisor of the administrative officer whose action is the basis of the grievance. The faculty member shall not discuss the matter with the immediate supervisor of the administrative officer if the immediate supervisor is the president.
- D. If, as a result of these discussions and/or mediation, the matter is not resolved to the faculty member's satisfaction, the faculty member may proceed to formal resolution of the grievance.

**III. Formal Resolution of a Grievance**

- A. Written Statement of Grievance

1. A faculty member shall initiate formal resolution of a grievance by filing a written statement of grievance with the chair of the Faculty Grievance Committee.
  2. The written statement filed electronically by the faculty member shall contain, as a minimum, the following:
    - a. a description of the action, refusal, or failure to act by the administrator that the faculty member is grieving;
    - b. the grounds upon which the faculty member is grieving the action, including an identification of the applicable policy or procedures, if any;
    - c. a description of the events leading to the action, refusal, or failure to act, the faculty member is grieving;
    - d. a statement of the injury suffered by the faculty member and the date thereof; and
    - e. a statement of the remedy sought by the faculty member.
  3. The written statement should be no longer than 1,000 words.
  4. The faculty member should attach to the written statement copies of relevant documentation.
  5. Except in cases involving personnel actions, the written statement of grievance shall be filed with the chair of the Faculty Grievance Committee within 90 days of the date that the faculty member suffers the alleged injury. In those exceptional cases when the faculty member can demonstrate that he or she did not know, or have reason to know, of the grievance within 90 days, the Grievance Committee may extend this period to 180 days. If the faculty member's grievance concerns a series or pattern of injurious decisions, the period shall run from that date of the latest alleged injury; however, the Committee may review all of the decisions in the alleged pattern and the Committee may make recommendations concerning all of the decisions in the alleged pattern if it finds that such a pattern did exist and that any incident of the pattern occurred within the number of days specified herein.
  6. In a case involving a personnel action, i.e., a nonreappointment, promotion, evaluation, salary increment or a decision not to award tenure, the written statement of grievance shall be filed with the chair of the Faculty Grievance Committee within 30 days of the date that the faculty member is provided notice of action taken after administrative and academic review procedures have been exhausted as required by paragraphs I(D)(2) and I(E)(3) herein.
  7. If the period described in paragraph 5 or paragraph 6 above would expire ordinarily between the University's regular semesters, the period shall be extended and shall expire 15 days after the beginning of the next regular semester.
- B. Review by the Faculty Grievance Committee
1. Upon a faculty member's filing of a written statement of grievance with the chair of the Faculty Grievance Committee, the Grievance Committee shall review the statement, and, if appropriate, proceed with a review of the grievance in accordance with its applicable procedures, as described in Sections II and III of Faculty Grievance Committee and Hearing Panels: Composition and Procedures.

C. Withdrawal and Settlement of Matters Before the Committee

1. The faculty member in any matter before the Grievance Committee may withdraw the matter at any time during the Committee's proceedings without the need of the Committee's or a Hearing Panel's approval. Such a settlement removes the matter from the jurisdiction of the Committee and closes the case. The Committee or a Hearing Panel may take whatever steps it deems necessary and appropriate to encourage settlement.

**IV. Decision by the President**

- A. Upon the conclusion of the applicable procedures of the Grievance Committee and upon the president's receipt of the Committee's report and recommendation issued as described therein, the president may decide to accept, alter, or reject the recommendation of the Committee as the president sees fit.
- B. Before deciding whether to accept, alter, or reject the recommendations of the Committee, the president may request and consider written or oral statements from the parties to the grievance or their designated representatives. Each party must be provided a copy of the written statement filed by the other party, and each party must be provided the opportunity to be present when the other party makes an oral statement. The president shall not discuss the matter with either party prior to making a decision except as provided herein.
- C. If the president decides to alter or reject the recommendations of the Committee, the president must state in writing the reasons for that decision.
- D. The president must provide notice to the grievant and to the Grievance Committee of the president's decision, and, if required, the reasons therefore, within 30 days of the president's receipt of the Committee's recommendation and report. If the president fails to forward notice to the grievant and to the Committee within 30 days, the president shall be deemed to have accepted the Committee's recommendation.
- E. The president shall cause the implementation of any remedy provided to the grievant as a result of the president's decision.

**V. Review and Evaluation of the Policy and Procedures**

- A. The president or his/her designated representative(s) and the Faculty Senate or its designated representative(s) shall jointly review and evaluate this policy every five years. At a Board of Visitors' meeting near the end of an academic year, after the review, the president shall present to the Board of Visitors a report describing the results of the review and evaluation and recommending necessary changes, if any. The Faculty Senate, through the designated faculty representative, may present a separate report containing other recommended changes if it should choose to do so.

## Faculty Grievance Committee and Hearing Panels: Composition and Procedures

### I. Composition and Term of Services

#### A. Composition and Selection of the Committee

1. The Faculty Grievance Committee shall consist of three full-time faculty members and two administrative faculty members according to the following guidelines.
  - a. Three tenured, full-time teaching and research faculty members appointed by the Faculty Senate.
  - b. Two administrative faculty members appointed by the president as described in Section I(A)(2) below.
  - c. The chair shall be a tenured faculty member elected by the Faculty Grievance Committee.
2. Presidential appointments to the Faculty Grievance Committee shall be made as follows. After consultation with the president, the Executive Committee of the Faculty Senate shall recommend to the president five administrative faculty members for service on the Faculty Grievance Committee. From the recommendations of the Executive Committee, the president shall choose two appointees to the Committee.

#### B. Term of Service

1. Except as otherwise provided herein, a Faculty Grievance Committee member shall serve a term of two calendar years, commencing **August 1** in a year and ending **July 31** of the second year thereafter.
2. All members of the Committee, including those initially appointed to one-year terms, may be reappointed to consecutive terms.
3. The chair shall serve a two-year term and may be appointed to serve consecutive terms.
4. If a position is vacated during mid-term, it shall be filled as the position was filled according to the rules in Section I(A), and the individual designated to fill the position shall serve until the expiration of the original term unless reappointed.
5. Members of the Committee shall make diligent efforts to attend all meetings of the Committee. The Committee may declare vacant the position of a member who is absent from three Committee meetings during the course of a year.

### II. Faculty Grievance Committee Procedures

#### A. General

1. All questions to be decided by the Committee shall be decided by a majority of the Committee members present and voting. A quorum of the Committee shall be four members. Unless otherwise provided herein, all questions to be decided by the chair and all actions to be taken by the chair may be decided or taken by the chair's

designated representative on the Committee if the chair is unavailable to make such decisions or to take such actions.

2. It shall be the responsibility of the chair of the Faculty Grievance Committee to initiate the proper procedures for the review of a matter that is referred to the Committee. A matter arising under the [Faculty Grievance Policy](#) shall be reviewed in accordance with the procedures described in Section II(B). A matter arising under Section III of the [Faculty Sanctions Policy](#) shall be reviewed in accordance with the procedures described in Section II(C). A matter arising under the policy on [Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or Department of Instruction](#) shall be reviewed in accordance with the procedures described in Section II(D).
3. All notices required by these procedures to be given shall be in writing and shall be considered given as required when delivered electronically or hand-delivered to the grievant and respondent. Notice to the chair of the Faculty Grievance Committee, to the chair of the Hearing Panel, or to an administrative officer in a matter before the Committee shall be considered given as required when hand or electronically delivered to the office where the chair or such administrative officer receives mail.
4. Except as provided in Section II(A)(5-6), designated University vacation days and days between the end of one academic year and the beginning of the next academic year shall not be included in calculations of the time periods specified in these procedures. This provision is applicable only to the Faculty Grievance Policy, the Faculty Sanctions Policy, or any other University policies or procedures unless otherwise provided in that policy or procedure.
5. Generally, the Committee will not be active during the months between the end of one academic year and the beginning of the next academic year. However, the Committee may continue its activity after the end of an academic year when necessary to complete a review of a matter pending before the Committee, particularly if, in the Committee's judgment, a delay until the beginning of the next academic year would have a substantial adverse effect upon a party's interests. Under such circumstances, the time periods described in these paragraphs shall be calculated by excluding only designated University vacation days.
6. The president may request that the chair of the Committee initiate the applicable procedures of the Committee during the months between the end of one academic year and the beginning of the next academic year, when necessary for review of a matter arising during those months under the Faculty Sanctions Policy. Upon receiving such a request, the chair shall initiate the applicable procedures of the Committee and may call meetings of the Committee as necessary. During those months, a quorum of the Committee shall be three members, so long as one Faculty Senate appointee and one presidential appointee are present, and the time periods described in these procedures shall be calculated by excluding only designated University vacation days.

#### **B. Procedures for Review of a Faculty Grievance**

1. Within 30 days of the chair's receipt of a written statement of faculty grievance, the Committee shall determine whether the written statement was filed in a timely manner, is adequate in that it meets the requirements of Section III(A)(2) of the

Faculty Grievance Policy, and describes a matter that the Committee has the authority to review under the Faculty Grievance Policy.

- a. If the Faculty Grievance Committee determines that the written statement of grievance does not meet the requirements of Section III(A)(2) of the Faculty Grievance Policy, the grievant shall be advised of the deficiencies in the statement and shall be provided a reasonable time, as determined by the Committee, within which to forward an adequate statement to the chair. If the faculty member does not file a statement that the Committee determines to be adequate within such reasonable time, the Committee may decide not to review the grievance. If the Committee so decides, it shall notify the faculty member accordingly. If the faculty member does file a statement that the Committee determines to be adequate within such reasonable time, the Committee shall have 14 days from the chair's receipt of the adequate statement within which to determine whether the grievance was filed in a timely manner and whether the Committee has authority to review the matter described in the statement. The timeliness of the filing of the grievance shall be determined by the date the initial statement was filed, although the Committee may have determined it to be inadequate, so long as the Committee has not closed the matter by deciding not to review the grievance.
  - b. If the Committee determines that the written grievance was not filed in a timely manner or that the matter described in the grievance is not within the authority of the Committee to review, the Committee shall not review the grievance. The faculty member shall be notified of the Committee's decision and the reasons therefore.
  - c. If the Committee should decide that the written statement was filed in a timely manner, is adequate, and describes a matter over which the Committee has authority, the grievant and the administrative officer against whom the grievance was filed shall be notified that the Committee will review the grievance and the administrative officer shall be provided a copy of the written statement filed by the grievant.
2. Within 14 days of receipt of the Committee's decision that it will review a grievance, the administrative officer against whom the grievance was filed shall provide to the chair and to the grievant a written response to the written statement of the grievance. The response should be filed electronically, be no more than 1,000 words in length, and should include, as attachments, copies of relevant documentation.
  3. Within 14 days of the chair's receipt of the administrator's response, the chair shall impanel a Hearing Panel as described in Section III(A). The Faculty Grievance Committee chair shall provide the written statement of grievance, the administrator's response, and attached documentation to the chair of the Hearing Panel.
  4. The proceedings on the grievance before the Hearing Panel shall be in accordance with the procedures of the Hearing Panel as described in Section IV.
  5. Upon concluding its hearing procedures and upon making its findings on the merits of the grievance, as described in Section IV, the panel shall determine its

recommendation for dismissal or remedy of the grievance and shall report to the chair of the Faculty Grievance Committee as described in Section IV.

