

TO: Members of the Academic and Research Advancement
Committee of the Board of Visitors

Andrea M. Kilmer, Chair
David L. Bernd, Vice Chair
Fred J. Whyte (ex-officio)
Barry M. Kornblau (ex-officio)
Richard T. Cheng
Dee D. Gilmore
J. William Cofer
Mary Maniscalco-Theberge
Frank Reidy
Andres Sousa-Posa (Faculty Representative)

FROM: Carol Simpson
Provost

DATE: September 16, 2013

The purpose of this memorandum is to provide you with background information for our meeting on Thursday, September 26, 2013. The committee will meet from 9:30-11:00 a.m. in the President's Dining Room in Webb Center.

I. Approval of Minutes of the June 13, 2013 Meeting

The minutes of the June 13, 2013 meeting will be presented for approval as previously distributed.

II. Closed Session

The members of the Academic and Research Advancement Committee will receive information related to the item to be discussed in closed session.

III. Reconvene in Open Session and Vote on Resolutions

IV. Consent Agenda

Included in the consent agenda materials are resolutions recommending 56 faculty appointments and 54 administrative appointments.

V. Regular Agenda

The regular agenda includes proposed revisions to the Policy on Certificate of Recognition or Achievement for Terminally Ill or Deceased Students; proposed new policies on Academic Rank and Criteria for Ranks, Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers, and Promotion in Rank; proposed revisions to the policy on Tenure and the policy on Evaluation of Faculty; and a request to establish the College of Continuing Education.

VI. Information Items

Information items include the report from the Provost and the report from the Office of Research. The report from the Provost will include information on key areas for the 2014-19 Strategic Plan.

VII. Topics of Interest to Board of Visitors Members

Committee members will have an opportunity to discuss topics of interest.

C: John R. Broderick
 Donna Meeks

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE
SEPTEMBER 26, 2013
AGENDA

9:30-11:00 a.m. – President’s Dining Room

- I. APPROVAL OF THE MINUTES OF JUNE 13, 2013
- II. CLOSED SESSION
- III. RECONVENE IN OPEN SESSION AND VOTE ON RESOLUTIONS
- IV. CONSENT AGENDA
 - A. Faculty Appointments (p. 4-14)
 - B. Administrative Appointments (p. 15-26)
- V. REGULAR AGENDA
 - A. Proposed Revisions to the Policy on Certificate of Recognition or Achievement for Terminally Ill or Deceased Students (p. 27-29)
 - B. Proposed New Policy on Academic Rank and Criteria for Ranks (p. 30-37)
 - C. Proposed New Policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers (p. 38-41)
 - D. Proposed New Policy on Promotion in Rank (p. 42-50)
 - E. Proposed Revisions to the Policy on Tenure (p. 51-61)
 - F. Proposed Revisions to the Policy on Evaluation of Faculty (p. 62-66)
 - G. Request to Establish the College of Continuing Education (p. 67)
- VI. INFORMATION ITEMS
 - A. Report from the Provost
 - 1. Key Areas for the 2014-19 Strategic Plan
 - B. Report from the Office of Research
- VII. TOPICS OF INTEREST TO BOARD OF VISITORS MEMBERS

September 26, 2013

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>
Dr. Peter G. Anderson Lecturer of Political Science and Geography	\$42,000	7/25/13	10 mos

Dr. Anderson received a Ph.D. in Geography in 1994 from The University of Utah and an M.A. and B.A. in Geography, in 1983 and 1980 respectively, from the State University of New York at Albany. Dr. Anderson has been an Adjunct Professor at Old Dominion University, Virginia Wesleyan College, and Tidewater Community College since 2007.

Mr. Jonathan D. Backens Lecturer of Electrical and Computer Engineering	\$63,000	7/25/13	10 mos
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Mr. Backens received a B.S. in Computer Engineering and Computer Science in 2004 from Christopher Newport University and is pursuing a Ph.D. in Electrical and Computer Engineering at Old Dominion University. Since 2011, he has been an Instructor in Electrical and Computer Engineering at Old Dominion University.

Ms. Sheila F. Baker Lecturer of Teaching and Learning	\$45,500	7/25/13	10 mos
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Ms. Baker received an M.S. in Library and Information Studies in 2009 from Florida State University, a B.S. in Elementary Education in 1988 from Ohio University and is a Doctoral student in Information Studies at Florida State University. Since 2010, she has been a School Library/Technology Specialist at Anona Elementary School, Florida.

Dr. Nazir Barekzi Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Barekzi received a Ph.D. in Microbiology in 2009 from the University of Virginia, an M.S. in Microbiology in 2001 from the University of Colorado, and a B.S. in Biology in 1997 from James Madison University. Since 2011, he has been a Research Scientist and Grant Specialist in the Laser and Plasma Engineering Institute and an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University.

Dr. Larisa Bulysheva Instructor of Information Technology and Decision Sciences	\$55,000	7/25/13	10 mos
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Dr. Bulysheva received a Ph.D. in Computer Science in 1994 from the Institute of Informatics Systems, Siberian Branch of the Russian Academy of Sciences and an M.S. and B.S. in Economics and Mathematics, in 1979 and 1977 respectively, from Novosibirsk State University, Russia. Since 2011, she has been an Adjunct Instructor in the Department of Information Technology and Decision Sciences at Old Dominion University.

Dr. Anne-Taylor Cahill Lecturer of Philosophy and Religious Studies	\$42,000	7/25/13	10 mos
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Dr. Cahill received a D.MIN. from Oxford University, UK and an M.A in Humanities/Philosophy and a B.A. in Philosophy from Old Dominion University. Since 1992, she has taught at St. Leo University and in the Department of Philosophy and Religious Studies at Old Dominion University.

Dr. David W. Chapman Senior Lecturer of Urban Studies and Public Administration	\$65,000	7/25/13	10 mos
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Dr. Chapman received a Ph.D. in Public Administration and Urban Policy in 2007 from Old Dominion University and an M.S. in Management of Information Systems and a B.S. in Education, Mathematics, in 2002 and 1975 respectively, from the University of Virginia. Since 2011, he has been a Visiting Assistant Professor in the Department of Urban Studies and Public Administration at Old Dominion University.

Dr. Phoebe Dreux Chappell Assistant Professor of Ocean, Earth and Atmospheric Sciences Tenure Track	\$75,000	7/25/13	10 mos
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Dr. Chappell received a Ph.D. from the MIT/WHOI joint program in Chemical Oceanography in 2009 and a B.A. in Biology in 2000 from Amherst College. Since 2009, she has been a Postdoctoral Associate in the Department of Cell and Molecular Biology at the University of Rhode Island.

Ms. Deborah P. Crofford Lecturer of Mathematics and Statistics	\$43,000	7/25/13	10 mos
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Ms. Crofford received an M.S. in Computational and Applied Mathematics and a B.S. in Mathematics from Old Dominion University. Since 2007, she has been an Adjunct Faculty member in the Department of Mathematics and Statistics at Old Dominion University.

Dr. Anthony W. Dean	\$70,000	8/25/13	10 mos
Lecturer – Engineering Fundamentals Division College of Engineering and Technology			

Dr. Dean received a Ph.D. in Engineering Management and Systems Engineering and a B.S. in Engineering Technology, in 2003 and 1998 respectively, from Old Dominion University and an M.B.A. in 2000 from the College of William and Mary. He has been an Associate Professor and Adjunct Associate Professor in the Department of Engineering Technology and Adjunct Associate Professor in the Business Gateway at Old Dominion University.

Dr. Jimmy Draper	\$50,000	7/25/13	10 mos
Visiting Assistant Professor of Communication/Theatre Arts			

Dr. Draper received a Ph.D. in Communication Studies and a B.A. in Arts & Ideas in the Humanities, in 2012 and 2001 respectively, from the University of Michigan, Ann Arbor. He has taught at the University of Michigan and most recently was a Lecturer of Communication Studies.

Ms. Robin Flanagan	\$43,000	7/25/13	10 mos
Lecturer of Mathematics and Statistics			

Ms. Flanagan received an M.S.Ed. and a B.S. in Interdisciplinary Studies (Teacher Track), in 2006 and 2005 respectively, from Old Dominion University. Since 2012, she has been an Adjunct Lecturer in the Department of Mathematics and Statistics at Old Dominion University.

Dr. Joy L. Francis	\$40,000	7/25/13	10 mos
Lecturer of Communication and Theatre Arts			

Dr. Francis received a Doctorate in Divinity, an M.A. in Communication, and an M.A. in Divinity, in 2007 and 2001 respectively, from Regent University and a B.A. in Communication Arts, Theatre, and Music in 1994 from the University of West Florida. She has been an Adjunct Instructor in the Department of Communication and Theatre Arts at Old Dominion University.

Ms. Beverly A. George	\$43,000	7/25/13	10 mos
Lecturer of Psychology			

Ms. George received a Master's Degree in Psychology and Counseling in 1975 from Assumption College and a Bachelor's Degree in English in 1972 from Worcester State College. Since 2007, she has been an Adjunct Psychology Instructor at Old Dominion University.

Ms. Rekha Gupta	\$48,797	7/25/13	10 mos
Lecturer of Computer Science			

Ms. Gupta received a Master of Architecture in 1983 from Ohio State University, a Bachelor of Architecture in 1980 from Bangalore University and is pursuing an M.S. in

Computer Science at Old Dominion University. Since 2003, she has been an Adjunct Instructor in the Department of Computer Science at Old Dominion University.

Dr. Emily M. Gussenhoven Lecturer of Chemistry and Biochemistry	\$45,000	7/25/13	10 mos
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Dr. Gussenhoven received a Ph.D. in Inorganic Chemistry in 2008 from the University of California, an M.S. in Inorganic Chemistry in 2003 from the University of Washington and a B.A. in Chemistry in 1999 from Mount Holyoke College. Since 2012, she has been an Adjunct Assistant Professor in the Department of Chemistry and Biochemistry at Old Dominion University.

