



OLD DOMINION UNIVERSITY

Darden College *of* Education
and Professional Studies

Operational Handbook

Faculty Support Guide

Academic Year 2026 – 2027

JC/DHK 08.2026

This guide serves as a DCEPS resource for operationalizing college and university policies.

TABLE OF CONTENTS

Faculty Support	5
Faculty Search Process	5
Search Committee Responsibilities	5
Candidate Selection Process.....	6
DCEPS Workload Description.....	7
Tenure-Track and Tenured Faculty Workload.....	7
Career Track Non-Tenure Teaching Faculty Workload	7
Career Track Clinical Faculty Workload	8
Compensated Administrative Service	8
Additional Workload Considerations:.....	8
Mentorship	10
Formal Mentorship.....	10
Informal Mentorship.....	11
General Mentorship Guidelines	12
Faculty Research Support Center (RSC).....	13
DivRED and ODURF Grant Submission.....	13
Research Using Humans & IRB Submission	13
Guidelines Protecting Scholars & Researchers Online	14
Faculty Research/Sabbatical Leave	14
Conflict of Interest Disclosure	14
Office Hours	15
Data Support	16
Guidance for Named Chairs & Professors	17
Selection	17
Annual Reporting	17
Use of Funds.....	17
Evaluation Criteria for Reappointment	18
Outside Employment & Conflict of Interest	19
Summer/Off-Term Employment & Pay Guidelines.....	20
Eligibility Criteria for Off-Term Teaching.....	20
Off-Term Teaching Allocation	20
Compensation & Acknowledgement.....	21
University Faculty Ombuds.....	22
Discrimination & Title IX	23
Records Retention	24
Active Threat Resources	25
Faculty Evaluation.....	26
Evaluation of Research.....	26
Evaluation of Teaching	26
Evaluation of Service.....	27
Monarch Workflow	28
Student Support	30
Student Outreach & Support	31
Scholarship Opportunities	32
DCEPS Student Remediation.....	33
Student Conduct and Academic Integrity Syllabus Statement.....	34

Student Use of Artificial Intelligence (AI) in Coursework	35
Formal Student Complaint Procedure.....	36
Student Travel	37
Dissertation Guidelines.....	38
Dissertation Committee	38
Dissertation Submission	39
DCEPS Dissertation/Event Room Request.....	40
Teaching/Research Assistants	41
Undergraduate Research/Teaching Assistants	41
Graduate Research/Teaching Assistants	41
DCEPS Procedures	42
Faculty Travel & Reimbursement Procedures	43
Pre-approval Required for Domestic & International Travel	43
Registering for a Conference	43
Air and Train Travel	43
Lodging/Hotel Reservations	44
Guest/Visitor Lodging.....	44
Rental Car/Personal Car Use	44
Ground Transportation	45
Meals	45
Filing for Reimbursement	45
Non-Employee Enrollment in Chrome River	46
Chrome River Training	46
Travel Budget	46
Darden College of Education and Professional Studies Guidelines for International Professional Travel Review and Funding	47
I. Purpose	47
II. Scope	47
III. Types of Decisions.....	48
A. Authorization to Travel	48
B. Eligibility for Departmental or College Funding.....	48
C. Allowability Under a Sponsored Award	48
IV. Submission Process and Timing	48
V. Required Information.....	48
VI. Conference Legitimacy Review	49
A. Presumptively Established Events	49
B. Circumstances Warranting Additional Information	49
VII. Nature and Benefit of Participation.....	50
VIII. Cost, Duration, and Personal Travel.....	50
IX. Sponsored-Project Travel.....	51
X. Chair and Dean's Office Responsibilities.....	52
Chair.....	52
Dean or Designee	52
XI. Decisions and Documentation.....	52
XII. Post-Travel Expectations	52
Computer Replacement Procedures.....	54
Professional Membership Procedures.....	55
DCEPS On-Campus Workshops and Camps Procedures	56

Youth Programs.....	56
Workshops and On-Campus Meetings	56
DCEPS Committee Guidelines	57
Curriculum Committee	58
Department Curriculum Committee	58
College Curriculum Committee	58
Curricular Review and Approval Process	58
Promotion & Tenure Committee.....	60
College Promotion & Tenure Committee	60
Department Promotion & Tenure Committee.....	60
Faculty Senate.....	61
All Inclusive Equity & Diversity (ALLIED) Committee.....	62
Awards Committee	63
College Faculty and Staff Awards Committee.....	63
College Student Awards Committee	63
Department Student Awards Committee	63
Appendices	64
Counseling and Human Services Scholarship Statement	64
Educational Leadership & Workforce Development Scholarship Statement	64
Human Movement Services & Special Education Scholarship Statement.....	64
STEM & Professional Studies Scholarship Statement.....	64
Teaching & Learning Scholarship Statement.....	64
DCEPS Scholarship Statement	26
Associate Dean Roles	64

Faculty Support

Faculty Search Process

The DCEPS follows ODU Policy on Initial Appointment of Teaching & Research Faculty when hiring new teaching and research faculty. Department chairs will complete multiple steps before appointing a search committee to begin the recruitment, advertisement, and interview process. Chairs should utilize Talent Management & Culture (TMC) resources found [here](#) and follow the ODU Policy on Initial Appointment of Teaching & Research Faculty.

The search for a new faculty member is a critical process in the college and requires the involvement of the entire department. Even if faculty do not serve on the search committee itself, it is paramount that faculty engage with candidates who are invited to on-campus interviews.

Search Committee Construction: After the department chair has obtained approval for a new faculty search, they will appoint a search committee consisting of a minimum of three to five faculty members, including a committee chair. Doctoral students may serve as members of committees and participate in committee discussions and deliberations. Their perspectives and input are valued as part of the committee process; however, doctoral student input is advisory and is not directly incorporated into the final determination of strengths and areas for growth submitted to the Dean.

Per Talent Management & Culture (TMC) guidelines, “the search committee should be diverse in terms of gender and ethnicity.” It is recommended that the search committee chair arrange for the Assistant Director of Compliance and/or the Academic Services Analyst to meet with the search committee to discuss the position and to clarify appropriate recruiting procedures.

All committee members are required to complete online training in Vector Solutions (Course Title: Skills for Members of Search Committees). Instructions for accessing the training can be found at the link above. Training is valid for one year. After the committee has completed Vector training, they may begin their responsibilities.

Search Committee Responsibilities

- Working with TMC on recruitment and advertisement;
- Developing a screening matrix based on the job ad;
- Screening and interviewing applicants using a screening matrix that aligns with the job ad/position description;
- Organizing virtual interviews for first-round candidates (typically 7-10 applicants are interviewed in this first round) and maintaining consistency in interview protocol and platforms (i.e., all candidates are interviewed with the same interview protocol and using the same virtual platform);
- Arranging travel through the department for candidates selected for on-campus interviews (typically 3-4 applicants are invited to campus);
- Conduct reference checks;

- Developing, providing and/or organizing on-campus interviewees' schedules and transportation;
- Ensuring on-campus candidates always have a faculty member with them to transfer the candidate to and from each interview/activity;
- Collecting faculty and staff feedback after interviews for each candidate;
- Providing a final evaluation of the final candidate's strengths and areas for growth to the chair for dean review. It is the department chair's responsibility, through conference with the dean, to make the formal hiring offer to the selected candidate.

Candidate Selection Process

The search committee screens all applicants after the posted submission deadline date using the screening matrix. After conducting first-round virtual interviews, the search committee narrows the candidate pool to 3-4 applicants to be considered for an on-campus interview. All applicants selected for an on-campus interview must be approved in PAPERS by the dean, Academic Affairs, and TMC before an invitation may be extended. Once approved, the search committee chair then coordinates with the office manager to secure travel and lodging for each on-campus interview candidate and develops each candidate's campus schedule while on campus. This scheduling includes arranging interviews with the dean and search committee, as well as tours, research/teaching department presentations, and meals. *It is important to secure meeting times with the dean through the Operations Manager (Leteria Scott) before inviting candidates to campus.* The search committee also arranges, with the search committee and department faculty, transportation to and from the airport and hotel and for all activities, interviews, and presentations outlined in the schedule. Faculty feedback should be collected using the same feedback form after each department's research or teaching presentation. After all on-campus interviews have been conducted, the search committee reviews feedback and compiles an unranked document noting strengths and areas for growth for each candidate that is submitted to the department chair. The department chair confers with the dean to review the document, and a candidate is selected. The committee should conduct reference checks for all finalists, consistent with departmental guidelines. The department chair takes over leadership of the search at this point in the process.

DCEPS Workload Description

Workload guides department and college-level decisions on academic faculty workload that is aligned with the ODU Teaching & Research Faculty Handbook policy on [Faculty Teaching Load](#).

“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 vice president for academic affairs for information.”

Workload assignments leverage the strengths of individual faculty members and meet the mission and goals of ODU and the Darden College of Education and Professional Studies. The workload assignments do not differentiate between undergraduate, graduate, and doctoral courses.

Tenure-Track and Tenured Faculty Workload

The standard teaching load at ODU is 24 load hours for the academic year, with load apportioned among teaching, research, and service. In the DCEPS, research and scholarship-active tenured and tenure-track faculty members will normally teach two, three-credit courses during the fall and spring semesters (i.e., 12-load hours per academic year) if research expectations are met; however, a faculty member may have another assignment in lieu of teaching a course. Additionally, each research- and scholarship-active faculty member has one, three-hour load in fall and spring dedicated to research and scholarship. Finally, each faculty member has one, three-hour load dedicated to non-compensated administrative/professional service activities. Tenured and tenure-track faculty are expected to teach a minimum of one course per academic year regardless of the number of service or administrative releases or grant-related purchased release time (PRT). For defining “research active,” each department will delineate the specific kinds of activities that are considered scholarship and research for the disciplines/programs in the department. This formal scholarship and research statement will specify the quantity and quality of these activities expected annually, and the statement will be approved by the dean and the provost.

