

OLD DOMINION UNIVERSITY

**BOARD OF VISITORS
Friday, December 7, 2007**

M I N U T E S

The Board of Visitors of Old Dominion University met in regular session on Friday, December 7, 2007, at 1:45 p.m. in the Board Room of Webb University Center on the Norfolk campus. Present from the Board were:

Marc Jacobson, Rector
Kenneth E. Ampy
Frank Batten, Jr.
Kendra M. Croshaw
Pamela C. Kirk
Barry M. Kornblau
Ross A. Mugler
Robert J. O'Neill
Moody E. Stallings, Jr.
Katherine A. Treherne
Chanele Bryant (Student Representative)

Absent were:

Robert O. Copeland
David W. Faeder
Harold W. Gehman, Jr.
Conrad M. Hall
James A. Hixon
Mark E. Strome
Pat Tsao

Also present were:

Roseann Runte, President	Velvet Grant-Johnson
Alonzo Brandon	Carolyn Hines
John R. Broderick	Thomas Isenhour
C. Tabor Cronk	Donna W. Meeks
Robert L. Fenning	Geneva Walker-Johnson
Ann Grandy	F. Richard Whalen

CALL TO ORDER AND APPROVAL OF MINUTES

The Rector called the meeting to order at 1:45 p.m. and asked for approval of the minutes of the regular meeting held on September 21, 2007. Upon a motion made by Mr. Mugler and seconded by Ms. Croshaw, the minutes were approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

RECTOR'S REPORT

Rector Jacobson reminded Board members of the annual retreat on January 19, 2008, and indicated that it would be held at VMASC and reviewed the proposed schedule. He thanked the President on behalf of the Board for her gifts.

PRESIDENT'S REPORT

The President invited Ann Grandy, Executive Director of the Community Development Corporation, to report on the projects the CDC is undertaking to work with the community and the University. Ms. Grandy discussed the vision, mission and objectives of the CDC. She introduced Carolyn Hines, a member of the CDC Board of Directors who was in attendance and also noted that Mr. Hixon from the Board of Visitors also serves on CDC's Board. She reviewed community development activities and four CDC programs and projects – Workforce and Affordable Housing, Neighborhood Revitalization, ODU Academy and Youth Development, and the Postsecondary College Experience Program for individuals who are moderately intellectually disabled.

In her report to the Board, the President noted that three major openings have taken place since the last meeting – the Tennis Center, the Tri-Cities Center, and the Art Gallery. Celebrations that have taken place this Fall include the honorary degree dinner for Joan Gifford, Founders' Day, Africa Day, Homecoming and Parents'/Family Weekend, India Fest, Cultural Explosion, Community Care Day, and ODU's first skating rink.

In the area of academics and research, the President highlighted collaborative activities with Riverside Hospital, a visit by school superintendents' sponsored by the College of Education, and efforts being undertaken in the area of retention. In addition, a number of accreditations have taken place or will be undertaken soon, and several degree programs are being proposed. The faculty is currently reviewing general education requirements for possible revision.

The President noted recent honors bestowed on Professor Sebastian Kuhn, Professor Heidi Schilpphake, Vice President John Broderick, and Dr. Michael McGinnis. She reported on fundraising visits with Vice President Brandon and the reestablishment of the Area Leaders Tours.

In her football report, President Runte noted ODU's first tailgate party held at Town Point Park on October 13, the new assistant coaches hired by Head Coach Bobby Wilder, and the upcoming recruitment days in December. She also mentioned the recent successes men's soccer and wrestling, and the women's basketball team national ranking of 24.

The President reported on her trip to New Orleans to attend the AGB Conference and their visit to areas still recovering from Hurricane Katrina. She also visited the University of Texas-Arlington as part of an NCAA reaccreditation team, and noted that they are also starting a football program after stopping it about 30 years ago. She commented on how interesting it was to compare their progress against Old Dominion's.

President Runte reviewed IPEDS data and stated that, compared with similar institutions, ODU has more part-time students, is significantly more diverse, academic salaries are about the same, our

tuition is significantly lower, and we have significantly fewer faculty and staff. She concluded from these data that ODU's faculty and staff are doing a good job but need additional resources to continue progressing, so a significant amount of time needs to be spent searching for additional resources. At the request of Mr. O'Neill, the President said she would send each member a copy of the report.

REPORTS OF STANDING COMMITTEES

INSTITUTIONAL ADVANCEMENT COMMITTEE

The Rector called on Mr. Mugler for the report of the Institutional Advancement Committee. Mr. Mugler reported that the Committee approved a motion to recommend to the Board that the Hughes Hall be renamed Dragas Hall in honor of former Rector George Dragas, Jr. and his brother Marcus G. Dragas for their significant support of Old Dominion University, due to the anticipated demolition of the Dragas International Center in the area of the Foreman Field renovation project. The motion was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

John Broderick, Vice President for Institutional Advancement and Chief of Staff, and Jim DeAngio, Governmental Relations Coordinator, reviewed the budget priorities for 2009-10 and introduced five ODU interns who were hired to serve during the 2008 session of the General Assembly.

Steven Risch, Director of International Admissions, introduced international students who talked about their reasons for choosing ODU and shared their experiences and campus involvement at Old Dominion thus far.

Jennifer Mullen, Assistant Vice President for Marketing and Communications, updated the committee on recent national media successes, including faculty expertise and research featured in or on ABC News, USA Today, US News and World Report, Voice of America, the Wall Street Journal and the Associated Press. Victoria Burke, Director of University Publications, discussed the next steps in applying the university brand throughout all of the colleges, programs and centers, and handed out two brochures as examples of how this is being done.

Dick Whalen, Director of Military Activities, briefed the committee on Veteran's Day activities, on the two military leaders who will receive honorary doctorates at commencement, on senior military leadership rotations of interest to ODU, and on the Dahlgren initiative and projections.

STUDENT ADVANCEMENT COMMITTEE

The Rector called on Dr. Treherne for the report of the Student Advancement Committee. Dr. Treherne reported that Kojo Asamoah-Cesair, President of the Student Government Association, reported on the progress of the goals that were presented to the Committee in

June. These included: implementing the Strategic Plan that includes quality of campus life, special initiatives and relationship building; building relationships to help SGA achieve its goals; ensuring the accessibility of the SGA and informing students about subject matters that affect student life and affairs; launching an on-going public relations campaign and increasing the SGA's visibility on campus; and promoting unity and diversity.

Chanele Bryant, student representative, presented her student survey findings, which included questions on the best and worst things about ODU, dining, environment on campus, greatest concerns for on- and off-campus students, parking, professors, on-campus events, housing and/or safety on campus, and school spirit.

Deb Polca, Associate Athletic Director, introduced Darryl Cummings, Head Tennis Coach and Director of the new Indoor Tennis Center. Mr. Cummings briefed the Committee on their new facility, which has been operational for approximately two months, and the pre-event for Anthem Live that was held at the Ted Constant Convocation Center last evening.

The Dean of Students introduced Michael DeBowes, new Student Judicial Affairs Director and Chris Kaberline, Interim Director of Student Housing. The Dean's report highlighted several of the programs and activities associated with the Fall Semester and upcoming Spring Semester, including the 2nd annual Thanksgiving Dinner for international students, the new Festival of Trees and Traditions held in conjunction with the President's Illumination, the Diversity Institute offered with the College of Arts and Letters, Cultural Explosion, and the skating rink.

AUDIT COMMITTEE

The Rector called on Mr. Stallings for the report of the Audit Committee. Mr. Stallings reported that the Committee received a report from Deane Hennett, University Auditor, on the University's recent and ongoing compliance efforts and other activities in his office. Compliance activities included the efforts of the University Compliance Committee and the University's work on the Agency Risk Management and Internal Control Standards (ARMICS). Members of the Audit Committee acknowledged their support for these compliance activities and their importance to the institution.

Mr. Hennett provided an update on projects in process. The Committee then received, in closed session, details of recent departmental audits performed in Athletics, Administration and Finance and the President's Office. Specifically covered were full audits of the Athletic Compliance Structure, Network Security and Management, and the President's Office and Special Events.

ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE

The Rector called on Mr. Ampy for the report of the Academic and Research Advancement Committee. Mr. Ampy reported that the Committee met in closed session to discuss an honorary degree nomination. The following resolution was brought forth as a

recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

HONORARY DEGREE RECOMMENDATIONS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the awarding of an honorary degree to the individual noted below. A summary of the nominee's career is included in the Academic & Research Advancement Committee agenda.

1. Moyez G. Vassanji, award-winning author
Doctor of Letters (*honoris causa*)
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The Committee approved by unanimous vote the resolutions on 13 faculty appointments, 22 administrative appointments, three site director appointments, and one emeritus appointment. The following resolutions were brought forth as recommendations of the Academic and Research Advancement Committee and were approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

FACULTY APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the following faculty appointments.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Aaron Arndt Instructor of Marketing (Tenure Track)	\$105,000	8/25/07	10 mos

Mr. Arndt received an M.B.A. in 2003 from Washington State University and a B.S. in Business Administration in 1998 from the University of Oregon and is a Ph.D. candidate in Marketing and Supply Chain Management at the University of Oklahoma. Since 2004, he has been an Instructor and Research Assistant at the University of Oklahoma Michael F. Price College of Business. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by August 1, 2008.)

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Catherine M. Banks Research Assistant Professor, Virginia Modeling, Analysis and Simulation Center	\$100,000	10/10/07	12 mos

Dr. Banks received a Ph.D. in International Studies and an M.A. in English and Applied Linguistics, in 2004 and 1998 respectively, from Old Dominion University and a B.A. in English and History in 1994 from Christopher Newport University. Since 2005, she has been Director of Academic Affairs at the Virginia Modeling, Analysis and Simulation Center and Adjunct Assistant Professor of Political Science at Old Dominion University.