Dr. Tina S. Haney Lecturer of Nursing	\$72,800	7/25/13	10 mos
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Dr. Haney received a Doctor of Nursing Practice in 2011 from Old Dominion University, a Master of Science in Nursing in Pediatric Clinical Nurse Specialist in 1988 from the University of Virginia and a B.S. in Nursing in 1987 from Virginia Commonwealth University – Medical College of Virginia. She has been an Assistant Director of Nursing Education at the Medical Careers Institute School of Health Sciences at ECPI since 2008 and an Adjunct Faculty and an Adjunct Faculty member in the doctoral program in nursing practice at Old Dominion University.

Ms. Michelle D. Heart Lecturer of English	\$42,000	7/25/13	10 mos
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Ms. Heart received an M.A. and a B.A. in English, in 2007 and 2005 respectively, from Old Dominion University. Since 2007, she has been an Adjunct Instructor in the Department of English at Old Dominion University.

Ms. Natalie A. Hinton Lecturer of Mathematics and Statistics	\$43,000	7/25/13	10 mos
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Ms. Hinton received a Master's Degree in Applied Mathematics in 2005 from Western Carolina University and a Bachelor's Degree in Applied Mathematics in 2003 from the University of North Carolina – Wilmington. Since 2012, she has been an Adjunct Mathematics Instructor at Old Dominion University.

Dr. Alvin A. Holder Associate Professor of Chemistry and Biochemistry Tenure Track	\$76,000	7/25/13	10 mos
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Dr. Holder received a Ph.D. in Inorganic Chemistry and a B.Sc. in Special Chemistry, in 1994 and 1989 respectively, from the University of the West Indies, Mona Campus, Jamaica. Since 2006, he has been Assistant Professor of Chemistry in the Department of Chemistry and Biochemistry at The University of Southern Mississippi.

Ms. Karen Joachim Lecturer of Counseling and Human Services	\$45,000	7/25/13	12 mos
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Ms. Joachim received an M.S.Ed. in Clinical and School Counseling and an M.S.Ed. in Early Childhood Education, in 2006 and 1992 respectively, from Old Dominion University and a B.A. in Communications and Public Relations in 1978 from the University of Louisiana at Lafayette. Since 2010, she has been an Adjunct Instructor in the Department of Counseling and Human Services at Old Dominion University.

Ms. LaKeisha N. Jones Lecturer of Counseling and Human Resources	\$45,000	8/10/13	10 mos
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Ms. Jones received an M.A. in Professional Counseling in 2012 from Liberty University and a B.S. in Liberal Arts in Health Professions in 2010 from Excelsior College and is enrolled in a Ph.D. program in Psychology at Grand Canyon University. Since 2013, she has been a Program Chair and Adjunct Faculty at Thomas Nelson Community College and Concordia University.

Ms. Lee Ellen Knight Lecturer of Women's Studies	\$42,000	7/25/13	10 mos
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Ms. Knight received an M.A. in English in 1992 from Old Dominion University and a B.A. in English in 1984 from Goucher College. Since 2006, she has been an Adjunct Instructor in Women's Studies at Old Dominion University.

Mr. Keith M. Krepcho Lecturer College of Health Science Success Advisor	\$40,000	7/25/13	12 mos
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Mr. Krepcho received a Masters of Divinity in 2008 from Southwestern Baptist Theological Seminary and a B.S. in Pastoral Ministry in 2003 from Southeastern University. Since 2012, he has been an Academic Advisor in the College of Health Sciences at Old Dominion University.

Dr. Shyla Lefever Lecturer of Communication/Theatre Arts	\$40,000	7/25/13	10 mos
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Dr. Lefever received a Ph.D. and an M.A. in Communication, in 2003 and 1997 respectively, from Regent University and a B.S. in Psychology in 1994 from Liberty University. Since 2006, she has been an Adjunct Instructor in the Department of Communication and Theatre Arts at Old Dominion University.

Mr. James Lyden Lecturer of Communication and Theatre Arts	\$50,000	7/25/13	10 mos
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Mr. Lyden received an M.F.A. in Scenic Design in 2010 from Utah State University and a B.A. in Theatre in 1983 from St. Michaels College. Since 2003, he has been Technical Director

at Zach Theatre and Technical Director/Scenic Designer for the Utah Festival Opera Company. (Salary includes a \$5000 stipend for serving as Theatre Technical Director)

Ms. Jessica R. Mayo Lecturer of Nursing	\$62,000	7/25/13	10 mos
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Ms. Mayo received an M.S. in Nursing Education in 2009 from Old Dominion University and a B.S. in Nursing in 1998 from George Mason University. She has been an RN Classroom, Clinical and Simulation Instructor at the Medical Career Institute of ECPI University.

Ms. Shannon M. McCallister Lecturer of Biological Sciences	\$42,000	7/25/13	10 mos
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Ms. McCallister received an M.S. in Biology in 2010 from Old Dominion University and a B.S. in Biology in 2005 from Virginia Polytechnic Institute & State University. Since 2010, she has been an Adjunct Lecturer in Biology at Old Dominion University and Thomas Nelson Community College.

Dr. Janet M. Moloney Lecturer of Chemistry and Biochemistry	\$45,000	7/25/13	10 mos
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Dr. Moloney received a degree in Veterinary Medicine in 2008 from University College Dublin, Ireland, a Ph.D. in Chemistry in 1998 from the University of Durham, U.K. and a B.Sc. in Chemistry in 1995 from London Metropolitan University, U.K. Since 2008, she has been a Visiting Assistant Professor and Adjunct Professor in the Department of Chemistry and Biochemistry at Old Dominion University.

Dr. Mohammadreza Moradi Lecturer of Civil and Environmental Engineering	\$70,000	12/25/13	10 mos
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Dr. Moradi received a Ph.D. in Structural Engineering and Mechanics in 2011 from the University of Massachusetts Amherst, an M.Sc. in Hydraulic Structure Engineering in 2004 from Sharif University of Technology and a B.Sc. in Civil Engineering in 2002 from Iran University of Science and Technology. Since 2011, he has been an Assistant Professor in Civil Engineering at the University of Guam.

Ms. Katharine A. Moulton Lecturer English Language Center	\$35,000	7/25/13	10 mos
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Ms. Moulton received an M.A. in Linguistics in 1980 from the University of Michigan and a B.A. in Comparative Religion and Sociology in 1975 from Macalester College. Since 2011, she has been Coordinator for the International TA Program in the College of Sciences and TESOL Practicum Supervisor in the Department of English at Old Dominion University.

Ms. Robin Ormiston Lecturer of Women's Studies	\$42,000	7/25/13	10 mos
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Ms. Ormiston received an M.A. in English in 2008 from Old Dominion University, a B.S. in Interdisciplinary Studies from Norfolk State University in 2006 and is pursuing a Ph.D. in Rhetoric and Textual Studies at Old Dominion University. Since 2009, she has been a SAFE Graduate Assistant in the Women's Center at Old Dominion University.

Ms. Maria Padilla Lecturer of Foreign Languages and Literatures	\$40,000	7/25/13	10 mos
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Ms. Padilla received an M.A. in Public Administration and a B.A. in Social Science, in 1984 and 1982 respectively, from the University of Puerto Rico. She has taught as an Adjunct Instructor at Old Dominion University and Tidewater Community College.

Dr. Anthony C. Perez Assistant Professor of Educational Foundations and Leadership Tenure Track	\$63,000	12/25/13	10 mos
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Dr. Perez received a Ph.D. in Educational Psychology in 2012 from Temple University, an M.A. in Clinical-Counseling Psychology in 2003 from La Salle University and a B.A. in Psychology in 1999 from Rutgers University. Since 2012, he has been a Postdoctoral Associate at Duke University.

Dr. Otilia Popescu Assistant Professor of Engineering Technology Tenure Track	\$68,000	7/25/13	10 mos
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Dr. Popescu received a Ph.D. in Electrical and Computer Engineering in 2004 from Rutgers University and a Diploma in Electrical and Computer Engineering and an M.S. with specialization in Control Engineering and Computers in 1991 from Polytechnic Institute of Bucharest, Romania. Since 2007, she has been an Adjunct Assistant Professor in the Department of Electrical and Computer Engineering at Old Dominion University.

Mr. Gregory Raver-Lampman Lecturer English Language Center	\$35,000	6/25/13	10 mos
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Mr. Raver-Lampman received an M.A. in Applied Linguistics (TESOL) in 2012 from Old Dominion University and a B.A. in Comparative Literature in 1979 from the University of California, Berkeley. Since 2012, he has been an Adjunct Lecturer in the English Language Center at Old Dominion University and an Adjunct Lecturer at Tidewater Community College.

Ms. Cathleen Rhodes Lecturer of English	\$42,000	7/25/13	10 mos
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Ms. Rhodes received an M.A. in English Literature in 2007 from Old Dominion University and a B.S. in English in 1996 from Radford University. Since 2007, she has been an Adjunct Instructor and College of Arts and Letters Style Editor at Old Dominion University and an Adjunct Instructor at Tidewater Community College.

Dr. Janet E. Rinehart-Kim Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Rinehart-Kim received a Ph.D. in Medical Microbiology and Immunology and a B.S. in Microbiology, in 1993 and 1983 respectively, from The Ohio State University. Since 2007, she has been an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University.

Ms. Lesley A. Rosenberg Lecturer English Language Center	\$35,000	6/25/13	10 mos
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Ms. Rosenberg received an M.A. in English Linguistics in 1994 from Old Dominion University and a B.S. in Sociology in 1987 from James Madison University. Since 2008, she has been an Adjunct Faculty member in the English Department and the English Language Center at Old Dominion University.