Career Track Non-Tenure Teaching Faculty Workload

The standard teaching load for non-tenure-track faculty, such as Assistant Teaching Professors, Associate Teaching Professors, and Teaching Professors, is 24 load hours for the academic year, resulting in an expectation to teach four courses per semester. There are no research and scholarship expectations or assignments, but there is an expectation to fulfill administrative/professional service activities as designated by the Department Chair and/or as required for promotion eligibility. However, if assigned significant administrative or service responsibilities, faculty may receive a service or administrative release in lieu of teaching a course.

Career Track Clinical Faculty Workload

The standard teaching load for Clinical Faculty is 24 load hours for the academic year, resulting in an expectation to teach three courses per semester. Clinical faculty are usually assigned to extensive clinical coordination, supervision, and service for 3 load hours per semester.

Expectations by rank are as follows:

- Clinical Assistant Professors are devoting most of their time to clinical teaching, supervision, and service. Evidence of promise in scholarly work is required.
- Clinical Associate Professors are devoting most of their time to clinical teaching, supervision and service as well as scholarly accomplishments.
- Clinical Professors are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding scholarly activities in their fields of specialization, and to be pre-eminent in professional service.

Compensated Administrative Service

Compensated Administration/Service refers to compensated administrative positions held by faculty at the discretion of the department chair and/or dean. Compensation typically includes a stipend and/or course release time for the services, determined by the department chair in consultation with and subject to approval by the dean. These positions include, but are not limited to, Assistant Chair, Graduate Program Director, Undergraduate Program Director, Clinical Coordinator/Director, and Chief Departmental Advisor. Duties and responsibilities associated with these positions do not comprise activities for professional service for annual and other reviews but are recognized for their value to the department and college.

Duties for Graduate Program Directors, Undergraduate Program Directors, and Chief Departmental Advisors can be found in the [ODU Teaching & Research Faculty Handbook](#).

Reduction in load and/or stipends will be developed with the department chair and approved by the dean.

Additional Workload Considerations:

- Departmental chairs are cognizant of the potential imbalance of workload activities for academic faculty of marginalized identities and/or of an untenured status. As workload is assigned to individual faculty, they are sensitive to systematic differences by faculty type (e.g., rank, tenure status, cultural demographics) regarding how courses are distributed, the number of new course preparations, graduate assistant support, course enrollments, and/or committee assignments and other service to ensure fairness and equity.
- Determinations regarding enrollment caps for courses are made within the department to ensure compliance with the Teach Load Policy in the Faculty Handbook.
- Department chairs are responsible for faculty teaching assignments. Chairs assign workload and make determinations regarding how courses are distributed, the number of new course preparations, graduate assistant support, course enrollments, and/or committee assignments and other services to ensure fairness and equity.
- Exceptional circumstances should be brought to the department chair and dean for consideration.
- Assignments other than teaching or departmental sponsored research will be negotiated individually by the faculty member with the department chair. Normally, no reduction in the

minimum of a two-course teaching load will be permitted when a faculty member's teaching load has been purchased by an entity external to the faculty member's academic department or budget unit. Any exceptions must be approved in advance by the dean, and funding from the department must be able to support the non-teaching assignment, and adjunct costs usually incurred.

- For the six months preceding an accreditation visit by an accreditation agency (e.g., ALA, CACREP) recognized by the Council for Higher Education Accreditation, a Graduate Program Director or Undergraduate Program Director who has almost sole responsibility for the accreditation process and report will be given an assignment for the accreditation administrative responsibilities in lieu of one three-hour course during this six-month period.
- Private professional work and other employment/work out of the institution is not considered for workload reassignment. Please review ODU policies related to outside employment.
- All faculty members' workloads must be determined by the department chair in consultation with the faculty member by the end of the spring semester for the following academic year. A copy of the workload assignment must be provided to the faculty member and filed within the department. Changes to faculty workload within the academic year must be approved and documented by the chair.
- Upon request of Academic Affairs each semester, the department chair completes a workload report request and submits it for approval by the dean and provost.

Mentorship

DCEPS is committed to the success of all faculty at all stages of their career. Quality mentoring is utilized to support faculty at all ranks and across multiple aspects of faculty responsibilities. Formal mentoring is used in the first year of employment to support new faculty as they begin their career at ODU in the DCEPS. The college also recognizes that a faculty member may benefit from informal mentoring to address a multitude of professional needs both during the early stage of their career and beyond. All faculty in the college are encouraged to seek mentoring as needed, from within their department, from other departments or colleges, or even other universities. The university also provides [Faculty Mentoring](#) resources available to all faculty at ODU.

Formal Mentorship

All full-time faculty in their first year of service in DCEPS will be assigned a formal mentor by the department chair. Formal mentors to new faculty should typically have been at ODU for at least three years. Efforts should be taken to promote a good fit between mentor and mentee regarding expertise, such as research or teaching. The mentor should help the mentee prepare for successful evaluation and reappointment, tenure and/or promotion, including maintaining the necessary portfolio information, understanding expectations in the department, finding the right balance between teaching, research and service, integrating into the department culture, and setting goals. Mentors may but are not required to involve mentees in their scholarship activities, such as articles, presentations or grants, or in their professional service activities. It is the mentor's responsibility to work with the mentee to determine other needed support outside of the scope of the formal mentor agreement. Appropriate resources may be identified by referring to the mentoring documents posted on the [DCEPS Faculty Resource](#) website, including the DCEPS Expert Resources Guide, Types of Mentoring Guide, and NCFDD Mentoring Map. The mentor should assist the mentee in linking to the relevant resources identified in the documents. Mentors are not responsible for mentees' success or failure to achieve tenure or promotion. Formal mentors will have the following responsibilities:

- Sign the DCEPS Faculty Formal Mentoring Agreement outlining agreed-upon goals for the academic year;
- In collaboration with the mentee, assist them in writing a faculty development plan for target goals and objectives for scholarship, teaching and service activities designed for achieving reappointment, tenure and/or promotion;
- Schedule monthly meetings with the mentee at a mutually agreeable time to review progress and solve problems;
- Communicate regularly as needed with the mentee via email, online, phone and in-person;
- Review mentee materials for the teaching portfolio and annual review;
- Review mentee materials for pre-tenure review, tenure and/or promotion where appropriate;
- Observe/review one or more classes to provide peer feedback on teaching effectiveness;
- Attend the required DCEPS New Faculty Mentoring meetings each semester with the mentee;
- Provide the department chair with a brief update on the mentee's progress in their position

- at the end of each semester;
- Share and promote attendance at relevant faculty development opportunities provided at the university with the mentee.

Mentees will have the following expectations:

- Attend monthly meetings with mentor throughout the academic year;
- Attend the new faculty orientation and all new faculty meetings during their first year of employment with the DCEPS;
- Communicate regularly as needed with the mentor via email, online, phone and in-person;
- Provide review materials to the mentor in advance of the due date for formal submission for feedback;
- Adhere to the faculty development plan for teaching, scholarship and service;
- Consult their mentor about service requests they receive.

Mentors are expected to avoid exploitation of mentees. Collaborative projects will be monitored for possible exploitation. If either the mentee or mentor is not satisfied with the way in which the relationship is developing, they can request a reassignment or discontinuance. The request must be in writing citing the rationale and is submitted to the department chair.

Mentoring is particularly critical to support the growth, development and retention of first-year faculty. College funds will be used to provide a stipend of \$500 to the formal mentor for serving successfully as a mentor to a first-year faculty member during their first academic year. This stipend will be distributed to the formal mentor at the end of May.

To establish the agreement between each formal mentor and new faculty mentee and keep track of formal mentoring relationships in the college, a formal mentor agreement should be signed and filed by the department chair to the Associate Dean (AD) for Faculty Affairs, Research & Partnerships. The department chair will inquire about the progress of mentorship throughout the year. The Dean and AD will follow up with the department chair to review the effectiveness of the mentorship program at least once a year.

Informal Mentorship

All faculty may elect to work with an informal mentor at any time during their employment through the college. Informal mentoring is a non-documented agreement between mentor and mentee to participate in mentoring activities and to provide check points as determined by the mentor and mentee, not the college. Informal mentoring is not monitored or rewarded. If any faculty member desires an informal mentor, they should contact their department chair for initial mentor guidance and selection of an informal mentor. Faculty may also consider reviewing the College Faculty Expertise Database to find a faculty member who shares similar research interests. Additionally, faculty may have multiple needs and may need multiple mentors; many people have multiple mentors with different strengths. Consider seeking mentorship from within the department, within the college, across the university, and/or outside of the university. If a faculty member wants to become a mentor and has not been assigned a mentee, they should contact their department chair and even consider letting additional department Chairs know that they are available to mentor.

General Mentorship Guidelines

The following are general guidelines regarding the mentoring process. These guidelines are not meant to be “set in stone” but may give the mentor and the mentee some ideas about what to expect during the mentoring relationship.

1. *Frequency of meetings:* Face-to-face meetings should generally be held at a minimum of once a month, approximately 4 times a semester.
2. *Communication:* The mentor and mentee should maintain open lines of communication by email or other communication methods.
3. *Endorsement:* Mentors and mentees should be endorsed or assigned by the Department Chair.
4. *Working alliance:* The working alliance between the mentor and mentee is probably the most critical factor in determining positive outcomes for the mentee. This alliance should be based on trust, commitment, a caring attitude, and honesty. In addition, mentees should be assured that what they share with their mentor is confidential; that is, it will not be shared with any other individuals at the University.
5. *Professional boundaries:* The mentorship relationship is a professional relationship, and appropriate boundaries need to be upheld if it is to be successful. This is not to say that mentors and mentees cannot be friendly or even engage in “friendship activities” (e.g., having dinner together). However, both the mentor and the mentee should keep in mind the limits of this relationship.
6. *Evaluative relationship:* Often, mentors are also involved in some type of evaluative process with their mentees. For instance, they may be on a yearly committee to evaluate the mentee’s progress toward tenure. Such evaluation should be based on the evidence of what the mentee has produced, and not on any personal feelings or subjective opinions about the mentee—positive or negative.
7. *Dissolving the Relationship:* Mentors and mentees should feel comfortable asking for a new mentor if feels there is not a “fit” between the two of them.