Dr. Stella Bondi Visiting Assistant Professor of Engineering Technology	\$28,000	7/25/07	5 mos
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Dr. Bondi received a Ph.D. in Engineering Management, a Master of Engineering Management and a B.S. in Civil Engineering, in 2007, 2003 and 1999 respectively, from Old Dominion University. Since 2003, she has been a Graduate Teaching Assistant and an Adjunct Assistant Professor in the Department of Engineering Management and Systems Engineering at Old Dominion University.

Dr. Laurie M. Craigen Assistant Professor of Educational Leadership and Counseling (Tenure Track)	\$48,500	7/25/07	10 mos
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Dr. Craigen received a Ph.D. in Counselor Education, an Ed.D. in School Psychology and an M.Ed. in School Psychology, in 2006 and 2002 respectively, from the College of William and Mary and a B.S. in Psychology in 1999 from the College of the Holy Cross. Since 2006, she has been a Licensed Professional Counselor at Southside Counseling Center and the owner of an independent private practice. Dr. Craigen has also been an Instructor and Teaching Assistant at the College of William and Mary.

Dr. John E. Damron Visiting Assistant Professor of Political Science and Geography	\$20,000	12/25/07	5 mos
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Dr. Damron received a Ph.D. in Geography in 1975 and an M.A. in Geography from the University of Oregon and an M.A.T. in Geography from Western Oregon College. Since 1994, he has been an Environmental Consultant/Senior Program Manager at the Installation Management Agency, Fort Monroe. He has also been an Adjunct Associate Professor at Old Dominion University.

Dr. Gagik Gavalian Research Assistant Professor of Physics	\$60,000	9/25/07	12 mos
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Dr. Gavalian received a Ph.D. and an M.Sc. in Physics, in 2004 and 2002 respectively, from the University of New Hampshire and a B.Sc. in Physics in 1996 from Yerevan State University, Armenia. Since 2004, he has been a Postdoctoral Research Associate in the Department of Physics at Old Dominion University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
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Ms. Jacquelyn A. Kavanaugh
Lecturer of Nursing

Ms. Kavanaugh received an M.S. in Nursing in 1995 from Old Dominion University and a B.S. in 1980 from St. Joseph's College. Since 1990, she has been Chief Nurse Anesthetist at Atlantic Anesthesia.

Dr. Guido Wilfred Lopez
Senior Lecturer of Engineering Technology

Dr. Lopez received a Ph.D. and M.S. in Mechanical Engineering in 1993 from Northeastern University and an M.E. and B.S. in Mechanical Engineering in 1979 from National Polytechnic School. He has 15 years experience teaching at the university level. Since 2003, Dr. Lopez has been doing research in cooperation with scientists from the Russian Academy of Sciences.

Mr. John L. Rand
Visiting Assistant Professor of Engineering Technology

Mr. Rand received an M.S. in Systems Management in 1989 from the University of Southern California, a B.S. in Civil Engineering in 1976 from the University of New Mexico, a B.S. in Civil Engineering Technology in 1999 in surveying, and is an M.S. candidate in Geology at Old Dominion University. Since 2005, he has been a Research Assistant at Old Dominion University. Mr. Rand has also been an Associate Professor, Surveying Program Director, Adjunct Instructor and Graduate Teaching Assistant at Old Dominion.

Mr. Scott L. Reichle
Assistant Professor of Engineering Technology
(Tenure Track)

Mr. Reichle received a J.D. in 1996 from Loyola School of Law, an M.E. in Civil Engineering in 1993 from Old Dominion University and a B.S. in Civil Engineering in 1989 from Virginia Polytechnic Institute and State University. Since 1996, he has been a Partner for Reichle & Reichle, P.C. He is President and co-founder of RBBC Inc., a mergers and acquisitions firm in Newport News, and President of Choice Construction, Inc. Mr. Reichle has been licensed as a Virginia Professional Engineer since 1994.

Ms. Amanda Rockinson-Szapkiw
Lecturer of Educational Leadership and Counseling

Ms. Rockinson-Szapkiw received an M.A. in Community Counseling in 2004 from Regent University, a B.S. in Elementary Education in 2002 from Huntington College and is pursuing an Ed.D. in Distance Education from Regent University. Since 2006, she has been a Teaching Assistant at Regent University. Ms. Rockinson-Szapkiw is also a guest lecturer at Tidewater Community College and has been an Adjunct Faculty member at Strayer University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Brian R. Smith Lecturer of Nursing	\$43,000	7/25/07	10 mos

Mr. Smith received a Master of Science in Nursing, Nurse Anesthesia Program, in 2002 from Old Dominion University and a B.S. in Nursing in 1997 from Bowling Green State University. Since 2004, he has been a part-time faculty member in the School of Nursing at Old Dominion University. He has also been a Certified Registered Nurse Anesthetist at Southampton Memorial Hospital, Maryview Medical Center and Southern Virginia Regional Medical Center.

Dr. Joshua A. Wallach Lecturer of Chemistry and Biochemistry	\$48,000	7/25/08	10 mos
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Dr. Wallach received a Ph.D. in Polymer Science in 2000 from the University of Connecticut and a B.S. in Chemistry in 1996 from the College of William and Mary. Since 2001, he has been a Teacher at Middlesex and Granby High Schools.

**APPOINTMENT OF ASSISTANT DIRECTOR
OF TRANSFER AND MILITARY AFFAIRS**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Crystal C. Anderson as Assistant Director of Transfer and Military Affairs in the Office of Admissions, effective September 25, 2007.

Ms. Anderson received a B.S. in Communication in 2002 from Old Dominion University and is pursuing an M.S. in Counselor Education at Virginia State University. Since 2006, she has been a Transitional Programs Specialist at J. Sargeant Reynolds Community College. Prior to that, Ms. Anderson was an Admissions and Recruitment Counselor at Howard Community College.

Salary: \$43,040 for 12 months
 Rank: Assistant Director of Transfer and Military Affairs, Office of Admissions, and Instructor

APPOINTMENT OF RESIDENCE HALL DIRECTOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Chimene Boone as Residence Hall Director, effective October 18, 2007.

Ms. Boone received an M.A. in Liberal Studies in 1995 from SUNY at Stonybrook, a B.A. in 1992 from SUNY at New Paltz and is in the process of completing an M.S. in Mental Health Counseling from Capella University. Since 2005, she has been an Income Maintenance Case Worker for the Pennsylvania Department of Public Welfare. Ms. Boone has also been Director of Community Development with the New York Urban League and has seven years professional experience in housing at several colleges and universities.

Salary: \$28,000 for 12 months
Rank: Residence Hall Director and Instructor

APPOINTMENT OF ASSISTANT SAILING COACH

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Elizabeth Bower as Assistant Sailing Coach for the Office of Athletics, effective September 10, 2007.

Ms. Bower received a Bachelor's degree in Health and Physical Education in 2006 from Old Dominion University. Since 2006, she has been Head Instructor and High School Sailing Coach at Rochester Yacht Club. Prior to that, Ms. Bower was Head Sailing Coach at Norfolk Collegiate School and Hampton Yacht Club.

Salary: \$30,000 for 12 months
Rank: Assistant Sailing Coach and Assistant Instructor

APPOINTMENT OF NURSE PRACTITIONER

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Emily C. Collins as Nurse Practitioner for Student Health Services, effective November 5, 2007.

Ms. Collins received an M.S.N., F.N.P. in 1998 from Wilmington College at Georgetown and a B.S.N. in 1994 from Salisbury University. Since 2006, she has been a Family Nurse Practitioner at Sentara Ambulatory Care Center. Prior to that, Ms. Collins was a Family Nurse Practitioner for the Norfolk Department of Public Health and Salisbury University.

Salary: \$57,000 for 11 months
Rank: Nurse Practitioner and Instructor

APPOINTMENT OF ACADEMIC ADVISOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Billie Montgomery Cook as Academic Advisor in University College, effective October 10, 2007.

Ms. Cook received an M.A. in College Student Personnel from Bowling Green State University in 1977 and a B.A. in History from Spelman College in 1973. She has served as an academic advisor and instructor at Tidewater Community College and was an Academic Advisor in the College of Business and Public Administration at Old Dominion University.

Salary: \$36,000 for 12 months
Rank: Academic Advisor and Instructor

APPOINTMENT OF DIRECTOR OF STUDENT JUDICIAL AFFAIRS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Mr. Michael M. DeBowes as Director of Student Judicial Affairs, effective November 10, 2007.

Mr. DeBowes received an M.Ed. in Higher Education and Student Affairs Administration in 2006 from The University of Vermont and a B.A. in Psychology in 2004 from Millersville University of Pennsylvania. Since 2004, he has been Assistant Director and Coordinator of Civic and Social Justice Education in the Center for Student Ethics and Standards at the University of Vermont.

Salary: \$48,000 for 12 months
Rank: Director of Student Judicial Affairs and Instructor

APPOINTMENT OF RESEARCH DEVELOPMENT COORDINATOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Rosa Lee Furr as Research Development Coordinator for the Office of Research, effective August 25, 2007.

Ms. Furr received an M.A. in History in 2003 from Virginia Commonwealth University and a B.A. in English from Mary Baldwin College. Since 2004 she has been a Research Development Coordinator in the Office of Research at Old Dominion University (the position was funded by the Research Foundation). Prior to that, Ms. Furr was a Librarian/Archivist at the National Recreation and Park Association.

Salary: \$50,000 for 12 months
Rank: Research Development Coordinator and Instructor

APPOINTMENT OF TRANSFER ADMISSIONS COUNSELOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Jacquelyn M. Green as Transfer Admissions Counselor for the Office of Admissions, effective September 10, 2007.