**C. Review by Hearing of Matters Arising Under Section III of the Faculty Sanctions Policy**

1. Prior to the president's request that the chair of the Faculty Grievance Committee initiate the applicable procedures to dismiss or to severely sanction a faculty member, the administrative official designated by the president shall notify the faculty member of the president's intent to make such a request. This notice to the faculty member shall include a statement of charges.
2. The president's request to the chair of the Faculty Grievance Committee shall include a copy of the statement of charges provided to the faculty member.
3. The statement of charges shall include a specific description of the charges, a summary of the evidence upon which the charges are based, a list of witnesses whose identities are known, a summary of the expected testimony of those witnesses, and a recommendation of sanctions.
4. The Faculty Grievance Committee shall determine whether the statement of charges is procedurally adequate in that it meets the requirements of paragraph 3 above. If the Committee should decide that the statement of charges is procedurally inadequate in that it does not meet the requirements of paragraph 3 above, the administrative official shall be advised of the deficiencies in the statement and within a reasonable time, as determined by the Committee, shall forward an adequate statement to the faculty member and to the chair. The chair shall not initiate the following procedures until the administrative official has presented an adequate statement of charges.
5. Within 14 days of the chair's receipt of an adequate statement of charges, the chair of the Faculty Grievance Committee will impanel a Hearing Panel as described in Section III(A). The chair shall provide the written statement of the charges and the responses of the faculty member, if any, to the chair of the Hearing Panel.
6. The faculty member may respond in writing to the statement of charges at any time prior to the hearing. The faculty member's failure to respond to the charges shall not constitute an admission of the charges. The faculty member's response, if any, shall be made to the chair of the Faculty Grievance Committee. Upon receipt of a faculty member's response, the chair of the Faculty Grievance Committee shall forward a copy to the administrative official who presented the charges and a copy to the chair of the Hearing Panel if the panel has been constituted.
7. During each and every stage of the proceedings on the statement of charges, the faculty member may choose to appear, to be heard, or not.
8. Each party may be represented by legal counsel or an adviser, or both, during each and every stage of the proceedings.
9. The burden of proving the charges shall be on the administrative official.
10. The proceedings before the Hearing Panel on the statement of charges shall be in accordance with the procedures of the Hearing Panel as described in Sections IV(A) and IV(B).

11. If the panel should conclude that none of the charges against the faculty member were proven, the proceedings before the panel will terminate, and the panel will report to the chair of the Faculty Grievance Committee as described in Section IV(C) with a recommendation that the charges be dismissed.
12. If the panel should find the charges proven in whole or in part, it shall convene a hearing on the sanction.
13. At the sanction hearing:
  - a. The administrative official and the faculty member shall have the right to present evidence, including witnesses and documentary evidence, and to present arguments on the question of the appropriate sanction, including evidence in mitigation or aggravation of the seriousness of the charges and evidence as to the implications of the charges for the welfare of the University.
  - b. The previous disciplinary record of the faculty member may be considered by the panel, but becomes relevant only at this stage of the proceedings.
  - c. Except as otherwise provided in this paragraph, the sanction hearing shall be conducted in accordance with the procedures described in Sections IV(A) and IV(B).
14. At the close of the presentation of evidence on the sanction, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present and shall determine its recommendations as to the sanction(s) to be imposed upon the faculty member. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
15. The panel may recommend the dismissal of the faculty member or the imposition of another severe sanction, or if it finds that the proven charge does not warrant imposition of a severe sanction, it may recommend that a minor sanction be imposed.
16. Upon determining its recommendation, the chair of the Hearing Panel shall report to the chair of the Faculty Grievance Committee as described in Section IV(C).

**D. Procedures Governing Review of a Matter Involving the Dismissal of Faculty From Employment Due to Financial Exigency, Etc.**

1. Within 14 days of the chair's receipt of a request from the president that the Faculty Grievance Committee review a faculty member's appeal of a notice of termination issued to that faculty member under the policy for [Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or Department of Instruction](#) the chair of the Committee shall impanel a Hearing Panel.
2. The chair of the Faculty Grievance Committee shall provide a copy of the faculty member's appeal and notice of termination to the chair of the Hearing Panel.
3. The Hearing Panel shall review the notice of termination in accordance with the procedures described in Section IV.

4. The president or an administrative official designated by the president shall appear in proceedings before the Hearing Panel in support of the notice of termination issued to the faculty member.
5. The faculty member shall bear the burden of proving that the president's decision to issue the notice was arbitrary, capricious, unreasonable, or contrary to the facts or that there was a material deviation from the University's policies or procedures in the issuance of the notice.
6. Each party may be represented by an adviser who may be legal counsel.
7. Faculty members from the same department of instruction or program of study may appear before the Hearing Panel collectively if they should so choose.

### **III. Hearing Panels**

#### **A. Composition of the Panels**

1. The Committee shall not hear matters brought before it but shall designate Hearing Panels for that purpose. A Hearing Panel shall consist of five full-time faculty members and shall be selected on a case-by-case basis.
2. Each member of the Faculty Grievance Committee, including the chair, shall designate one member of a Hearing Panel.
3. After Committee members have designated the Hearing Panel members, the chair of the Faculty Grievance Committee shall appoint one of the Hearing Panel members as chair.
4. A Faculty Grievance Committee member who has taken a prejudicial public position on a matter before the Committee, who has a personal interest in a matter before the Committee, or who has a close personal or direct professional relationship with either of the parties in a matter before the Committee shall not designate a member of the Hearing Panel for that matter. Such a Faculty Grievance Committee member shall disclose the relevant conflict of interest and recuse himself/herself. No person may serve on the Faculty Grievance Committee or a Hearing Panel if they are the person against whom the grievance is brought.
5. In the event that a member of the Faculty Grievance Committee appointed by the president is disqualified or is otherwise unable to designate a Hearing Panel member, the other presidential appointee on the Committee shall designate one additional Hearing Panel member. In the event that a member of the Faculty Grievance Committee appointed by the Faculty Senate is disqualified or is otherwise unable to designate a Hearing Panel member, the other Faculty Senate appointee on the Committee shall designate one additional Hearing Panel member. In the event that the disqualified or otherwise unavailable member of the Faculty Grievance Committee is the chair, the remaining four members of the Faculty Grievance Committee shall designate the fifth member of the Hearing Panel and appoint its chair.
6. Only full-time faculty members whose duties are primarily non-administrative in nature are eligible to serve on Hearing Panels. A Hearing Panel constituted to hear the case of a tenured faculty member shall consist of tenured faculty members. A

Hearing Panel constituted to hear the case of a nontenured faculty member shall consist of at least one, but not more than two, nontenured faculty members. No members of the panel may be from the college of the faculty member whose case will be heard by the panel. No member of the panel may be from the library if the faculty member whose case will be heard is from the library. There shall be no restriction as to the colleges of panel members selected to hear the case of an administrative faculty member who has no departmental designation.

7. Department chairs are ineligible to serve on a Hearing Panel constituted to hear a grievance in which the action of a department chair is the action being grieved.
8. It shall be the responsibility of the chair of the Faculty Grievance Committee to ensure that members of the Hearing Panel meet the requirements described herein. In order to ensure that such requirements are met, the chair may limit, as to college and as to tenure status, the designations made by Faculty Grievance Committee members. Limitations upon such designations should be evenly applied to designations made by Faculty Senate appointees on the Committee and to designations made by presidential appointments on the Committee.
9. Either party in a case may challenge individual members of the Hearing Panel for cause. "Cause" may include the taking of a prejudicial public position on the matter to be heard, a personal interest in the matter to be heard, or a close, personal, or direct professional relationship with either of the parties. The Faculty Grievance Committee shall determine the legitimacy of a challenge.
10. Members of a Hearing Panel should voluntarily recuse themselves from hearing matters if their participation on the Hearing Panel could result in legitimate challenges for cause, whether or not such challenges have been made.
11. Any Hearing Panel member who has a close personal or direct professional relationship with the person filing a grievance or the administrator against whom the grievance is filed must disqualify themselves from serving on that case.

#### **IV. Hearing Panel Procedures**

##### **A. Prior to the Hearing**

1. The Faculty Grievance Committee chair will provide contact information for the Hearing Panel chair to the grievant and respondent.
2. At least five working days prior to a hearing, all parties must submit all written documents and exhibits to be considered at the hearing to the chair of the Hearing Panel, who will distribute or otherwise make available all materials to both parties at least two working days before the hearing.
3. The Hearing Panel shall be provided and shall review all statements and attached documentation filed by the parties in the cases before the panel.
4. The Hearing Panel may hold a pre-hearing conference with or without the parties prior to the hearing to discuss procedures, to clarify the issues, to exchange documentary evidence, to make stipulations of fact, and to take any other actions necessary to expedite the proceedings.

5. At any stage of the proceedings, the Hearing Panel may call upon the University Counsel, the chair of the Faculty Grievance Committee, or the Faculty Grievance Committee as a whole for procedural advice concerning the matter before the panel.
6. The Hearing Panel chair shall set the date, time, and place of the hearing. Insofar as is possible within the guidelines described in paragraphs 5 and 6, the hearing shall be set at a date and time which is convenient to all parties, and continuance of the hearing date may be granted by the chair of the Hearing Panel upon the request of either party or upon the panel's own motion.
7. A hearing on a matter arising under the Faculty Grievance Policy and under the policy on Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or Department of Instruction should be held no less than 14 days and no more than 45 days after impaneling of the Hearing Panel. Upon agreement of all parties, a hearing may be held earlier than 14 days, and in extraordinary cases, as determined by the chair of the Faculty Grievance Committee in consultation with the University Counsel, a hearing may be held later than 45 days.
8. A hearing on a matter arising under the Faculty Sanctions Policy shall be held no less than 30 days and no more than 60 days after notice of the statement of charges is given to the faculty member. Upon agreement of all parties, a hearing may be held earlier than 30 days, and in extraordinary cases, as determined by the chair of the Faculty Grievance Committee, a hearing may be held later than 60 days.
9. Fourteen (14) days prior to the hearing, the chair of the Hearing Panel shall notify each party of the date, time, and place of the hearing. A party may agree to waive this notice. All parties not given timely notice must agree to waive notice before the hearing may be held as scheduled.
10. Except as provided in Section II(C)(7), each party who has been given timely notice or who has waived timely notice is expected to appear in person at the hearing. If any such party should fail to appear, the chair of the Hearing Panel may decide, in the chair's sole discretion, to proceed with the hearing in the party's absence. If the chair of the Hearing Panel should decide to proceed, the party's absence shall not invalidate the hearing.

**B. At the Hearing**

1. The administrative official and the faculty member in the case before the panel shall present evidence by calling and questioning witnesses, by introducing the documentary evidence, or otherwise. Each party shall have the right to ask questions of witnesses called by the other party or by the Hearing Panel.
2. During the hearing, each party to the grievance and the Hearing Panel may have one advisor. The advisor may serve as a consultant to the party/panel during the presentation of the matter before the Hearing Panel. The advisor is not permitted to address the Hearing Panel, the other party, witnesses, or other individuals present at the hearing. The advisor may confer only with the individual or the panel for whom they are the designated advisor. Failure to comply with this rule will result in the removal of the advisor for the duration of the hearing.

