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

Carlton F. Bennett, Chair
David Bernd, Vice Chair
Ronald C. Ripley (ex-officio)
John F. Biagas (ex-officio)
Richard T. Cheng
Michael J. Henry
Mary Maniscalco-Theberge
Frank Reidy
Lisa B. Smith
Judith O. Swystun
Andres Sousa-Posa (Faculty Representative)

FROM: Chandra de Silva
Interim Provost

DATE: May 31, 2016

The purpose of this memorandum is to provide you with background information for our meeting on Thursday, June 9, 2016. The committee will meet from 10:15-11:15 a.m. in the York/Potomac River Rooms in Webb Center.

I. Approval of Minutes of the April 21, 2016 Meeting

The minutes of the April 21, 2016 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.

IV. Reconvene in Open Session and Vote on Resolution

V. Consent Agenda

Included in the consent agenda materials are resolutions recommending 14 faculty appointments and six administrative appointments.

VI. Vote on Consent Agenda Resolutions

VII. Regular Agenda

The regular agenda includes a proposal to rename the Department of Foreign Languages and Literatures the Department of World Languages and Cultures, a proposed revision to the policy on Academic Rank and Criteria for Ranks, proposed revisions to the policy on Lecturers and Senior Lecturers and Promotion of Lecturers, proposed revisions to the policy on Tenure, and proposed revisions to the policy on Promotion in Rank.

VIII. Vote on Regular Agenda Resolutions

IX. Information Items

Information items include a request for leave of absence without compensation, the Annual Report on Committee Actions, the report from the Vice President for Research, and the report from the Provost.

X. Topics of Interest to Board of Visitors Members

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

C: John R. Broderick
Austin Agho
Donna Meeks

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE
JUNE 9, 2016
AGENDA

10:15-11:15 a.m. – York/Potomac River Rooms, Webb Center

I. APPROVAL OF THE MINUTES OF APRIL 21, 2016

II. CLOSED SESSION

III. RECONVENE IN OPEN SESSION AND VOTE ON RESOLUTIONS

IV. CONSENT AGENDA

A. Faculty Appointments (p. 4-7)
B. Administrative Appointments (p. 8-9)

V. VOTE ON CONSENT AGENDA RESOLUTIONS

VI. REGULAR AGENDA

A. Proposal to Rename the Department of Foreign Languages and Literatures the Department of World Languages and Cultures (p. 10)
B. Proposed Revision to the Policy on Academic Rank and Criteria for Ranks (p. 11-17)
C. Proposed Revisions to the Policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers (p. 18-22)
D. Proposed Revisions to the Policy on Tenure (p. 23-30)
E. Proposed Revisions to the Policy on Promotion in Rank (p. 31-38)

VII. VOTE ON REGULAR AGENDA RESOLUTIONS

VIII. INFORMATION ITEMS

A. Request for Leave of Absence without Compensation (p. 39)
B. Annual Report on Committee Actions (p. 40-57)
C. Report from the Vice President for Research
D. Report from the Provost

IX. TOPICS OF INTEREST TO BOARD OF VISITORS MEMBERS

June 9, 2016

FACULTY APPOINTMENTS

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

Name and Rank	Salary	Effective Date	Term
Mr. Peter M. Adams Lecturer of English	$43,000	7/25/16	10 mos

Mr. Adams received an M.A. in Mass Communications/Journalism from the University of Georgia and a B.A. in Communications from Fordham University. Previously he was an English Instructor for Norfolk Public Schools at Booker T. Washington High School and an Adjunct Faculty member at Old Dominion University.

Dr. Sanjeevi Chitikeshi Assistant Professor of Engineering Technology Tenure Track	$74,000	7/25/16	10 mos

Dr. Chitikeshi received a Ph.D. and a Master's in Electrical and Computer Engineering from Southern Illinois University, a Master's in Mathematics and Statistics from Murray State University and a Bachelor's in Electrical and Electronics Engineering from Jawaharlal Nehru Technological University, India. Previously he was an Assistant Professor in the Institute of Engineering Department at Murray State University.