Dr. Patrick C. Sachs Assistant Professor of Medical Diagnostic and Translational Sciences Tenure Track	\$75,000	7/25/13	10 mos
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Dr. Sachs received a Ph.D. in Human and Molecular Genetics in 2010 from the Medical College of Virginia and a B.S. in Biology in 2002 from Virginia Commonwealth University. Since 2011, he has been a Research and Development Scientist and a Postdoctoral Associate at the Regenerative Medical Institute at Lifenet Health.

Dr. Rachel E. Schroeder Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Schroeder received a Ph.D. in Ecological Sciences in 2011 from Old Dominion University, an M.S. in Environmental Science in 2006 from Christopher Newport University and a B.S. in Environmental Science in 2001 from Texas A&M University. Since 2011, she has been an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University.

Mr. Andrew R. Sewick Lecturer of Foreign Languages and Literatures	\$40,000	7/25/13	10 mos
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Mr. Sewick received an M.A. in Spanish Language and Literature from New York University in Madrid, Spain and a B.A. in Spanish and Linguistics from Michigan State University. Since 2011, he has been an Adjunct Instructor of Spanish at Old Dominion University and Tidewater Community College.

Dr. Jewel Goodman Shepherd Visiting Assistant Professor of Community and Environmental Health	\$80,000	7/25/13	10 mos
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Dr. Shepherd received a Ph.D. in Health Services Research in 2010 from Old Dominion University, an M.P.A. in Health Care Administration Management and Criminal Justice/Policy in 1999 from Troy University (Atlanta, Georgia campus) and a B.A. in United States Policy and Politics in 1994 from The George Washington University. Since 2006, she has been an Adjunct Assistant Professor in the Department of Languages, Mathematics and Sciences, Health Professions Division at Tidewater Community College.

Dr. Christina D. Steel Lecturer of Biological Sciences	\$46,000	7/25/13	10 mos
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Dr. Steel received a Ph.D. in Biomedical Sciences in 2010 from Old Dominion University/Eastern Virginia Medical School and a B.S. in Biology and B.A. in Foreign Language in 2001 from Radford University. Since 2010, she has been an Adjunct Assistant Professor in the Department of Biological Sciences at Old Dominion University.

Ms. Paloma Ibáñez Sugg Lecturer of Foreign Languages and Literatures	\$40,000	7/25/13	10 mos
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Ms. Sugg received an M.A. and a B.A. in Linguistics, in 1990 and 1986 respectively, from the University of Florida, Gainesville. Since 2003, she has been an Adjunct Instructor in the Department of Foreign Languages and Literatures at Old Dominion University.

Dr. Lee J. Teply Lecturer of Music	\$42,000	7/25/13	10 mos
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Dr. Teply received a D.M.A. and an M.M. in Organ Performance and Music Literature, in 1988 and 1977 respectively, from Eastman School of Music at the University of Rochester and a B.M. in Organ Performance and Music Theory from Oberlin College Conservatory. Since 1995, he has been an Adjunct Professor of Music at Old Dominion University. Dr. Teply has also been Director of Music at First Lutheran Church since 2000.

Dr. Cynthia Ann Trent Lecturer of Nursing	\$64,000	8/10/13	10 mos
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Dr. Trent received a D.N.P. in Advanced Practice in 2013 from Old Dominion University, an M.S. in Pediatric Nurse Practitioner in 1995 from the Medical College of Virginia and a B.S.N. in Nursing in 1991 from George Mason University. Since 2012, she has been a Nurse Practitioner at Pediatrics of Kempsville.

Dr. James R. Van Dore Lecturer of Philosophy and Religious Studies	\$42,000	7/25/13	10 mos
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Dr. Van Dore received a Ph.D. in New Testament in 2011 from Claremont Graduate University, an M.T.S. in 1996 from Calvin Theological Seminary and a B.A. in English in 1989 from the University of Michigan. Since 2011, he has been an Adjunct Instructor and a Visiting Lecturer in the Department of Philosophy and Religious Studies at Old Dominion University.

Ms. Elena V. Vera-Guerrero Lecturer of Foreign Languages and Literatures	\$40,000	7/25/13	10 mos
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Ms. Vera Guerrero received a Master in Liberal Arts in Spanish in 2002 from Middlebury College, a Master in Learning Problems in 1988 from Inca Garcilaso de la Vega University, Peru and a Bachelor of Educational Science in Education in 1972 from Catholic University Santa Maria Peru. Since 1996, she has been an Adjunct Instructor of Spanish at Old Dominion University and Tidewater Community College.

Ms. Sara N. Wood Lecturer of Communication/Theatre Arts	\$40,000	7/25/13	10 mos
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Ms. Wood received an M.A. in Humanities and a B.A. in Communication, in 2007 and 2006 respectively, from Old Dominion University. Since 2007, she has been an Adjunct Instructor at Old Dominion University and Christopher Newport University.

Ms. Sally Wright Lecturer of Music	\$42,000	8/10/13	10 mos
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Ms. Wright received an M.M. in Piano Pedagogy in 1989 from Florida State University and a B.M. in Piano Performance and Piano Pedagogy in 1987 from East Carolina University. Since 2003, she has been an Adjunct Assistant Professor in the Department of Music at Old Dominion University.

September 26, 2013

ADMINISTRATIVE FACULTY APPOINTMENTS

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

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Charlotte L. Anders Executive Programs Manager College of Business and Public Administration and Instructor	\$60,000	6/10/13	12 mos

Ms. Anders received an M.S. in Business Management and a B.S. in Hotel, Restaurant and Institutional Management, in 1991 and 1988 respectively, from Virginia Polytechnic Institute and State University. Since 2011, she has been Executive Director for Virginians for the Arts (VFTA).

Admiral David Architzel Director of Military Affairs and Instructor	\$125,000	8/10/13	12 mos
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Admiral Architzel received an M.S. in Aeronautical Systems from the University of West Florida and a B.S. in Mathematics from the U.S. Naval Academy. He retired after more than 40 years of naval service, and served most recently as Commander of Naval Air Systems Command and as the principal military deputy to the Assistant Secretary of the Navy (Research, Development and Acquisition).

Mr. Carlos D. Baxley Director of Annual Giving and Assistant Instructor	\$65,000	8/10/13	12 mos
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Mr. Baxley received a B.A. in Mass Communications from Francis Marion University. Since 2010, he has been Director of Annual Giving at Coastal Carolina University. Prior to that, Mr. Baxley was Assistant Director of Development at the University of Cincinnati.

Ms. Jenna Blair Residence Hall Director and Instructor	\$32,000	7/10/13	12 mos
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Ms. Blair received an M.A. in Professional Studies and a B.S. in Mass Communication, in 2010 and 2008 respectively, from Towson University. Since 2010, she has been Coordinator of Residence Life at The Pennsylvania State University – Erie.

Dr. Jane Susan Bray Interim Dean of the Darden College of Education and Professor	\$200,000	7/15/13	12 mos
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Dr. Bray received an Ed.D. in Education in 1994 from Lehigh University and an M.S. and B.S. in Elementary Education, in 1974 and 1972 respectively, from Kutztown University. Since 2001, she has been Dean for the School of Education and Associate Provost and Professor of Elementary and Early Childhood Education at Millersville University of Pennsylvania.

Mr. Casey J. Cegles Interim Director of Athletic Development and Instructor	\$55,000	8/25/13	12 mos
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Mr. Cegles received a Master of Education in 2013 from Virginia Commonwealth University and a B.S. in Business Administration in 2009 from Towson University. Since 2012, he has been Assistant Director of the Old Dominion Athletic Foundation.

Mr. Daniel R. Cornier Head Equipment Manager and Instructor	\$40,000	8/10/13	12 mos
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Mr. Cornier received an M.S.Ed., Sport Management and a B.S. in Physical Education, Sport Management, in 2010 and 2008 respectively, from Old Dominion University. Since 2010, he has been Acting Football Equipment Manager and Assistant Equipment Manager at Old Dominion University.

Mr. James Corrigan Assistant Women’s Basketball Coach and Assistant Instructor	\$88,000	8/10/13	12 mos
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Mr. Corrigan received a B.A. in Management Science in 1980 from Duke University. Since 1994, he has been Assistant and Associate Men’s Basketball Coach at Old Dominion University.

Mr. Andrew Crabtree Head Women's Golf Coach and Assistant Instructor	\$65,000	8/10/13	12 mos
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Mr. Crabtree received a B.A. in Communication in 1999 from the University of South Florida. Since 2011, he has been Assistant Women's Golf Coach at Texas A&M University.

Mr. Christopher Crouch Associate Director of Admissions – Marketing and Instructor	\$55,000	7/10/13	12 mos
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Mr. Crouch received an M.S. in Health and Physical Education with an emphasis in Sports Management in 2005 from Old Dominion University and a B.S. in Health and Physical Education with an emphasis in Sports Management from Lock Haven University of Pennsylvania in 2003. Since 2010, he has been Director of Football Operations at Old Dominion University.

Ms. Dominique Footes Admissions Counselor and Assistant Instructor	\$35,000	7/10/13	12 mos
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Ms. Footes received a B.A. in 2008 from the University of Maryland, College Park and is pursuing a Master of Public Administration at the University of Baltimore. She has been Summer Program Coordinator for the National Young Leaders Conference for the summer of 2011 and 2012. Previously, Ms. Footes was a Graduate Advisor in University College at the University of Maryland.

Mr. Rick French Associate Athletic Director for Operations and Instructor	\$60,000	8/10/13	12 mos
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Mr. French received an M.S. in Sport and Recreation Administration and a B.S. in Parks and Recreation Administration, in 2007 and 2004 respectively, from Western Kentucky University. Since 2011, he has been Director of Athletic Events at Western Kentucky University.

Mr. Grant A. Gardner Assistant Director for Athletic Communications and Instructor	\$37,000	8/10/13	12 mos
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Mr. Gardner received an M.S.Ed. and a B.S. in Physical Education, Sports Management, in 2012 and 2011 respectively, from Old Dominion University. Since 2012, he has been an Assistant/Intern for Sports Information and Communications at Old Dominion University.