3. The burden of proving the allegations of the grievance shall be upon the faculty member.
4. Access to the hearing shall be limited to the panel, parties, advisors, and witnesses.
5. In conducting the hearing, the Hearing Panel shall admit all evidence determined by it to be relevant and not cumulative and shall accord such evidence the merit it deserves. The panel may limit the number of witnesses to prevent repetitive or cumulative testimony and may grant adjournments as it deems necessary.
6. The Hearing Panel may determine, on its own motion, the necessity of calling witnesses additional to those called by the parties and of examining documentary evidence additional to that presented by the parties.
7. The University will make its best efforts to assist the parties and the Hearing Panel in obtaining witnesses and documentary evidence. Each party in a case before the panel shall have access to all records needed to present that party's case except as follows:
  - a. Access to records covered by the [Family Educational Rights and Privacy Act of 1974](#), as amended (§ 438 of the General Education Provisions Act, Title IV of Public Law 90-247, as amended) shall be in accordance with the provisions of that act.
  - b. Access to records covered by the Virginia Privacy Protection Act of 1976 (§ 2.1-377 et seq. of the 1950 Code of Virginia, as amended) shall be in accordance with the provisions of that act; and
  - c. There shall be no right of access to records excluded absolutely by the provisions of the [Virginia Freedom of Information Act](#) (§ 2.1-340 et seq. of the 1950 Code of Virginia, as amended).
8. The Hearing Panel chair will preside at the hearing and will rule, on the panel's behalf, on all procedural questions which arise during the hearing. A panel member who disagrees with the chair's ruling on a procedural question may ask that the question be decided by the panel, and the question shall be so decided. All questions on the merits will be decided by the panel.
9. A digital audio recording shall be made of the hearing and shall be kept securely in the University Counsel's office.

### **C. After the Hearing**

1. At the close of the presentation of evidence, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present to make its findings and to arrive at its conclusions and recommendations for dismissal or remedy of the grievance.
2. The Hearing Panel shall create a report which shall include the following:
  - a. Copies of statements and attached documentation filed by the parties in the matter before the panel;
  - b. The names of the parties and their advisers;
  - c. The names of witnesses appearing before the panel;

- d. The findings and recommendations of the panel, which must include addressing the charges brought by the faculty member; and
  - e. The recommendations and rationale of the panel. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
3. The report shall be certified as correct by each Hearing Panel member who participated in the decision.
  4. The Hearing Panel chair shall provide copies of the report to the chair of the Faculty Grievance Committee and to each party.
  5. A digital audio recording of the hearing shall accompany the report provided to the chair of the Faculty Grievance Committee and shall be made available to the parties.

**D. Decisions by a Hearing Panel and Its Chair**

1. All questions to be decided by a Hearing Panel shall be decided by a vote of panel members present and voting.
2. A quorum of the panel shall be four members.
3. Generally, a panel member who has not attended a substantial portion of each hearing session held in a case should not vote in the panel's decision on the merits of the case or on the panel's recommendation in the case. In the event that a question is raised by either party or by other panel members as to the propriety of a panel member's vote because of that panel member's absences, the question shall be referred to the Faculty Grievance Committee for determination.
4. All questions to be decided by the Hearing Panel chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the panel if the chair is unavailable to make such decisions or take such actions.

**V. Faculty Grievance Committee's Review and Report**

**A. Review and Report of the Hearing Panel**

1. Within 30 days of the chair's receipt of the Hearing Panel report, the Faculty Grievance Committee shall review the report and shall determine whether the procedural requirements of the Committee and of the Hearing Panel were met and whether the recommendations made by the panel were within the authority of the Faculty Grievance Committee and the panel to make.
2. Before making such a determination, the Committee may request and consider written or oral statements from the parties or their designated representatives on questions of procedure or on questions regarding the Committee's authority to make the recommendations proposed by the panel. Each party must be provided a copy of any written statement filed by the other party, and each party must be provided the opportunity to be present when an oral statement is made by the other party.

**B. Action and Report of the Faculty Grievance Committee**

1. If the Faculty Grievance Committee should decide that procedural errors were committed which were substantially prejudicial to either party, the Committee may

refer the matter to the original Hearing Panel for a rehearing of the matter or may impanel another Hearing Panel for a rehearing of the matter. The Committee shall provide a reasonable time within which the rehearing must be completed and a report provided to the chair of the Committee.

2. If the Faculty Grievance Committee should decide that the recommendations made by the panel are not within the authority of the Committee or of the panel to recommend, the Committee shall refer the matter to the Hearing Panel for a redetermination of its recommendations. The Hearing Panel shall report its revised recommendations to the Committee within a reasonable time, as determined by the Committee.
3. Upon the Faculty Grievance Committee's determination that procedural requirements were met and that the recommendations of the Hearing Panel were within the authority of the Committee or the panel to make, the Faculty Grievance Committee shall so certify and shall adopt the report and recommendations of the Hearing Panel as the report and recommendations of the Faculty Grievance Committee.
4. The chair of the Faculty Grievance Committee shall advise the chair of the Hearing Panel and both parties of any action taken by the Faculty Grievance Committee upon its review of the report of the Hearing Panel. Both parties shall be provided copies of any new or revised reports issued by the Hearing Panel.
5. The chair of the Faculty Grievance Committee shall transmit the report and recommendations of the Faculty Grievance Committee to the president (see Section IV of the Faculty Grievance Policy).

## **VI. Retaliation Prohibited**

Retaliation against witnesses for any party is prohibited, and [University Policy #3020 - Whistleblower Retaliation Policy](#) applies to all alleged retaliation that arises from or as a result of a grievance matter. Witnesses are defined as persons who provide actual testimony or provide documentary evidence.

- Approved by the Board of Visitors  
May 15, 1982; Revised June 15, 1989; Revised December 3, 1992;  
Revised June 22, 1995; Revised April 23, 2015 (effective June 1, 2015)
- Transitioned to University-Level Policy  
December 10, 2021
- Reviewed and No Changes Proposed  
April 20, 2022

## Voluntary Phased Separation Program for Tenured Faculty

### I. Policy Statement

An optional voluntary phased separation program is offered to eligible tenured faculty members at Old Dominion University ("University"). It permits them to phase down their work expectations in the final years of their career and will provide opportunities for a phased approach to separation for those who prefer a gradual transition to full retirement. It responds to the expressed desires of many faculty members to move into retirement gradually, and it enables departments, schools, and colleges to plan for the replacement of faculty members in advance of their actual retirement.

### II. Eligibility

A full-time tenured faculty member is eligible to participate in the Voluntary Phased Separation Program if, as of the date their phased separation would commence under the Voluntary Phased Separation Program, they are at least 55 years of age and have completed at least 10 academic years of full-time employment at the University. Faculty who occupy full-time administrative positions are not eligible for the program until they vacate the administrative position. Thus, phased separation will be only for those performing teaching, research, and service duties under faculty appointment. (The provost and executive vice president for academic affairs reserves the right, in appropriate situations deemed to be in the best interests of the University, to disregard the requirement of a faculty appointment.)

### III. Participation and Compensation

- A. **Phase-Down Period:** Eligible faculty members may apply to take a reduced workload over a period of one year to a maximum of three years (the phase-down period), followed by retirement at the end of the phase-down period.
- B. **Workload During the Phase-Down Period:** The workload of faculty members participating in the program would be a 50% workload as specified by the chair and approved by the dean and the provost and executive vice president for academic affairs. This workload could be distributed throughout the academic year. However, with the agreement of the department or school chair, formal class teaching duties may be executed in one semester, with advising, mentoring, and service obligations continuing through the academic year.
- C. **Tenure:** Eligible faculty members participating in the program do not enjoy the benefits of tenure. They may not serve on committees that require members to be tenured. Otherwise, participants have the same academic freedoms and responsibilities as other faculty members and have access to all grievance and appeal procedures available to non-tenured members of the faculty who are not participating in the program.
- D. **Compensation and Benefits:** An appointment under this policy would be compensated by a salary equal to 50% of the participant's previous academic year's base salary, enhanced by 50% of the cost of medical insurance. Basic and Optional Life insurance coverage will be based on the participant's 50% salary. Participants will continue to be eligible for annual merit salary increases.
- E. Participants will continue to be enrolled in the University's retirement plans (Virginia Retirement System or Optional Retirement Plan) with University and employee contributions based on 50% of their salary.

- F. **Limitations on Participation:** Eligible faculty members do not have an absolute right to participate in the program. Departments, schools, colleges, or the University may limit participation in the program if there is a finding that financial circumstances prohibit enrollment in the program by the eligible faculty member or if enrollment in the program would substantially weaken academic quality or disrupt program sequence within the department, school, college, or the University. Further, a department, school, college, or University may each establish a cap or limit on the number of eligible faculty members who may enter the program.
- G. **Procedure for Participation:** An eligible faculty member interested in participating in the Voluntary Phased Separation Program must make a transition appointment proposal to their chair by **October 15**, preceding the fall semester in which they intend to begin the phase down and work with the chair and relevant dean to develop a mutually agreeable transition appointment and set of duties for a period of one to three years leading to the date of full retirement. Eligible faculty members with joint appointments between two or more departments, schools, or colleges must receive approval from each of the chairs and deans.

A dean may refuse to recommend or alter a proposed transition appointment based on legitimate institutional need. Refusal to recommend or alter a faculty member's proposed transition appointment by the dean, to which the faculty member objects, is subject to review and decision by the provost and executive vice president for academic affairs. A final determination of whether the disapproval or an alteration of a proposed transition appointment is based on legitimate institutional need will be made by the provost and executive vice president for academic affairs. Examples of legitimate institutional needs are such situations as the unavailability of another person to offer a particular required course or the need for the individual's exclusive expertise for an externally funded research grant.

In order to participate in the Voluntary Phased Separation Program, an eligible faculty member must complete a Voluntary Agreement and General Release. When a transition appointment has been agreed to by the eligible faculty member, chair, dean, and provost and executive vice president for academic affairs, the faculty member's [Voluntary Phased Separation Agreement](#) will be forwarded to the Division of Academic Affairs for processing. An eligible faculty member's Voluntary Phased Separation Agreement must be signed by the faculty member, the faculty member's dean, and the provost and executive vice president for academic affairs in order for it to be final and binding.

Once the provost and executive vice president for academic affairs has signed the Voluntary Phased Separation Agreement, the agreement to retire within the term specified is final and binding. However, nothing in the program precludes a participating faculty member from terminating their phased separation in favor of complete retirement at any time.

#### **IV. Administrative Provisions**

The University may make such exceptions to the requirements of the Voluntary Phased Separation Program as the president and the provost and executive vice president for academic affairs jointly determine to be in the best interests of the University. In addition, the University reserves the

right to formally amend the existing provisions of the Voluntary Phased Separation Program or to terminate the Voluntary Phased Separation Program at such time(s) as it deems appropriate.

- Approved by the Board of Visitors  
June 16, 2011
- Transitioned to University-Level Policy  
December 10, 2021

## **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](#)

<b>NUMBER:</b>	1451
<b>APPROVED:</b>	April 22, 2021
<b>SCHEDULED REVIEW DATE:</b>	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 Freedom<sup>1</sup>, Freedom of Expression<sup>2</sup>, 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;

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<sup>1</sup> See the policy on Academic Freedom

<sup>2</sup> 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 conduct.<sup>3</sup> or professional ethics<sup>4</sup>.

### **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

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<sup>3</sup> University Policy #1002 - Code of Ethics

<sup>4</sup> 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 discrimination<sup>5</sup>;
  - 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;

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<sup>5</sup> 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 media<sup>6</sup>;
- F. Where relevant, disclose conflicts of interest;
- G. Comply with criminal laws.

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<sup>6</sup> 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 \(AAUP\)](#).<sup>1</sup>

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.