Dr. Caitlin V. M. Cornelius Post-Doctoral Research Associate Virginia Modeling, Analysis & Simulation Center	$50,000	7/10/16	12 mos

Dr. Cornelius received a Ph.D. in Criminology from Old Dominion University, an M.A. in Criminal Justice from the University of Toledo, and a B.A. in Political Science from Salisbury University. Previously she was an Adjunct Instructor at Old Dominion University.

Dr. Jeffrey DiScala Assistant Professor of Teaching and Learning Tenure Track	$61,000	7/25/16	10 mos

Dr. DiScala received a Ph.D. in Information Studies and an M.L.S. in School Library Specialization from the University of Maryland and a B.A. in Psychology from the University of Illinois, Urbana-Champaign. Previously he was a Lecturer in the College of Information Studies at the University of Maryland.

Dr. Erika F. Frydenlund Research Assistant Professor Virginia Modeling, Analysis & Simulation Center	$90,000	6/10/16	12 mos

Dr. Frydenlund received a Ph.D. in International Studies from Old Dominion University, an M.S. in Applied Statistics from Virginia Polytechnic Institute and State University and a B.S. in Applied Mathematics from the University of South Carolina. Previously she was a Senior Project Scientist at Virginia Modeling, Analysis & Simulation Center and an Adjunct Lecturer in the Women's Studies Department at Old Dominion University. (new position)

Mr. Dennis L. Harvey Lecturer of Finance	$64,272	7/25/16	10 mos

Mr. Harvey received a Master's of Human Resources and a Master of Business Administration from Troy State University and a Bachelor of Science in Marketing from Old Dominion University. Previously he was an Instructor of Finance at Old Dominion University and an Instructor at Bryant and Stratton College.

Ms. Ming Hong Lecturer of Art	$43,000	7/25/16	10 mos

Ms. Hong received an M.F.A. from Washington University and a B.F.A. in Drawing and Painting from the University of Kentucky. Previously she was an Art Instructor at Midway University.

Dr. Jill M. Krahwinkel Assistant Professor of Counseling and Human Services Tenure Track	$59,000	7/25/16	10 mos

Dr. Krahwinkel received a Ph.D. in Counseling and Counselor Education from North Carolina State University, an M.Ed. in Mental Health Counseling from Western Kentucky University and a B.A. in Psychology from Murray State University. Previously she was a Senior Lecturer of Counseling and Human Services at Old Dominion University.

Dr. Weidong Li Lecturer of Mathematics and Statistics	$45,620	7/25/16	10 mos

Dr. Li received a Ph.D. in Fluid Dynamics from Graduate University of Chinese Academy of Sciences and a B.Sc. in Engineering Mechanics from Wuhan University of Science and Technology. Previously he was a Post-Doctoral Research Associate in the Department of Mathematics and Statistics at Old Dominion University.

Dr. Zhanping Liu Assistant Professor of Modeling, Simulation and Visualization Engineering Tenure Track	$82,000	7/25/16	10 mos

Dr. Liu received a Ph.D. in Computer Science from Peking University, an M.S. in Computer Science from Tianjin Normal University, and a B.S. in Mathematics from Nankai University, P.R. China. Previously he was an Assistant Professor in the Department of Computer Science at Kentucky State University.

Dr. Bethany Ober Mannon Visiting Assistant Professor of English and Women's Studies	$59,000	7/25/16	10 mos

Dr. Mannon received a Ph.D. and an M.A. in English from Pennsylvania State University and a B.A. in English from the University of Connecticut. Previously she was a Postgraduate Research Associate and a Graduate Instructor at Pennsylvania State University.

Ms. Megan L. McKittrick Lecturer of English	$43,000	7/25/16	10 mos

Ms. McKittrick received an M.A. in English and is pursuing a Ph.D. in English from Old Dominion University and a B.A. in English from California State University, Fresno. Previously she was an Instructor in the Department of English and Academic Skills at Old Dominion University.