Ms. Green received a B.A. in Communication Studies from the University of Michigan. Since 2006, she has been an Admissions Counselor at Old Dominion University. Prior to that, Ms. Green was an Information Referral Assistant in the Office of New Student Programs at the University of Michigan.

Salary: \$34,200 for 12 months

Rank: Transfer Admissions Counselor and Assistant Instructor

APPOINTMENT OF COORDINATOR OF TRANSFER PROGRAMS AND CONTINUANCE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Lisa A. Hall as Coordinator of Transfer Programs and Continuance for University College, effective September 25, 2007.

Ms. Hall received an M.S.Ed. in Higher Education and a B.S. in Psychology and Counseling, in 2005 and 2000 respectively, from Old Dominion University. Since 2005, she has been Director of Transfer Services for the Office of Distance Learning. Prior to that, Ms. Hall was Assistant Director for Continuing Students in the College of Business and Public Administration at Old Dominion University.

Salary: \$48,672 for 12 months

Rank: Coordinator of Transfer Programs and Continuance and Instructor

APPOINTMENT OF HEAD STRENGTH AND CONDITIONING COACH

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Mr. Paul Helsel as Head Strength and Conditioning Coach for the Office of Athletics, effective September 10, 2007.

Mr. Helsel received an M.A. in Human Performance Studies and a B.S. in Physical Education K-12, in 2000 and 1994 respectively, from the University of Alabama. Since 2001, he has been Head Strength and Conditioning Coach at Southeast Missouri State University. Prior to that, Mr. Helsel was Assistant Strength and Conditioning Coach at Marshall University.

Salary: \$50,000 for 12 months

Rank: Head Strength and Conditioning Coach and Instructor

APPOINTMENT OF UNIVERSITY CARD SERVICES COORDINATOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Christina Jambard as University Card Services Coordinator for Auxiliary Services, effective November 10, 2007.

Ms. Jambard received a B.S. in Communication in 1999 from Old Dominion University. Since 2000, she has been Card Center Manager at Old Dominion University. Prior to that, Ms. Jambard was Assistant Director of Fund Raising in the Athletic Department at Old Dominion University.

Salary: \$47,970 for 12 months

Rank: University Card Services Coordinator and Assistant Instructor

APPOINTMENT OF ASSOCIATE DEAN FOR GRADUATE EDUCATION AND ASSESSMENT

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Dr. Sharon L. Judge as Associate Dean for Graduate Education and Assessment in the College of Education, effective September 25, 2007.

Dr. Judge received a Ph.D. in Education in 1993 from the University of California, an M.Ed. in Special Education in 1976 from North Texas State University and a B.A. in Education in 1973 from the University of Arizona. Since 2006, she has been a Professor in the Darden College of Education at Old Dominion University. Prior to that, Dr. Judge was a professor in the College of Education, Health, and Human Sciences at the University of Tennessee.

Salary: \$100,000 for 12 months

Rank: Professor of Early Childhood, Speech Language Pathology and Special Education and Associate Dean for Graduate Education and Assessment

APPOINTMENT OF INTERIM DIRECTOR OF HOUSING

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Christina M. Kaberline as Interim Director of Housing for Auxiliary Services, effective September 15, 2007.

Ms. Kaberline received an M.S. in Education, Counseling Psychology and Post-Secondary/Agency, a B.A. in Psychology and a Bachelor of Journalism Science, in 1988, 1983 and 1982 respectively, from the University of Kansas. Since 2006, she has been Interim Assistant to the Vice Chancellor for Student Affairs at the University of Nebraska Lincoln. Prior to that, Ms. Kaberline was Associate Director of University Housing at the University of Nebraska. She also has worked in

university housing at the University of North Carolina at Wilmington and North Carolina State University.

Salary: \$84,240 for 12 months
Rank: Interim Director of Housing and Instructor

APPOINTMENT OF PLANNING AND OPERATIONS ADMINISTRATOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. NorLisa Mayes as Planning and Operations Administrator for University College, effective October 25, 2007.

Ms. Mayes received an M.S. in Occupational and Technical Studies and a B.S. in Sociology, in 2004 and 2001 respectively, from Old Dominion University. Since 2006, she has been Director of Tutoring and Academic Achievement for University College. Prior to that, Ms. Mayes was Assistant Director for Undergraduate Continuance at Old Dominion University.

Salary: \$55,000 for 12 months
Rank: Planning and Operations Administrator, University College and Instructor

APPOINTMENT OF AREA COORDINATOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Lori A. Plants as Area Coordinator for the Office of Student Housing, effective October 15, 2007.

Ms. Plants received an M.A. in Student Personnel and a B.S. in Secondary Social Studies Education, in 2004 and 2001 respectively, from Slippery Rock University. Since 2004, she has been Assistant Director of Residence Life at the University of Mary Washington. Ms. Plants also served as the Coordinator for the Generating Opportunities for Leadership Development Program and Coordinator for Staff Recruitment, Selection, and Training at Mary Washington.

Salary: \$35,000 for 12 months
Rank: Area Coordinator and Instructor

APPOINTMENT OF GRANT WRITER

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Jacqueline Y. Stein as Grant Writer for the Office of Research, effective October 25, 2007.

Ms. Stein received an M.A. in Counseling Psychology in 1990 from Bowie State University and a B.A. in English Language and Literature in 1981 from the University of Maryland. Since 1998, she has been a Day Treatment Therapist at Child and Youth MHSA Services, Virginia Beach Department of Human Services. Over the course of her career, she has written 11 funding proposals, 10 of which have been funded.

Salary: \$50,000 for 12 months
Rank: Grant Writer and Instructor

APPOINTMENT OF ACADEMIC ADVISOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Christine Stringfield-Ricks as Academic Advisor for Advising and Transfer Programs, effective September 25, 2007.

Ms. Stingfield-Ricks received an M.S. in Occupational and Technical Studies and a B.S. in Sociology from Old Dominion University. Since 2006, she has served as the Coordinator for Undergraduate Continuance. Prior to that, Ms. Stringfield-Ricks was the Office Services Supervisor for the Office of Advising at Old Dominion University.

Salary: \$36,000 for 12 months
Rank: Academic Advisor and Instructor

APPOINTMENT OF DIRECTOR OF REAL ESTATE DEVELOPMENT

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Tara F. Saunders as Director of Real Estate Development in the Office of Administration and Finance, effective October 25, 2007.

Ms. Saunders received an M.B.A. and a B.S. in Business Administration, in 1992 and 1985 respectively, from Old Dominion University. Since 2002, she has been Deputy Director of Economic Development for the City of Portsmouth. Prior to that, Ms. Saunders was Assistant Director of Economic Development for the City of Suffolk. She also served in the City of Chesapeake's Economic Development Department for over twelve years, working as Senior Business Development Manager. During her career, she has assisted in the location of many major corporations in Hampton Roads.

Salary: \$120,000 for 12 months
Rank: Director of Real Estate Development and Instructor

APPOINTMENT OF ACQUISITIONS AND PRESERVATION SERVICES LIBRARIAN

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Mr. Frederick R. Tench as Acquisitions and Preservation Services Librarian, effective October 10, 2007.

Mr. Tench received a Master's degree in Library Science in 1986 from Catholic University of America and a B.A. in History in 1978 from Christopher Newport University. Since 1999, he has been Support Services Manager for Newport News Public Library System. Mr. Tench has held various professional positions at Newport News Library over the past 20 years.

Salary: \$55,000 for 12 months

Rank: Acquisitions and Preservation Services Librarian

APPOINTMENT OF AREA COORDINATOR

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Mr. Daniel P. Terrell as Area Coordinator for the Office of Student Housing, effective October 10, 2007.

Mr. Terrell received a Master of Education in Higher Education Administration and College Student Personnel and a Bachelor of Music in Music Education, in 2006 and 2003 respectively, from Kent State University. Since 2004, he has been a Residence Hall Director at Kent State University. He also served as Residence Hall Director for DePaul University.

Salary: \$33,000 for 12 months

Rank: Area Coordinator and Instructor

APPOINTMENT OF MBA PROGRAM MANAGER

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Shanna A. Wood as MBA Program Manager for the College of Business and Public Administration, effective October 1, 2007.

Ms. Wood received an M.B.A. in 2000 from Georgia State University and a B.A. in International Management in 1994 from Gettysburg College. Since 2004, she has been a Senior Business Services Manager for Opportunity, Inc. Prior to that, Ms. Wood was a Corporate Programs Manager in the Executive Education Center at Old Dominion University.

Salary: \$56,000 for 12 months

Rank: MBA Program Manager and Instructor

APPOINTMENT OF SPECIAL COLLECTIONS LIBRARIAN

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the appointment of Ms. Sonia Yaco as Special Collections Librarian, effective September 25, 2007.

Ms. Yaco received a Master of Arts in Library and Information Studies in 2007 from the University of Wisconsin – Madison. Since 2005, she has been a Reference Archivist at the Wisconsin Historical Society. Prior to that, Ms. Yaco ran her own computer consulting business for over 20 years.

Salary: \$55,000 for 12 months
Rank: Special Collections Librarian and Librarian I

APPOINTMENT OF TELETECHNET SITE DIRECTORS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the following appointments as TELETECHNET Directors at the sites indicated:

Ms. Pamela E. Beatty (Site Director, Naval Station Norfolk, Distance Learning/Military Programs)

Ms. Beatty received a B.A. in English in 2006 and is pursuing an M.S.Ed. in Early Childhood Education at Old Dominion University. Since 2004, she has been Site Coordinator at Naval Station Norfolk.