Faculty Research Support Center (RSC)

The DCEPS provides all faculty engaged in research with comprehensive support through the [DCEPS Research Support Center](#). Information such as Responsible Code of Research (RCR) training, ODU's Institutional Review Board (IRB) policies and procedures, as well as ODU research news may be accessed through the RSC website. For targeted support with grant proposals and manuscripts, faculty should reach out to the Director of the Research Support Center, Dr. Justin Haegele at jhaegele@odu.edu.

DivRED and ODURF Grant Submission

The Division of Research and Economic Development supports researchers in the pursuit of internal and external research funding. [More DivRED information may be accessed here](#). All external funding proposals should be submitted through the ODU Research Foundation. ODURF provides detailed instructions and support for [Proposal Development & Submission](#). Faculty planning to submit a grant proposal for external funding should review these instructions and guidelines carefully and in advance of the proposal deadline and/or to locate funding opportunities. Important considerations to highlight are:

- ODURF must be notified of faculty intent to submit a proposal at least five (5) working days prior to the sponsor's deadline by sending an email to preaward@odu.edu. It is recommended that faculty contact ODURF as soon as possible, particularly if the intent is to apply for competitive funding that may have institutional submission limits.
- Completed proposal packets are expected prior to close-of-business five (5) working days before the sponsor's deadline. A complete packet is comprised of all required proposal documents, a final budget, and a routed Proposal Transmittal Form (PTF).
- Complete and finalized proposal packets must be received by close-of-business two (2) working days before the sponsor deadline.
- All Letters of Intent (LOI), pre-proposals, white papers, and similar early submissions for external funding opportunities must also be routed through ODURF prior to submission.

Research Using Humans & IRB Submission

All researchers conducting human subjects research are required to comply with [federal and state legislation and complete all required trainings](#) and use [IRBNet](#) to submit IRB protocols. The DCEPS strictly follows the university requirements, guidelines, and protocol for conducting human subjects research and obtaining Institutional Review Board (IRB) approval. *Faculty who do not comply with required human subjects' research policy and IRB protocol may be subject to university review.*

Old Dominion University has established an Institutional Review Board (IRB) to review all proposed research involving human subjects to ensure that the subjects' rights and welfare are adequately protected. The IRB is composed primarily of faculty members from disciplines in which research involving human subjects is integral to that discipline's work, as well members from the community whose primary interests are non-scientific. The human subjects review process is administered through the Office of Research. Researchers are REQUIRED to comply with the Old Dominion University IRB Policies and Procedures. All information related to IRB approval, including submission procedures, application process, IRB meeting dates, expedited reviews, and approval

period, may be found [here](#). For questions regarding Human Subjects Research please email irb@odu.edu.

Guidelines Protecting Scholars & Researchers Online

Old Dominion University (ODU) is committed to protecting academic freedom and supporting scholars and researchers as they teach and investigate difficult or controversial topics. Members of the University community must be allowed to rigorously pursue their research and scholarship without fear, coercion, or intimidation. ODU provides a multilayered and organized approach that ODU's faculty, Department Chairs, Academic Deans, Office of Academic Affairs, Office of University Communications, Police Department, Office of Information Technology Services, and Threat Education Assessment and Management will follow to respond to attacks on scholars and researchers.

Faculty Research/Sabbatical Leave

Faculty Research Leave (or Sabbatical) is a benefit provided to tenured and tenure-eligible faculty at ODU to focus solely on research without teaching or service responsibilities. It is the expectation of the DCEPS that faculty who apply for research leave have a clear research focus, with detailed expectations for anticipated publications and grant submissions. Faculty may apply for faculty research leave upon completion of six continuous years of service. Eligibility for subsequent sabbatical leave is earned upon completion of five years of continuous service at the University since the faculty member's return from the previous sabbatical leave. The Scope & Purpose, Eligibility, Types & Length of Leave, Compensation & Benefits, Application Procedures, and Responsibilities Upon Conclusion of Leave are outlined in the ODU Teaching & Research Faculty Handbook section titled "Faculty Sabbatical Leave".

Faculty interested in applying for research leave should first discuss their intent with the department chair and submit a Sabbatical Leave Request Form to the AD for Faculty Affairs, Research & Partnerships. Only one faculty member per department may take research leave during the semester. If two faculty members in a department apply for research leave during the same semester, the chair will determine which request will be submitted to the Dean's Office.

Conflict of Interest Disclosure

Individuals listed on an open (active or inactive) sponsored project in the ODURF Research Portal as a Principal Investigator (PI), Co-Principal Investigator (Co-PI), or Key Personnel, regardless of title, or individuals holding a research-related or research/instructional appointment, including tenure-track and tenured faculty, and non-tenure-track research faculty are required to submit a Research Conflict of Interest (RCOI) disclosure and maintain a current disclosure throughout the year. The annual COI disclosure period is January 1 – February 28. Required individuals must submit their disclosure within this window and keep their information current throughout the year as changes occur. Directions for submitting a COI may be found [here](#).

Office Hours

The ODU Teaching & Research Faculty Handbook notes:

“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/school chair/director or designee, flexible appointment times may be substituted for defined student meeting hours. Deans and department/school chairs/directors are authorized to require faculty to designate a minimum number of hours per week in the context of the faculty member’s teaching responsibilities.”

The DCEPS requires six office hours per week, with three of those hours being on campus for all faculty without remote contracts. Office hours should be posted at the faculty member’s physical office location.

Data Support

Multiple types of data support are available for faculty needs related to program reporting, research, and grant writing through the DCEPS Assessment & Accreditation Analyst, Mr. Xiaosong Fan (xfan@odu.edu). Faculty can request data reports through [this link](#). There is a typical lead time of 2 weeks for first-time request of a report. Unanticipated requests should be emailed to Mr. Fan with an explanation of the request and limited notice. The following data can be requested:

1. Student enrollment data (e.g., actively registered and credit-bearing headcount enrollment, program enrollment, student degree information)
2. Student outcome data (e.g., degree conferral, student GPA, course grade)
3. Student information (e.g., ODU email, phone number, address, zip code)
4. Student demographics (IRB approval required in some cases)

Guidance for Named Chairs & Professors

The purpose of appointing a Named Chair or Named Professorship is to attract, reward, retain, and support the endeavors of distinguished faculty members who provide scholarship, teaching, and leadership that significantly enriches their department, the College, and the University. Per the ODU Teaching & Research Faculty Handbook, appointments and reappointment shall be for a period of five years for these positions.

The ODU Teaching & Research Faculty Handbook explicates the qualifications of Named Chairs and Named Professorships. A Named Chair must be a national stature full professor who has demonstrated sustained excellence in research and teaching and will contribute to the University. A Named Professor must be a full-time faculty or senior research appointment who has exhibited sustained excellence in teaching and/or research as well as continuing, exemplary commitment to the University.

Named Chairs and Named Professors operate within their department as regular faculty members. They shall maintain the departmental and college requirements of their faculty position in research, teaching, and service. In some cases, these responsibilities may include teaching or service units outside of their departments. These responsibilities, which may evolve, will be detailed in an appointment or reappointment document by the Dean.

Selection

The selection and appointment process will follow the ODU Teaching & Research Faculty Handbook guidelines for Named Chairs or Named Professorships.

Annual Reporting

All Named Chairs and Named Professors shall submit an annual report to their Department Chair (or Designee if Department Chair is not at or above the rank of the Named Chair or Named Professor, or designee if Named Chair or Named Professor is also serving as the Department Chairperson) by February 1 as a supplement to their Annual Evaluation for Tenured Faculty report. This report shall include an overview of major accomplishments from the previous year and a brief statement of how they relate to the evaluation criteria in the appointment document. The report should also include a summary of accounting of endowment fund expenses in general categories for the previous fiscal year and a similarly itemized project budget for the current fiscal year.

Use of Funds

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

Evaluation Criteria for Reappointment

The evaluation criteria specified by the Dean in the appointment/reappointment MOU: (a) communicates the performance expectations of the Named Chair or Named Professor, and (b) informs external reviewers or review committees of the standards to be used in evaluating performance. The dossier comprising renewal documentation must include a statement detailing how the

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

If the Department Chair is a Named Chair or Named Professor undergoing a five-year review, chair responsibilities for the review will be delegated by the Dean to another Named Chair or Professor in the College, a full professor in the department, or the Chair of another department in the College. The timeline for five-year review and reappointments may be found in the [ODU Teaching & Research Faculty Handbook](#).

Outside Employment & Conflict of Interest

ODU Policy on Conflict of Interest/Outside Employment

Faculty members must obtain prior written approval before engaging in any outside employment, consulting, or professional activity that may create a conflict of commitment or conflict of interest. Requests must be submitted through the Department Chair and Dean for review using the Outside Employment Request Form for each outside engagement. The completed form should be submitted to the Department Chair for review and then forwarded to the Dean for final approval. Approved requests are logged by the University.

Faculty should consult the University policy on Outside Employment & Conflict of Interest and ODU Teaching & Research Faculty Handbook for full details and to distinguish which provisions apply while faculty are on contract, off contract, or in both situations. The university also provides a Reference Guide to support faculty in questions and processes regarding conflict of interest and outside employment. If you are uncertain whether an activity constitutes outside employment or a conflict of interest or need clarification on the process, contact your department chair.

This policy does not apply when total time devoted to outside employment is less than 5% of the faculty member's time per week during the contract period. Requests for outside employment must be submitted at least two weeks before the proposed activity begins.