Dr. Mohamed Mekkawy Assistant Professor of Civil and Environmental Engineering Tenure Track	$82,400	7/25/16	10 mos

Dr. Mekkawy received a Ph.D. and an M.S. in Geotechnical Engineering and a B.S. in Civil Engineering from Iowa State University. Previously he was an Associate Engineer at McNeilan and Associates, LLC and an Adjunct Assistant Professor at Old Dominion University. (new position)

Dr. Amy K. Milligan Assistant Professor of Women's Studies Tenure Track	$63,000	7/25/16	10 mos

Dr. Milligan received a Ph.D. in American Studies from Pennsylvania State University, an M.T.S. from Duke University and a B.A. in Religious Studies and German from Elizabethtown College. Previously she was Director of Faculty Development and Support at Pennsylvania College of Health Sciences. (Batten Endowed Professorship in Jewish Studies) (new position)

Ms. Katie Rafferty Lecturer of Mathematics and Statistics	$44,990	7/25/16	10 mos

Ms. Rafferty received an M.S. in Computational and Applied Mathematics and a B.S. in Mathematics from Old Dominion University. Previously she was a Graduate Teaching Assistant in the Department of Mathematics and Statistics at Old Dominion University.

Mr. Eric Schussler Instructor of Physical Therapy and Athletic Training Tenure Track	$75,000	7/25/16	10 mos

Mr. Schussler received a Masters of Physical Therapy and a B.A. in Psychology from Gannon University and is expected to receive a Ph.D. in Health and Rehabilitation Sciences from The Ohio State University. Previously he was a Teaching Assistant in the School of Health and Rehabilitation Sciences at The Ohio State University. (Rank will be Assistant Professor if all requirements for the Ph.D. degree are completed by August 1, 2016)

Ms. Alison E. Stinely Assistant Professor of Art Tenure Track	$54,000	7/25/16	10 mos

Ms. Stinely received an M.F.A. in Painting from Indiana University and a B.F.A. in Painting from Edinboro University of Pennsylvania. Previously she was an Instructor at Edinboro University of Pennsylvania and an Instructor at Jamestown Community College.

Mr. Matthew R. Twiford Lecturer of Music	$42,000	7/25/16	10 mos

Mr. Twiford received a Master of Arts in Audio Technology from American University and a Bachelor of Science in Music Production from Full Sail University. Previously he was an Adjunct Professor and Teaching Assistant at American University.

June 9, 2016

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.

Name and Rank	Salary	Effective Date	Term
Ms. Delgerjargal Betcher International Student Advisor and Instructor	$36,000	4/10/16	12 mos

Ms. Betcher received a Master of Arts in International Studies and a Master of Public Administration from Old Dominion University. Previously she was a Graduate Administrative & Advising Assistant and International Services Coordinator in the Office of Visa and Immigration Service Advising at Old Dominion.

Mr. Kyle Hutter Assistant Wrestling Coach and Instructor	$40,310	4/10/16	12 mos

Mr. Hutter earned a Bachelor of Science in Business Administration in both Accounting and Finance and an M.S. in Accounting from Old Dominion. Previously he was the volunteer wrestling coach at Old Dominion.

Mr. David Robichaud Assistant Director of Design and Construction and Instructor	$102,000	5/10/16	12 mos

Mr. Robichaud earned a B.S. degree from Worcester Polytechnic Institute and an M.B.A. from Averett College. Previously he was a Project Manager at the University of Virginia and Director of Design and Construction at Old Dominion University. Most recently, he formed PlanRight, LLC, a project management firm that provided services to a variety of clients.

Ms. Kristyn Rose Instructional Designer and Instructor	$66,000	5/10/16	12 mos

Ms. Rose earned an M.E.D. from Texas Tech University. Previously she was an Instructional Designer for Distance Education at Colorado Mesa University.