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<sup>1</sup> 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](#)

<b>NUMBER:</b>	1011
<b>APPROVED:</b>	August 27, 1970; Revised April 22, 2022
<b>SCHEDULED REVIEW DATE:</b>	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

## **Alternative Contracts for 10-Month Faculty**

### **I. Overview**

- A. Unless otherwise noted in the contract, full-time (10-month) appointments are made for a period of one (1) academic year. In general, whatever their appointment period, faculty are expected to be on duty during the entirety of the semesters or terms for which they are appointed, including but not limited to attending faculty meetings, administering final examinations, attending commencement ceremonies, and submitting final grades.
  - 1. However, 10-month faculty may also be appointed for "alternative" contractual periods that consist of two semesters or their equivalent. Rather than the traditional academic year consisting of the fall and spring semesters, this alternative period may be comprised of only one of those semesters, plus duties during summer sessions equivalent to a single semester. The following provisions apply in such cases:
  - 2. No full-time faculty member may be appointed to an alternative contractual period without their consent. A minimum of six (6) months' advance notice shall be provided to a faculty member approved for an alternative contractual period. The date of the new alternative contract will be used to determine notification requirements.
  - 3. Faculty appointed to an alternative contractual period will receive the same salary as they would have received had they been appointed to regular fall and spring semester sessions.
  - 4. Faculty appointed to an alternative contractual period will be regarded as regular, full-time faculty for all personnel and fiscal purposes, including accrued seniority, years served toward tenure, health coverage, retirement, and other fringe benefits.
  - 5. Full-time faculty members who have an alternative contract are eligible to work during an "off-term" time period and earn extra compensation. For example, a faculty member who is appointed for the fall semester and the summer sessions will be eligible for employment, including research employment, during the spring semester, but the faculty member's salary rate neither may exceed the weekly equivalent (1/39th) of the normal academic year salary of the individual nor may the total in the "off-term" exceed (13/39=1/3) of the normal academic year salary. The teaching salaries of full-time faculty members during the "off-term" period are calculated according to a step-by-rank schedule available from the Office of the Provost and Executive Vice President for Academic Affairs.

### **II. Procedures**

- A. Faculty are typically eligible for an alternative contract only once every four (4) years. However, program requirements may create a need for faculty to be on alternative contracts more frequently.
- B. Faculty may be appointed by their department/school chair (or equivalent) to alternative contractual periods to meet the specific needs of the academic program or department/school. This appointment must be approved by the dean and the appropriate executive vice president.
- C. Faculty may also request and apply for alternative contracts.

1. Application for an alternative contract should include (a) a detailed explanation of the request and rationale for the alternative contract; and (b) a proposal for the two (2) semester equivalent that comprises the alternative contract.
  2. Applications must be submitted to the department/school chair. The request must be approved by the chair and dean before being submitted to the appropriate executive vice president.
  3. Applications for alternative contracts scheduled to begin in the subsequent fall semester must be submitted to the appropriate executive vice president at least by **January 15** of the previous academic year. Applications for alternative contracts scheduled to begin in the spring semester must be submitted to the appropriate executive vice president at least by **September 1** of the same academic year.
- Approved by the Board of Visitors  
June 18, 1998
  - Transitioned to University-Level Policy  
December 10, 2021
  - Revisions approved by the president  
February 10, 2026

## **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% of the base technology fee revenue as follows: 10% to the Office of the Dean, 50% to departments/schools, and 40% to the Office of Distance Learning. The remaining 33% 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 25, 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](http://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](http://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% 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

## Extra Compensation

**Statement:** The University encourages appropriate and properly sanctioned faculty creative and professional activity that may result in extra faculty compensation. Such appropriate activities include, but are not necessarily limited to, teaching, research, professional consulting, invention, technical or professional innovation, and clinical practice.

Because of differences in traditions, opportunities, methods, resources, and/or client populations among different discipline groups, which may require flexibility and/or variation in policies and/or procedures from one part of the campus to another, college deans are encouraged and expected to be flexible and creative in the utilization of available techniques, mechanisms, and incentives to encourage, monitor, and evaluate such faculty activities. At the same time, college deans and the provost and executive vice president for academic affairs should institute policies and monitoring mechanisms to define, preserve, and ensure the commitment of faculty to the traditional basic workload of teaching, research, and service. A normal faculty workload for each discipline must be established in order to permit deans and department/school chairs to determine which activities should be considered overload for payment of extra compensation.

Four existing mechanisms may be utilized within academic colleges to facilitate faculty extra compensation activities. These are:

1. Traditional overload payment from University-administered accounts is currently used for credit and noncredit instruction. Such payment could be made under the existing standard faculty appointments if such payment is specifically permitted by University policy and regulations.
2. Overload payment from grant or contract funds administered through the Old Dominion University Research Foundation, provided 12 load hours per semester are assigned and all of the following conditions have been met:
  - Purchased Release Time options have been utilized to the maximum extent permitted by the grant or contract.
  - The semester workload for faculty requesting overload payment includes a minimum of 3 load hours for a lecture course unless 100% of the faculty's time is purchased.
  - The semester workload for faculty requesting overload payment includes no more than 3 load hours of contributed grant or contract time, if required, and does not include unfunded research time as part of the assigned semester workload.
  - The assigned semester workload for faculty requesting overload payment only recognizes administrative release time for serving as department/school chair or graduate program director.
  - The request for an overload payment is submitted prior to the start of the semester in which the payment is scheduled to be made.
  - The request is allowable under federal regulations and the terms of the grant or contract<sup>1</sup>.

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<sup>1</sup> Subject to Office of Management and Budget (OMB) Circular A-21 on "Principles for Determining Costs Applicable to Grants, Contracts, and Other Agreements with Educational Institutions" (as revised on 05/10/2004)

3. The flexible employment contract, with specific provisions governing compensation for specific activity that is above and beyond the basic contractual workload; and
4. Creation of special-purpose enterprises under the umbrella of a University-affiliated foundation, for the conduct of appropriately designed and approved activities.

The total amount of extra compensation earned by an individual faculty member on a specific project or in total over the period of a year should not be arbitrarily limited by University policy. Limits on the amount of such earnings, whether on a specific project or in total, should be based on the quantity and quality of services provided, the importance and value of the services to the University's mission and objectives, and the amount of additional institutional revenues generated by the faculty activity. Should any individual engage in such activities to the extent that their basic faculty workload responsibilities are being neglected or not performed in a satisfactory manner, it should be the responsibility of the department/school chair and/or dean to take appropriate corrective action, including placing reasonable limits on the extent of future involvement in such extra compensation activities.

The principal responsibility for the development and administration of such endeavors is at the college level, with appropriate reporting to and oversight by the provost and executive vice president for academic affairs. No overload payments from University or ODU Research Foundation accounts shall be paid to faculty without the approval of the provost and executive vice president for academic affairs or their designee.

- Approved by the president  
December 1, 1988; Revised May 14, 2001; Revised May 26, 2011;
- Reviewed and No Changes Proposed  
April 20, 2022

## 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 session<sup>1</sup> 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

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<sup>1</sup> 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

## **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](http://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>

## **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%, full benefits will be paid. If the University's share is less than 50%, 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 chair<sup>1</sup> 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

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<sup>1</sup> 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](http://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

## 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

## **Sponsored Research Guidelines**

Old Dominion University (ODU) recognizes the importance of sponsored research<sup>1</sup> 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

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<sup>1</sup> 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](mailto:preaward@odu.edu) for the main campus and regional center locations and [rfhscpreaward@odu.edu](mailto: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

## **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

## **Faculty Research and Development Assignments**

### **I. Purpose**

- A. The purpose of the research assignment is to enhance the value of faculty members at Old Dominion University, both to the University and to the Commonwealth, by providing assignments of certain faculty members to a semester or a year of productive research related to their respective disciplines and clearly designed to enhance their teaching effectiveness on the undergraduate or graduate level.
- B. The purpose of the development assignment is to enhance the value of faculty members at Old Dominion University, both to the University and the Commonwealth, by providing to certain faculty members a semester or a year of structured study in an area in which expertise is needed for the teaching function of the institution and is not otherwise available to the University.
- C. The provost and executive vice president for academic affairs may establish a limit on the number of research and development assignments to be awarded during one semester.

### **II. Eligibility**

- A. Any faculty member is eligible to apply for a research or development assignment of one semester or one year, provided they are a tenured, full-time faculty member who has accumulated five continuous years of service at Old Dominion University.
- B. A faculty member is eligible to apply for an additional assignment provided that five years of continuous service at the University have elapsed since the return of the faculty member from the awarded research or development assignment. The department/school chair must certify that the courses normally assigned to the faculty member will be covered during the leave.
- C. An exception may be made in the case of a faculty member who has been requested to defer a faculty research and development assignment for the convenience of the University. Such an individual will be eligible for another research or development assignment five years from the completion date of the originally requested assignment period. In order to define clearly the University's position and to protect the interests of the faculty members who are asked to defer the research and development assignment, the provost and executive vice president for academic affairs must approve in writing and confirm agreements for the deferral of research and development assignments for the convenience of the University. Such an assignment must have the approval of the department/school chair (after consultation with the department/school), the dean, and the provost and executive vice president for academic affairs.

### **III. Application Procedures**

- A. Application for a research assignment should include the following:
  - (a) a detailed proposal outlining the program of research to be undertaken during the research assignment and approved by the chair of the department/school and the dean of the college;

- (b) evidence of the faculty member's qualifications for conducting this research, including documentation of previous research accomplishments and publications; and
  - (c) anticipated results of the research assignment, including anticipated publications.
- B. Application for a development assignment should include the following:
  - (a) justification in terms of department/school, college, and University needs in relation to long-term planning;
  - (b) a detailed program for the development study, including evidence that the faculty member has been admitted to a course of study at a college or University, has made arrangements for participation or internship in a relevant organization, or can otherwise demonstrate that the purposes of the assignment can be carried out; and
  - (c) a plan, approved by the chair and dean, on the [Faculty Research/Development Assignment Request Form](#) for the establishment or revision of courses in the department/school that will result from the development activity of the faculty member.
- C. Applications for research or development assignments scheduled to begin in the fall semester must be submitted to the provost and executive vice president for academic affairs at least by **January 1** of the previous academic year. Applications for research or development assignments to begin in the spring semester must be submitted to the provost and executive vice president for academic affairs at least by **September 1** of the same academic year.

#### **IV. Length of Assignment**

- A. A faculty member may be granted a research or development assignment of one semester or one full year. A faculty member who is approved for one semester shall be assigned full-time to research or development for that period and shall receive regular compensation from the University, provided that he or she accepts no other outside employment during the semester. The faculty member will be counted as one full-time equivalent faculty member on the workload analysis.
- B. A faculty member who chooses a one-year research or development assignment shall receive one-half compensation from the University during this period and may accept outside employment provided that the total income during the academic year does not exceed the faculty member's contractual salary. If the faculty member accepts outside employment for more than one-half of the contractual salary, the reimbursement from the University will be adjusted accordingly. If the department/school is meeting its stipulated faculty-student ratio, one-half of the normal compensation of the faculty member will be available to the department/school for the employment of additional personnel.

#### **V. Responsibilities**

- A. With the next annual review, the faculty member shall include a report on their research accomplishments during the assignment.
- B. With the next annual review, the faculty member shall include a report on their development accomplishments during the assignment.

- C. Any faculty member receiving a research or development assignment must agree to return to full-time teaching and research duties at Old Dominion University for a period of not less than one academic year.
  - Approved by the president  
May 28, 1996; Revised December 7, 2009; Revised May 27, 2011;  
Revised March 5, 2013; Revised June 13, 2019; Revised May 15, 2023

## **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% 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% 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% for fewer than five years of service. On the fifth year, income replacement is 100%, 80%, or 60%.

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%.

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>

## **Temporary Change in Duties for Full-Time Teaching Faculty Who Expect a New Family Member through Birth or Adoption**

Old Dominion University complies with federal and state laws when overseeing employee benefits for faculty, staff, and administrators. Further, the University supports members of the University community in areas of work-life balance, including policies related to telecommuting, job sharing, flexible scheduling, extension of the tenure clock, and other institutional practices. For the University, such benefits become important components of faculty recruitment and retention. For full-time teaching faculty, several key benefits are particularly important during semesters in which births or adoptions are anticipated.