Summer/Off-Term Employment & Pay Guidelines

Per the ODU Teaching & Research Faculty Handbook:

Full-time faculty members may teach in an off-term session (i.e., a semester or session not covered by the faculty member's contract) and earn extra compensation. The weekly rate for full-time off-term employment, including research or other University employment, shall not exceed the weekly equivalent (1/39) 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 are normally considered a full teaching load in the off term. Full-time faculty members' off-term salaries are calculated according to pay rates by the appropriate executive vice president.

It is the faculty member's responsibility to track their extra compensation to determine the amount that they may earn in off-term employment through ODU and the ODU Research Foundation (ODURF). The ODU Academic Affairs and ODURF systems are integrated so that compensation across both entities may be reported to the Academic Affairs as a combined total. Faculty receiving extra compensation through the ODURF should use the PI Portal to track their off term pay. Faculty teaching courses in the off term should use the Employee Dashboard in LEO to track. Any compensation that exceeds the 1/3 of the normal academic year salary will be withheld.

Off-term teaching is scheduled solely to meet enrollment needs, and courses essential to student progress such as core courses and required major courses should be prioritized. The opportunity for off-term teaching should be shared fairly and meritocratically and should be assigned to individual instructors on the basis of eligibility, ability, availability, and interest.

Eligibility Criteria for Off-Term Teaching

Full-time faculty members must satisfy the following criteria to be eligible for off-term teaching:

- Receiving a Meets Expectations or better rating in all performance areas during the most recent annual evaluation cycle.
- Not currently under disciplinary or administrative sanctions.

Off-Term Teaching Allocation

Before scheduling off-term teaching assignments, department chairs should first determine faculty expertise and program needs and then prioritize off-term teaching among eligible faculty based on the teaching performance rating of each faculty member during the most recent annual evaluation cycle.

Compensation & Acknowledgement

The Employee Dashboard in LEO is one resource faculty can use to track their off-term teaching compensation earnings for instruction. It is the faculty member's responsibility to review and acknowledge their faculty for instructional and non-instructional assignments and associated compensation through their LEO for each off-term teaching assignment. To do so, faculty should log in to their Employee Dashboard prior to the start of the semester in which they will be receiving compensation for off-term teaching. In the Employee Dashboard, select Faculty Load and Compensation > Compensation and Acknowledgement. Select the appropriate Term from the drop-down menu and select Go. Faculty should review their assignment and assigned pay carefully before clicking on the Faculty Acknowledgement box to Acknowledge Selected Positions. ***Faculty are responsible for ensuring their summer compensation does not exceed 33% of their base annual salary.***

University Faculty Ombuds

The University Faculty Ombuds program operates independently from other University administrative units and offices. Ombuds and mediators work with faculty and faculty administrators to help resolve faculty conflicts confidentially and informally by facilitating communication to reach mutually satisfactory solutions. The Ombuds program is intended to address disputes, complaints, and allegations of misconduct brought by faculty and faculty administrators. Issues are limited to violations of the ODU Research & Teaching Faculty Handbook, the Faculty Code of Conduct, and the Faculty Complaint Procedure. The consultation, mediation, and mediated meetings process is outlined [here](#). Faculty may request mediation by filling out the [Request for Mediation form](#). Questions should be sent to ombuds@odu.edu.

Faculty grievances or concerns related to discrimination and/or sexual misconduct should go through the University Title IX office.

Discrimination & Title IX

All faculty are required to complete annual Title IX online training yearly as part of their university faculty requirements. Faculty will receive an email from the Title IX office with instructions on how to access and complete this training.

The University has a designated Title IX Coordinator who is charged with monitoring Title IX compliance regulations. Questions regarding Title IX, as well as concerns and complaints of non-compliance, may be directed to TitleIXCoordinator@odu.edu. Title IX policies and descriptions may be found on the [Title IX & Sexual Misconduct](#) website.

Records Retention

Records retention and security are a high priority for the University and College. Please use the following resources to help guide you in records-retention matters such as when/how to dispose of documents (e.g., students' test results, rosters, and email). If you have any questions, reach out to ITS (itshelp@odu.edu; 757-683-3192) for guidance.

- [Virginia Commonwealth Policy for Records Retention and Disposal](#): This resource contains the schedule as well as the way multiple types of records should be disposed of.
- [ODU Regulated Data Guidelines and Regulated Data Storage Matrix](#)
- [Information on ODU Software Decision Analysis](#)
- [University Policy on Software Decision Analysis](#)

Active Threat Resources

ODU and the DCEPS is committed to the highest level of faculty, staff, and student safety. The university provides [Emergency Guides](#) related to active threats including but not limited to, active shooter preparedness, bomb threats, earthquakes, evacuation, fire emergencies, and hurricane/storms, and the DCEPS encourages faculty to review these documents carefully. Faculty are encouraged to download the [ODU Safe app](#), which is the university's official safety app that offers critical emergency information and resources. Faculty can also access the following safety resources through ODU:

- [Reporting Concerning Behavior](#)
- [Responding to an Active Shooter Incident](#)
- [Pathway to Violence – Warning Signs & What You Can do](#)
- [Homeland Security Active Shooter Resources](#)
- [Options for Consideration Active Shooter Training Video](#)

Faculty Evaluation

All full-time, non-emergency hire faculty are evaluated annually, following the appropriate review schedule found in the Appendices of the [ODU Teaching & Research Faculty Handbook](#). The Handbook provides detailed guidelines regarding annual evaluation of research, teaching, and service. DCEPS processes for evaluation of these areas align with the university guidelines and requirements.

Evaluation of Research

Non-tenure track faculty may engage in research activity and report it in their annual evaluation materials, but that activity is not required for reporting in Monarch Workflow nor is it a requirement for department chairs to evaluate this activity. Tenure-track and tenured faculty, as well as research faculty, are annually evaluated on their scholarly activity and research.

Each department, per the Handbook, has collectively created a statement of criteria for scholarly activity and research evaluation, with the final statement adopted through a majority vote and approved by the provost. DCEPS provides the following general minimum expectations for research and scholarship, which are aligned with the departmental scholarship statements:

As part of an intensive research university, the Darden College of Education and Professional Studies (DCEPS) are committed to advancing knowledge in our fields. Tenured and tenure-track faculty members are expected to make significant contributions to scholarly work as an essential aspect of their professional duties. As general guidelines for DCEPS and aligned with the departmental scholarship statements, tenure-track and tenured faculty are expected to publish an average of two articles per year in peer-reviewed, high-quality journals based on content, process and reputation. These publications are crucial not only for your professional development and success but also as a foundation for pursuing external funding. All tenure-track and tenured faculty members are also expected to engage in scholarships that positions them to apply for external grants, with the aim of submitting at least one external grant proposal annually, unless already supported by existing funding. Please review your department's scholarship statement for details specific to your department, and feel free to reach out to your department chair if you have any questions.

Faculty may reach out to their department chair for the most recent copy of the departmental scholarship statement. These statements are also listed in the Appendices of this Handbook. It is the faculty member's responsibility that all research impact metrics for scholarly publications must be reported in annual evaluation materials by using the *DCEPS Guide to Collecting and Reporting Impact Metrics for Scholarly Publications* found on the [DCEPS Faculty Resource](#) page. As a college operating in a research-intensive university, proposals for external funding that results in research or scholarly impact should be prioritized.

Evaluation of Teaching

Per the [ODU Teaching & Research Faculty Handbook](#),

Old Dominion University is committed to excellence in teaching, including classroom, online, clinical instruction, field work supervision, directing undergraduate or graduate research or graduate-level theses, and mentoring students. It, therefore, provides support for faculty development and establishes ways to recognize and reward effective teaching. Each

department/school should develop methods of evaluating, encouraging, supporting, and rewarding excellence in all forms of instruction. Evaluation of teaching serves to provide information to the faculty member for self-improvement.

The university requires a peer review of teaching, and the DCEPS employs the Peer Review of Teaching Portfolio as outlined in the Handbook. Peer reviews of teaching portfolios are conducted every five years for tenured faculty, every three years for faculty holding a rank of teaching or clinical associate professor or higher, and every year for other non-tenure-eligible faculty with teaching duties (e.g., teaching/clinical assistant professors) as well as untenured tenure-track faculty. Each department has determined a process for the review of teaching portfolios and the selection of teaching portfolio committees, as well as criteria for teaching effectiveness that align with the university criteria noted in the Handbook. A detailed description of the Evaluation of Teaching Effectiveness, which includes the teaching portfolio, may be found in the Handbook, and faculty should carefully consult this section, along with their department's criteria while developing their portfolio. The department chair and faculty mentor will support new faculty in the department for procedures for teaching portfolio construction and submission.

Student Communication and Feedback

Old Dominion University believes that regular assessment of students and feedback to them is essential to effective teaching and learning (ODU Teaching & Research Faculty Handbook).

The Handbook further identifies the adequacy and overall quality of feedback provided to student as considerations in evaluating teaching effectiveness and states that faculty will be evaluated on “overall quality of feedback and evidence of continuous improvement” and “whether the testing and evaluation procedures are consistent with the intellectual tasks set by the instructor and whether adequate feedback is provided to students to attain the desired levels of intellectual performance.”

DCEPS is committed to fostering student success and transparency in evaluation of assigned coursework. Instructors are expected to respond to student emails and other correspondence within 48 business hours and provide adequate feedback for student improvement for all assessments assigned.

Evaluation of Service

DCEPS faculty, as members of the larger ODU community, are expected to engage in meaningful service to support their department, college, university, profession, and community. Service may vary widely across faculty and should align with a faculty member's rank and role in the college. Faculty are expected to maintain a balanced service portfolio over time, contributing across these areas as appropriate while recognizing that the nature and intensity of service may vary from year to year based on institutional needs and individual assignments. Each department has guidelines for service that align with the Handbook, and faculty are encouraged to consult with their department chair for guidance in this area. It is important that faculty provide credible sources for major service activities (e.g., editorial board member, editor, etc.).