Salary: \$36,000 for 12 months effective November 10, 2007
Rank: TELETECHNET Site Director, Naval Station Norfolk, Distance Learning/Military Programs and Assistant Instructor

Dr. Frances Dolloph (Site Director, Germanna Community College)

Dr. Dolloph received a Ph.D. in Technology Education in 2007 from West Virginia University, a Master of Arts in Liberal Studies from Dartmouth College and a B.S. in Comprehensive Business Education from Plymouth College. Since 2002, she has been Director of Distance Education, Workforce and Community Education, at Potomac State College of West Virginia University.

Salary: \$55,965 for 12 months effective October 25, 2007
Rank: TELETECHNET Site Director, Germanna Community College, and Assistant Professor

Mr. David R. Morgan (Site Director, Langley Air Force Base, Distance Learning/Military Programs

Mr. Morgan received an M.S. in Guidance and Counseling in 1976 from Old Dominion University and a B.A. in Foreign Affairs in 1972 from the University of Virginia. Since 2004, he has been Executive Director, Center for Security Forces, Naval Personnel Development Command, Norfolk, VA. Mr. Morgan has more than 22 years working directly in military off-duty education and distance learning.

Salary: \$38,000 for 12 months effective November 25, 2007

Rank: TELETECHNET Site Director, Langley Air Force Base, Distance Learning/Military Programs and Instructor

EMERITUS APPOINTMENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the granting of the title of emeritus to the following faculty member. A summary of his accomplishments is included.

<u>Name and Rank</u>	<u>Effective Date</u>
Abdel M. Agami Professor Emeritus of Accounting	December 2007

Abdel M. Agami earned a Ph.D. in Accounting from the University of Illinois in 1970 and joined the Department of Accounting faculty in 1978. During his 28 years at Old Dominion University, Agami taught financial accounting and particularly international accounting, winning several teaching awards. He constantly updated his classes to keep them abreast of changes occurring in the accounting profession.

Agami delivered numerous papers at conferences held throughout the world and published in some of the leading international accounting journals. He is a past President of the International Accounting Section of the American Accounting Association and served the Section on numerous occasions over the years. He also served on numerous College and University committees and was a mentor to younger faculty members.

The Committee approved by unanimous vote the proposal for a new policy on Tenure-track Positions Funded by Research Centers. The policy contains principles to guide the appointment of these positions and establishes communication between the director of the research center and the chair of the academic department. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

APPROVAL OF NEW POLICY ON TENURE-TRACK POSITIONS FUNDED BY RESEARCH CENTERS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the new policy on Tenure-Track Positions Funded by Research Centers, effective December 7, 2007.

Rationale: The Policy on Tenure-Track Positions Funded by Research Centers contains principles to guide the appointment of these positions and establishes communication between the director of the research center and the chair of the academic department. The appointment of tenure-track positions funded by research centers presents an opportunity for the University to enhance both the research center and the academic department.

Policy on Tenure-Track Positions Funded by Research Centers

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

The following principles will guide these appointments.

1. One or more tenure-track faculty positions may be funded in a given department by mutual agreement of the vice president for research and the provost and vice president for academic affairs.
2. The salary and fringe benefits for the position will be funded by the research center.
3. The faculty member will be a full member of their academic department subject to all departmental policies.
4. The faculty member must have a research focus related to the research center's goals.
5. The department chair and research center director will meet at least once a year to assign the faculty member's teaching, research, and service duties. Due diligence will be given to meeting the needs of both the department and research center.
6. The research center director will submit to the chair an annual report of the faculty member's activities in advance of the annual evaluation. After receiving the research director's annual evaluation of the faculty member, the university policies and procedures on reappointment, promotion and tenure will be in effect and followed as outlined in the Faculty Handbook.

7. If the department chair and director do not agree on performance of the faculty member, the dean, vice president for research and provost and vice president for academic affairs will determine how to resolve the situation in consultation with all involved.
-

The Committee approved by unanimous vote the proposal to revise the policy on the Certificate of Recognition for Terminally Ill and Deceased Students. The revisions establish a certificate of achievement as a way to recognize terminally ill and deceased students who do not meet the qualifications for the certificate of recognition. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON THE CERTIFICATE OF RECOGNITION FOR TERMINALLY ILL AND DECEASED STUDENTS

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Policy on the Certificate of Recognition for Terminally Ill and Deceased Students, effective December 7, 2007.

Rationale: The proposed revisions to the Policy on Certificate of Recognition for Terminally Ill and Deceased Students establishes a certificate of achievement as a way to recognize terminally ill and deceased students who do not meet the qualifications for the certificate of recognition.

NUMBER: 1408

TITLE: Certificate of Recognition or Achievement for Terminally Ill and Deceased Students

APPROVED: June 16, 2006; Revised December 7, 2007

When a student has completed all degree requirements but dies before graduation, the University awards the degree posthumously.

Certificate of Recognition. In those instances when a student who is close to completing a degree is terminally ill or dies before completing the degree, the University may award a Certificate of Recognition. The following criteria must be met for receiving the Certificate of Recognition. Any exceptions must be approved by the president.

Undergraduate Students

1. The student must have completed at least 90 hours of college credit with at least 30 hours at ODU.

2. The student must have completed 75% of the credit hours required for the major.
3. The student must be in good academic (2.00 GPA) and disciplinary standing.
4. The student must be enrolled at ODU at the time of death or diagnosis of terminal illness.
5. The dean of the appropriate college recommends the award of the certificate.

Graduate Students

1. The student must be degree seeking.
2. The student must have completed at least 75% of the requirements for the degree (for the master's student this will be a minimum of 24 credits; for the doctoral student this will be a minimum of 36 credits).
3. The student must be in good academic (3.00 GPA) and disciplinary standing.
4. The student must be enrolled at ODU at the time of death or diagnosis of terminal illness.
5. The dean of the appropriate college recommends the award of the certificate.

Certificate of Achievement. In those instances when a student is terminally ill or dies before completing the degree but does not qualify for a Certificate of Recognition, the university may award a Certificate of Achievement. The following Criteria must be met for receiving the Certificate of Achievement. Any exceptions must be approved by the President.

Undergraduate and Graduate Students

- 1. The student must be in good academic (2.00 undergraduate/3.00 graduate) and disciplinary standing.**
 - 2. The student must have completed the equivalent of two semesters of full-time study (24 credits undergraduate/18 credits graduate) at Old Dominion University.**
 - 3. The student must have died or been diagnosed with a terminal illness within 12 months of the last registration.**
 - 4. The certificate may be recommended by a faculty member or at the request of others, but the next of kin must approve.**
 - 5. The president or delegate will communicate with the next of kin.**
 - 6. The certificate will be presented only to the next of kin or their delegate.**
-

The Committee approved by unanimous vote the proposed revisions to the Policy on Tenure. The revisions provide clarification by adding information on when the selection of potential external reviewers must occur and address the addition of documentation to a faculty member's portfolio for tenure. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON TENURE

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Policy on Tenure, effective December 7, 2007.

Rationale: The proposed revisions to the Policy on Tenure provide clarification in two areas. The first revision adds information on when the selection of potential external reviewers must occur. The second revision addresses the addition of documentation to a faculty member's portfolio for tenure.

NUMBER: 1411

TITLE: Tenure

APPROVED: June 12, 1980; Revised February 24, 1984; Revised November 19, 1987; Revised December 13, 1988; Revised September 27, 1990; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2002; Revised April 11, 2003; Revised June 14, 2005; Revised September 9, 2005; Revised September 22, 2006; Revised June 15, 2007; **Revised December 7, 2007**

I. Purpose of Tenure - The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission. For these reasons, tenure is awarded only after a suitable probationary period, and the decision to award tenure is based both on the merit of the individual faculty member and on the long-term needs and mission of the department, the college, and the university.

II. Eligibility for Tenure

- A. The provost and vice president for academic affairs, fifteen months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching, and explain what procedures should be followed by those wishing to be considered for tenure.
- B. Only faculty members who hold the ranks of assistant professor, associate professor, or full professor are eligible to be considered for tenure. Assistant professors will be awarded tenure only if they are simultaneously being promoted to the rank of associate professor.
- C. Under certain circumstances administrative faculty holding rank in a department at the assistant professor (if promotion to the rank of associate professor is being simultaneously considered), associate professor, or full professor level may be considered for tenure, as specified by the Board of Visitors policy concerning administrative faculty.
- D. Since tenure is granted as a faculty member in an academic department or program, the award of tenure does not imply continuance in any full-time or part-time

administrative position, nor does it imply continuance of any specific work assignment within or outside the department in which tenure is granted.

III. Probationary Period

- A. The probationary period begins with the initial full-time, tenure-track appointment at Old Dominion University at the rank of instructor, assistant professor, associate professor, or full professor; only time spent in a tenure-track position at one of these ranks is counted as part of the probationary period.

Subject to agreement by the university and the faculty member, any academic year in which a faculty member was on a full-time tenure-track appointment in one of these ranks for at least one semester, may be counted as one year of the probationary period.