Mr. Michael A. Gibbs Academic Compliance Coordinator and Instructor	\$40,000	8/10/13	12 mos
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Mr. Gibbs received an M.S.Ed. in Sport Management in 2013 from Old Dominion University and a B.S. in Sport Management and a B.S. in Kinesiology in 2011 from the University of Southern Indiana. Since 2001, he has been a Compliance Assistant at Old Dominion University.

Ms. Latascia M. Hamilton Case Manager and Instructor	\$40,000	7/25/13	12 mos
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Ms. Hamilton received an M.S.Ed. in College/Mental Health Counseling and a B.S. in Psychology, in 2011 and 2008 respectively, from Old Dominion University. Since January 2013, she has been Personal Financial Management/Family Employment Readiness Program/Relocation Assistance Program Coordinator and Counselor for Fleet and Family Service Center in Naples, Italy.

Ms. Stacy Hasselbacher Instructional Technology Specialist and Instructor	\$45,000	6/10/13	12 mos
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Ms. Hasselbacher received an M.S. Ed. in Instructional Design and Technology in 2010 from Old Dominion University and a B.A. in Anthropology and Theatre in 2000 from Vanderbilt University. Since 2009, she has held positions as Manager of Educational Outreach, Producer of Distance Learning Programs, and Associate Producer for Educational Media for The Colonial Williamsburg Foundation.

Ms. Diana M. Hernandez Academic and Writing Counselor Student Success Center and Instructor	\$37,440	6/10/13	12 mos
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Ms. Hernandez received an M.A. in English in 2011 from Middlebury College and a B.A. in English in 2007 from the University of South Florida. Since 2012, she has been an Academic and Writing Counselor in the Student Success Center at Old Dominion University. Ms. Hernandez also served as Coordinator of the Exit Exam of Writing Proficiency and Coordinator of Tutoring and Mentoring Services in the Student Success Center.

Mr. Robert Hoffman Site Director, Olympic College and Instructor	\$60,000	9/10/13	12 mos
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Mr. Hoffman received an M.B.A. in 1996 from Oklahoma City University and a B.A. in Germanic Languages/Education in 1987 from the University of Oklahoma. Since 2007, he has been a Foreign Area Officer at the US Embassy in Yemen, Jordan, and Oman.

Ms. Miranda Johnson-Parries Professional Counselor and Instructor	\$48,000	8/25/13	12 mos
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Ms. Johnson-Parries received an M.S.Ed. in Counseling and an M.A. in Professional Writing, in 2010 and 2003 respectively, from Old Dominion University and a B.A. in English in 2000 from Cleveland State University. She is expected to receive a Ph.D. in Counseling in 2014 from Old Dominion University. Since 2012, she has been a Clinical Graduate Assistant in the Office of Counseling Services at Old Dominion University.

Ms. Devon N. Jones Admissions Counselor and Instructor	\$35,000	7/25/13	12 mos
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Ms. Jones received an M.Ed in Student Affairs in Higher Education (Administration) and a B.S. in Psychology-Clinical/Counseling, in 2012 and 2009 respectively, from Kutztown University of Pennsylvania. Since 2010, she has been Coordinator of Student Life and Multicultural Programs in the Office of Student Life at Harrisburg Area Community College and Assessments and Special Projects Coordinator at Kutztown University of Pennsylvania.

Mr. Craig A. Jordan Senior Project Scientist VMASC and Instructor	\$75,000	6/10/13	12 mos
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Mr. Jordan received an M.S. in Modeling, Simulation and Visualization Engineering in 2012 from Old Dominion University and a B.S. in Civil Engineering in 2005 from the University of Connecticut. Since 2010, he has been a Senior Project Scientist and Graduate Research Assistant at VMASC.

Ms. April Hicks Konvalinka Executive Director of Housing and Residence Life and Instructor	\$110,000	7/25/13	12 mos
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Ms. Konvalinka received an M.S. in College Student Personnel in 1988 from the University of Tennessee, a B.S. in Biology in 1995 from Western Carolina University, and is completing a Doctorate of Educational Leadership from Arkansas State University. Since 2000,

she has been Associate Director of Residence Life at Arkansas State University.

Mr. Timothy W. Kovacs Assistant Recruiting Coordinator, Athletics and Assistant Instructor	\$30,000	7/10/13	12 mos
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Mr. Kovacs received a B.S. in Sport Management in 2001 from Old Dominion University. Since 2011, he has been Recruiting and Operations Intern and most recently Associate Director of Recruiting/Player Personnel at the University of Alabama-Birmingham.

Mr. Brian P. Kurisky Director of Advising and Academic Support Honors College and Instructor	\$50,000	7/10/13	12 mos
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Mr. Kurisky received an M.S.Ed. in College Student Affairs Leadership in 1998 from Grand Valley State University, a B.S. in Political Science in 1994 from Old Dominion University and is expected to receive a Ph.D. in Educational Leadership in 2013 from Old Dominion University. Since 2012, he has been Director of Advising and Academic Support for the Honors College at Old Dominion University. Prior to that, Mr. Kurisky was a Graduate Research Assistant in the Office of Institutional Research and Assessment at Old Dominion University.

Mr. Tim LaVigne Assistant Baseball Coach – Pitching and Assistant Instructor	\$57,200	8/10/13	12 mos
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Mr. LaVigne received a B.A. in American Politics from the University of Virginia in 2000. Since 2010, he has been Assistant Baseball Coach and Pitching Coach at Old Dominion University.

Ms. La Wanza Lett-Brewington Director of the Women’s Center and Instructor	\$65,000	6/25/13	12 mos
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Ms. Lett-Brewington received an M.Ed. in Social Justice Education and a B.A. in Diversity Education in Organizations from the University of Massachusetts Amherst. Since 1990, she has been President and CEO of Plain Talk Consultants. She also served as Executive Director of Safe Passage from 2007-2011.

Dr. Kathleen Levingston Director of Military Connections and Assistant Professor	\$65,000	8/25/13	12 mos
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Dr. Levingston received a Ph.D. in Counselor Education in 2004 from the University of New Orleans and an M.Ed. in Community Counseling and a B.S. in Psychology, in 2001 and

1999 respectively, from the University of Louisiana. Since 2011, she has been an Assistant Professor of Counseling and Human Services at Old Dominion University.

Mr. James Lewing Assistant Swimming Coach and Assistant Instructor	\$28,000	8/25/13	12 mos
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Mr. Lewing received a B.A. in Philosophy, Political Science and Economics in 2011 from Denison University. Since 2011, he has been Assistant Swim Coach at the University of Mary Washington.

Mr. Christopher J. Lynch Senior Project Scientist VMASC and Instructor	\$75,000	6/10/13	12 mos
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Mr. Lynch received an M.S. in Modeling and Simulation and a B.S. in Electrical Engineering, in 2012 and 2011 respectively, and is pursuing a Ph.D. in Modeling and Simulation from Old Dominion University. Since 2011, he has been a Graduate Research Assistant at the Virginia Modeling, Analysis, and Simulation Center (VMASC).

Mr. Vamsi K. Manne Coordinator for Leadership Programs and Instructor	\$36,500	7/10/13	12 mos
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Mr. Manne received an M.S. in Higher Education and Student Affairs Administration in 2007 from Indiana University and a B.A. in Communication Studies in 2005 from the University of North Carolina at Charlotte. From 2010-2012, he traveled and worked abroad. Prior to that, he was a Program Coordinator for the Office of Student Activities and Leadership (OSAL) at Old Dominion University.

Mr. Michael McFall Assistant Director of Outdoor Adventure Programming and Instructor	\$43,000	7/10/13	12 mos
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Mr. McFall received an M.A. in Sport and Recreation Management in 2013 from Kent State University and a B.S. in Recreation Management in 2008 from Bowling Green State University. Since 2011, he has been a Graduate Assistant in the Department of Recreational Services at Kent State University.

Ms. Laura Miller Second Assistant Women's Rowing and Instructor	\$36,500	8/10/13	12 mos
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Ms. Miller received an M.S. in Kinesiology and a B.S. in Biochemistry, in 2013 and 2010 respectively, from the University of Tennessee, Knoxville. Since 2011, she has been a Graduate Assistant Women's Rowing Coach at the University of Tennessee, Knoxville.

Dr. Christine E. Nickel Instructional Designer and Assistant Professor	\$65,000	9/10/13	12 mos
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Dr. Nickel received a Ph.D. and an M.S.Ed. in Instructional Design and Technology, in 2010 and 2005 respectively, from Old Dominion University and a B.S. in Communications in 1993 from SUNY College at Fredonia. Since 2008, she has been an Instructional Designer in the Center for Teaching and Learning and the College of Arts and Sciences at Regent University.

Ms. Susan Carver Nixon Coordinator of Learning and Programming Office of Educational Accessibility and Assistant Instructor	\$45,000	8/25/13	12 mos
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Ms. Nixon received a B.A. in Economics in 1980 from the College of William and Mary and a Special Education Endorsement in 2006 from Old Dominion University. Since 2012, she has been Learning Coordinator in the Office of Educational Accessibility at Old Dominion University.

Mr. Karl T. Nonemaker Assistant Baseball Coach – Recruiting Coordinator and Hitting and Assistant Instructor	\$57,200	8/10/13	12 mos
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Mr. Nonemaker received a B.S. in Human and Organizational Development in 2002 from Vanderbilt University. Since 2011, he has been Assistant Baseball Coach/Recruiting Coordinator at Old Dominion University.

Mr. Joseph A. Palmer First Assistant Women's Rowing Coach and Assistant Instructor	\$43,000	8/25/13	12 mos
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Mr. Palmer received a B.A. in Advertising and Public Relations in 2002 from Marietta College. Previously, he was Assistant Head Coach and Recruiting Coordinator for the Men's Rowing Team at Drexel University.