Monarch Workflow

Monarch Workflow Manager (MWM) is a web-hosted platform that supports all evaluation processes and is accessible on and off campus by faculty, administrators, and reviewers. This platform supports established workflow processes within a consistent and transparent environment, ensuring that materials are made available step-by-step to those involved in each review stage. MWM also sends automated email notifications when materials are due for review and provides deadline reminders at designated intervals. Faculty and administrators can securely track the status and progress of their workflows at any time within the system. Technical difficulties associated with workflow should be directed to workflow@odu.edu.

Specifically, the following processes use Monarch Workflow:

- Annual Review for Reappointment of Lecturers and Clinical Assistant Professors
- Annual Review for Reappointment of Lecturers, Clinical Assistant Professors & Research Faculty
- Annual Review for Reappointment of Senior Lecturers, Master Lecturers, and Clinical Associate Professors
- Annual Review of Assistant Deans and Associate Deans
- Annual Review of Tenured Faculty
- Annual Review of Tenured Faculty Serving as Chairs
- Annual Review/Reappointment of Tenure-Track Faculty and Faculty of Practice
- Conversion from a Lecturer Position to a Non-Tenure Eligible Clinical Track Position
- Conversion from a Non-Tenure Eligible Position to a Tenure-Eligible Position
- First-Year Faculty (Mid-Year) Review of Tenure-Track Faculty, Faculty of Practice, Clinical Assistant Professors, Lecturers, Senior Lecturers, and Master Lecturers
- First-Year Faculty Review of Tenure-Track Faculty, Faculty of Practice, Clinical Assistant Professors, Lecturers, Senior Lecturers, and Master Lecturers
- In-depth (every 6 years) Review of Senior and Master Lecturers
- Librarian Extended Contract Review
- Pre-Tenure (Mid-Year) Review
- Pre-Tenure Review
- Promotion in Rank – Lecturer to Senior Lecturer
- Promotion in Rank – Librarians
- Promotion in Rank – Senior Lecturer to Master Lecturer
- Promotion in Rank Review – Clinical Faculty
- Promotion in Rank Review – Full Professor
- Promotion in Rank Review – Research Faculty
- Tenure and Promotion (Mid-Year) Review
- Tenure and Promotion Review

Once the processes are initiated, candidates will receive an email notification with a clickable link to start uploading the necessary documentation for their specific workflow. At each subsequent stage, the relevant administrators and review committee members will be notified when the workflow reaches their step for review. Both candidates and reviewers are encouraged to attend

the Monarch Workflow Manager for informational sessions listed on the [Monarch Workflow Manager website](#).

Please reference the [Faculty Annual Review Reference Guide](#) for detailed procedures regarding Monarch Workflow requirements and submission. Depending on your faculty status (Tenure-Track, Tenured, or Non-Tenure Eligible [Lecturer or Clinical], different types of files are required by the university to be uploaded and are noted by a red asterisk (*) next to the category title in the Monarch Workflow. All files submitted in the MWM platform must be in PDF format to provide ease of readability. **Do not upload documents in Word format.** The chair and dean reserve the right to request reformatting if a Word document is uploaded.

Student Support

A comprehensive [reference guide for ODU student support services may be found here](#). The following are highlighted areas of support DCEPS faculty may engage with.

Student Outreach & Support

Student Outreach & Support (SOS) is a service within the Dean of Students office. SOS provides support to students who experience administrative, academic, or personal roadblocks. The Student Support Services website has multiple resources faculty that can refer students to who are experiencing such roadblocks. SOS works collaboratively with ODU's Care Team and helps students achieve their personal and academic goals. Faculty can also find guidance on when to make a referral and to report concerns about a student's well-being or refer a student for support [here](#).

Scholarship Opportunities

Multiple scholarship opportunities are available to students both through the departments in which their program is housed and the College. Faculty may access information regarding available DCEPS and departmental student scholarships [here](#). Scholarships are typically awarded in spring for the following academic year.

DCEPS Student Remediation

A comprehensive guide to student remediation and/or dismissal from the programs in the DCEPS may be found [here](#). The goal of the policy is to provide an avenue to support student success in DCEPS. All students are expected to follow the ODU Code of Student Conduct, the Technical Standards, and appropriate professional standards identified by the program. This policy should be utilized in cases where a faculty member has concerns about a student's academic behavior, a student's competency as a professional in training, or a student's ethical or professional conduct that may call into question the student's fitness for their intended DCEPS program. Issues related to violations of the Code of Student Conduct, including academic integrity violations such as plagiarism, cheating, facilitation, and/or fabrication should be addressed by the [Office of Student Accountability & Academic Integrity](#).

Student Conduct and Academic Integrity Syllabus Statement

To establish clear expectations for professional conduct and academic integrity among our students, all instructors in the DCEPS are asked to incorporate the following statement into their course syllabus:

As a student in the Darden College of Education & Professional Studies at Old Dominion University, you are expected to uphold and maintain the highest standards of professional conduct, honesty, and academic integrity as outlined in the university's Code of Student Conduct. Academic dishonesty will not be tolerated. Violations will be reported to the Office of Student Accountability & Academic Integrity (OSAAI). Penalties include but are not limited to receiving an F for a course assessment, failing the course, suspension from the academic program, and expulsion from the university. For more information about the process, please visit the Academic Integrity Process webpage.

Student Use of Artificial Intelligence (AI) in Coursework

ODU's Center for Faculty Development provides guidance on student use of AI in coursework and assessments. The center provides AI usage verbiage to include in syllabi that can be found [here](#). Faculty are encouraged to include an AI statement in their syllabi for students to use as guidance.

Formal Student Complaint Procedure

Students must first attempt to resolve complaints regarding faculty conduct in the classroom or other formal settings informally with the faculty member. If resolution is not resolved informally, students may utilize the Student Complaint Procedure and Formal Complaint Form. This form details the step-by-step process for filing the complaint and the procedures involved. The student may contact the Department Chair or Program Director to initiate this process. The Department Chair may designate a faculty member to investigate the complaint. In instances where the Department Chair is the subject of the complaint, the student should contact the Associate Dean for Student Affairs & Engagement in the DCEPS. The student must file the formal complaint within 30 business days of the action from which the complaint rises, or the complaint will be barred. The Chair or Dean has the discretion to accept a complaint filed after this deadline for good cause.

Student Travel

The Dean's Office has a limited amount of funding available for student travel. The travel must be related to an accepted paper or presentation at a research conference on the national or international level and is limited to one award per academic year. Travel to regional or state/local conferences will not be funded by the Dean's Office, but funds may be available at either the departmental or university level.

The student must be an enrolled student (full or part-time) from a degree program in the DCEPS. The maximum amount awarded by the dean's office is \$350. A statement of support from the department chair indicating department funds is required. Departments are encouraged to match the amount awarded by the dean's office. Awards are limited to one per year. No more than three awards may be given to a single student.

Students are required to submit the following documentation using the [ODU Dean's Student Travel Request form](#).

1. Proof of the acceptance of the paper from the conference.
2. Description or abstract of the paper
3. Relevance of the conference to the program of study or future research
4. Description of the students' role at the conference (i.e. presenter)
5. A recommendation from an advisor or GPD/UPD
6. Signature of department chair indicating the financial commitment provided to this student.

Student travel has limitations as to the definitions of a reimbursable expense. The reimbursement is limited to conference registration, lodging, and travel to and from the conference.

Reimbursement cannot be granted for car rentals or shuttles, meals, baggage fees, or other incidentals. If a student incurs expenses that have been paid by the Dean's Office and the student decides not to attend the conference, the money must be repaid to the university.

DUE DATES:

Fall Travel: September 1

Spring Travel: January 15

Summer Travel: May 15

Student Grade Appeal

Dissertation Guidelines

Dissertation Chair & Responsibilities

Chairing a doctoral student's dissertation is an important and rewarding service in the DCEPS and contributes to the overall success of the PhD program. The dissertation chair is responsible for the oversight and guidance of the dissertation process. The chair is also responsible for submission of the following forms:

D1: Formulation of Doctoral Candidacy Committee: As soon as the Graduate Student completes all necessary coursework, the chair works with the student to appoint the doctoral candidacy examination committee and completes this form. The Associate Dean for Faculty Affairs, Research, and Partnerships, Dr. Jamie Colwell signs as Dean Designee.

D2: Formulation of Dissertation Committee: Prior to completion of the doctoral candidacy examination, the chair works with the student to appoint or change the doctoral dissertation committee and completes this form. The Associate Dean for Faculty Affairs, Research, and Partnerships, Dr. Jamie Colwell signs as Dean Designee.

D3: Result of Doctoral Candidacy Examination (written and oral comprehensive exams AND dissertation defense): Upon successful completion of the doctoral candidacy examination and dissertation defense the chair completes and submits this form for signatures and submission to the Office of the University Registrar (etd@odu.edu). **This form will be submitted twice.**

D4: 1-Hour Full-Time Notification for Financial Aid: Upon successful completion of doctoral candidacy examination, the student must maintain a minimum of 1 hour per semester to remain active status.

D9: Advancement to Candidacy: Upon successful completion of doctoral candidacy examination (written and oral comprehensive exams) with a passing grade as reported on the D3 form, the chair submits the D9 Form. The three requirements for advancement include: (1) successful completion of formal coursework, (2) successful completion of doctoral candidacy examination (written and oral comps), and (3) dissertation topic submitted and accepted.

D5: Doctoral Dissertation Acceptance & Processing: Upon successful completion of dissertation defense, the D5 form is completed and submitted to the dean's office (dceps@odu.edu) with a copy of the final dissertation for DCEPS review. The Associate Dean for Faculty Affairs, Research, and Partnerships, Dr. Jamie Colwell signs as Dean Designee.

D7: Leave of Absence from Doctoral Program: In the event that leave of absence from the Doctoral Program is appropriate, this form should be completed and submitted.

Dissertation Committee

After the comprehensive examination has been passed, a Dissertation Committee is formed to supervise the student's thesis/dissertation research. This committee is often the same committee as the comprehensive examination committee, but there is no requirement that the committee remain the same. Typically, the committee consists of 3-5 faculty members, with one faculty member outside of the department. Two-thirds of the committee should be ODU faculty. Faculty should refer to their specific PhD program guidelines for committee selection via the Graduate Program Director.