- B. The following do not count as part of the probationary period:
 1. Time in the rank of assistant instructor, artist-in-residence, performer-in-residence, writer-in-residence, research professor, research associate professor, research assistant professor, research associate, or any part-time position.
 2. Time in appointment as an administrator, that is, in a position designated as a teaching/research administrative position or as a classified position in the state personnel system. (Time spent in a teaching and research faculty position as defined in the state personnel system will count as part of the probationary period, even if administrative responsibilities are assigned as part of that position; normally, departmental administrative positions such as chair or assistant chair will thus count as part of the probationary period.)
 3. Time in a position which involves no teaching of credit courses, for example as a teacher of children or a therapist in the Child Study Center or as a teacher of exclusively noncredit course work.
 4. Time spent on leave of absence.
 5. Time spent on faculty exchanges if the faculty member so chooses.
 6. A period of time, not to exceed one year, may be excluded from the probationary period, upon the approval of the provost and vice president for academic affairs subject to the following conditions.
 - a. That the faculty member submits a request in writing to the department chair. The department chair and the dean shall forward the request with a recommendation to the provost and vice president for academic affairs.
 - b. The request must be the result of the occurrence of a serious event. A

“serious event” is defined as a life-altering situation which requires the faculty member to devote more than eight hours of each day to alleviate the impact of the event for a period greater than six weeks and less than one year. These events may include the birth of a child, adoption of a child under the age of six years, serious personal illness or care of an immediate family member including parent, stepparent, child, or spouse.

- c. The faculty member shall provide documentation to justify the time requested and the seriousness of the event.
 - d. The request shall be made no later than one year from the first day of the serious event.
 - e. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.
 - f. Faculty who are awarded this exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
 - g. Work accomplished during the excluded period may be cited in the tenure case.
 - h. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.
 - i. Decisions will be made within 60 days of the receipt of the faculty member’s request by the department chair.
 - j. The decision of the provost and vice president for academic affairs is final.
- C. The maximum length of the probationary period is seven academic years. The faculty member is informed of the decision of the provost and vice president for academic affairs on tenure by June 30 of the sixth year of probationary service. The faculty member will receive either a tenure contract or a terminal contract in the seventh year.
- D. The length of the probationary period may be reduced in any of the following instances:
- 1. A faculty member who has full-time teaching experience at the rank of instructor or above at another collegiate institution, or at Old Dominion University prior to a break in service, may have the probationary period reduced by either one or two years. If the probationary period is to be reduced, the reduction must be recommended by the chair and dean and

approved by the provost and vice president for academic affairs at the time of the initial appointment. Unless such a reduction has been approved and the faculty member has been so notified in writing at the time of initial appointment, reduction for prior service will not be granted. The changes in the provisions of this paragraph as compared to the *Faculty Handbook* of 1978-79 will not apply to faculty members whose initial contract was offered prior to June 15, 1980.

2. A faculty member initially appointed to the rank of full professor may be notified of a tenure decision by June 30 of the second year of service; if tenure is awarded, a tenure contract will be offered for a third year of service. In addition, the probationary period for a full professor may be eliminated, and an initial tenure appointment may be recommended to the Board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the university promotion and tenure committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.
3. A faculty member initially appointed to the rank of associate professor may be notified of a tenure decision by April 15 of the fourth year of service. If tenure is approved, a tenure contract will be offered for the fifth year. In addition, the probationary period for an associate professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the university promotion and tenure committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.
4. The probationary period for tenure may be shortened in the case of exceptional merit and performance. It is the sense of the Board of Visitors that this procedure be followed only in the case of demonstrably exceptional faculty members and that such early award of tenure be exceedingly rare.

IV. Criteria for the Award of Tenure

- A. The following criteria are used in the evaluation of every candidate for tenure. Each faculty committee and administrator considering a tenure case must specifically address each of these criteria as they apply to that case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. Committee votes must be recorded in the recommendations. In cases in which a vote is not unanimous, reasons for negative votes must be included.

B. Criteria to be used are as follows:

1. Merit - Merit of the faculty member in teaching, research and service over the entire probationary period and the contributions made by the faculty member in these areas to the university. (For definition of teaching, research, and service and a discussion of methods of evaluation, see policies and procedures concerning evaluation of faculty members.) In addition to information supplied by faculty information sheets, the chair's evaluation and other material presented by the department, an opportunity shall be made available for the faculty member to provide in writing any other material in support of the tenure candidacy.

External evaluation of the quality of the faculty member's research performance will be required from nationally recognized experts in the faculty member's field.

- a. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and University Promotion and Tenure Committee belongs to the department chair. In promotion of department chairs, the responsibility belongs to the dean.
- b. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list. (If one list is not submitted, all reviewers will be selected from the list that is submitted.) As a general rule, external reviewers should not be co-authors or former mentors of the candidate. **The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for tenure.**
- c. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost before the reviewers are asked to submit evaluations. If an exception is approved, candidates for tenure and/or promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair but prepared by the provost and vice president for academic affairs in consultation with the deans and a copy of the

policy on external reviews so their responsibilities will be clear.

- d. A curriculum vita will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For promotion and tenure of department chairs, the responsibility belongs to the dean.
 - e. External reviewers will be asked to evaluate all submitted material mailed to them. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
 - f. All candidates for tenure and promotion will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidates.
 - g. The university and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
2. The determined long-term needs of the department, college, and university, including at least the following:
- a. The long-term enrollment of the department.
 - b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department in terms of the mission of the department, the college, and the university.
 - c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)
3. No person can be awarded tenure unless convincing evidence is provided of

effective teaching.

4. In departments offering graduate work, no faculty member can normally be awarded tenure unless convincing evidence is provided of successful performance in research. (Exceptions can be made only if the department can demonstrate a long-term need for an additional tenured faculty member who will not be teaching graduate students.)
5. Since tenure may be awarded only to faculty members who hold the rank of associate or full professor or who are being simultaneously appointed to one of those ranks, any faculty member awarded tenure must meet the minimum requirements for the rank of associate professor.

V. Procedures for Tenure Consideration¹

- A. Initial consideration of tenure cases is conducted by the tenured faculty of the department.
 1. The tenured faculty of a department may determine that a tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the chair. In this case, the entire full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee.
 2. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of the departmental, college, University Promotion and Tenure Committee, or the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent.

The college committee shall consist of one tenured faculty member from each department in the college. This member shall be chosen by majority vote of all full-time teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s). The University Promotion and Tenure Committee shall elect one of its members as chair.²

¹ See the Faculty Evaluation Schedule in the appendix for specific dates and actions.

² The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the

No person shall serve on a college promotion and tenure committee or on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

3. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three.
 4. Candidates for tenure should provide a statement of potential internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
 5. **In case of material developments, additional documentation may be added to the portfolio with the concurrence of the department chair and dean.**
- B. The committee or group of tenured faculty makes its recommendations to the chair. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.
- C. If neither the departmental committee nor the chair recommends tenure for the faculty member, tenure is not granted in the ensuing year. If the faculty member is being considered in the year preceding the limit of his or her probationary period, as defined by the Board of Visitors policy on tenure, that faculty member is given a terminal contract for the ensuing year unless a further review is requested. If the faculty member requests further review, all materials, including departmental and chair evaluations and recommendations are forwarded to the college tenure committee, which makes a separate recommendation to the dean. The dean then makes a decision concerning tenure and informs the faculty member. If either the decision of the college committee or that of the dean is positive, the faculty member's case is considered in accordance with the procedures in the following paragraphs. If both decisions are negative, the faculty member may request a further review by the provost and vice president for academic affairs, who makes a final determination concerning further consideration of tenure.
- D. If either the tenured faculty (or their committee), or the chair, or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean.
- E. The dean of the college examines the facts and all previous recommendations and makes a recommendation concerning tenure, which is forwarded to the provost and

subsequent academic year. The promotion and tenure committees elected by each individual degree-granting college serve for an entire academic year, not for the spring semester of one year and the fall semester of the following year.

vice president for academic affairs.

- F. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons, including minority reasons, if any) concerning tenure, which is forwarded to the provost and vice president for academic affairs.
- G. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.
- H. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case by June 30 of the year in which it is being taken up. Upon approval of the Board of Visitors, the faculty member is offered a tenure contract for the coming year.
- I. If the determination of the provost and vice president for academic affairs is against tenure and the decision is made in the year preceding the end of the limit of the probationary period, the faculty member is notified by May 15 that a terminal contract will be offered for the ensuing year. A faculty member who has not reached the limit of the probationary period may be offered either one subsequent annual contract or a terminal contract for the ensuing year.
- J. The faculty member may request by May 22 that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review by May 29. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee by June 5. The decision of the Board of Visitors or its designated committee is final. The Board of Visitors will make its decision by June 30.
- K. The above procedures at the departmental and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as designated above in all cases.

The Committee approved by unanimous vote the proposed revision to the Policy on Academic Rank and Promotion in Rank. The revision addresses the addition of documentation to a faculty member's portfolio for promotion. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON ACADEMIC RANK AND PROMOTION IN RANK

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revision to the Policy on Academic Rank and Promotion in Rank, effective December 7, 2007.

Rationale: The proposed revision to the Policy on Academic Rank and Promotion in Rank addresses the addition of documentation to a faculty member's portfolio for promotion.

NUMBER: 1410

TITLE: Academic Rank and Promotion in Rank

APPROVED: June 12, 1980; Revised February 24, 1984; Revised June 20, 1985; Revised December 13, 1988; Revised September 27, 1990; Revised March 11, 1991; Revised April 9, 1992; Revised April 8, 1993; Revised April 10, 1997; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2001; Revised December 14, 2001; Revised April 12, 2002; Revised June 14, 2002; Revised December 12, 2003; Revised September 22, 2006; Revised June 15, 2007; **Revised December 7, 2007**

I. Board of Visitors Definition of Academic Rank

A. Full-time faculty members holding the following academic ranks are eligible to be considered for tenure after a suitable probationary period, and time at Old Dominion University in these ranks is counted toward the probationary period.

1. Professor - Those appointed or promoted to this rank, which is one of the highest honors that the university can bestow, are teacher-scholars of genuinely national standing who have made recognized contributions to the university and to their disciplines. They are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding research in their fields of specialization, and to have been pre-eminent in professional service. Although few will excel equally in the three areas of teaching, research, and service, all appointed or promoted to the rank of

professor are expected to have made some demonstrable contribution in each area. Except under most unusual circumstances, the highest terminal degree in the field is required.