Mr. Alexander J. Parr Associate Director of Sports Performance and Instructor	\$53,000	8/10/13	12 mos
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Mr. Parr received an M.S. in Exercise Science in 2008 from The George Washington University and a B.S. in Finance in 2006 from the University of Maryland. Since 2011, he has been Assistant Strength and Conditioning Coach at the University of Miami.

Ms. Trina Patterson Assistant Women's Basketball Coach and Instructor	\$85,000	6/25/13	12 mos
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Ms. Patterson received an M.A. in Human Resource Management in 2002 from National University and a B.A. in Rhetoric and Communication Studies in 1987 from the University of Virginia. Since 2011, she has been Assistant Women's Basketball Coach at Stanford University. Prior to that, Ms. Patterson was Head Women's Basketball Coach at the University of Albany.

Ms. Sharon B. Pitney International Student Advisor and Instructor	\$35,000	6/10/13	12 mos
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Ms. Pitney received an M.A. in Education from The College of New Jersey in 2011 and a B.S. in Management from the University of Maryland in 1994. Since 2012, she has been the Interim International Student Advisor at Old Dominion University.

Mr. Eric R. Potter Assistant Sports Performance Coach and Assistant Instructor	\$35,000	8/10/13	12 mos
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Mr. Potter received a B.S. in Kinesiology from the University of Maryland. Since 2013, he has been Interim Strength and Conditioning Coach at Old Dominion University.

Ms. Taia L. C. Reid Assistant Director Peer Educator Program	\$40,000	11/10/13	12 mos
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Ms. Reid received an M.S.Ed. in Higher Education Administration in 2013 from Old Dominion University and a B.S. in Business Administration in 2010 from Saint Augustine's College. Since 2012, she has been the Higher Education Research and Teaching Assistant for the Peer Educator Program and an Academic Coach and Mentor at Old Dominion University.

Ms. Shannon E. Roberts Athletic Academic Advisor and Instructor	\$39,000	8/10/13	12 mos
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Ms. Roberts received an M.Ed. in Sport Leadership in 2012 from Virginia Commonwealth University and a B.S. in Sport Management in 2011 from West Virginia University. Since 2012, she has been an Assistant Academic Coordinator at North Carolina State University.

Ms. Jasmyne Rogers Residence Hall Director and Instructor	\$32,000	8/10/13	12 mos
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Ms. Rogers received an M.A. in International Studies in 2013 from Old Dominion University and a B.A. in International Affairs in 2011 from James Madison University. Since 2012, she has been a Graduate Residence Hall Director at Old Dominion University.

Ms. September Sanderlin Vice President for Human Resources and Instructor	\$155,000	6/10/13	12 mos
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Ms. Sanderlin received an M.S. in Occupational and Technical Studies from Old Dominion University and a B.A. in Sociology from Mary Baldwin College. Since 2011, she has been Acting Vice President for Human Resources and has held positions as Director and Associate Director of Human Resources and Training Manager at Old Dominion University since 1999.

Ms. Kristen B. Simpson Assistant Women's Golf Coach and Instructor	\$28,000	8/25/13	12 mos
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Ms. Simpson received an M.Ed. and a B.A. in Economics, in 2009 and 2008 respectively, from the University of Virginia. Since 2011, she has been a Coaching Assistant for both Men's and Women's Golf at Old Dominion University.

Mr. Joshua R. Smith Assistant Director of Compliance and Assistant Professor	\$45,000	8/5/13	12 mos
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Mr. Smith received a J.D. in 2010 from the University of Toledo College of Law and a Master of Education in Sport Administration and a B.S. in Sport Management, in 2012 and 2004 respectively, from Bowling Green State University. Since 2011, he has been Compliance Coordinator at Southeastern Louisiana University.

Ms. Lynn C. Smith Senior EO Officer and Assistant Instructor	\$48,000	7/1/13	6 mos
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Ms. Smith received a B.S. in Communication Disorders from Hampton University. Since 2012, she has been EO Analyst and Assistant to the Assistant Vice President for Institutional Equity and Diversity.

Ms. Lauren Clair Taylor Admissions Counselor and Assistant Instructor	\$35,000	7/10/13	12 mos
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Ms. Taylor received a B.S. in Psychology and Communication in 2012 from Old Dominion University. Since 2012, she has been an Admissions Counselor at Old Dominion University.

Mr. Fredelito Yvan M. Tugas Admissions Counselor and Assistant Instructor	\$35,000	8/10/13	12 mos
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Mr. Tugas received a B.A. in Communication in 2013 from Old Dominion University. Since 2010, he has been a Program Assistant for Student Organizations in the Office of Student Activities and Leadership at Old Dominion University.

Mr. Brent S. Vallee Professional Counselor/Outreach Coordinator and Instructor	\$48,000	7/25/13	12 mos
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Mr. Vallee received an M.A. in Counseling in 2008 from Reformed Theological Seminary and a B.S. in Communications in 1998 from Emerson College. Since 2011, he has been a Counselor at Christopher Newport University and a Professional Counselor and Adjunct Professor at Thomas Nelson Community College.

Mr. John Varley Instructional Programmer and Assistant Instructor	\$55,000	8/1/13	12 mos
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Mr. Varley received a B.A. in Economics from Loyola University Maryland. Since 2010, he has been a Web Developer for Ender Technology Corporation. Prior to that, he was a Senior Programmer/Analyst at Paramount Pictures.

Mr. Stephen N. Villanueva Director of Football Operations and Assistant Instructor	\$35,000	8/10/13	12 mos
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Mr. Villanueva received a B.S. in Physical Education, Sports Management in 2012 and is expected to receive an M.S. in Physical Education, Sports Management from Old Dominion University. Since 2012, he has been a Graduate Assistant for Old Dominion University Football.

Mr. Damian A. Waite Residence Hall Director and Instructor	\$32,000	7/10/13	12 mos
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Mr. Waite received an M.S.W. in 2010 from Boston College Graduate School of Social Work, an M.P.A. in 2006 from Hamline University Graduate School of Management and a B.S. in Marketing in 2002 from Northwestern College. He has worked as a Residence Hall Director at Syracuse University, Virginia Tech, and the University of Michigan Ann Arbor.

Ms. Tiffany S. Wiggins Academic Advisor, College of Sciences and Instructor	\$39,000	8/25/13	12 mos
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Ms. Wiggins received received an Ed.S. in Higher Education in 2010 from Old Dominion University, an M.A. in Human Resources Development in 2008 from The George Washington University and a B.S. in Business Management in 2006 from Christopher Newport University. Since 2012, she has been Undergraduate Business Curriculum and Programs Specialist at The George Washington University.

September 26, 2013

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 January 1, 2014.

Rationale: The proposed revisions to the Policy on Certificate of Recognition for
Terminally Ill and Deceased Students are intended to clarify the policy
and standardize the process by adding information on procedures to be
followed if a posthumous degree, Certificate of Achievement, or
Certificate of Recognition is to be awarded.

NUMBER: 1408

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

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

Posthumous Degree - When a student has completed all degree requirements but dies before graduation, the University may award-s 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 Provost and Vice President for Academic Affairs 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 Provost and Vice President for Academic Affairs 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 (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.~~

Procedures

Procedures for the award of a posthumous degree, Certificate of Achievement, or Certificate of Recognition are as follows:

1. The University Registrar normally identifies the student for the degree or certificate and contacts the student's academic department to recommend review.
2. After review, the department chair forwards the recommendation for the degree or certificate to the dean (or designee) for approval.
3. On behalf of the faculty, the dean of the appropriate college recommends the award of the degree or certificate.
4. The Provost and Vice President for Academic Affairs ~~president~~ or delegate will communicate with the next of kin.
5. The degree or certificate will be presented only to the next of kin or their delegate.
6. Arrangements for presentation of a posthumous degree or certificate are made by staff from the appropriate college and the Division of Student Engagement and Enrollment Services in consultation with the Office of Academic Affairs and the next of kin or their delegate.

September 26, 2013

APPROVAL OF THE PROPOSED NEW POLICY ON ACADEMIC RANK AND
CRITERIA FOR RANKS

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the establishment of the policy on Academic Rank and Criteria for Ranks effective September 26, 2013.

Rationale: The establishment of policy 1410 on Academic Rank and Criteria for Ranks is the result of a recommendation from the Faculty Senate that existing policy 1410 on Academic Rank and Promotion in Rank be separated into two separate policies, one on Academic Rank and Criteria for Ranks and the other on Promotion in Rank. Existing policy 1410 will be rescinded upon approval of the two separate policies.

The changes to the new policy on Academic Rank and Criteria for Ranks are mostly editorial and consist of updating the language to make the policy clearer and more current. Details on the evaluation of lecturers and senior lecturers and promotion of lecturers have been removed from the policy, and a separate policy has been proposed. Policy 1417 on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers will be reviewed separately for approval.

NUMBER: 1410

TITLE: Academic Rank and ~~Promotion in~~ Criteria for Ranks

APPROVED:

I. Board of Visitors ~~Definition of~~ Policy and Criteria for Academic Rank (Tenure-track Faculty)

A. Full-time faculty members holding the following academic ranks are eligible to be considered for tenure after a suitable probationary period, and ~~only~~ time at Old Dominion University in these ranks is counted toward the probationary period unless procedures for reduction in the probationary period are followed (see Policy on Initial Appointment of Teaching and Research Faculty).

1. Professor - ~~Those appointed or promoted to this rank, which~~ This rank is one of the highest honors that the University can bestow. ~~are~~
 - a. Professors 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 and scholarly activity 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 and to excel in all three areas. 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 an honor based on demonstrable performance.
 - a. Criteria include an 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 is the usual rank upon initial hiring.
 - a. Criteria – This rank usually 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.

II. Board of Visitors Policy and Criteria for Academic Rank (Nontenure-track Faculty)

- A. Full-time faculty members holding the following ranks are not eligible for tenure, but time at Old Dominion University in these ranks ~~is~~ may be 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 undergraduate courses, usually 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.~~

2. 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~~ tenure-track position as described in section I.A., time spent at Old Dominion University in one of these ranks may be counted as part of the probationary period for tenure.
 - a. 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.
 - b. 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.
 - c. 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.
3. 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.~~
 - a. 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.