Dissertation Submission

Graduate students at ODU are provided with two options for thesis and dissertation format: (1) monograph format, or (2) a manuscript-based format. In the DCEPS, the format is decided at the program level and in consultation with the dissertation chair. Students are advised to discuss the advantages and disadvantages of each approach with their research advisors and mentors early in their graduate studies to help frame the approach they will bring to their project. [ODU's Thesis & Dissertation Preparation & Submission](#) page provides guides, sample pages, and the ProQuest submission process, deadlines, and submission link.

The students and committee ensure quality of content and correctness of form. The student may be given ongoing evaluations by the committee, but final approval may be given only in the completed document. The finalized document must be submitted to the thesis or dissertation chair for a minimum of two weeks prior to oral defense. If the director and committee agree that the document is in acceptable form for presentation at oral defense, the chair may announce the defense date to the college.

Dissertations must be defended in front of the designated examining committee. A majority of the committee must approve the thesis or dissertation. The committee can approve and still request changes/revisions. Once the final document has been approved, the D5 Dissertation Acceptance form and copy of the thesis/dissertation should be sent to the Graduate Program Director (GPD) for review and approval.

After the acceptance form is signed by the GPD, the student should prepare the thesis/dissertation for submission to ProQuest. Before submitting it to ProQuest, the final document should be submitted to dceps@odu.edu for final Dean's Office approval. Dean's Office reviews the following requirements:

- General neatness and legibility.
- Quality of digitization or reproduction.
- Consistency in style and format.
- Title/Approval Page and Abstract must match the format of samples in this guide.
- Correspondence between titles and page numbers in the text and in the Table of Contents, List of Tables, and List of Figures.
- Proper and consistent use of document structure in accordance with the selected format (monograph or manuscript).
- Journal model or style guide formatting for tables, figures and references.
- Each major heading is centered, in all capital letters, and at the top of a new page.
- Major headings and first level subheadings appear in the Table of Contents.
- Formatting and legibility of figures and tables should follow requirements in the thesis/dissertation guide.
- Consecutive numbering of tables and figures throughout the body of the document.
- Use only page numbers outside the margins.
- Documents should begin with the Title/Approval Page and end with the Vita.
- Inclusion of a major introductory chapter or section and a major concluding chapter or section.
- Consistent subheading formatting throughout.

Once approved by the Dean's Office, the student should submit the D5 Dissertation Acceptance form to the dean's office for signature. After Dean's Office signature, the student will submit their final dissertation to ProQuest.

DCEPS Dissertation/Event Room Request

DCEPS has a dedicated dissertation defense room located on the 5th floor of the Education Building. To reserve this room, dissertation chairs should complete and submit the DCEPS Room Request Form. Any questions regarding room reservations should be directed to dceps@odu.edu.

Teaching/Research Assistants

Undergraduate Research/Teaching Assistants

DCEPS allows undergraduate students to serve as teaching assistants and research assistants without formal employment or being enrolled in a related course. The DCEPS URA/UTA information sheet on guidelines for these positions may be accessed [here](#).

Graduate Research/Teaching Assistants

The AD for Academic Operations works with department chairs each year to determine each department's available assistantships. The department chair makes final department decisions on the allocation of graduate research and teaching assistants to programs and works with program directors to assign GTAs to classes each semester. Faculty and departments should follow Graduate Research Assistant (GRA) and Graduate Teaching Assistant (GTA) [guidelines and policies provided by the university](#). Information for Faculty & Staff is also available at this link, including the Graduate Assistantship Policy.

Departments create their own mentorship protocols that align with university policy, on supporting graduate students in their teaching and research responsibilities.

DCEPS Procedures

Faculty Travel & Reimbursement Procedures

For University policy related to travel, please see [University Travel](#). DCEPS employs processes that align with University Travel but are specific to the College. These specific processes are as follows:

Pre-approval Required for Domestic & International Travel

Before you travel, please submit a preapproval travel request through Chrome River by clicking the following link: [Chrome River Travel System](#). **Travel will not be approved without a preapproval submitted, and you cannot receive reimbursement without a preapproval in place.** If you need assistance, you can review the training documents on the website, visit the links below, or email DCEPS Central Fiscal to assist you: dcepsfiscalrequests@odu.edu. DCEPS requires additional approval for International Travel, which is described in a subsequent section.

***Please use the budget code associated with your department, unless you have received expenditure approval from another department.**

***Approved prepaid travel expenses can be paid up to 90 days in advance. (Ex. Conference registration and airfare)**

Registering for a Conference

Registrations for conferences can be paid up front. It is strongly preferred that you have the DCEPS fiscal area pay for the registration directly after your travel has been approved. You no longer need to make an appointment with the fiscal technician to do so. Please email DCEPS Central Fiscal (dcepsfiscalrequests@odu.edu) your preapproval travel report and conference invoice to request payment.

Note: You cannot register more than 90 days in advance of the conference.

Air and Train Travel

Airfare and train arrangements can be made through one of the University's approved travel agents noted below. This means that the costs can be paid up front through the university instead of paying out of pocket and being reimbursed following the travel. Once the reservation is finalized, the travel agency will email you confirmation. After that, our Fiscal department will process the payment for the booking.

Please keep a record of your boarding passes. These must be uploaded to your final expense report as proof that you traveled even if you are not seeking reimbursement for the flights. These can be screenshots of electronic boarding passes.

Domestic

When traveling from within the contiguous United States (not Hawaii, Alaska or outlying territories), please contact:

Covington Travel: 804-747-4146

Margaret M. Scott, margarets@covtrav.com

www.covingtontravel.com

Hours: Mon–Fri 10:30am – 7:00pm Eastern Time

International

If you are traveling internationally or outside of the contiguous United States, please use one of the following travel agencies:

CI Azumano Travel 757- 461-0022 or 757-213-0362

corpagents@ciazumano.com

Fellowship Travel 1-800-235-9384

Stephanie Lawnhorn, slawhorn@fellowship.com (Agent)

When contacting the travel agency, you will need to provide the following information:

1. Full name as it appears on the ID to be used at check-in
2. Date of birth
3. Seating preference: aisle, middle, window
4. Applicable frequent flyer number(s):
5. Cellphone contact number
6. Email address
7. Gender
8. Known Traveler Number for TSA pre-check (if applicable) and, if international travel, passport number, exp date, and name on passport.

Travel Registry for International Travel

If you are traveling internationally and the travel is funded by ODU, then you must register for your trip before you leave with the ODU Risk Management Office. This registry addresses insurance compliance. You can register here: [Travel Registry Requirement | Old Dominion University \(odu.edu\)](#). **Domestic travel no longer needs to be registered with Risk Management.**

Lodging/Hotel Reservations

Lodging is a reimbursable expense. Travelers are responsible for booking their own hotel reservations and paying upfront costs. Please request a bill that shows a \$0 balance on the hotel letterhead at the end of your stay. You will load this into the Chrome River Travel System to be reimbursed. There are guidelines for acceptable hotel rates based on city location and time of year. You can justify spending over that amount to some extent – but not lavishly. Exceptions are typically made if the conference hotel at which you are staying has rates that exceed the allowable rate. Be aware when you are booking. The hotel rates are set by the U.S. Government and can be found here: [GSA Travel Per Diem](#)

***Airbnb or similar lodging is NOT a reimbursable expense.**

Guest/Visitor Lodging

Hotel reservations for guests of the college are required to be booked at ODU Springhill Suites across the street if rooms are available. This will not be a reimbursable expense to the traveler and therefore must be booked by the Department. The Department is responsible for costs. The hotel will handle direct billing for the fiscal office to process payment. **Early booking is highly recommended. Hotel reservations during weekend and peak times vary.**

Rental Car/Personal Car Use

Rental Car

Reimbursement for expenses related to car rentals is limited to official business use only. It is highly recommended that travelers utilize the University's Enterprise Rental Car contract when renting vehicles for out-of-town University-related business or local travel that is expected to exceed 200 miles per day. For additional information, please visit the following link: <https://www.odu.edu/travel/guidelines/vehicle/rental>. Car rentals may be arranged through commercial rental agencies. The traveler must choose the most economical contractor and type of vehicle available and obtain any commercial rate or government discount available when renting the vehicle. Please keep your receipt to upload for reimbursement.

Personal Vehicle

Reimbursement for expenses related to personal vehicle use is limited to official business use only. If you are using your own vehicle for ODU business, there are specific policies that apply. Travelers must complete training for personal vehicle use. Reimbursement rates are determined based on whether using your car was more cost-effective than renting a car. For further details, please see information on Rental and Personal Vehicle Use - Old Dominion University ([odu.edu](https://www.odu.edu)).

Ground Transportation

Getting to and from places while out of town on business can include use of taxis, Uber/Lyft, shuttles, or ferries. Please keep your receipts to upload for reimbursement. Also be aware that there are limits on the percentage of tip you can provide – usually less than 15%. Here is more information about filing reimbursement expense reports: Filing Reimbursements -Old Dominion University ([odu.edu](https://www.odu.edu))

Meals

The amount that you will be reimbursed for travel meals is based on the city in which you are traveling, whether it is a travel day, and if the conference/host provides certain meals. You do not need to keep receipts as the amounts are set. However, you will want to research GSA Meals Per Diem rates before you travel, so you can get an idea of what your budget can handle.

Business meals are also handled through the Chrome River. These require an itemized receipt (no alcohol), a list of attendees, last 4 digits of credit card used (non-cash payments), and a brief description of the business covered.

**Meal expenses not involving an overnight stay are not reimbursable (except for business-related meals and overtime meals).*

Filing for Reimbursement

After returning from your trip, you must submit an expense report in Chrome River to get reimbursed. You can pull in your pre-approval report to help populate the final expense report, but it will not pull over any documents that you have uploaded for the pre-approval. It is important to note that you need to have an approved expense report filed within 60 days of your travel. This 60-day period includes resolving any errors and obtaining final approval; it's not just the submission of the report. If you miss this deadline, we won't have alternate funds to reimburse you. Be sure to allow enough time to address any issues that may arise from your claim.