The University is committed to supporting teaching faculty who expect a new family member through birth or adoption by encouraging flexible work arrangements, such as research, advising, and other non-teaching duties, that would ease the transition from work to parental care. As such, faculty members are eligible to request a temporary change in duties that would cover a maximum of one semester for the birth or adoption of a child. This change of duties would only release the faculty member from teaching duties. Faculty must consult with their chair in order to arrange for one semester (fall, spring, or summer) in which they have no teaching responsibilities. In the event that both parents have teaching responsibilities in the same department/school and both wish to access this policy, they are required to propose staggered periods to ensure that the instructional needs of the department/school are met.

An application process is available for 10-month teaching faculty with anticipated due/adoption dates during the year. Upon approval, the faculty member is assigned non-teaching duties with pay for the approved period. For 10-month faculty who access this policy during the summer, pay equivalent to a three-credit course is available, providing the faculty member has regularly taught in the summer in previous years. A fund is maintained in the Division of Academic Affairs for departments/schools that request support for replacement faculty during the semester or summer term.

### **Application process**

Eligible faculty must submit a written request for a temporary change in duties to their respective department/school chair. The request, to be made as soon as practicable, must include the following information:

- The circumstances that have prompted the request for a change, including the anticipated birth date or adoption date of the new family member
- A statement regarding the dates of the proposed change in duties
- Information about the manner in which the change in duties may be implemented

Note: If applicable, a separate application is required for those who wish to request an extension to their promotion and tenure review date.

The department/school chair will review the request, prepare a recommendation, and forward it, along with the faculty member's request, to the dean of the college. The dean will forward a recommendation to the provost and executive vice president for academic affairs for final approval.

### **Temporary Change in Duties for New Parents and Approved Leave**

If a faculty member uses their sick leave for pregnancy or childbirth, a physician's certification is required, as specified in the [University Policy #6307 – Sick Leave Policy](#).

If the faculty member who has approval for a temporary change in duties is also eligible for [Family and Medical Leave Act \(FMLA\)](#) leave, that leave will run concurrently for up to 480 hours or 12 weeks. Medical certifications and other requirements of FMLA must be met. Although the use of this policy mirrors portions of the FMLA, eligibility criteria are different, such that the proposed change in duties may be available when FMLA is not (e.g., the new parental policy regarding a temporary change of duties is available in the first year of employment, regardless of hours worked).

- Approved by the president  
January 22, 2015

## **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](mailto: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% 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%, consisting of 6.20% for Social Security and 1.45% 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% 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.

## **Employee-Elected Options**

For more information on the following items, 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% 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% 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% of the Senators. A quorum of the Faculty Senate during the summer term shall consist of 25% 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% 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% 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](mailto: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. SCHEDULES FOR FACULTY PERSONNEL ACTIONS**

The following schedules are provided by the provost and executive vice president for academic affairs as guidance for faculty, chairs, deans, and committees who are involved in various personnel actions. Only those dates noted with an asterisk (\*) are mandated by policy. All other dates are approximate and intended to facilitate the process.

**Note:** If a scheduled deadline falls on a weekend, holiday, or authorized University closure, the due date moves forward to the next official University business day.

## Reappointment/Annual Review or Nonreappointment Tenure-Track Faculty, Faculty of Practice, Clinical Assistant Professors, Lecturers, Senior Lecturers, and Master Lecturers in **First Year of Employment**

<b>11/15</b>	Faculty member submits their teaching portfolio review materials to the department/school chair.
<b>11/16</b>	Department/school chair submits the faculty member's teaching portfolio review materials to the designated department/school evaluation committee.
<b>12/15</b>	Designated department/school evaluation committee submits its evaluation of the teaching portfolio review to the department/school chair, with copies provided to both the faculty member and the dean.
<b>12/16</b>	Faculty member submits their materials, including the teaching portfolio review, to the secure site for evaluation by the department/school chair.
<b>12/17</b>	Department/school chair submits, to the secure site, the faculty member's materials for evaluation to the department/school promotion and tenure committee.
<b>1/15</b>	Department/school promotion and tenure committee submits, to the secure site, its evaluation and recommendation regarding reappointment or nonreappointment to the department/school chair, and provides a copy to the faculty member.
<b>2/1</b>	Department/school chair submits, to the secure site, their evaluation and recommendation regarding the reappointment or nonreappointment to the dean, along with the recommendation from the department/school promotion and tenure committee, and provides a copy to the faculty member.
<b>3/1*</b>	Dean issues a decision on whether to reappoint or not reappoint the faculty member, notifies the faculty member in writing of this decision, and provides a copy to the provost and executive vice president for academic affairs.
<b>3/15</b>	In the event of a nonreappointment decision by the dean, the faculty member may appeal the decision to the provost and executive vice president for academic affairs and request a further review of the materials.
<b>4/1</b>	Provost and executive vice president for academic affairs renders the final decision on the faculty member's appeal of nonreappointment and notifies the faculty member of the decision.  The decision made by the provost and executive vice president for academic affairs is final.

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**\*Mandated by Policy**

## Reappointment/Annual Review or Nonreappointment of Tenure-Track Faculty, Faculty of Practice, Clinical Assistant Professors, Lecturers, Senior Lecturers, and Master Lecturers in First Year of Employment (Mid-Year Appointment)

<b>1/31</b>	Faculty member submits their materials to the secure site for evaluation by the department/school chair.
<b>2/15</b>	Department/school chair submits, to the secure site, their evaluation and recommendation regarding the reappointment or nonreappointment to the dean, along with the recommendation from the designated department/school evaluation committee, and provides a copy to the faculty member.
<b>3/1*</b>	Dean issues a decision on whether to reappoint or not reappoint the faculty member, notifies the faculty member in writing of this decision, and provides a copy to the provost and executive vice president for academic affairs.
<b>3/15</b>	In the event of a nonreappointment decision by the dean, the faculty member may appeal the decision to the provost and executive vice president for academic affairs and request a further review of the materials.
<b>4/1</b>	Provost and executive vice president for academic affairs renders the final decision on the faculty member's appeal of nonreappointment and notifies the faculty member of the decision.  The decision made by the provost and executive vice president for academic affairs is final.

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\*Mandated by Policy

## Reappointment/Annual Review or Nonreappointment of Tenure-Track Faculty and Faculty of Practice (Beyond First Year of Employment)

<b>9/1</b>	Faculty member submits their teaching portfolio review materials to the department/school chair.
<b>9/2</b>	Department/school chair submits the faculty member's teaching portfolio review materials to the designated department/school evaluation committee.
<b>10/1</b>	Designated department/school evaluation committee submits its evaluation of the teaching portfolio review to the department/school chair, with copies provided to both the faculty member and the dean.
<b>10/2</b>	Faculty member submits their materials, including the teaching portfolio review, to the secure site for evaluation by the department/school chair.  In the fall, immediately following a pre-tenure review, the faculty member's pre-tenure review materials, with any appropriate updates added by the faculty member or chair, will be used for the annual review process.
<b>10/3</b>	Department/school chair submits, to the secure site, the faculty member's materials for evaluation to the department/school promotion and tenure committee.
<b>11/1</b>	Department/school promotion and tenure committee submits, to the secure site, its evaluation and recommendation regarding reappointment or nonreappointment to the department/school chair, and provides a copy to the faculty member.
<b>11/15</b>	Department/school chair submits, to the secure site, their evaluation and recommendation regarding the reappointment or nonreappointment to the dean, along with the recommendation from the department/school promotion and tenure committee, and provides a copy to the faculty member.
<b>12/15*</b>	Dean issues a decision on whether to reappoint or not reappoint the faculty member, notifies the faculty member in writing of this decision, and provides a copy to the provost and executive vice president for academic affairs.
<b>1/15</b>	In the event of a nonreappointment decision by the dean, the faculty member may appeal the decision to the provost and executive vice president for academic affairs and request a further review of the materials.
<b>2/1</b>	Provost and executive vice president for academic affairs renders the final decision on the faculty member's appeal of nonreappointment and notifies the faculty member of the decision.  The decision made by the provost and executive vice president for academic affairs is final.

**\*Mandated by Policy**

## Reappointment/Annual Review or Nonreappointment of Lecturers and Clinical Assistant Professors (Beyond First Year of Employment)

10/1	Faculty member submits their teaching portfolio review materials to the department/school chair.
10/2	Department/school chair submits the faculty member's teaching portfolio review materials to the designated department/school evaluation committee.
11/1	Designated department/school evaluation committee submits its evaluation of the teaching portfolio review to the department/school chair, with copies provided to both the faculty member and the dean.
11/2	Faculty member submits their materials, including the teaching portfolio review, to the secure site for evaluation by the department/school chair.
11/3	Department/school chair submits, to the secure site, the faculty member's materials for evaluation to the department/school promotion and tenure committee.
11/17	Department/school promotion and tenure committee submits, to the secure site, its evaluation and recommendation regarding reappointment or nonreappointment to the department/school chair, and provides a copy to the faculty member.
12/1	Department/school chair submits, to the secure site, their evaluation and recommendation regarding the reappointment or nonreappointment to the dean, along with the recommendation from the department/school promotion and tenure committee, and provides a copy to the faculty member.
12/15*	<p>Dean issues a decision on whether to reappoint or not reappoint the faculty member, notifies the faculty member in writing of this decision, and provides a copy to the provost and executive vice president for academic affairs.</p> <ol style="list-style-type: none"><li>1. If the evaluation is positive and the dean agrees to retain the faculty member, reappointment will proceed in accordance with the <a href="#">Reappointment/Annual Review or Nonreappointment of Faculty</a> policy.</li><li>2. If the dean decides against the reappointment of the lecturer or clinical assistant professor, they will receive a termination notice in accordance with the appropriate schedule outlined in the Reappointment/Annual Review or Nonreappointment of Faculty policy.</li><li>3. Lecturers and clinical assistant professors being considered for promotion in a given year will not undergo a separate annual evaluation in that same year.</li></ol>
1/15	In the event of a nonreappointment decision by the dean, the faculty member may appeal the decision to the provost and executive vice president for academic affairs and request a further review of the materials.

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\*Mandated by Policy

<b>2/1</b>	<p>Provost and executive vice president for academic affairs renders the final decision on the faculty member's appeal of nonreappointment and notifies the faculty member of the decision.</p> <p>The decision made by the provost and executive vice president for academic affairs is final.</p>
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**Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond First Year of Employment) **Not Undergoing a Teaching Portfolio Review (required every 3 years) or an In-Depth Review (required every 6 years)****

<b>11/1</b>	Faculty member submits their teaching portfolio review materials to the department/school chair.
<b>12/1</b>	Department/school chair submits, to the secure site, their evaluation and recommendation regarding the reappointment or nonreappointment to the dean, and provides a copy to the faculty member.
<b>12/15*</b>	Dean issues a decision on whether to reappoint or not reappoint the faculty member, notifies the faculty member in writing of this decision, and provides a copy to the provost and executive vice president for academic affairs.  <ol style="list-style-type: none"><li>1. If the evaluation is positive and the dean agrees to reappoint the faculty member, reappointment will proceed in accordance with the <a href="#">Reappointment/Annual Review or Nonreappointment of Faculty</a> policy.</li><li>2. If the dean decides against the reappointment of the senior lecturer, master lecturer, clinical associate professor, or clinical professor, they will receive a termination notice in accordance with the appropriate schedule outlined in the Reappointment/Annual Review or Nonreappointment of Faculty policy.</li><li>3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors being considered for promotion in a given year or undergoing an in-depth review will not undergo a separate annual evaluation in that same year.</li></ol>
<b>1/15</b>	In the event of a nonreappointment decision by the dean, the faculty member may appeal the decision to the provost and executive vice president for academic affairs and request a further review of the materials.
<b>2/1</b>	Provost and executive vice president for academic affairs renders the final decision on the faculty member's appeal of nonreappointment and notifies the faculty member of the decision.  The decision made by the provost and executive vice president for academic affairs is final.