- b. Lecturer - This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required.
- c. Senior lecturer - This is a full-time rank ~~which~~ that requires an appropriate master's degree, demonstrated expertise in the field, a sustained record of effective performance in teaching and professional service, evidence of continued development and study in the field, and a minimum of five years' 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.
- d. Faculty of Practice - Faculty of practice are appointed at the rank of professor, associate professor, or assistant professor. Such appointments are generally made for a specified term and do not lead to tenure or promotion during the specified term. A faculty of practice appointment may be for a term of one to three years and may be renewable under exceptional circumstances. Faculty members in such positions may be employed to work on a specific project or series of projects that could involve teaching, research or service or some combination of these activities. If used in teaching, they need to meet all university credential requirements. Employment of such faculty in project-related positions may be limited by the funds available. Faculty of practice may serve on some ~~u~~University-wide committees and, depending on college and department policies, may serve on some department and college committees. They cannot vote on appointments, retention, promotion, or tenure of faculty. Initial appointment or reappointment of faculty of practice must be reviewed and recommended for appointment or reappointment by the promotion and tenure committee of the department in question. A tenure-track faculty member who is denied tenure shall not be eligible for a faculty of practice appointment for five years after being denied tenure. Faculty of practice appointments should not exceed 10% of the total number of tenured/tenure-track positions in a college.
- e. 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.

f. The University supports the involvement of distinguished practitioners from many disciplines and fields as academics as a means to enrich the experiences of students. Examples of such practitioners are as follows.

1. 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.
2. 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.
3. 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.

g. Research Faculty

1. 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 research 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.~~

2. Research associate professor - This position has the same credentials and expectations ~~characteristics~~ as that of research professor except that designation at this rank must also those holding it meet the research criteria for appointment to the rank of associate professor in the department(s) to which the research associate professor is 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.~~
3. Research assistant professor - This position has the same ~~characteristics~~ credentials and expectations as that of research associate professor except that ~~those holding it~~ this designation must also meet the research criteria for assistant professor in the department(s) to which ~~they are~~ the research professor is attached.
4. Personnel with the title of research professor, research associate professor and 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.
5. 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.
6. 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-Commonwealth funds.

h. Adjunct Faculty

1. 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.
 2. 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.
 3. 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.
 4. 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.
 5. 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.
 6. 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.
- i. 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.

September 26, 2013

APPROVAL OF THE PROPOSED NEW POLICY ON EVALUATION OF
LECTURERS AND SENIOR LECTURERS AND PROMOTION OF LECTURERS

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the establishment of the policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers effective September 26, 2013.

Rationale: The establishment of policy 1417 on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers is the result of a recommendation from the Faculty Senate that information about the evaluation and promotion of lecturers and senior lecturers as contained in existing policy 1410 on Academic Rank and Promotion in Rank be removed from the policy and included in a separate policy. Details on the process for promotion to the rank of senior lecturer from the rank of lecturer have been added to the new policy.

NUMBER: 1417

TITLE: Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers

APPROVAL:

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

A. Lecturer - This is a full-time rank that requires an appropriate master's degree and evidence of teaching ability. Demonstrated expertise in a specific field may also be required. Persons appointed to this rank are expected to assume 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.

1. Evaluation

- a. 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.
- b. 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 may be reappointed for additional three-year periods by utilizing the same procedure as described above.
- c. If the decision is made not to retain the 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.

2. Promotion

Promotion to the rank of senior lecturer from the rank of lecturer shall be upon the recommendation of the department promotion and tenure committee, chair, and college promotion and tenure committee to the dean of the college.

- a. The candidate prepares and submits to the department chair his/her professional accomplishments to include at a minimum a curriculum vitae prepared in accordance with the Guidelines from the Provost's Office, a list of teaching assignments with teaching portfolio evaluations, student opinions both quantitative and qualitative, all annual evaluations by the department chair and dean, and other relevant materials. The chair forwards the credentials to the department promotion and tenure committee.
- b. The department promotion and tenure committee reviews the credentials, votes, and makes a recommendation. The vote should be recorded. The recommendation and votes are submitted to the department chair with a copy to the lecturer seeking promotion.
- c. The department chair makes an independent evaluation and recommendation with copies to the lecturer seeking promotion and forwards all credentials and recommendations to the college promotion and tenure committee.
- d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes and other documents are forwarded to the dean.
 1. If the dean decides against the promotion, the ~~person~~ candidate 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.
 2. If the recommendation is positive, the promotion becomes effective at the start of the subsequent academic year.

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

1. Evaluation

- a. 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 the "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 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.

- b. 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.
- c. 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.

September 26, 2013

APPROVAL OF THE PROPOSED NEW POLICY ON PROMOTION IN RANK

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the establishment of the policy on Promotion in Rank effective September 26, 2013.

Rationale: The establishment of policy 1412 on Promotion in Rank is the result of a recommendation from the Faculty Senate that existing policy 1410 on Academic Rank and Promotion in Rank be separated into two separate policies, one on Academic Rank and Criteria for Ranks and the other on Promotion in Rank. Existing policy 1410 will be rescinded upon approval of the two separate policies.

Several of the changes to the new policy on Promotion in Rank are editorial and are intended to make the policy more current. More substantive changes are as follows.

- Information has been added to section II.C.5. so that it is clear that candidates for promotion need to prepare the information to be sent to external reviewers.
- The statement regarding additional documentation that may be added to the promotion portfolio in case of material developments (section II.D. 8.) has been revised to specify that the additional information may be added as long as the evaluation process has not been concluded.
- The date for faculty to correct any misinformation in their promotion files (section II.N.) has been revised so that the date is prior to the date of the Provost's decision regarding promotion.
- A new section has been added (section III.) regarding the process for promotion of research associate and assistant professors, which was not addressed in the current policy. The proposed process mirrors the tenure and promotion processes, which include the department, department chair, college promotion and tenure committee, dean, University promotion and tenure committee, and provost, as well as external reviews. The new section also addresses the promotion of those research faculty who only have appointments in one of the University-level research centers.

NUMBER: 1412

TITLE: Promotion in Rank

APPROVED:

I. Board of Visitors Policy

- A. 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.
- B. 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.~~
- C. Promotion to the rank of full professor is normally considered no earlier than during the sixth year of a faculty member's service as associate professor at Old Dominion University. Exceptions are made only under the following circumstances:
 1. A faculty member who has held the rank of associate professor at another institution and was initially appointed to Old Dominion University at the rank of associate professor may be considered for promotion at the time of the award of tenure.
 2. A faculty member of extraordinary merit may be considered for promotion to the rank of full professor before the sixth year as associate professor at Old Dominion University.
- D. The president, upon the recommendation of the Faculty Senate, shall establish procedures for consideration of promotion to the rank of full professor (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.

II. Procedures for Promotion in Rank

- A. 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.
- B. Considerations Concerning Promotion
1. 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.
 2. Each committee and administrator making a recommendation concerning promotion considers evidence of the faculty member's performance over the total time in which the previous rank has been held as compared to the guidelines for the rank being considered as established by the Board of Visitors and any other guidelines established by the department or college.
 3. The total rank structure of the department should be considered.
 4. At the least, the committees and administrators should examine faculty information sheets, chair evaluations, dean's evaluations, and any other evidence submitted by the faculty member, the chair of the department, or any other relevant source. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for promotion. The evidence should address the quality of the journals and the reputation of book and other such publishers.
- C. 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 will be required.

1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair. In promotion of department chairs, the responsibility belongs to the dean.
2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list; the chair will provide the list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. 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 promotion.
3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for promotion will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair but prepared by the provost and vice president for academic affairs in consultation with the deans and a copy of the policy on external reviews so their responsibilities will be clear.
4. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For promotion of department chairs, the responsibility belongs to the

dean.

5. External reviewers will be asked to evaluate all submitted material mailed to them. Candidates for promotion are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
 6. All candidates for promotion will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidate.
 7. The ~~u~~University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
- D. A candidate for promotion in rank is initially considered by the faculty members in the department who hold the rank being considered or above:¹ Only faculty holding the rank of professor are eligible to vote on candidates for promotion to professor.
1. In the case of large departments, the faculty members in the rank being considered or above may select a committee from their ranks to consider and make recommendations concerning promotion. In that case, it is the responsibility of the committee to elicit opinions from all faculty members holding the rank considered or above.
 2. In departments where fewer than three members hold appointments in the rank being considered or above, the dean, in consultation with the chair, will appoint enough additional faculty in the rank or above from other disciplines to form a committee of at least three.
 3. Candidates for promotion should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc.
 4. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of either the departmental, college, or University Promotion and Tenure Committee.

5. The college committees shall consist of one tenured faculty member from each department in the college. All members of the college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. There should be at least three professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.
 6. The University Promotion and Tenure Committee shall consist of one tenured faculty professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair.² No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.
 7. The faculty member involved is informed that the committee is considering promotion in rank and is given an opportunity either to appear before the committee (or group) considering the case, or to submit a statement in writing in support of eligibility for promotion.
 8. In case of material developments before the conclusion of the evaluation process, additional documentation may be added to the portfolio with the concurrence of the department chair and dean.
- E. 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. All committee members should vote yes or no. 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.
- F. 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. All committee members should vote yes or no.