Itemized receipts, a receipt showing method of payment/zero balance (if paid via credit card, last 4 digits of card must be on receipt), Business Related Meal Form, and boarding passes are required examples of required documents. [See here for more information on Filing Reimbursements.](#)

Non-Employee Enrollment in Chrome River

For non-employee travel reimbursements to be processed, individuals must be set up in Banner as a vendor with a University Identification Number (UIN) assigned and then set up in Chrome River to receive reimbursements. All non-employees must complete the **Chrome River Enrollment Form for Non-Employees**. Requirements are:

- **Non-Employees already set up in Banner as a vendor**
- **Non-Employees not currently set up as a vendor in Banner**

**This information also applies to students who are not employed at the college.*

Chrome River Training

Training is held periodically. Dates are announced on the ODU Travel website. If you would like to sign up for the next training, send an email to travel@odu.edu.

Travel Budget

The allotment of travel funds is determined by the department chair in consideration of the overall departmental budget allowance. Chairs provide faculty with their travel allotment at the beginning of the fall semester. Any travel after June 30 will count toward the subsequent academic year. DCEPS guidelines for international professional travel review and funding are described in the next section.

The DCEPS supports a Reputation Enhancement Fund when funding is available that provides faculty an additional \$500 for conference attendance. Faculty must complete a [DCEPS Faculty Reputation Enhancement and Professional Development Funding Request Form](#) to receive this \$500. These funds are transferred directly to the department so that faculty can count these funds toward their departmental travel allotment and not request separate reimbursement through the Chrome River.

Darden College of Education and Professional Studies Guidelines for International Professional Travel Review and Funding

I. Purpose

International professional travel can advance scholarship, teaching, professional leadership, student mentoring, research collaboration, accreditation, institutional partnerships, and the reputation of the Darden College of Education and Professional Studies (DCEPS).

These guidelines establish a consistent and transparent process for reviewing international professional travel when DCEPS approval or funding is required. They are intended to:

1. Support legitimate and productive international engagement;
2. Promote responsible use of departmental and College resources;
3. Ensure that assigned responsibilities are addressed;
4. Clarify the respective responsibilities of travelers, Chairs, the Dean's Office, the ODU Research Foundation, and central University offices; and
5. Avoid duplicating documentation and compliance reviews already completed through established ODU systems.

These guidelines supplement, but do not replace, applicable Old Dominion University, Commonwealth of Virginia, ODU Research Foundation, sponsor, travel-risk, export-control, research-security, and other legal or institutional requirements. If these guidelines conflict with a controlling policy or award term, the controlling requirement governs. Those planning international travel should complete [this form](#).

II. Scope

International professional travel may include:

- Conferences and professional meetings;
- Invited lectures or presentations;
- Research meetings or fieldwork;
- Accreditation or program-development activities;
- International partnerships;
- Student recruitment or mentoring;
- Professional-association governance; and
- Other approved University business.

Conference-legitimacy criteria apply specifically to conferences, conventions, and comparable organized events. Research fieldwork, partnership visits, recruitment, and other forms of

professional travel should be evaluated according to their stated institutional or sponsored-project purposes rather than conference-specific criteria.

These guidelines do not independently determine whether travel is allowable under a sponsored award or whether a destination satisfies University travel-risk requirements.

III. Types of Decisions

Three related but distinct decisions may apply to international travel:

A. Authorization to Travel

Authorization is governed by ODU's international-travel, Chrome River, travel-registry, risk-management, Academic Affairs and other applicable requirements.

B. Eligibility for Departmental or College Funding

The Chair and Dean's Office may determine whether departmental or College discretionary resources will support a request and, when resources are limited, the amount or priority of that support.

C. Allowability Under a Sponsored Award

The ODU Research Foundation or other responsible grants and contracts office determines whether a cost is allowable, allocable, reasonable, and consistent with the award.

IV. Submission Process and Timing

Travelers should submit international travel requests through the applicable ODU system within the University's required timeline and sufficiently early to permit any additional sponsor, risk management, export-control, College or Academic Affairs review.

Earlier submission may be necessary when:

- Sponsor prior approval is required;
- The destination presents elevated travel risk;
- Export-control or research-security review is necessary;
- Multiple employees are traveling to the same destination;
- Departmental or College funding is being requested; or
- The request presents questions requiring additional documentation.

No commitment of University or sponsored funds should be made before required approvals are obtained. Any use of personal funds to make travel arrangements prior to obtaining approval may not be reimbursed.

V. Required Information

The traveler should provide:

1. The purpose, destination, and dates of the proposed travel;
2. The sponsoring organization and event or activity website, when applicable;

3. A description of the traveler's role;
4. Available documentation of participation, such as an acceptance notice, invitation, preliminary agenda, prior-year program, or comparable evidence;
5. A concise explanation of the professional, student, departmental, College, institutional, or sponsored-project benefit;
6. The estimated cost and proposed funding sources, normally through Chrome River;
7. Identification of business and personal travel dates (when applicable);
8. A plan for addressing classes, advising, supervision, administrative duties, and other assigned responsibilities;
9. Disclosure of outside reimbursement or financial support when required by University policy; and
10. For sponsored travel, identification of the award and a brief description of the relationship to the project when that relationship is not evident from the approved scope or budget.

VI. Conference Legitimacy Review

A. Presumptively Established Events

A conference should ordinarily be treated as legitimate when it is sponsored by:

- An established scholarly or professional association;
- An accredited college or university;
- A governmental or intergovernmental organization;
- A recognized accrediting or licensure organization;
- An established research institute or nonprofit organization; or
- Another organizer with a verifiable history and recognized standing in the relevant field.

Participation in a small or specialized conference is not, by itself, a reason for additional scrutiny or nonapproval.

B. Circumstances Warranting Additional Information

Additional review may be requested for reasons including but not limited to:

- The organizer or event cannot be verified;
- The event appears not to exist at the stated location or date;
- The invitation contains material misrepresentations;
- Acceptance is guaranteed or occurs without submission or review;
- The organizer falsely claims association with recognized institutions or scholars;

- The event combines numerous unrelated fields without a coherent purpose;
- Fees, payment methods, or refund terms are unclear or unusual;
- The schedule appears primarily tourism-oriented;
- The event is one of multiple unrelated conferences operated simultaneously at the same venue; or
- Other specific evidence suggests the event may be deceptive or primarily pay-to-present.

No single warning sign automatically establishes that an event is illegitimate. When questions arise, the traveler will have an opportunity to provide clarification before a decision is made.

VII. Nature and Benefit of Participation

Relevant forms of participation include:

- Presenting peer-reviewed or invited work;
- Delivering a keynote or invited address;
- Chairing, organizing, or serving as a discussant;
- Serving in professional-association governance;
- Receiving a professional award;
- Developing a research, institutional, or accreditation partnership;
- Conducting sponsored-project activities;
- Mentoring or supervising student presenters;
- Participating as a coauthor while a student or collaborator presents the work; and
- Attending without a formal role when a substantial professional or institutional benefit is demonstrated.

The availability of virtual participation does not create a presumption that virtual participation is equivalent to or should replace in-person attendance. A virtual option may be considered when departmental or College discretionary resources are limited or when it would accomplish the stated purpose comparably, but its availability alone is not grounds for denial.

VIII. Cost, Duration, and Personal Travel

When departmental or College funds are requested, reviewers may consider:

- Total projected cost;
- Availability of funds;
- The traveler's role and anticipated benefit;
- Recent departmental or College travel support;

- Opportunities for cost sharing;
- The relationship between business dates and requested expenses; and
- Anticipated outcomes.

An attractive destination is neither a basis for approval nor denial.

Personal travel may be combined with University business when:

1. The University business purpose remains independently justified;
2. Business and personal dates are identified and expenses can easily be separated and documented;
3. Required leave is used and assigned responsibilities are addressed;
4. University and sponsored funds are not charged for incremental personal expenses; and
5. Required cost comparisons are provided proving no additional costs are incurred for flights or other costs.

IX. Sponsored-Project Travel

When travel is charged solely to a sponsored award:

1. The Research Foundation or appropriate grants and contracts office is responsible for determining sponsor and award allowability;
2. The Chair confirms arrangements for assigned responsibilities and identifies any evident inconsistency requiring referral;
3. The traveler may not be required to reproduce an extensive sponsored-project justification when the travel is expressly included in the approved scope and budget;
4. Questions about allowability, allocability, sponsor approval, Fly America requirements, export controls, or research security should be referred to the responsible central office; and

Additional College review may be warranted when:

- Departmental or College funds are also requested;
- The travel requires a College or University commitment beyond normal approval;
- The relationship to the sponsored project is not apparent;
- A credible conference-legitimacy concern exists;
- Workload or operational concerns remain unresolved; or
- The Research Foundation requests College or University input.

X. Chair and Dean's Office Responsibilities

Chair

The Chair reviews:

- Whether an organized event presents an objective legitimacy concern;
- The traveler's role and stated purpose;
- Arrangements for assigned responsibilities;
- Requests for departmental funding;
- Departmental operational needs; and
- Any matter requiring referral to the Dean's Office or a central University office.

Dean or Designee

The Dean or designee reviews:

- Requests for College funding;
- Consistency across departments;
- College-wide resource priorities;
- Requests returned or recommended for nonapproval;
- Significant reputational or institutional concerns; and
- Matters requiring coordination with central offices.

XI. Decisions and Documentation

Available decisions are:

1. Approved;
2. Returned for clarification or revision; or
3. Not approved.

A nonapproval decision should:

- Identify the applicable published criterion;
- State the material facts supporting the decision;
- Be reviewed by the Dean or designee; and
- Inform the traveler of the process for requesting reconsideration.