2. Associate Professor - Appointment or promotion to the rank of associate professor is based on established high quality of performance in teaching, research, and service and pre-eminence in at least one of these areas. Except under most unusual circumstances, the highest terminal degree normally attainable in the field is required.
 3. Assistant Professor - Appointment or promotion to the rank of assistant professor requires the highest terminal degree normally held in the field or its clear equivalent. Evidence of promise in teaching, research, and service is required. Faculty members holding the rank of assistant professor may be considered for tenure only if promotion to associate professor is simultaneously considered.
- B. Full-time faculty members holding the following ranks are not eligible for tenure, but time at Old Dominion University in these ranks is counted as part of the probationary period for tenure, except as noted in paragraph 1.a. below.
1. Instructor - Appointment to the rank of instructor is based on evidence of promise in teaching. Instructors normally hold master's degrees in their areas of specialization, but occasional exceptions can be made for fields in which the master's degree is the highest terminal degree normally attainable. There are three types of instructors at Old Dominion University:
 - a. Faculty members normally lacking the highest terminal degree who are employed to teach on the freshman and sophomore levels -- They normally receive annual appointments for a period of three years, but in exceptional circumstances they may be reappointed for a maximum of three additional annual contracts. They must be informed in writing at the time of the original appointment that their positions are not permanent and that they will not be eligible to be considered for tenure.
 - b. Instructors who are terminal degree candidates -- Candidates for a terminal degree may be given annual appointments as instructors if they can provide evidence that they will complete all requirements for the terminal degree within the first year of teaching at Old Dominion University. An instructor in this category who completes this work, and whose department recommends reappointment, is given a second annual contract as an assistant professor and is eligible for tenure at the end of the usual probationary period. An instructor in this category who completes all degree requirements during the first semester at Old Dominion University is given the title of assistant professor for the second semester. An instructor in this

category who does not complete all requirements for the terminal degree within the first year of employment is normally not reappointed for a second year, but a second annual contract as instructor may be granted with the approval of the chair, dean and provost and vice president for academic affairs; if all requirements for the degree are completed within the second year, the instructor is promoted to the rank of assistant professor. If all degree requirements are not completed during the second year, a third and terminal contract as instructor may be granted but the faculty member is not eligible for consideration for promotion or tenure.

- c. Tenure-track, master's-level instructors -- In certain professional departments in which the master's degree is the terminal degree, faculty members who have three years or less of full-time teaching experience at the college level are normally appointed initially to the rank of instructor. Such faculty members are eligible for promotion to the rank of assistant professor after two years in the instructor's rank on the recommendation of the chair and dean and on the approval of the provost and vice president for academic affairs. In exceptional cases, where professional experience is clearly demonstrated, the requirement of prior experience may be waived with the approval of the chair, dean, and provost and vice president for academic affairs. This type of instructor can be appointed only in academic fields in which the provost and vice president for academic affairs has previously approved such appointments on the recommendation of the chair and dean concerned. At present, instructors of this type are employed in the areas of applied music, dance, dental hygiene, engineering technology, nursing, physical therapy, and studio art.
- C. The following full-time academic ranks do not carry tenure, but if a faculty member who has held one of these ranks is subsequently appointed to a tenurable position as described in section A, time spent at Old Dominion University in one of these ranks may be counted as part of the probationary period for tenure.
 - 1. Visiting professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of a full professor are required.
 - 2. Visiting associate professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a particular need in a college or department. Credentials equal to those required of an associate professor are required.
 - 3. Visiting assistant professor - This rank is reserved for scholars of distinction who agree to come to the university for one year or less in order to serve a

particular need in a college or department. Credentials equal to those required of an assistant professor are required.

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

1. Assistant instructor - This is a full-time rank requiring at least a bachelor's degree in the area of specialization. Except under unusual circumstances, assistant instructors do not teach courses carrying degree credits.
2. Lecturer - This is a full-time rank which requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

Persons initially appointed at the rank of lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on "Reappointment or Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service, persons holding this rank will receive a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities, as well as the needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for academic affairs following completion of the review at the college level.

If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual may be offered an appointment for the next three academic years. Those persons who are reappointed in this manner shall be subject to another in-depth review conducted by the dean during the fall semester of the third year of the reappointment. Lecturers will be reappointed for additional three-year periods by utilizing the same procedure as described above.

If the decision is made not to retain the lecturer, either after the fifth year of initial service or subsequent three-year reappointments, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request

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

3. Senior lecturer - This is a full-time rank which requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' experience at the rank of lecturer or equivalent. Persons appointed to this rank are expected to assume a predominantly instructional role, at undergraduate or graduate levels, and participate in other professional service activities normally assigned to or expected of full-time faculty.

Persons initially appointed at the rank of senior lecturer will be evaluated and a decision made concerning their reappointment on an annual basis, according to the policy on "Reappointment and Nonreappointment of Faculty." In addition, during the fall semester of the fifth year of service, persons holding this rank will receive a major faculty review. This review will be conducted by the dean and will include an in-depth evaluation of the individual's teaching effectiveness and other professional activities as well as the needs of the department. The purposes of this review shall be to evaluate the individual's performance and determine whether he or she should be retained beyond the fifth year. An evaluation report should be submitted to the provost and vice president for academic affairs following completion of this review at the college level.

If the evaluation is positive and the dean's recommendation on retention is affirmative, the individual may be offered an appointment for the next three academic years. Those persons who are reappointed in this manner shall be subject to another in-depth review conducted by the dean during the fall semester of the third year of the reappointment. Senior lecturers may be reappointed for additional three-year periods by utilizing the same procedure as described above.

If the decision is made not to retain the senior lecturer either after the fifth year of initial service or subsequent three-year appointments, he or she will be notified of termination according to the appropriate schedule contained in the policy on "Reappointment or Nonreappointment of Faculty" and may request a review of the nonreappointment decision by the provost and vice president for academic affairs as provided by the same policy.

Promotion to the rank of senior lecturer from the rank of lecturer shall be upon the recommendation of the department, chair, and college promotion and tenure committee to the dean of the college. If the dean decides against the promotion, the person may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

4. Intercollegiate coach - This is a full-time rank normally requiring a master's degree and a record of demonstrated performance in the area of specialization. Persons holding this rank devote half time or less to the instruction of credit students. These positions are normally funded from both Commonwealth and non-Commonwealth sources.
5. Artist-in-residence - The holder of this position is a distinguished practitioner of the fine arts, employed either full time or part time by the university. In most cases, an artist-in-residence devotes half time or less to the instruction of credit students. The rest of the time, for a full-time faculty member, is devoted to noncredit course work and other public service activities; to unstructured instruction to university students; to professional service to the community; and to any combination of these activities. The main criterion for reappointment is pre-eminence in an artistic field, and the normal academic credentials, such as advanced degrees or experience in university teaching, are not necessarily required.
6. Performer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a distinguished practitioner of the performing arts whose service to the university and the community may include performances available to the university community and to the region.
7. Writer-in-residence - The description of this position is basically equivalent to that of artist-in-residence, except that the holder is a creative writer of distinction.
8. Research professor - Faculty members in this position, which may be either full time or part time, are devoting most of their efforts to research and are normally not teaching more than one course a semester. These positions are normally funded from non-Commonwealth funds. A research professor must meet the criteria demanded of a full professor in the relevant department. Personnel with the title of research professor may chair doctoral and master's committees provided they are certified as graduate faculty. Research personnel are subject to all university, college and department policies and procedures governing graduate teaching, program implementation, and oversight of graduate research and must undergo the same formal academic review and graduate certification review as required of tenured and tenure-track faculty members.
9. Research associate professor - This position has the same characteristics as that of research professor except that those holding it meet the criteria for appointment to the rank of associate professor in the department(s) to which they are attached. Personnel with the title of research associate professor may chair doctoral and master's committees provided they are certified as graduate faculty. Research personnel are subject to all university, college and department policies and procedures governing graduate teaching,

program implementation, and oversight of graduate research and must undergo the same formal academic review and graduate certification review as required of tenured and tenure-track faculty members.

10. Research assistant professor - This position has the same characteristics as that of research associate professor except that those holding it meet the criteria for assistant professor in the department(s) to which they are attached. Personnel with the title of research assistant professor may chair doctoral and master's committees provided they are certified as graduate faculty. Research personnel are subject to all university, college and department policies and procedures governing graduate teaching, program implementation, and oversight of graduate research and must undergo the same formal academic review and graduate certification review as required of tenured and tenure-track faculty members.
11. Research associate - This position has the same characteristics as that of research assistant professor except that those holding it meet the criteria for instructor in the department(s) to which they are attached.
12. Postdoctoral Research Associate - This position is generally reserved for a person who has recently completed his or her doctoral degree. While the primary employment activity will be research related, some teaching may be allowed. In general, these positions are funded through non-Common-wealth funds.
13. Adjunct professor - This rank is awarded to persons engaged in part-time teaching or special services who meet the criteria demanded of a full professor in the department(s) to which they are attached.
14. Adjunct associate professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for associate professor in the department(s) to which they are attached.
15. Adjunct assistant professor - This position is awarded to persons engaged in part-time teaching or special services who meet the criteria established for assistant professor in the department(s) to which they are attached.
16. Adjunct instructor - This position is held by part-time faculty members who meet the criteria established for instructor in the department(s) to which they are attached.
17. Adjunct assistant instructors - This position is held by part-time faculty members who meet the criteria established for assistant instructor in the department(s) to which they are attached.
18. Adjunct clinical faculty, adjunct community faculty - The titles adjunct clinical faculty or adjunct community faculty (as appropriate), with their

respective ranks, may be awarded to persons engaged in part-time teaching or special services relating to the practical instruction of students, and who meet the professional and academic criteria for those ranks established in the department(s) to which they are attached. These titles pertain to persons who are not normally paid a salary by the university, but who supervise activities designed to give students practical experience in a given profession.