- G. If neither the faculty committee (or group) nor the chair recommend 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. All committee members should vote yes or no. 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.
- H. 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.
- I. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation, and makes a recommendation (with reasons, including minority reasons, if any) concerning promotion which is forwarded to the provost and vice president for academic affairs. All committee members should vote yes or no.
- J. On the basis of all the evaluations and recommendations presented, and after consultation with staff, the provost and vice president for academic affairs makes a decision concerning promotion for the coming year. If the recommendations of the committees and administrators that have previously considered the case have not been in agreement with one another, or if the provost and vice president for academic affairs disagrees with the recommendations that have been in agreement with one another, the provost and vice president for academic affairs shall consult with the chair, the dean, and the University Promotion and Tenure Committee before reaching a final decision. The decision of the provost and vice president for academic affairs will consist of one of the following:

1. promotion
 2. deferral
- K. 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.
- L. 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.
- M. All promotions are reported by the president to the Board of Visitors.
- N. Copies of the recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for promotion. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her promotion file at any stage, or up until ~~May~~ April 1 to the Provost. (~~February 1 for faculty hired mid-year~~).
- O. The above procedures at the department and college level may be suitably adapted for faculty members who hold interdisciplinary or interdepartmental appointments. The adapted procedures should be recommended by the promotion and tenure committee of the college or colleges involved and approved by the dean or deans and the provost and vice president for academic affairs. Procedures above the college level will be the same as those designated above in all cases.

III. Research Faculty

- A. Promotion to the rank of research professor from the rank of research associate professor and promotion to the rank of research associate professor from the rank of research assistant professor shall be upon the recommendation of the department, chair, college promotion and tenure committee, dean and University Promotion and Tenure Committee to the provost and vice president for academic affairs. If the provost and vice president for academic affairs decides against the promotion, the person may request a review by the president. The decision of the president is final.
- B. The process for promotion to the rank of research professor and promotion to the rank of research associate professor will require external evaluation of the quality of the faculty member's research performance from nationally

recognized experts in the faculty member's field; procedures for the external review process can be found in section II.C. of this policy.

- C. For those research faculty who only have appointments in one of the University-level research centers, the following promotion policy will apply. Research centers will establish a promotion committee to review faculty promotions and make recommendations to the center director. Appointments to this committee will follow the guidance of section II.D. of this policy pertaining to departments. This promotion committee should include at least one member from the academic department(s) most closely aligned to the center to ensure promotion considerations are being applied equitably between the faculty assigned to that department and those assigned to the center. In centers where fewer than three members hold appointments in the rank being considered or above, the center director will solicit members of the department(s) most closely aligned to the center, in consultation with the chair(s) of those department(s), to form a committee of at least three. The center director will review faculty promotion recommendations and will recommend to the vice president for research those members who have met the promotion criteria. The vice president for research will forward a recommendation regarding promotion to the Office of Academic Affairs for review by the University Promotion and Tenure Committee and the provost and vice president for academic affairs. The University Promotion and Tenure Committee will forward a recommendation to the provost and vice president for academic affairs. If the decision of the provost and vice president for academic affairs is for promotion, the faculty member will receive the higher rank in the subsequent academic year. The faculty member may request that the president review a negative decision by the provost and vice president for academic affairs. The decision of the president is final.

- IV. 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.

¹ See the Schedules for Faculty Personnel actions in the appendix for specific dates and actions.

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

September 26, 2013

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 September 26, 2013.

Rationale: Several of the changes to the Tenure policy are editorial and are intended to make the policy more current. More substantive changes are as follows.

- The statement regarding additional documentation that may be added to the tenure portfolio in case of material developments (section IV.B.2, paragraph 1) has been revised to specify that the additional information may be added as long as the evaluation process has not been concluded.
- Information has been added to section IV.B.2, paragraph 2 so that it is clear that candidates for tenure need to prepare the information to be sent to external reviewers.
- Several dates that were specified in the review process in sections V.F. and V.L. have been changed to provide for a time period, such as within two weeks, rather than a specific date. By providing a time frame rather than a specific date, the language applies to candidates applying for tenure in the regular cycle as well as candidates applying for tenure mid-year.
- The dates for faculty to correct any misinformation in their tenure files (section V.M.) have been revised so that the date is prior to the date of the Provost's decision regarding 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; Revised September 17, 2009; Revised April 8, 2010; Revised April 4, 2012; Revised June 14, 2012

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. Only faculty members who hold the ranks of assistant professor, associate professor, or full professor are eligible to be considered for tenure. Assistant professors will be awarded tenure only if they are simultaneously being promoted to the rank of associate professor.

B. 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.

C. 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, faculty of practice, artist-in-residence, performer-in-residence, writer-in-residence, research professor, research associate professor, research assistant professor, research associate, or any part-time position.
2. Time in appointment as an administrator, that is, in a position designated as a teaching/research administrative position or as a classified position in the state personnel system. (Time spent in a teaching and research faculty position as defined in the state personnel system will count as part of the probationary period, even if administrative responsibilities are assigned as part of that position; normally, departmental administrative positions such as chair or assistant chair will thus count as part of the probationary period.)
3. Time in a position that involves no teaching of credit courses, for example as a teacher of children or a therapist in the ~~Child Study~~ Children's Learning and Research 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.

C. 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.

1. That the faculty member submits a request in writing to the department chair. The department chair and the dean shall forward the request with a recommendation to the provost and vice president for academic affairs.
2. The request must be the result of the occurrence of a serious event. A "serious event" is defined as a life-altering situation which requires the faculty member to devote 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.
3. The faculty member shall provide documentation to justify the time requested and the seriousness of the event.

4. The request shall be made no later than one year from the first day of the serious event.
 5. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.
 6. Faculty who are awarded this exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
 7. Work accomplished during the excluded period may be cited in the tenure case.
 8. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.
 9. Decisions will be made within 60 days of the receipt of the faculty member's request by the department chair.
 10. The decision of the provost and vice president for academic affairs is final.
- D. The maximum 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 April 30 ~~15~~ of the sixth year of probationary service. The faculty member will receive either a tenure contract or a terminal contract in the seventh year.
- E. 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 April 30 ~~15~~ 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 ~~30~~ 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.

IV. Criteria for the Award of Tenure

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

evaluation of teaching, evaluation of scholarly activity and research, and evaluation of service.) In addition to information supplied by faculty information sheets, the chair's evaluation and other material presented by the department, an opportunity shall be made available for the faculty member to provide in writing any other material in support of the tenure candidacy. It is the responsibility of the department chair and the departmental promotion and tenure committee to provide an assessment of the quality of the publications for the faculty being considered for tenure. The evidence should address the quality of the journals and the reputation of book and other such publishers. In case of material developments, additional documentation may be added to the portfolio before the conclusion of the evaluation process with the concurrence of the department chair and dean.

External evaluation of the quality of the faculty member's research performance will be required from nationally recognized experts in the faculty member's field. Candidates for tenure are responsible for the preparation of the research portfolio and curriculum vitae to be sent to external reviewers. Candidates for tenure should provide a statement of potential external and/or internal reviewers with whom there is a conflict of interest, e.g., co-authors, co-investigators, etc. ~~In case of material developments, additional documentation may be added to the portfolio with the concurrence of the department chair and dean.~~

- a. A curriculum vitae will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For tenure of department chairs, the responsibility belongs to the dean.
 - b. 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.
 - c. 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.
3. The determined long-term needs of the department, college, and University, including at least the following:
- a. The long-term enrollment of the department.

- b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department in terms of the mission of the department, the college, and the university.
 - c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)
- 4. No person can be awarded tenure unless convincing evidence is provided of effective teaching.
 - 5. 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.)

V. Procedures for Tenure Considerationⁱ

- 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. External review process
 - 1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair.
 - 2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list. The chair will consult with the dean on the list of

reviewers chosen prior to initiating the review process. 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.

3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for tenure will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair but prepared by the provost and vice president for academic affairs in consultation with the deans and a copy of the policy on external reviews so their responsibilities will be clear.
4. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.

C. 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. 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 members.
3. 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.
4. The college committee shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This

member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. There should be at least three professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

5. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair.ⁱⁱ No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

D. The committee or group of tenured faculty makes its recommendations to the chair. All committee members should vote yes or no. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.

E. 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. All committee members should vote yes or no.

F. 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. All committee members should vote yes or no. 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, within two weeks, a further review by the provost and vice president for academic affairs, who makes a final determination concerning further consideration of tenure.

- G. 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 vice president for academic affairs.
- H. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a recommendation (with reasons, including minority reasons, if any) concerning tenure, which is forwarded to the provost and vice president for academic affairs.
- I. 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.
- J. 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 April 30 (mid-December for mid-year tenure candidates) 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.
- K. 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 April 30 (mid-December for mid-year tenure candidates) 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.
- L. The faculty member may request, within two weeks, ~~by May 15~~ that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review within one month ~~by June 15~~. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further review by the Board of Visitors or its designated committee within two weeks ~~by June 30~~. (Refer to the policy on Communications With the Board of Visitors for procedural information.) The decision of the Board of Visitors or its designated committee is final. ~~The Board of Visitors will make its decision by July 25.~~
- M. Copies of the recommendation by all committees, chairs, deans, and the provost shall be provided to the faculty member being considered for tenure. The faculty

member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure file at any stage, or up until ~~May~~ March 1 to the Provost (~~February 1~~ November 22 for faculty hired mid-year).

- N. 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.

ⁱSee the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

ⁱⁱThe 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.

September 26, 2013

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON EVALUATION OF
FACULTY

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Evaluation of Faculty effective September 26, 2013.

Rationale: Many of the changes to the policy on Evaluation of Faculty are editorial and are intended to reorganize the policy so it is clearer and update the policy so it is more current. These changes were recommended by the Faculty Senate as part of their review of policies in the Faculty Handbook.

The major substantive revisions are to remove the details describing the evaluation of teaching, the evaluation of scholarly activity and research, and the evaluation of service from the policy. The details related to teaching were added to the existing policy on Evaluation of Teaching. Separate policies on the Evaluation of Scholarly Activity and Research and the Evaluation of Service have been recommended and will be put in place upon approval of the revisions to the Policy on Evaluation of Faculty.