XII. Post-Travel Expectations

A brief post-travel summary may be required when:

- DCEPS or departmental discretionary funding was awarded;
- The approval specifically required a report;
- The travel involved a College partnership or strategic initiative; or
- Follow-up is necessary to document an anticipated institutional outcome.

These guidelines will be applied without regard to discipline, rank, identity, viewpoint, or destination. Their purpose is to support legitimate international engagement while ensuring fair resource allocation and compliance with applicable requirements.

Computer Replacement Procedures

Faculty are provided with one laptop or desktop computer (Apple or Dell) upon hire at ODU.

Computers may only be replaced through the university if the warranty has expired. Please email itshelp@odu.edu to determine the status of your warranty. Any computer replaced before the warranty expires, or any secondary computer provided must be purchased through departmental funds or ETF and approved by the department chair.

Professional Membership Procedures

The university supports one professional membership per faculty member per year. Faculty should complete the [ODU Membership Request Form](#) and submit it to their department chair.

DCEPS On-Campus Workshops and Camps Procedures

On-campus events can be beneficial to support the needs of our local community while simultaneously highlighting the DCEPS exceptional facilities and on-campus environment. However, bringing guests to campus, particularly minors, requires multiple considerations as outlined in ODU policy. *DCEPS faculty are required to secure department chair approval for on-campus or ODU-supported events. Chairs should collect information regarding event focus, needed space, and any management of funds that will be required to facilitate the event. If there is a cost for attendees, faculty must follow university procedures for processing payments. Please contact your department chair as the first step in organizing an on-campus or ODU-supported event.*

Youth Programs

The DCEPS follows ODU's Minors on Campus Policy and requirements for registering and supporting youth program events. All events involving minors, both on campus and those that occur off campus but are sponsored by ODU, must be registered with the university. It is imperative that this registration begins at least 30 days before the event begins. ODU notes the following events must be registered:

- Any camp, clinic, conference, workshop, program or other activity involving minors who are NOT registered students at ODU, AND
- The event is sponsored by a college, school department, office, organization or other unit of ODU and located on or off university property, OR
- The event is sponsored by a third party on university property, OR
- Programs sponsored by a recognized student organization.

More detailed information for events that need to be registered may be accessed in Annex A. Each event/program requires a Youth Program Director/Administrator. The director's duties and responsibilities are outlined in the Youth Programs Manual. Please review the manual and complete the checklist before registering for your event. ODU Youth Programs Training will be required.

Workshops and On-Campus Meetings

ODU recognizes visitors and guests as people who may be present on university property for meetings, workshops, or events. The DCEPS aligns with university policy; for these meetings, the proper reservation protocol and requirements for using university space should be followed. In the DCEPS, room reservation requests should be directed to dceps@odu.edu or submitted using the DCEPS Multipurpose Auditorium Request Form.

<mailto:dceps@odu.edu>https://itsapps.odu.edu/forms_admin/viewform.php?formid=21958 Departmental conference rooms and collaboration rooms should be reserved through the department's office manager. Reservation of a room does not equate to departmental approval.

DCEPS Committee Guidelines

The following guidelines provide a consistent framework for the establishment, composition, and operation of committees within the Darden College of Education and Professional Studies (DCEPS). These guidelines are intended to promote effective shared governance, transparency, equitable participation, and alignment with College and University policies and procedures.

Curriculum Committee

All curricular changes must undergo review at the departmental and college levels before being submitted through the University curriculum review process for final approval. This process is intended to ensure appropriate faculty and program oversight, consistency with academic standards, and alignment with departmental, college, and University requirements.

Department Curriculum Committee

Each department should maintain a Department Curriculum Committee composed of three to four full-time faculty members. One member shall be designated to serve as chair of the committee. Departments are encouraged to include faculty of different academic ranks to ensure a diversity of perspectives and experience in the curricular review process.

Each department shall also select:

- One faculty representative to the College Undergraduate Curriculum Committee; and
- One faculty representative to the College Graduate Curriculum Committee.

The same faculty members may serve as the department's representative on both college-level curriculum committees. Faculty members serving as departmental representatives to either College Curriculum Committee shall also serve as members of the Department Curriculum Committee.

College Curriculum Committee

The DCEPS Curriculum Committee reviews all curricular change forms after they have been approved by the department committee and department chair. Each College Curriculum Committee (Undergraduate and Graduate) consists of one representative from each department, and the committee will elect a chair to organize the college review process.

Curricular Review and Approval Process

Proposed curricular changes shall proceed through the following levels of review:

1. **Department Curriculum Committee Review.** All proposed curricular changes shall first be submitted to the Curriculum Committee for review. The committee evaluates proposals for academic quality, curricular coherence, departmental impact, and alignment with applicable policies and requirements. The department committee should set a departmental deadline for changes that provide ample time for the College Curriculum Committee to review proposals before the university deadline.
2. **Departmental Approval.** Following review and approval by the Curriculum Committee, the proposal will proceed to the next stage of the approval process. The proposal shall proceed with the appropriate departmental approval process, including review by the Department Chair, as applicable.

3. **College Curriculum Committee Review.** Following departmental approval, undergraduate curricular proposals shall be submitted to the DCEPS Undergraduate Committee, and graduate curricular proposals shall be submitted to the DCEPS Graduate Curriculum Committee. Proposals involving both undergraduate and graduate curricula shall be reviewed by both committees, as appropriate. The College Curriculum Committee will provide a college deadline for all proposals that provide ample time for review before the university deadline.
4. **College Level Approval.** Upon approval by the appropriate College Curriculum Committee, curricular proposals shall proceed through any additional college-level review and approval required by the Dean or the Dean's designee.
5. **University Review and Final Approval.** Following completion of all required departmental and college-level reviews, curricular proposals shall be submitted through the University's established curriculum review and approval process. A curricular change is not considered final until all required University approvals have been obtained.

Departments and programs are responsible for ensuring that curricular proposals are complete, accurate, and submitted in accordance with established college and University procedures and timelines.

Promotion & Tenure Committee

DCEPS follows the ODU Tenure Policy for College and Departmental P&T Committee Selection.

College Promotion & Tenure Committee

By April 15: Members of the college/school promotion and tenure committees are elected by a majority vote of all full-time teaching and research faculty members of the department/school, present and voting, by secret ballot. The committee shall consist of one tenured faculty member from each department/school for a one-year term, renewable twice for a total of three years.

Department Promotion & Tenure Committee

Per ODU Tenure Policy:

- *The tenured faculty of a department/school may determine that a promotion and tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the department/school chair/director (or designee, see section V.C.). In this case, the entire full-time department/school faculty will elect the promotion and tenure committee. This committee is responsible for determining the opinions of tenured department/school members who are not working on the committee.*
- *In departments/schools where fewer than three members are tenured, the dean, in consultation with the department/school chair/director (or designee, see section V.C.), will appoint enough additional tenured faculty members to form a promotion and tenure committee of at least three members.*
- *The tenured faculty of the department/school, or the members of the promotion and tenure committee, elect a committee chair among their members. The committee chair is responsible for directing the committee members to consider and apply the relevant sections in the Old Dominion University Teaching and Research Faculty Handbook and the department/school statement on research evaluation in their comments and votes.*

Faculty Senate

The Faculty Senate is comprised of senators who represent districts within the constituent Faculties of Old Dominion University and Macon & Joan Brock Virginia Health Sciences at ODU. Each department is represented in Faculty Senate and elects a Faculty Senator to serve on the Faculty Senate.

Department Faculty Senate representatives serve two-year terms for up to two terms. The Faculty Senate Secretary will reach out to department chairs to provide notification that their representative's term is ending to determine (a) if the current representative is willing to serve a second term or (b) the name of the newly elected Faculty Senate representative.

Each Faculty Senate representative should attend all scheduled Faculty Senate meetings (twice a semester). It is the responsibility of the Faculty Senate Representative to serve as the voice of their department and to both bring information back to the department after Faculty Senate meetings and to bring departmental perspectives and feedback to Faculty Senate meetings on behalf of the department. Department Chairs should provide opportunities for Faculty Senate representatives to report information to the department and collect feedback on Faculty Senate issues when needed.

All Inclusive Equity & Diversity (ALLIED) Committee

ALLIED is committed to fulfilling the DCEPS diversity statement and its four basic tenets:

- Fostering a diverse community of faculty, staff, and students
- Uncovering and addressing systemic barriers
- Promoting an inclusive and equitable community
- Supporting social justice in our programs and in the professional disciplines for which we prepare our students

The ALLIED Committee is a voluntary, faculty-led committee that meets regularly to plan college-level activities and initiatives that support the four tenets above. It is open to all faculty in DCEPS. The Committee elects the chair, who is responsible for setting meeting dates, locations, and agendas. The Associate Dean for Faculty Affairs, Research & Partnerships serves as the Committee's liaison to the Dean's office but does not drive the initiatives or agenda of the committee.

Awards Committee

The DCEPS honors students and faculty each year for a host of awards and scholarships, and many of these honors are determined by awards committees.

College Faculty and Staff Awards Committee

College-level faculty and staff awards are determined by an awards committee comprised of faculty representatives from each department. The department chair should identify a college faculty awards representative, and this representative typically serves a three-year term. Once the committee is constructed, the committee faculty members will select a committee chair who will solicit nominees for college faculty awards each spring.

College Student Awards Committee

College-level student awards are determined by an awards committee comprised of one faculty representative from each department who serves a two-year term. Faculty who serve on this committee...

Department Student Awards Committee

Department-level student awards are determined by a department committee comprised of faculty selected by the department chair and whose area of expertise falls within the award area. Each department constructs and selects committee members following protocol established at the department level.

Appendices

Counseling and Human Services Scholarship Statement

Educational Leadership & Workforce Development Scholarship Statement

Human Movement Services & Special Education Scholarship Statement

STEM & Professional Studies Scholarship Statement

Teaching & Learning Scholarship Statement

DCEPS Scholarship Statement

Associate Dean Roles