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**\*Mandated by Policy**

## Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond First Year of Employment) **Undergoing a Teaching Portfolio Review (required every 3 years)**

10/1	Faculty member submits their teaching portfolio review materials to the department/school chair.
10/2	Department/school chair submits the faculty member's teaching portfolio review materials to the designated department/school evaluation committee.
11/1	Designated department/school evaluation committee submits its evaluation of the teaching portfolio review to the department/school chair, with copies provided to both the faculty member and the dean.
11/2	Faculty member submits their materials, including the teaching portfolio review, to the secure site for evaluation by the department/school chair.
12/1	Department/school chair submits, to the secure site, their evaluation and recommendation regarding the reappointment or nonreappointment to the dean, and provides a copy to the faculty member.
12/15*	<p>Dean issues a decision on whether to reappoint or not reappoint the faculty member, notifies the faculty member in writing of this decision, and provides a copy to the provost and executive vice president for academic affairs.</p> <ol style="list-style-type: none"> <li>1. If the evaluation is positive and the dean agrees to retain the faculty member, reappointment will proceed in accordance with the <a href="#">Reappointment/Annual Review or Nonreappointment of Faculty</a> policy.</li> <li>2. If the dean decides against the reappointment of the senior lecturer, master lecturer, clinical associate professor, or clinical professor, they will receive a termination notice in accordance with the appropriate schedule outlined in the Reappointment/Annual Review or Nonreappointment of Faculty policy.</li> <li>3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors being considered for promotion in a given year or undergoing an in-depth review will not undergo a separate annual evaluation in that same year.</li> </ol>
1/15	In the event of a nonreappointment decision by the dean, the faculty member may appeal the decision to the provost and executive vice president for academic affairs and request a further review of the materials.
2/1	<p>Provost and executive vice president for academic affairs renders the final decision on the faculty member's appeal of nonreappointment and notifies the faculty member of the decision.</p> <p>The decision made by the provost and executive vice president for academic affairs is final.</p>

\*Mandated by Policy

## Reappointment/Annual Review or Nonreappointment of Senior Lecturers, Master Lecturers, Clinical Associate Professors, and Clinical Professors (Beyond First Year of Employment) **Undergoing an In-Depth Review (required every 6 years)**

10/1	Faculty member submits their teaching portfolio review materials to the department/school chair.
10/2	Department/school chair submits the faculty member's teaching portfolio review materials to the designated department/school evaluation committee.
11/1	Designated department/school evaluation committee submits its evaluation of the teaching portfolio review to the department/school chair, with copies provided to both the faculty member and the dean.
11/2	Faculty member submits their materials, including the teaching portfolio review, to the secure site for evaluation by the department/school chair.
11/3	Department/school chair submits, to the secure site, the faculty member's materials for evaluation to the department/school promotion and tenure committee.
11/17	Department/school promotion and tenure committee submits, to the secure site, its evaluation and recommendation regarding reappointment or nonreappointment to the department/school chair, and provides a copy to the faculty member.
12/1	Department/school chair submits, to the secure site, their evaluation and recommendation regarding the reappointment or nonreappointment to the dean, along with the recommendation from the department/school promotion and tenure committee, and provides a copy to the faculty member.
12/15*	<p>Dean issues a decision on whether to reappoint or not reappoint the faculty member, notifies the faculty member in writing of this decision, and provides a copy to the provost and executive vice president for academic affairs.</p> <ol style="list-style-type: none"> <li>1. If the evaluation is positive and the dean agrees to retain the faculty member, reappointment will proceed in accordance with the <a href="#">Reappointment/Annual Review or Nonreappointment of Faculty</a> policy.</li> <li>2. If the dean decides against retaining the senior lecturer, master lecturer, clinical associate professor, or clinical professor, they will receive a termination notice as per the schedule outlined in the Reappointment/Annual Review or Nonreappointment of Faculty policy.</li> <li>3. Senior lecturers, master lecturers, clinical associate professors, and clinical professors being considered for promotion in a given year or undergoing an in-depth review will not undergo a separate annual evaluation in that same year.</li> </ol>
1/15	In the event of a nonreappointment decision by the dean, the faculty member may appeal the decision to the provost and executive vice president for academic affairs and request a further review of the materials.

\*Mandated by Policy

<b>2/1</b>	<p>Provost and executive vice president for academic affairs renders the final decision on the faculty member's appeal of nonreappointment and notifies the faculty member of the decision.</p> <p>The decision made by the provost and executive vice president for academic affairs is final.</p>
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## Faculty Seeking Conversion from Lecturer Ranks to a Non-Tenure Eligible Clinical Track Position

<b>9/1</b>	Faculty member submits their application to the secure site, which is accessible to the department/school and college promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
<b>10/23</b>	Department/school promotion and tenure committee submits, to the secure site, its recommendation regarding the faculty member's conversion from a lecturer's rank position to a non-tenure eligible clinical track position.
<b>11/1</b>	Department/school chair submits, to the secure site, their recommendation regarding the faculty member's conversion from a lecturer's rank to a non-tenure eligible clinical track position.
<b>11/15</b>	College promotion and tenure committee submits, to the secure site, its recommendation regarding the faculty member's conversion from a lecturer's rank position to a non-tenure eligible clinical track position.
<b>12/1</b>	Dean submits to the secure site their recommendation regarding the faculty member's conversion from a lecturer's rank position to a non-tenure eligible clinical track position.
<b>12/15</b>	Provost and executive vice president for academic affairs renders the final decision regarding the faculty member's conversion from a lecturer's rank position to a non-tenure eligible clinical track position and communicates the decision in writing, and provides copies to the faculty member, department/school chair, dean, and president.  The decision made by the provost and executive vice president for academic affairs is final.

## Faculty Seeking Conversion from a Non-Tenure Eligible Position to a Tenure-Eligible Position

<b>9/1</b>	Faculty member submits their application to the secure site, which is accessible to the department/school and college promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
<b>9/8</b>	Department/school chair identifies three external individuals to provide recommendations on the faculty members' record of current research or creative work and future potential.
<b>10/8</b>	External reviews are submitted to the department/school chair, who then submits them to the secure site for evaluation by the department/school promotion and tenure committee.
<b>10/23</b>	Department/school promotion and tenure committee submits, to the secure site, its recommendation regarding the faculty member's conversion from a non-tenure eligible position to a tenure-eligible position.
<b>11/1</b>	Department/school chair submits, to the secure site, their recommendation regarding the faculty member's conversion from a non-tenure eligible position to a tenure-eligible position.
<b>11/15</b>	College promotion and tenure committee submits, to the secure site, its recommendation regarding the faculty member's conversion from a non-tenure eligible position to a tenure-eligible position.
<b>12/1</b>	Dean submits to the secure site their recommendation regarding the faculty member's conversion from a non-tenure eligible position to a tenure-eligible position.
<b>12/15</b>	Provost and executive vice president for academic affairs renders the final decision regarding the faculty member's conversion from a non-tenure eligible position to a tenure-eligible position and communicates the decision in writing, and provides copies to the faculty member, department/school chair, dean, and president.  The decision made by the provost and executive vice president for academic affairs is final.

## Pre-Tenure Review (Tenure-Track Faculty Beyond First Year of Employment)

11/1	Provost and executive vice president for academic affairs sends the deans a list of faculty members scheduled for pre-tenure review, with copies provided to the faculty and their department/school chair.
2/1	Faculty member submits their pre-tenure review materials to the secure site accessible to the department/school and college promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
3/1	Department/school promotion and tenure committee posts its comments regarding the pre-tenure review to the secure site and provides a copy to the faculty member.
3/15	Department/school chair posts their comments regarding the pre-tenure review to the secure site and provides a copy to the faculty member.
4/1	College promotion and tenure committee posts its comments regarding the pre-tenure review to the secure site and provides a copy to the faculty member.
5/1*	Dean posts their pre-tenure review report to the secure site.  The pre-tenure review is conducted during the spring of the <b>third year of service for tenure-track faculty with no previous teaching experience</b> , and during the <b>summer after the second year of service for tenure-track faculty with one or two years of previous teaching experience counted toward the probationary period</b> . At some point during the process, the dean meets with the faculty member and the department/school chair.
6/1	Provost and executive vice president for academic affairs communicates the results of the pre-tenure review evaluation to the faculty member and provides a copy to the dean and the department/school chair.

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## Pre-Tenure **Mid-Year** Review (Tenure-Track Faculty Beyond First Year of Employment)

6/1	Provost and executive vice president for academic affairs sends letters to the deans listing the faculty members appointed at mid-year, scheduled for pre-tenure (mid-year) review, and provides copies to the faculty members and their department/school chairs.
9/1	Faculty member submits their pre-tenure review materials to the secure site accessible to the department/school and college promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
10/1	Department/school promotion and tenure committee posts its comments regarding the pre-tenure review to the secure site and provides a copy to the faculty member.
10/15	The department/school chair posts their comments regarding the pre-tenure review to the secure site and provides a copy to the faculty member.
11/15	College promotion and tenure committee posts its comments regarding the pre-tenure review to the secure site and provides a copy to the faculty member.
12/1*	Dean posts their pre-tenure review report to the secure site.  The pre-tenure review is conducted during the spring of the <b>third year of service for tenure-track faculty with no previous teaching experience</b> , and during the <b>summer after the second year of service for tenure-track faculty with one or two years of previous teaching experience counted toward the probationary period</b> . At some point during the process, the dean meets with the faculty member and the department/school chair.
1/1	Provost and executive vice president for academic affairs communicates the results of the pre-tenure review evaluation to the faculty member and provides a copy to the dean and the department/school chair.

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## Faculty Seeking Tenure

<b>5/1</b>	Faculty member and the department/school promotion and tenure committee each identify potential external reviewers and send their respective lists to the department/school chair.
<b>5/8</b>	Department/school chair reviews the combined list, shares it with the faculty member for review and to identify any conflicts of interest, and then submits the names of external reviewers to the dean.
<b>5/15</b>	Dean submits a mutually agreed-upon list of external reviewers to the provost and executive vice president for academic affairs. Once the provost and executive vice president for academic affairs provides final approval, the department/school chair initiates the review process.
<b>5/15</b>	Faculty member submits their research portfolio and curriculum vitae to the department/school chair, who then forwards the materials to the external reviewers.
<b>8/15</b>	Faculty member submits their tenure files to the secure site accessible to department/school, college, and University promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
<b>9/1</b>	Department/school chair submits the faculty member's external evaluations to the secure site.
<b>10/1</b>	Provost and executive vice president for academic affairs convenes the University Promotion and Tenure Committee.  The Committee receives its charge and elects a Committee chair.
<b>10/1</b>	Department/school promotion and tenure committee submits its recommendation on tenure, based on both merit and the needs of the department/school, to the secure site and provides a copy to the faculty member.  In instances of a non-unanimous vote, a summary of the minority opinion must be included, and the minority must be given the option to write a minority opinion.
<b>10/15</b>	Department/school chair submits their recommendation on tenure to the secure site and provides a copy to the faculty member.  If either the department/school promotion and tenure committee, the department/school chair, or both recommend tenure, a copy of the recommendation is provided to the faculty member.
<b>10/16</b>	If neither the department/school promotion and tenure committee nor the department/school chair recommends tenure, the department/school chair notifies the faculty member and provides a copy to the dean and to the provost and executive vice president for academic affairs.