Ms. Demetrice Smith Community and Student Success Director and Instructor	$53,040	5/25/16	12 mos

Ms. Smith earned an M.S. in Adult Education: Higher Education Administration from North Carolina A&T University and a Bachelor of Arts in English from UNC-Greensboro. Previously she was the Assistant Director of the Office of Student Services in the School of Education at UNC-Greensboro.

Ms. Junfang Zhang Head of Systems Development University Libraries	$75,000	7/25/16	12 mos

Ms. Zhang received a Certificate of Advanced Studies in Library and Information Science from the University of Illinois at Urbana-Champaign and an M.S. and B.S. in Information Science from Peking University, China. Previously she was Systems Librarian at Amarillo College Library and Houston Community College Library.

June 9, 2016

APPROVAL TO RENAME THE DEPARTMENT OF FOREIGN LANGUAGES AND LITERATURES THE DEPARTMENT OF WORLD LANGUAGES AND CULTURES

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves renaming the Department of Foreign Languages and Literatures the Department of World Languages and Cultures effective July 1, 2016.

Rationale: The current name of the department does not accurately reflect the present-day field of teaching language skills and in-depth cultural understanding. The proposed new name is more precise in representing both the pedagogical approach embraced by the faculty—teaching both literary and cultural works—and their scholarly research of a variety of cultural texts. The new name also represents oral communication skills that are key in the languages taught in the department, critical thinking skills that teach students to analyze complex global issues leading to improved global citizenship, and an emphasis on cross-cultural communication.

June 9, 2016

APPROVAL OF PROPOSED REVISION TO THE 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 proposed revision to the policy on Academic Rank and Criteria for Ranks effective July 1, 2016.

Rationale: The revision proposed to the policy on Academic Rank and Criteria for Ranks would create a new Master Lecturer rank for non-tenure track faculty. The proposal for the new rank was developed initially by a faculty committee.

The Master Lecturer rank aligns with the current definitions used for Lecturer and Senior Lecturer but would provide another level that would be reserved for those with superior records. It will incentivize teaching faculty by providing an additional career advancement opportunity within the non-tenure track rankings.

NUMBER: 1410

TITLE: Academic Rank and Criteria for Ranks

APPROVED: June 12, 1980; Revised February 24, 1984; Revised June 20, 1985; Revised December 13, 1988; Revised September 27, 1990; Revised March 11, 1991; Revised April 9, 1992; Revised April 8, 1993; Revised April 10, 1997; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2001; Revised December 14, 2001; Revised April 12, 2002; Revised June 14, 2002; Revised December 12, 2003; Revised September 22, 2006; Revised June 15, 2007; Revised December 7, 2007; Revised September 17, 2009; Revised April 8, 2010; Revised April 4, 2012 (eff. 5/1/12); Revised December 6, 2012 (eff. 1/1/13); Revised September 26, 2013; Revised September 18, 2014; Revised June 9, 2016 (eff. 7/1/16)

I. Board of Visitors 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 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 – This rank is one of the highest honors that the University can bestow.

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. 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 (Nontenured-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 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. 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.

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

e. 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 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.

f. 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.

g. 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.

h. 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.

2. Research associate professor - This position has the same credentials and expectations as that of research professor except that designation at this rank must also meet the research criteria for appointment to the rank of associate professor in the department(s) to which the research associate professor is attached.

3. Research assistant professor - This position has the same credentials and expectations as that of research associate professor except that this designation must also meet the research criteria for assistant professor in the department(s) to which the research assistant 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 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.

June 9, 2016

APPROVAL OF PROPOSED REVISIONS TO THE 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 proposed revisions to the policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers effective July 1, 2016.

Rationale: The revisions to the policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers provide a description of the proposed new rank of Master Lecturer. Information has been added to the policy to address the qualifications for Master Lecturer, the process for promotion from Senior Lecturer to Master Lecturer, and the evaluation process.