Evaluation of Faculty

I. Board of Visitors Policy

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

II. Procedures for Evaluation of Faculty

A. Annual Evaluation

- ~~A. These procedures are designed to implement the policy established by the Board of Visitors for evaluation of faculty. In all cases, the board policy is governing.~~
- 1. B. In order to insure that all relevant information is included in the evaluation, all faculty members are required to submit once a year a faculty information sheet in which they detail the evidence in support of their performance in teaching, research, and service, together with whatever other information they wish to be taken into consideration by the chair and dean in the evaluation. These evaluations will be based on a faculty information sheet, student evaluations of teaching, up-to-date curricula vitae, peer evaluation of course portfolios, and such other information as the faculty or the chair wishes to include. The evaluations will comment on the performance of the faculty member in teaching, research and service and on progress toward meeting individual goals resulting from previous evaluations.

B. Evaluation Process

- 1. C. The chair, using the faculty information sheet and whatever other information is obtainable, evaluates the performance of the faculty member during the previous year and writes up the evaluation into a formal statement of the contributions of the faculty member to the department, college, and University. In the case of chairs, these evaluations are written by the dean. Since evaluation of performance is one of the essential factors in determinations concerning tenure, promotion, reappointment, and salary increments, the chair and dean should make every effort to insure that the evaluations are clear, honest, and genuinely evaluative. A listing of facts without interpretation is helpful neither to the faculty member nor to the committees concerning personnel decisions.
- 2. D. ~~In the case of tenured faculty members, the department chair will also conduct annual evaluations. These evaluations will be based on a faculty information sheet, student evaluations of teaching, up-to-date curricula vitae, peer evaluation of course portfolios, and such other information as the faculty or the chair wishes to include. The evaluations will comment on the performance of the faculty member in teaching, research and service and on progress toward meeting individual goals resulting from previous evaluations. (See section F below.)~~ The chair and the dean will interpret the cumulative record of annual evaluations along with the

performance of the ~~tenured~~ faculty member during the previous year (see section II.B.1 G), so that a clear picture of positive contributions and any deficiencies will emerge. An in-depth evaluation will be conducted if requested by the faculty member, the chair, or the dean. In no case will a faculty member be considered for promotion or other major personnel decision (~~such as designation as an eminent scholar~~) unless an in-depth evaluation, as described in the policies on Evaluation of Teaching, Evaluation of Scholarly Activity and Research, and Evaluation of Service, ~~as described in paragraph E or K,~~ has been conducted in the previous twelve months.

3. H. The dean evaluates in writing the performance of the faculty member by either:

1-a. endorsing the evaluation of the chair; or

2-b. indicating areas in which the dean's evaluation differs from that of the chair.

4. F. After completing the evaluation of the faculty member's activities, the chair gives the faculty member a copy of the evaluation and discusses it with the faculty member. At this time, the faculty member and chair agree on a written set of goals for the coming year. If appropriate, the chair should make suggestions for improvement and give the faculty member a clear idea of ways in which the performance might be improved in future years.

5. Where deficiencies are noted, the chair should work with the faculty member to develop a plan to address the deficiencies and either provide resources to implement the plan, if necessary, or if resources are not available in the department recommend to the dean and provost and vice president for academic affairs that such resources are needed. If a pattern of deficiency in the performance of a tenured faculty member is documented from the cumulative annual evaluations, for a period of at least two years, the chair or dean shall call for an in-depth evaluation of the faculty member and may conduct a post-tenure review, as described in the Policy and Procedures on Post-Tenure Review, section K below. The chair should take particular care in the counseling of non-tenured faculty members who are working toward the criteria for tenure.

~~G.~~ ~~Any faculty member who is dissatisfied with the personal evaluation prepared by the chair may present in writing additional comments or evidence to the chair and to the dean.~~

~~6. K.~~ ~~Where a pattern of performance deficiency has been noted on the part of a tenured faculty member over a two-year period, the chair and the dean may conduct a post-tenure review.~~

6. L. Copies of the faculty information sheets, the chair's evaluation, the faculty member's comments, and the dean's evaluation are retained for the record in the faculty member's personnel file maintained in the dean's office.

7. An annual evaluation is not required in the year a candidate is evaluated for tenure or for promotion to the rank of professor.

C. Appeal of Unfavorable Evaluations

1. Any faculty member who is dissatisfied with the personal evaluation prepared by the chair may present in writing additional comments or evidence to the chair and to the dean.

2. I. Any faculty member who is dissatisfied with the personal evaluation prepared by the dean may present in writing additional comments or evidence to the dean and to the provost and vice president for academic affairs.

D. Criteria for Evaluation

1. ~~E.~~ All faculty members will be evaluated on the basis of teaching, research, and service. The weighting of these three areas will vary from one faculty member to another depending upon the needs of the department and the particular accountability of the individual faculty member in contributing toward the fulfillment of these needs.
 - ~~a. 1.~~ Teaching - It is the responsibility of the chair to evaluate the information that is available concerning teaching. (For a detailed discussion on evaluation of teaching, see the "University Policy on the Evaluation of Teaching.") ~~Among items for consideration are the following:~~
 - ~~b. 2.~~ Scholarly Activity and Research - It is the responsibility of the chair to evaluate the quality of the scholarly activity and research of the faculty member (a mere listing of publications or grants does not constitute evaluation). Each department should establish, with the approval of the dean and the provost and vice president for academic affairs, a clear statement of the criteria for evaluating scholarly activity and research in that department. These criteria should take into consideration both the mission of the department and the nature of the scholarly activity and research within the discipline or related disciplines and in appropriate interdisciplinary venues. ~~Within the definitions noted below,~~ †The evaluation of scholarly activity and research in a department should be based on these criteria. In evaluation, emphasis should be placed on quality, not just quantity. See the Policy on Evaluation of Scholarly Activity and Research for detailed information.
 - ~~c. 3.~~ Service - The category of professional service is more difficult to define than teaching or research, but deserves the same kind of rigorous evaluation and positive credit given to teaching and scholarly activities. The chair has the responsibility to seek out methods of evaluating quality of professional service, not merely to list the activities. The task is sometimes especially complicated by the fact that much professional service takes place outside the department. ~~In essence, the area of service includes activities in which faculty members are exercising their professional expertise in the service of the university, the community, or their disciplines.~~ Ideally, each faculty member should ~~be participating~~ exercise their professional expertise in all three of the areas ~~of listed below:~~ department, college and University service, community engagement service, and service to the discipline. ~~But~~ Where individual faculty members may be expected by the chair to play different roles, ~~if so,~~ those specific roles should be defined and understood. In all cases, service should be judged on the basis of quality and effectiveness, not just quantity. When distance education technologies are used for providing service, evaluations should include items specific to these delivery formats. See the Policy on Evaluation of Service for detailed information. ~~(In the following listing, items are not necessarily listed in priority order.)~~
 - ~~i. a.~~ Departmental, college, and University service
 - ~~ii. b.~~ Community engagement service is defined as, i.e., the application of a faculty member's professional skills for the service of to engage with the external community in a manner that both assists in the community and is consistent with fulfillment of the University's mission. of the university. Professional service does not include service to

Community engagement in religious, political, or social organizations ~~that~~ (although meritorious in itself) is not relevant to the faculty member's professional area.

iii. ~~e.~~ Service to the discipline

E. Pre-Tenure Review

1. The concept of a major review of faculty performance is intended to serve the purpose of giving the faculty member a clear indication of progress toward tenure and to offer constructive suggestions for self-improvement.
2. ~~1.~~ Non-tenured faculty members, without prior teaching service credit toward tenure, who are in their third year of probationary service at Old Dominion University will receive a major faculty review. This review will be conducted by the dean and will begin in the spring of the third year of faculty service. The review will include a meeting with the faculty member and chair. The review process, conducted by the department promotion and tenure committee, department chair, college promotion and tenure committee, and dean, will include an in-depth evaluation of teaching effectiveness, scholarly works, grant and contract efforts, and other professional activities. An evaluation report emphasizing the long-range impact of the faculty member on the university should be submitted to the provost and vice president for academic affairs by May 1 (December 1 for faculty hired mid-year) following the completion of the review at the college level with a copy provided to the faculty member at all evaluation levels.^[1] It is important that the review extend beyond certifying adequate teaching performance and focus on creative ability, productivity, and potential to excel.
3. In situations where a faculty member receives one or two years of credit toward tenure, the review process will be conducted during the second year of service at Old Dominion University, but no sooner than 12 months after initial appointment.

- Adopted by the Board of Visitors
June 12, 1980
Revised September 14, 1984
Revised November 19, 1987
Revised December 3, 1992
Revised April 8, 1993
Revised December 2, 1993
Revised April 6, 1995
Revised April 10, 1997
Revised April 12, 2001
Revised June 14, 2005
Revised April 6, 2007
Revised September 17, 2009
Revised December 10, 2009

¹See the Schedules for Faculty Personnel Actions in the appendix for specific dates and actions.

September 26, 2013

PROPOSAL TO CREATE A COLLEGE OF CONTINUING EDUCATION

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the creation of a new College of Continuing Education effective January 1, 2014.

Rationale: A key Objective of the University's 2009-2014 Strategic Plan Goal #6, "Building Strong Civic and Community Relationships," focused on expansion and promotion of continuing education and related programming at Old Dominion University. In response to that Objective, it is proposed that a new College of Continuing Education be established with a mission to provide high quality professional and personal educational opportunities for nontraditional and adult learners seeking credit-bearing certificates and non-credit programs at the pre- and post-baccalaureate level.

ODU's College of Continuing Education will be prepared to offer flexible programs throughout the Commonwealth of Virginia as well as to the national and global community in response to regional, national, and international needs. The college, under decanal-level leadership, will foster and support the University's existing continuing and professional education offerings and will develop and market exciting new opportunities, to include non-credit workshops, conferences, seminars, and certificates as well as credit-based courses and interdisciplinary certificate programs. Courses will include face-to-face, online, and hybrid (combination of face-to-face and online) offerings designed to advance employment opportunities, job creation, and personal growth for members of ODU's external community.