<b>11/1</b>	<p>If neither the department/school promotion and tenure committee nor the department/school chair recommends tenure, the faculty member may request a review by the college promotion and tenure committee and the dean.</p> <p>If further review is requested, the college promotion and tenure committee will make a separate recommendation to the dean. All materials, including the department/school promotion and tenure committee and chair evaluations and recommendations, are to be made available to the college promotion and tenure committee via the secure site.</p> <p>Then, the dean will render a decision on tenure and inform the faculty member.</p> <p>If either the college promotion and tenure committee or the dean issues a positive decision, the case will proceed according to the tenure consideration procedures detailed in the <a href="#">Board of Visitors Policy on Tenure</a> and as outlined in the remainder of this schedule.</p>
<b>11/15</b>	<p>College promotion and tenure committee submits its recommendations on tenure to the secure site and provides a copy to the faculty member.</p> <p>In instances of a non-unanimous vote, a summary of the minority opinion must be included, and the minority must be given the option to write a minority opinion.</p>
<b>12/10</b>	<p>Dean submits their recommendation on tenure, with reasons, to the secure site and provides a copy to the faculty member.</p>
<b>12/20</b>	<p>Faculty member may request a review by the provost and executive vice president for academic affairs if neither the college promotion and tenure committee nor the dean recommends tenure.</p>
<b>1/5</b>	<p>Provost and executive vice president for academic affairs responds to the request for further consideration on tenure from the faculty member who was not recommended by either the college promotion and tenure committee or the dean.</p> <p>The decision of the provost and executive vice president for academic affairs on further consideration of tenure is final.</p>
<b>1/30</b>	<p>Provost and executive vice president for academic affairs advises the faculty member that the limit of the probationary period is approaching and explains what procedures should be followed by those wishing to be considered for tenure during the next academic year, providing a copy to the dean.</p>
<b>2/15</b>	<p>University Promotion and Tenure Committee posts its recommendations (with reasons, including minority reasons, if any) regarding tenure to the secure site and provides a copy to the faculty member.</p> <p>In instances of a non-unanimous vote, a summary of the minority opinion must be included, and the minority must be given the option to write a minority opinion.</p>
<b>3/1*</b>	<p>Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the tenure file on the secure site.</p>

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<b>3/15</b>	<p>Provost and executive vice president for academic affairs makes determinations on tenure.</p> <p>Determination from the provost and executive vice president for academic affairs in favor of tenure is submitted to the president for presentation to the board of visitors, and a copy is provided to the faculty member.</p> <p>If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and executive vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and executive vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.</p>
<b>4/30</b>	<p>Provost and executive vice president for academic affairs notifies the faculty member if their decision is against tenure.</p> <p>The faculty member is notified that a terminal contract will be offered for the ensuing year.</p>
<b>4/30</b>	<p>Board of Visitors or its designated committee makes its decision on tenure.</p> <p>Upon approval of the board or its designated committee, the faculty member is offered a tenure contract for the coming academic year.</p>
<b>5/15</b>	<p>Faculty member may request a review by the president of a negative tenure decision by the provost and executive vice president for academic affairs.</p>
<b>6/15</b>	<p>President replies to the faculty member on the results of the review of the denial of tenure.</p>
<b>6/30</b>	<p>Faculty member may request a review by the Board of Visitors or its designated committee of a negative tenure decision that has been reviewed by the president.</p>
<b>7/25</b>	<p>Board of Visitors or its designated committee makes its decision on the review of a negative tenure decision.</p> <p>The decision of the board or its designated committee is final.</p>

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## Faculty Seeking Tenure **Mid-Year**

This tenure review schedule is for faculty appointed at mid-year and is available only to non-tenured faculty whose initial appointments began with the start of the spring semester.

<b>11/1</b>	Faculty member and the department/school promotion and tenure committee each identify potential external reviewers and send their respective lists to the department/school chair.
<b>11/8</b>	Department/school chair reviews the combined list, shares it with the faculty member for review and to identify any conflicts of interest, and then submits the names of external reviewers to the dean.
<b>11/15</b>	Dean submits a mutually agreed-upon list of external reviewers to the provost and executive vice president for academic affairs. Once the provost and executive vice president for academic affairs provides final approval, the department/school chair initiates the review process.
<b>11/15</b>	Faculty member submits their research portfolio and curriculum vitae to the department/school chair, who then forwards the materials to the external reviewers.
<b>4/1</b>	Faculty member posts their tenure files to the secure site accessible to department/school, college, and University promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
<b>4/15</b>	Department/school chair posts the faculty member's external evaluations to the secure site.
<b>5/1</b>	Department/school promotion and tenure committee posts its recommendation on tenure based on merit and needs of the department/school to the secure site and provides a copy to the faculty member.  In instances of a non-unanimous vote, a summary of the minority opinion must be included, and the minority must be given the option to write a minority opinion.
<b>6/1</b>	Department/school chair posts recommendations on tenure to the secure site.  If either the department/school promotion and tenure committee or the department/school chair or both are recommending tenure, a copy of the recommendations is provided to the faculty member.
<b>6/1</b>	Department/school chair advises the faculty member, providing a copy to the dean and to the provost and executive vice president for academic affairs if neither the department/school promotion committee nor the department/school chair recommends tenure.
<b>6/15</b>	Faculty member may request a review by the college promotion and tenure committee and the dean if neither the department/school promotion and tenure committee nor the department/school chair recommends tenure.  If further review is requested, the college promotion and tenure committee makes a separate recommendation to the dean. All materials, including the department/school promotion and tenure committee and chair evaluations and recommendations, are available to the college promotion and tenure committee on the secure site.

	<p>Dean then makes a decision regarding tenure and informs the faculty member.</p> <p>If either the decision of the college promotion and tenure committee or that of the dean is positive, the case is considered in accordance with the procedure for tenure consideration as found in the <a href="#">Board of Visitors Policy on Tenure</a> and the remainder of this schedule.</p>
<b>9/22</b>	<p>Provost and executive vice president for academic affairs advises the faculty member that the limit of the probationary period is approaching and explains what procedures should be followed by those wishing to be considered for tenure during the next academic year, providing a copy to the dean.</p>
<b>10/1</b>	<p>College promotion and tenure committee posts its recommendations on tenure to the secure site and provides a copy to the faculty member.</p> <p>In instances of a non-unanimous vote, a summary of the minority opinion must be included, and the minority must be given the option to write a minority opinion.</p>
<b>10/15</b>	<p>Dean posts their recommendation on tenure, with reasons, to the secure site and provides a copy to the faculty member.</p>
<b>10/25</b>	<p>Faculty member may request a review by the provost and executive vice president for academic affairs if neither the college committee nor the dean recommends tenure.</p>
<b>11/1</b>	<p>Provost and executive vice president for academic affairs forwards information on tenure cases for review to the University Promotion and Tenure Committee.</p>
<b>11/15</b>	<p>Provost and executive vice president for academic affairs responds to the request for further consideration on tenure from faculty member who was not recommended by either the college promotion and tenure committee or the dean.</p> <p>The decision of the provost and executive vice president for academic affairs on further consideration of tenure is final.</p>
<b>11/16</b>	<p>University Promotion and Tenure Committee posts its recommendations (with reasons, including minority reasons, if any) regarding tenure to the secure site and provides a copy to the faculty member.</p> <p>In instances of a non-unanimous vote, a summary of the minority opinion must be included, and the minority must be given the option to write a minority opinion.</p>
<b>11/22*</b>	<p>The faculty member may correct any factual misinformation in previous recommendations by placing a letter in the tenure file on the secure site.</p>
<b>12/1</b>	<p>Provost and executive vice president for academic affairs makes determinations on tenure.</p> <p>Determinations from the provost and executive vice president for academic affairs in favor of tenure are submitted to the president for presentation to the Board of Visitors, and a copy is provided to the faculty member.</p> <p>If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and executive vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and</p>

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	executive vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.
<b>12/22</b>	Provost and executive vice president for academic affairs notifies the faculty member if their decision is against tenure. The faculty member is notified that a terminal contract will be offered for the ensuing year.
<b>12/22</b>	Board of Visitors or its designated committee makes its decision on tenure. Upon approval of the board or its designated committee, the faculty member is offered a tenure contract for the coming academic year.
<b>1/15</b>	Faculty member may request a review by the president of a negative tenure decision by the provost and executive vice president for academic affairs.
<b>2/15</b>	President replies to the faculty member on the results of the review of the denial of tenure.
<b>3/1</b>	Faculty member may request a review by the Board of Visitors or its designated committee of a negative tenure decision that has been reviewed by the president.
<b>4/30</b>	Board of Visitors or its designated committee makes its decision on the review of a negative tenure decision.  The decision of the Board or its designated committee is final.

## Faculty Seeking Promotion in Rank

<b>6/1</b>	Faculty member and the department/school promotion and tenure committee each identify potential external reviewers and send their respective lists to the department/school chair.
<b>6/8</b>	Department/school chair reviews the combined list, shares it with the faculty member for review and to identify any conflicts of interest, and then submits the names of external reviewers to the dean.
<b>6/15</b>	Dean submits a mutually agreed-upon list of external reviewers to the provost and executive vice president for academic affairs. Once the provost and executive vice president for academic affairs provides final approval, the department/school chair initiates the review process.
<b>6/15</b>	Faculty member submits their research portfolio and curriculum vitae to the department/school chair, who then forwards the materials to the external reviewers.
<b>10/1</b>	Faculty member posts their promotion files to the secure site accessible to department/school, college, and University promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
<b>10/15</b>	Department/school chair posts the faculty member's external evaluations to the secure site.
<b>12/7</b>	Department/school promotion and tenure committee posts its recommendation regarding promotion to the secure site, with reasons and votes (including a minority statement in the case of a non-unanimous vote), and provides a copy to the faculty member.
<b>1/7</b>	Department/school chair posts their recommendation on promotion, with reasons, to the secure site and provides a copy of the recommendation to the faculty member.  If neither the department/school promotion and tenure committee nor the department/school chair recommends promotion, the case is terminated unless the faculty member requests a review by the college committee and the dean.  If a review is requested, all documents are reviewed by the college promotion and tenure committee.
<b>2/1</b>	College promotion and tenure committee posts its recommendation on promotion to the secure site, with reasons and votes (including reasons of the minority), and provides a copy to the faculty member.
<b>2/15</b>	Dean posts their recommendation on promotion, with reasons, to the secure site and provides a copy to the faculty member.  If the dean's recommendation is negative and is in accordance with the recommendations of the department/school promotion and tenure committee, the department/school chair, and the college promotion and tenure committee, the faculty member is not promoted.