NUMBER: 1417

TITLE: Evaluation of Lecturers, ~~and~~ Senior Lecturers, and Master Lecturers and Promotion of Lecturers and Senior Lecturers

APPROVED: September 26, 2013; Revised June 9, 2016 (eff. 7/1/16)

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

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 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.

2. Promotion from Senior Lecturer to Master Lecturer

Promotion to the rank of master lecturer from the rank of senior 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 senior lecturer seeking promotion.

c. The department chair makes an independent evaluation and recommendation with copies to the senior lecturer seeking promotion and forwards all credentials and recommendations to the college promotion and tenure committee.

d. The college promotion and tenure committee reviews the documents, votes, and makes a recommendation. The materials, votes and other documents are forwarded to the dean.

1. If the dean decides against the promotion, the candidate may request a review by the provost and vice president for academic affairs. The decision of the provost and vice president for academic affairs is final.

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

1. Evaluation

a. Persons initially appointed at the rank of master 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. Master 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 master 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.

June 9, 2016

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 July 1, 2016.

Rationale: The revisions proposed for the policy on Tenure reflect current practice and are intended to clarify the tenure process. The first revision states that the deliberations of all promotion and tenure committees are confidential. The second set of revisions specify that a copy of the recommendation letter for tenure at all levels be provided to the faculty member. The revisions also specify who is responsible for sending the letters.

TITLE: Tenure

NUMBER: 1411

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 (eff. 5/1/12); Revised June 14, 2012; Revised September 26, 2013; Revised April 24, 2014 (eff. 7/1/14); Revised September 18, 2014; Revised April 23, 2015 (eff. 6/1/15) Revised June 9, 2016 (eff. 7/1/16)

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. Faculty members may be considered for tenure only once.

C. Under certain circumstances administrative faculty holding rank in a department at the assistant professor (if promotion to the rank of associate professor is being simultaneously considered), associate professor, or full professor level may be considered for tenure, as specified by the Board of Visitors policy concerning administrative faculty.

D. Since tenure is granted as a faculty member in an academic department or program, the award of tenure does not imply continuance in any full-time or part-time administrative position, nor does it imply continuance of any specific work assignment within or outside the department in which tenure is granted.

III. Probationary Period

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

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

B. The following do not count as part of the probationary period:

1. Time in the rank of assistant instructor, 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 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 years (i.e., 21 semesters, including fall, spring and summer).

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 has had full-time teaching experience in a nontenure-track position at Old Dominion University; or who has had full-time teaching experience at the rank of instructor or above at Old Dominion University prior to a break in service, may have the probationary period reduced by 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 the initial appointment, reduction for prior service will not be granted.
2. A faculty member initially appointed to the rank of full professor may be notified of a tenure decision by April 30 of the second year of service; if tenure is awarded, a tenure contract will be offered for the third year of service. In addition, the probationary period for a full professor may be eliminated, and an initial tenure appointment may be recommended to the board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic

affairs, and the president. It is the sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.

3. A faculty member initially appointed to the rank of associate professor may be notified of a tenure decision by April 30 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. A faculty member may apply for early consideration for tenure, if the faculty member believes that he or she has met or exceeded the expectations of quantity and quality of achievements for teaching, scholarship, research, and service completed at Old Dominion University needed to qualify for tenure before the end of the normal probationary time period. The criteria for the award of tenure for such faculty will be the same as for those who apply after the normal probationary time period. A faculty member who applies for early consideration for tenure and is denied tenure will be offered a terminal contract for the ensuing year. It is the sense of the Board of Visitors that only demonstrably exceptional faculty will be awarded tenure under this clause.

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.

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 will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidate.