19. Other - The president may recommend to the Board of Visitors the establishment of other nontenured positions to allow the appointment of persons distinguished in their fields but not covered by any of the above.

II. Promotion in Rank

A. Board of Visitors Policy

1. Except for promotion to the rank of assistant professor, all promotions in rank are based on evaluation of the faculty member's performance in teaching, research, and service over the total time in the previous rank as compared to the criteria established by the Board of Visitors for the rank being considered and any other criteria established by the department or college.
2. Promotion to the rank of associate professor must occur at the time of the tenure award, except in the case of certain faculty members who were tenured in the rank of assistant professor prior to June 30, 1982. Such persons may be considered for promotion to the rank of associate professor during any subsequent year under the same policy and procedures as are used for promotion to the rank of full professor.
3. Promotion to the rank of full professor is normally considered no earlier than during the sixth year of a faculty member's service as associate professor at Old Dominion University. Exceptions are made only under the following circumstances:
 - a. A faculty member who has held the rank of associate professor at another institution and was initially appointed to Old Dominion University at the rank of associate professor may be considered for promotion at the time of the award of tenure.
 - b. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.
4. The president, upon the recommendation of the Faculty Senate, shall establish procedures for consideration of promotion to the rank of full professor (and designation as eminent scholar), and of promotion to the rank of associate professor for those tenured as assistant professors prior to June

30, 1982. Such procedures shall require consideration and recommendation by faculty members at the department and college level, the chair, the dean, and the University Promotion and Tenure Committee. The decision concerning promotion is to be made by the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against promotion, the faculty member may request a review by the president. The decision of the president is final.

B. Procedures for Promotion in Rank

1. These procedures apply to promotion to the rank of full professor. (In the case of those faculty members who held tenure and the rank of assistant professor in June 1982, these procedures also apply to promotion to the rank of associate professor. Otherwise, promotion to the rank of associate professor is part of the tenure consideration and is dealt with in accordance with the policy concerning tenure.) Promotion to the rank of assistant professor is made by the provost and vice president for academic affairs following recommendation by the chair and dean. These procedures are designed to implement the Board of Visitors policy concerning promotion. The board policy is governing in all promotion cases.

2. Considerations Concerning Promotion

- a. Each faculty committee and administrator considering a promotion case must specifically consider factors listed below as they apply to each case in the written recommendations that are submitted up the line to the provost and vice president for academic affairs. In the case of committees, the vote must be recorded in the recommendation, and the reasons produced by the minority members must be specified.
- b. Each committee and administrator making a recommendation concerning promotion considers evidence of the faculty member's performance over the total time in which the previous rank has been held as compared to the guidelines for the rank being considered as established by the Board of Visitors and any other guidelines established by the department or college.
- c. The total rank structure of the department should be considered.
- d. At the least, the committees and administrators should examine faculty information sheets, chair evaluations, dean's evaluations, and any other evidence submitted by the faculty member, the chair of the department, or any other relevant source. Particularly in the case of promotion to full professor, external evaluation of the faculty member's research and scholarly activity by nationally recognized

experts in the field of specialization may be required at any step of the process.

3. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above³:
 - a. In the case of large departments, the faculty members in the rank being considered or above may select a committee from their ranks to consider and make recommendations concerning promotion. In that case, it is the responsibility of the committee to elicit opinions from all faculty members holding the rank considered or above.
 - b. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three.
 - c. Candidates for promotion should provide a statement of potential internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
 - d. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of either departmental, college, or the University Promotion and Tenure Committee. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent. The college committees shall consist of one tenured faculty member from each department in the college. This member shall be chosen by majority vote of all full-time teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s). The University Promotion and Tenure Committee shall elect one of its members as chair⁴. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.
 - e. The faculty member involved is informed that the committee is considering promotion in rank and is given an opportunity either to

³See the Faculty Evaluation Schedule in the appendix for specific dates and actions.

⁴The members of the faculty who are elected to serve on the University Promotion and Tenure Committee shall serve for the subsequent academic year. The promotion and tenure committees elected by each individual degree-granting college serve for an entire academic year, not for the spring semester of one year and the fall semester of the following year.

appear before the committee (or group) considering the case, or to submit a statement in writing in support of eligibility for promotion.

f. In case of material developments, additional documentation may be added to the portfolio with the concurrence of the department chair and dean.

4. The committee or faculty group makes its recommendation concerning promotion to the chair together with reasons for the recommendation (including a minority statement in the case of a split vote), and specifies the vote of the committee. The chair evaluates independently the credentials of the faculty member, the rank structure of the department, and any additional evidence presented, either by the faculty member or from any other source, and makes a recommendation, with reasons, concerning promotion.
5. If neither the faculty committee (or group) nor the chair recommends promotion, the faculty member will not be considered for promotion in the coming year unless a review by the college promotion committee and the dean is requested by the faculty member. If a review is requested, the departmental committee and the chair forward all documents to the promotion committee of the college, which examines them and makes a recommendation concerning promotion to the dean. The dean examines all documents, including the recommendation of the college committee, and makes a determination concerning promotion. If the dean's determination is negative and is in accordance with the recommendations of the departmental committee, the chair, and the college committee, then the faculty member is not promoted for the coming year. If the dean's determination is negative and is not in accordance with all previous recommendations, the faculty member may request a further review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final in such cases.
6. If either the departmental committee (or group), or the chair, or both recommend promotion, the faculty member's credentials together with the recommendation of the faculty committee and the chair will be forwarded to a promotion committee of the college for consideration. This committee will make an independent evaluation and make a recommendation concerning promotion with reasons (including reasons of the minority), to the dean. The recommendations will indicate the vote of the committee.
7. The dean, considering all previous recommendations and all credentials, then makes a recommendation concerning promotion, which is forwarded, with reasons, to the provost and vice president for academic affairs.
8. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation,

and makes a recommendation (with reasons, including minority reasons, if any) concerning promotion which is forwarded to the provost and vice president for academic affairs.

9. On the basis of all the evaluations and recommendations presented, and after consultation with staff, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. The decision of the provost and vice president for academic affairs will consist of one of the following:
 - a. promotion
 - b. deferral
 10. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The decision of the provost and vice president for academic affairs will be reported to the president.
 11. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.
 12. All promotions are reported by the president to the Board of Visitors.
 13. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.
- C. Part-time instructional faculty may be promoted in rank (for example, from adjunct assistant professor to adjunct associate professor) upon recommendation of the chair and dean to the provost and vice president for academic affairs. Full documentation of the credentials of the faculty member being recommended for promotion is required. If the provost and vice president for academic affairs denies the promotion, the faculty member may request a review by the president. The decision of the president is final.

The Committee approved by unanimous vote the proposal to establish a Doctor of Nursing Practice degree program. The new degree is a result of the mandate from the American Association of Colleges of Nursing that all advanced nursing practice programs move from the master's level to the doctoral level by 2015. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, Stallings, Treherne*)

APPROVAL OF DOCTOR OF NURSING PRACTICE DEGREE
COLLEGE OF HEALTH SCIENCES

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the Doctor of Nursing Practice degree in the College of Health Sciences.

Rationale: The proposed Doctor of Nursing Practice (DNP) degree is a result of the mandate from the American Association of Colleges of Nursing that all advanced nursing practice programs (nurse practitioners, nurse midwives and nurse anesthesia) move from the master's level to the DNP level by 2015. The DNP will provide an increased pool of nursing faculty with advanced practice skills and clinical outcomes research skills to address the faculty shortage.

The Committee approved by unanimous vote the proposal to establish a Doctor of Engineering degree program. The new degree is designed to meet the educational needs of practicing engineers who seek terminal degrees to prepare themselves for high-level engineering and leadership positions. The following resolution was brought forth as a recommendation of the Academic and Research Advancement Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

APPROVAL OF DOCTOR OF ENGINEERING DEGREE
COLLEGE OF ENGINEERING AND TECHNOLOGY

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the Doctor of Engineering degree in the College of Engineering and Technology.

Rationale: The proposed Doctor of Engineering degree program is designed to meet the educational needs of practicing engineers who seek terminal degrees to prepare themselves for high-level engineering and leadership positions. It will create an avenue through which the creativeness and knowledge of the faculty can be transferred to practice and disseminated. The proposed program will also increase graduate student involvement, doctoral degree production and the volume of industry-sponsored research.

In his report to the Committee, Provost Isenhour discussed the next steps for the University to complete the 2005-09 Strategic Plan in the areas of undergraduate and graduate education, distance learning, research, and university-wide.

In the report from the Office of Research, Adam Rubenstein, Research Compliance Coordinator, presented information on the compliance infrastructure for human and animal subjects, the current state of human and animal research at the University, and adapting our research compliance to future needs.

ADMINISTRATION AND FINANCE COMMITTEE

The Rector called on Mr. Hixon for the report of the Administration and Finance Committee. Mr. Hixon reported that the Committee considered four action items. The first two relate to the Webb Center Phases I and II Improvement Project.

Dale Feltes, Director of Design and Construction, presented the administration's plans for each phase of the project. This proposed, new capital project is in response to the overwhelming success of the Café 1201 improvements opened just over one year ago. This success has resulted in increases in meal plans and dining revenues at a level projected to have been reached by 2010. The impact has been crowding in both the serving areas and seating. Mr. Feltes reported that Phase I will focus on increasing the dining capacity through expansion into the current east-west corridor and former bookstore area and relocation of the Monarch Market and Card Center. Phase II will include the creation of a new north-south corridor that will enhance the entrance of the building, improve traffic flow and access to second floor spaces, and reconfigures existing space for more flexible programming. He shared estimated costs and schedules for both phases.