	<p>If the dean's recommendation is negative and not in accordance with all previous recommendations, the faculty member may request a further review by the provost and executive vice president for academic affairs.</p> <p>The provost and executive vice president for academic affairs' decision is final in such cases.</p>
<b>3/15</b>	<p>University Promotion and Tenure Committee posts its recommendations (with reasons, including minority reasons if any) on review of promotion cases to the secure site and provides a copy to the faculty member.</p>
<b>4/1*</b>	<p>Faculty member may correct any factual misinformation in previous recommendations by placing a letter in the promotion file.</p>
<b>4/15</b>	<p>Provost and executive vice president for academic affairs makes determinations on promotion and provides a copy to the faculty member.</p> <p>If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and executive vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and executive vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision.</p> <p>Decisions for promotion are reported to the president.</p>
<b>5/1</b>	<p>Faculty member may appeal a negative decision on promotion by the provost and executive vice president for academic affairs to the president.</p>
<b>6/1</b>	<p>President renders the final decision on promotion in case of appeal. All promotions are reported to the Board of Visitors.</p>

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## Clinical Faculty Seeking Promotion in Rank

<b>8/1</b>	Faculty member seeking promotion to clinical associate professor or clinical professor and the department/school promotion and tenure committee each identify potential external reviewers and send their respective lists to the department/school chair.
<b>8/8</b>	Department/school chair reviews the combined list, shares it with the faculty member for review and to identify any conflicts of interest, and then submits the names of external reviewers to the dean.
<b>8/15</b>	Dean submits a mutually agreed-upon list of external reviewers to the provost and executive vice president for academic affairs. Once the provost and executive vice president for academic affairs provides final approval, the department/school chair initiates the review process.
<b>8/15</b>	Faculty member submits their research portfolio and curriculum vitae to the department/school chair, who then forwards the materials to the external reviewers.
<b>11/1</b>	Faculty member posts their promotion file to the secure site accessible to department/school, college, and University promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
<b>11/15</b>	Department/school chair posts the faculty member's external evaluations to the secure site.
<b>12/15</b>	Department/school promotion and tenure committee posts its recommendation regarding promotion to clinical associate professor or clinical professor, with reasons and votes (including a minority statement in the case of a non-unanimous vote), to the secure site and provides a copy to the faculty member.
<b>1/15</b>	Department/school chair posts their recommendation on promotion to clinical associate professor or clinical professor, with reasons, to the secure site and provides a copy to the faculty member.
<b>2/1</b>	College promotion and tenure committee posts its recommendation on promotion to clinical associate professor or clinical professor to the secure site, with reasons and votes (including reasons of the minority), and provides a copy to the faculty member.
<b>2/15</b>	Dean posts their recommendation regarding the faculty member's promotion to clinical associate professor or clinical professor, with reasons, to the secure site and provides a copy to the faculty member.
<b>3/15</b>	University Promotion and Tenure Committee submits its recommendation (with reasons, including minority reasons if any) on promotion to clinical associate professor or clinical professor to the secure site and provides a copy to the faculty member.
<b>4/15</b>	Provost and executive vice president for academic affairs makes determinations on promotion to clinical associate professor or clinical professor and provides a copy to the faculty member.
<b>5/1</b>	Faculty member may request a review by the president of a negative decision on promotion by the provost and executive vice president for academic affairs.

<b>6/1</b>	President makes a decision on promotion to clinical associate professor or clinical professor in those cases where further review was requested.  The decision of the president is final.
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## Research Faculty Seeking Promotion in Rank

<b>6/1</b>	Faculty member seeking promotion to research associate professor or research professor, and the research center promotion committee each identify potential external reviewers and send their respective lists to the center director.
<b>6/8</b>	Center director sends the proposed external reviewers' list to the vice president for research and economic development or the dean, if the center is housed in an academic college.
<b>6/15</b>	Vice president for research and economic development or the dean, if the center is housed in an academic college, sends the proposed external reviewers' list to the provost and executive vice president for academic affairs.
<b>6/15</b>	Faculty member submits their research portfolio and curriculum vitae to the center director, who then forwards the materials to the external reviewers.
<b>10/1</b>	Faculty member posts their promotion files to the secure site.
<b>10/15</b>	Center director posts the research faculty member's external evaluations to the secure site.
<b>12/7</b>	Research center promotion committee uploads its recommendation letter regarding promotion to research associate professor or research professor to the secure site.
<b>1/7</b>	Center director uploads their recommendation letter regarding promotion to research associate professor or research professor to the secure site.
<b>2/15</b>	Vice president for research and economic development, or the dean, if the center is housed in an academic college, uploads their recommendation letter regarding promotion for research associate professor or research professor to the secure site.
<b>3/15</b>	University Promotion and Tenure Committee uploads its recommendation letter regarding promotion to research associate professor or research professor to the secure site.
<b>4/15</b>	Provost and executive vice president for academic affairs makes determinations on promotion to research associate professor or research professor and provides a copy to the faculty member.

## Lecturers Seeking Promotion to Senior Lecturer and Senior Lecturers Seeking Promotion to Master Lecturer

Senior lecturers and master lecturers considered for promotion in a given year or going through an in-depth review will not undergo a separate annual evaluation in that same year.

<b>8/1</b>	Faculty member notifies the department/school chair of intent to apply for promotion to senior lecturer or promotion to master lecturer.
<b>10/5</b>	Faculty member seeking promotion to senior lecturer or master lecturer submits their promotion files to the secure site accessible to the department/school and college promotion and tenure committees, the department/school chair, the dean, and the provost and executive vice president for academic affairs.
<b>10/30</b>	Department/school promotion and tenure committee posts its recommendation regarding promotion to senior lecturer or master lecturer to the secure site.
<b>11/10</b>	Department/school chair posts their recommendation on promotion to senior lecturer or master lecturer to the secure site.
<b>12/1</b>	College promotion and tenure committee posts its recommendation on promotion to senior lecturer or master lecturer to the secure site.
<b>12/15</b>	College dean posts their decision regarding the faculty member's promotion to senior lecturer or master lecturer to the secure site.
<b>1/15</b>	Faculty member may request a review by the provost and executive vice president for academic affairs of a negative decision on promotion to senior lecturer or master lecturer by the college dean.
<b>2/1</b>	Provost and executive vice president for academic affairs makes a decision on promotion to senior lecturer or master lecturer in those cases where further review was requested.  The decision of the provost and executive vice president for academic affairs is final.

## Eminent Scholar Designation (Tenured Faculty)

<b>9/15*</b>	Nominations by any tenured department/school colleague in the nominee's discipline are submitted to the department/school chair. Self-nominations are not permitted.
<b>10/1*</b>	Department/school chair convenes the department/school Eminent Scholars Committee composed of all department/school tenured faculty and ensures that the complete application packets are available for review no later than November 1.
<b>11/1*</b>	<p>The provost and executive vice president for academic affairs will convene the University's Eminent Scholars Committee.</p> <p>At that time, the provost and executive vice president for academic affairs will brief the Committee about its responsibilities and duties. The Committee will elect a chair, set its agenda, and, in consultation with its members, the chair will establish candidate evaluation guidelines.</p>
<b>11/15*</b>	Department/school Eminent Scholars Committee completes its review and shall conduct a secret ballot on the nomination(s).
<b>12/1*</b>	Department/school chair completes an independent evaluation and submits it, along with the department/school Eminent Scholars Committee vote and review letter, and the applicant's credentials, to the dean.
<b>1/15*</b>	<p>Dean evaluates the credentials and submits an independent evaluation, and the faculty member's credentials and review letters from the department/school's Eminent Scholars Committee (vote included) and the chair to the University Eminent Scholars Committee via the Provost's Office.</p> <p>The materials must be submitted to the Provost's Office electronically.</p>
<b>2/1*</b>	The appropriate executive vice president ensures all application packets are complete and shall make them available electronically to the University Eminent Scholars Committee and notify the Committee.
<b>3/1*</b>	<p>University Eminent Scholars Committee, by an affirmative vote of a majority of its members, submits recommendations to the provost and executive vice president for academic affairs.</p> <p>The appropriate executive vice president will make the final designation.</p>
<b>4/15*</b>	Provost and executive vice president for academic affairs notifies the faculty member of the decision regarding designation as an eminent scholar.

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## University Professor Designation (Tenured Faculty)

<b>8/1</b>	Provost and executive vice president for academic affairs calls for nominations of eligible faculty to be submitted to the department/school chair and forms the University Professors Committee.
<b>9/1*</b>	Nomination(s) by a tenured department/school colleague in the nominee's discipline are submitted to the department/school chair.
<b>10/1</b>	The chair of the department/school promotion and tenure committee conducts a secret ballot of all tenured faculty members in the department/school to select the nominee(s) and forwards the nominee(s) who received a majority of the vote, including the votes, to the dean.
<b>11/1</b>	Dean evaluates the credentials of the department/school nominee(s) and selects the college nominee(s) for submission to the University Professors Committee via the Provost's Office.  The materials must be submitted to the Provost's Office electronically.  The number of college nominees shall not exceed 10% of the college's tenured faculty.
<b>12/1</b>	University Professors Committee reviews the college nominee(s) and submits its recommendations to the provost and executive vice president for academic affairs.  Nominee(s) forwarded to the provost and executive vice president for academic affairs must have an affirmative vote of at least four committee members.
<b>1/1*</b>	Provost and executive vice president for academic affairs decides which of the University professor nominee(s) submitted by the Committee will be designated as University professor.

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## University Distinguished Teacher Designation (Non-Tenure-Track and Non-Tenured Faculty)

<b>8/1</b>	The provost and executive vice president for academic affairs calls for nominations of eligible faculty to be submitted to the department/school chair and forms the University Distinguished Teacher Committee.
<b>9/1*</b>	Nomination(s) submitted by a departmental/school colleague in the nominee's discipline are submitted to the department/school chair.
<b>10/1</b>	The department/school chair conducts a secret ballot of the department/school full-time faculty members to select the nominee(s) and forwards the nominee(s) who received a majority of the vote, including the votes, to the dean.
<b>11/1</b>	Dean evaluates the credentials of the department/school nominee(s) and selects the college nominee(s) for submission to the University Distinguished Teacher Committee via the Provost's Office.  The materials must be submitted to the Provost's Office electronically.  The number of college nominees shall not exceed 10% of the college's full-time non-tenure-track and non-tenured faculty.
<b>12/1</b>	The University Distinguished Teacher Committee reviews the college nominee(s) and submits its recommendations to the provost and executive vice president for academic affairs.  Nominee(s) forwarded to the provost and executive vice president for academic affairs must have an affirmative vote of at least four committee members.
<b>1/1*</b>	The provost and executive vice president for academic affairs decides which of the University's distinguished teacher nominee(s) submitted by the Committee will be designated as University distinguished teacher.

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## Annual Evaluation of Tenured Faculty

<b>2/1</b>	The faculty member submits their materials, including the teaching portfolio review letter, if available, for evaluation to the department/school chair via the secure site.
<b>3/1</b>	<p>The department/school chair completes their evaluation of the faculty member, providing copies to the dean and the faculty member.</p> <p>The evaluation will comment on the performance of the faculty member in teaching, research, and service, and on progress toward meeting individual goals resulting from previous evaluations.</p>
<b>3/15</b>	If dissatisfied with the evaluation by the chair, the faculty member may present in writing additional comments or evidence to the chair and dean.
<b>4/1</b>	Dean evaluates the performance of the faculty member in writing.
<b>4/15</b>	If dissatisfied with the evaluation by the dean, the faculty member may present in writing additional comments or evidence to the dean and the provost and executive vice president for academic affairs.

## Annual Evaluation of Tenured Faculty Serving as Chairs

<b>4/15</b>	<p>The faculty member who is serving as a chair submits their review materials via the secure site to the dean.</p> <p>These materials should include materials related to teaching (including teaching portfolio review, if available), research and scholarly/creative activity, professional service, and a report on the accomplishment of agreed-upon annual goals and objectives as chair.</p>
<b>5/15</b>	<p>Dean completes a written evaluation of the faculty member serving as a chair, providing a copy to the faculty member.</p> <p>The evaluation will comment on the performance of the faculty member in teaching, research, and service, and on progress toward meeting agreed-upon annual goals and objectives as chair.</p>
<b>5/29</b>	<p>If dissatisfied with the evaluation by the dean, the faculty member serving as a chair may present in writing additional comments or evidence to the dean and the provost and executive vice president for academic affairs.</p>
<b>6/9</b>	<p>The provost and executive vice president for academic affairs responds to concerns raised by the faculty member serving as a chair.</p>