3. The determined long-term needs of the department, college, and University, including at least the following:

a. The long-term enrollment of the department.

b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department in terms of the mission of the department, the college, and the University.

c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)

4. No person can be awarded tenure unless convincing evidence is provided of effective teaching.

5. 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. Procedure for Tenure Consideration[1]

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 provide this list of reviewers to the dean. The dean will submit an agreed upon list to the provost and vice president for academic affairs for final approval prior to initiating the review process. 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.
3. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberations of the departmental, college, or University Promotion and Tenure Committee, or of the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases. <u>The deliberations of all three committees are confidential and must not be shared with anyone outside of the committee.</u>
4. The college committees shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. 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.[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.

D. The committee or group of tenured faculty makes its recommendation to the chair. In instances of a non-unanimous vote, a summary of minority opinion must be included. All committee members should vote yes or no. <u>A copy of the recommendation letter will be sent</u>

to the faculty member by the chair of the committee. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure. A copy of that review and recommendation letter will be sent to the faculty member by the chair of the department.

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. ~~The committee or group of tenured faculty makes its recommendation to the chair.~~ In cases of a non-unanimous vote, a summary of minority opinion must be included. All committee members should vote yes or no. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee. ~~Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.~~

F. If neither the departmental committee nor the chair recommends tenure for the faculty member, tenure is not granted in the ensuing year. The faculty member is given a terminal contract for the ensuing year unless a further review is requested.

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, with reasons, to the provost and vice president for academic affairs, with copy to the faculty member.

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. A copy of the recommendation letter will be sent to the faculty member by the chair of the committee.

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 (December 22 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, the faculty member is notified by April 30 (December 22 for mid-year tenure candidates) that a terminal contract will be offered for the ensuing year.

L. The faculty member may request, within two weeks, that the president review a negative decision of the provost and vice president for academic affairs. The president should make a decision on the review within one month. If the president upholds the decision of the provost and vice president for academic affairs, the faculty member may request a further

review by the Board of Visitors or its designated committee within two weeks. (Refer to the policy on Communications With the Board of Visitors for procedural information.) The decision of the Board of Visitors or its designated committee is final.

M. Copies of the recommendations by all committees, chairs, deans and the provost shall be provided to the faculty member being considered for tenure. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure file at any stage, or up until March 1 to the provost (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.

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

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

June 9, 2016

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON PROMOTION IN RANK

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Promotion in Rank effective July 1, 2016.

Rationale: The revisions proposed for the policy on Promotion in Rank reflect current practice and are intended to clarify the process for promotion in rank. The first revision states that the deliberations of all promotion and tenure committees are confidential. The second revision makes it clear that only faculty holding the rank of professor are eligible to join the deliberations and the vote on candidates for promotion to professor. If the home department of a candidate for promotion does not have a full professor on the college committee, a member of the departmental promotion and tenure committee who is a full professor will be selected to serve as a representative. The final revision adds language to provide an opportunity for the faculty member seeking promotion to correct any factual misinformation in previous recommendations.

NUMBER: 1412

TITLE: Promotion in Rank

APPROVED: September 26, 2013; Revised June 9, 2016 (eff. 7/1/16)

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.

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). 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. 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 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 deliberate and 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. The deliberations of all three committees are confidential and must not be shared with anyone outside of the 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. Only faculty holding the rank of professor are eligible to join the deliberations and the vote on candidates for promotion to professor. If the home department of a candidate for promotion to full professor has no full professor representing it on the college committee, a member of the departmental promotion committee for that candidate (convened as described in sections D.1. and D.2. above) shall be elected to serve as its representative.

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 personal 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~~ whenever a committee is considering promotion in rank and is given an opportunity either to appear before ~~the~~that committee (or group) considering the case, or to submit a statement in writing in support of eligibility for promotion, or to correct any factual misinformation in previous recommendations.

8. In case of material developments, 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 April 1 to the Provost.

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.

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

June 9, 2016

REQUEST FOR LEAVE OF ABSENCE WITHOUT COMPENSATION

The President has approved the following request for leave of absence without compensation.