The Committee approved, for recommendation to the Board, the addition of this project to the University's previously submitted 2008-2010 Capital Budget, and was so moved by Mr. Hixon. The motion was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

The Committee approved a Resolution authorizing the reimbursement of Webb Center Improvement expenditures from subsequent Bond proceeds in order to finance this project. This is necessary since Phase I of the project would be initiated over the coming summer before the 9d bonds would be sold in the Fall of 2008. The following resolution was brought forth as a recommendation of the Administration and Finance Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

RESOLUTION OF THE BOARD OF VISITORS OF
OLD DOMINION UNIVERSITY
DECLARING THE INTENTION TO REIMBURSE
THE COST OF CERTAIN EXPENDITURES

WHEREAS, Old Dominion University (the “Institution”) has undertaken the renovation of its Webb Center, which will create a new east-west corridor including a new west entrance, and reprogram the bookstore space into more flexible offices and meeting spaces (the “Project”); and

WHEREAS, the Institution has made or will make expenditures (the “Expenditures”) in connection with the Project; and

WHEREAS, the Institution may determine that the funds advanced and to be advanced to pay Expenditures will be reimbursed to the Institution from the proceeds of one or more debt obligations to be issued by or on behalf of the Institution (the “Indebtedness”); provided that, pursuant to federal Treasury Regulations Section 1.150-2(c), any such reimbursement generally must be made no later than 18 months after the date on which any expenditure is made.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF THE
INSTITUTION:

1. The Board of Visitors of the Institution hereby adopts this declaration of official intent under Treasury Regulations Section 1.150-2 and declares that the Institution intends to reimburse itself, in accordance with such Section 1.150-2, with the proceeds of Indebtedness for Expenditures made on, after or within 60 days prior to the date of the adoption of this Resolution with respect to the Project, except that Expenditures made more than 60 days prior to the date hereof may be reimbursed as to certain *de minimis* or preliminary expenditures described in Treasury Regulations Section 1.150-2(f) and as to other expenditures permitted under applicable Treasury Regulations.
2. The maximum principal amount of Indebtedness expected to be issued for the Project is \$1,000,000.
3. This Resolution shall take effect immediately upon its adoption.

Adopted: _____

Secretary of the Board of Visitors

Mr. Feltes also reviewed the Construction Manager-at Risk process and how the administration is proposing its use in order to meet critical construction deadlines for the Diehn II project. Following his presentation, the Committee approved, for recommendation to the Board, the use of the Construction Manager-at Risk process for this project, and was so moved by Mr. Hixon. The motion was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

Vice President Fenning briefed the Committee on the need to amend the Deed of Lease between the ODU Real Estate Foundation and the University for the University Village Bookstore. The lease amendment reduces the University's master lease commitment by 1,712 square feet and corrects the principal payment schedule for the construction loan. The original Bookstore Lease was approved by the Board of Visitors at its meeting on September 22, 2006, and the Deed of Lease was executed on September 29, 2006. The Committee approved, for recommendation to the Board, the Resolution to approve the amended lease. The following resolution was brought forth as a recommendation of the Administration and Finance Committee and was approved unanimously by all members present and voting. (*Ampy, Batten, Croshaw, Kirk, Kornblau, Mugler, O'Neill, Stallings, Treherne*)

**RESOLUTION APPROVING AN AMENDMENT TO THE DEED OF LEASE FOR THE
NEW UNIVERSITY BOOKSTORE BUILDING IN THE UNIVERSITY VILLAGE**

WHEREAS, the Old Dominion University Real Estate Foundation, a Virginia non-stock corporation (the Company), has borrowed \$8,250,000 (the Construction Loan) from Bank of America, N.A. (the Lender) to provide construction financing for the development, construction and equipping of a 43,058 square foot, four story bookstore, café and office facility (the Facility) in the University Village and financing costs associated with such Construction Loan and expects to enter into a permanent financing with the Lender of up to \$5,500,000 with respect to the Facility (the Permanent Loan);

WHEREAS, construction of the Facility has been substantially completed;

WHEREAS, pursuant to Chapter 3, Item C-110.20, Page 492 of the 2006 Acts of Assembly, the General Assembly of the Commonwealth authorized the University to enter into a Lease Agreement with the Company for the purpose of occupying, operating and maintaining the Facility;

WHEREAS, the Company and the University entered into a Deed of Lease (the Bookstore Lease) dated as of September 29, 2006, whereby the Company leased the entire Facility to the University;

WHEREAS, debt service payments on the Construction Loan, the Permanent Loan and other required payments will be paid from Basic Rent (as defined in the Bookstore Lease, to include the payment obligations of the Company with respect to the Facility) to be received from the University pursuant to the Bookstore Lease were approved by the Treasury Board of the Commonwealth of Virginia, as required by Virginia law, at its September 20, 2006 meeting;

WHEREAS, the Bookstore Lease was approved by the Board of Visitors at its meeting on September 22, 2006;

WHEREAS, the Company and the University have agreed to amend the Bookstore Lease in order (a) to release the portion of the leased premises, defined as the Facility in the Bookstore Lease, consisting of the 1,712 square foot café and (b) to correctly state the principal payment schedule for the Construction Loan; and

WHEREAS, there has been presented at this meeting in substantially final form a First Amendment to Deed of Lease (the Amendment to Deed of Lease) dated as of December 1, 2007, between the Company and the University amending the Bookstore Lease;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF VISITORS OF OLD DOMINION UNIVERSITY:

1. The execution and delivery of the Amendment to Deed of Lease is hereby approved and the Board of Visitors hereby directs the President of the University to execute and deliver the Amendment to Deed of Lease to the Company.

2. The President or the Vice President for Administration and Finance of the University, either of whom may act, is authorized to execute and deliver on behalf of the University such instruments, documents or certificates and to do and perform such things and acts as they shall deem necessary or appropriate in carrying out the transaction authorized by this Resolution or contemplated by the Amendment to Deed of Lease, and all of such actions previously done or performed by such officers of the University in connection therewith are in all respects approved, ratified and confirmed.

Rick Fisher, University Controller, presented the Unaudited Financial Statements for the fiscal year ended June 30, 2007. He noted that the statements reflect the University's continued growth as an institution through the \$25.1 million increase in net assets for the year. He also noted that capital assets comprise 72% of all net assets. The statements reflect the University's continued emphasis on student success through the expenditure of 53.6% of all university expenditures on instruction, academic support, student services and student financial aid. He discussed the Statement on Auditing Standards 112 and its potential impact on future audits, and noted that the audit schedule for the Auditor of Public Accounts was modified to move Norfolk State University's audit ahead of Old Dominion's for accreditation purposes, making it unlikely that ODU's audit will be completed prior to the April, 2008 meeting.

In his report to the Committee, Vice President Fenning provided an update on Level 2 authority under the Higher Education Restructuring Act. He also shared year-to-date data for the bookstore, parking services and the card center and concluded with a status report on the University Village. He introduced Tara Saunders, who recently assumed the position of Director of Real Estate Development and Executive Director of the Real Estate Foundation.

William Quinn, Chief of Police, and Rudolph Burwell, Assistant Chief of Police, provided an update on the University's Emergency Preparedness Plan and its All Hazard Mitigation Plan under the Disaster Resistant Universities initiative.

The Committee received the standing reports from Mr. Dale Feltes, Director of Design and Construction, on the Capital Outlay Projects Status Report to the Committee, and Mr. Rick Massey, Chief Financial Officer for Foundations, on the status of investments.

OLD/UNFINISHED BUSINESS

The Rector asked if there was any old or unfinished business to come before the Board. Mr. O'Neill asked for a status report on the Provost's search. President Runte reported that the last candidate visited the campus yesterday. The Committee will meet on Wednesday and will likely make a recommendation to her shortly thereafter. It will take her at least a week to conduct her own reviews. The Rector noted that the final appointment will require Board approval.

Mr. Stallings noted concerns students have about parking and security, as reflected in Ms. Bryant's survey. President Runte stated that the campus police force has increased steadily over the years and is now either fully staffed or close to being there. Vice President Fenning noted that this is a more an issue of perception, and although the Clery Act shows that ODU is one of the safest college campuses, this perception issue is one that the administration continually attempts to address. President Runte stated that a series of meetings have been held to address parking issues on campus. She noted that there is more parking available on campus, but is now located in different areas. The Rector thanked Ms. Bryant for her very important survey.

Mr. Mugler asked for an update on Maglev. President Runte indicated that there will be some news on Maglev that will be announced early next week.

The Rector announced that a new contract with the President has been executed through 2010-2011, and provides for the president's service to continue from year to year, unless the Board or the President gives six month's notice to terminate.

NEW BUSINESS

The Rector asked if there was any new business to come before the Board. President Runte reminded the Board about Fall Commencement next Sunday and announced the speakers for the morning and afternoon ceremonies. On December 23rd, she will hold a holiday party for international students at her home and Dr. Walker-Johnson will be hosting another event for this group. Vice President Fenning announced that Michael Buble will perform at the Ted Constant Convocation Center on March 17th.

The Rector reminded Board members about the Bookstore Grand Opening and the Board Reunion Dinner immediately following.

Mr. Ampy thanked Vice President Fenning and his staff in their efforts to increase SWAM statistics, noting that they have grown nearly 500% during the past year.

With no further business to be discussed, the meeting was adjourned at 3:10 p.m.