TO: Provost’s Council

FROM: Judith M. Bowman
Assistant Vice President for Undergraduate Studies

SUBJ: Provost’s Council Agenda for Tuesday, July 27, 2010

The Provost’s Council will meet on Tuesday, July 27 from 8:30-10:00 a.m. in the Board Room in Koch Hall. The following agenda items will be discussed.

1. Approval of the July 13 minutes (see attachment, p. 1-3)

2. Conversion of a Non-Tenure Eligible Position to Tenure-Eligible (see attachment, p. 4-5)

3. Faculty Credentials Progress Report
   Marty Sharpe and Sara Morris

4. Status Report on WEAVE – deadline for reports for 2009-10 is August 1, 2010

5. Announcements –
   A. Reminder to submit plans for each College’s portion of the GTAI Institute
   B. Provost’s Council Retreat to focus on advising, retention and student success – August 23 from 8:30 a.m.-5:00 p.m. at the Virginia Beach Aquarium
   C. Freshman Convocation on Sunday, August 29 from 4:00-6:00 p.m. at the Ted Constant Convocation Center (see attachment, p. 6)
   D. Certification of Faculty for Graduate Instruction – Deadline for publication of College policies and listing of individual faculty is October 31, 2010
The Provost’s Council met on Tuesday, July 27, 2010 from 8:30-10:00 a.m. in the Board Room in Koch Hall. Those present were Carol Simpson (Chair), Oktay Baysal, Dave Chase, Chandra de Silva, Linda Irwin-DeVitis, Karen Karlowicz, Brenda Lewis, Sara Morris, Ginny O’Herron, Chris Platsoucas, Marty Sharpe, Deanne Shuman, Charles Wilson, and Gil Yochum. The following agenda items were discussed.

6. The July 13 minutes were approved.

7. Conversion of a Non-Tenure Eligible Position to Tenure-Eligible

Carol Simpson described an issue that has arisen regarding the policy on Conversion of a Non-Tenure Eligible Position to Tenure-Eligible and Appointment to the Rank of Assistant Professor. In some disciplines, such as nursing, the terminal degree required was originally a master’s but this has changed over time to the requirement for a doctoral degree. The provision in the policy that conversion is dependent on there having been a national search at some point has created difficulties. Karen Karlowicz, chair of the School of Nursing, discussed how the requirement of a national search has been detrimental to the growth and development of the School and asked for a waiver or revision of the policy related to the national search requirement.

After discussion, it was the consensus of the Deans that the policy should not be revised regarding the national search requirement. During the discussion, two suggestions were made for further discussion: (1) changes to the search process so that it will be more versatile and less onerous and (2) amendment of the non-tenure track positions to provide more ranks for promotion.

8. Faculty Credentials Progress Report

Marty Sharpe and Sara Morris provided a status report on faculty credentials, particularly the credentials for non-full-time faculty (adjuncts, faculty administrators, and GTAs). They have been in contact with department chairs regarding the credentials of adjuncts when the Provost’s Office records are missing or lacking enough information to determine qualifications and when credentials do not appear to meet ODU/SACS standards. They distributed a sample faculty credentials justification letter that can be used by department chairs to present the rationale for faculty credentials to comply with SACS standards under the exception clause.

Many issues remain problematic regarding compliance with the SACS faculty credentials standards and guidelines. The judgment of the Provost’s SACS team is that the best assessment we can give ourselves in this area of the ODU compliance audit is partially compliant, which SACS off-site reviewers will automatically roll over to non-compliant. Dr. Morris and Dr. Sharpe stressed that, when we detect a problem with compliance, we
must act affirmatively to remedy it. As we write the compliance audit, we will have to state what we have done and what we will do to remedy the area of non-compliance. Possible actions include the following.

- Do not rehire those whose credentials do not meet the standards.
- Continue to aggressively justify the credentials of remaining faculty in question.
- Identify a formal mechanism to ensure that faculty credentials will be reviewed and that faculty members who are not qualified are not hired.

Dr. Morris and Dr. Sharpe asked that faculty assignments to course sections in Banner for fall 2010 be made as quickly as possible in order to expedite the review of credentials. They emphasized that the faculty of record assigned to the course must teach the course.

The information discussed on faculty credentials will be sent to Deans, associate deans and department chairs.


Carol Simpson called the Deans’ attention to the data entry status for the 2009-10 assessment reports in WEAVEonline and stressed that complete information must be submitted by August 1, 2010.

10. Released Time for Graduate Program Directors

A listing of graduate programs at the University, the amount of released time or stipend awarded to Graduate Program Directors in each, and the annual student FTE in each program was distributed to the Deans. Carol Simpson stated that the data indicate that we need to develop a fairer and more equitable distribution of released time and stipends for GPDs and asked the Deans to review the data for their College. After the review by the Deans and any subsequent changes, the Provost’s Council will look again at the section of the University Policy on Graduate Program Directors on released time to determine if additional revisions are needed.

11. Announcements

E. The Deans were reminded to submit plans for each College’s portion of the GTAI Institute to Brenda Lewis.
F. The Provost’s Council Retreat will focus on advising, retention and student success and will be held on August 23 from 8:30 a.m.-5:00 p.m. at the Virginia Beach Aquarium.
G. Freshman Convocation will take place on Sunday, August 29 from 4:00-6:00 p.m. at the Ted Constant Convocation Center.
H. The Deans were reminded that the deadline for publication of College policies on graduate faculty certification and the listing of individual faculty certified for graduate instruction is October 31, 2010.