Name and Rank	Leave of Absence From To	Contract Salary
Dr. Jeffrey Toussaint Senior Lecturer Department of Sociology and Criminal Justice	Academic year 2016-2017	$50,204

Reason for Leave: Visiting Assistant Professor position at Virginia Wesleyan College

June 9, 2016

ANNUAL REPORT OF THE ACTIVITIES
OF THE ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE
2015-2016

ITEM	**MONTH OF BOARD OF VISITORS PROCEEDING**
Request for Leaves of Absence	
Dr. Jin Wang Associate Professor Department of Mathematics and Statistics	September 2015
Dr. Jeffrey Toussaint Senior Lecturer Department of Sociology and Criminal Justice	June 2016
Faculty Appointments	
39 Appointments	September 2015
6 Appointments	December 2015
30 Appointments	April 2016
18 Appointments	June 2016
Non-Academic Appointments	
Dr. Sabrina Abney Psychologist and Assistant Professor	September 2015
Mr. Arthur Anthony Noel Beltran Instructional Technology Specialist Distance Learning	September 2015
Ms. Steven M. Bookman University Archivist	September 2015
Mr. Daniel Cornier Head Athletic Equipment Manager	September 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Kristyn Danson Director of Constituent Relations	September 2015
Ms. Shanice Davis Instructor of Early Care & Education Children's Learning & Research Center	September 2015
Mr. Robert Doherty Prior Learning Assessment and Communications Manager	September 2015
Dr. Alex Dryden Psychologist	September 2015
Ms. Briana-Allyn Ellison Residence Hall Director	September 2015
Ms. Kadianne A. Francis Residence Hall Director	September 2015
Mr. George French Associate Athletic Director for Operations	September 2015
Mr. George J. Fowler University Librarian	September 2015
Dr. Erika Frydenlund Senior Project Scientist Virginia Modeling, Analysis and Simulation Center	September 2015
Ms. Felicia Garrett Professional Counselor	September 2015
Mr. Matthew Garvin Coordinator for Student Activities	September 2015
Mr. Kenneth Gilliam Coordinator for Student Organizations and Leadership	September 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Sheila Gray Instructor of Early Care & Education Children's Learning & Research Center	September 2015
Ms. Catherine Greene Coordinator for Student Organizations and Leadership	September 2015
Mr. Adam Hanson First-Year Student Academic Success Advisor	September 2015
Mr. Jonathan Hartman Assistant Athletic Trainer	September 2015
Ms. Kaylah Hughes Athletic Operations and Events Coordinator	September 2015
Ms. Christina Koenig Recruitment Coordinator and International Advisor	September 2015
Ms. Samantha Lewis Instructor of Early Care & Education Children's Learning & Research Center	September 2015
Dr. Anna Makhorkina Assistant Director Peninsula Higher Education Center	September 2015
Mr. Michael Marron Assistant Baseball Coach	September 2015
Ms. Corrie V. Marsh Scholarly Communication and Collection Development Librarian	September 2015
Ms. Natalie McGaughey Program Manager Center for Real Estate and Economic Development	September 2015
Ms. Shantya Plater Institutional Effectiveness and Accreditation Analyst	September 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Delegate Kenneth R. Plum Contributing Author for the Old Dominion University State of the Region Report Strome College of Business	September 2015
Ms. Gina Polychronopoulos Research Associate Center for Educational Partnerships	September 2015
Ms. Margaret Roy Assistant Media Relations Director Athletic Department	September 2015
Ms. Danielle Simcic Residence Hall Director	September 2015
Ms. Dawnita Smith Assistant Director for Conference Services	September 2015
Dr. Cullen Strawn Executive Director for the Arts College of Arts and Letters	September 2015
Ms. Monica Taylor Student Support Specialist Office of Educational Accessibility	September 2015
Mr. Stephen Villanueva Director of Football Operations	September 2015
Ms. Sarah Widenhofer Instructor of Early Care & Education Children's Learning & Research Center	September 2015
Mr. Roberto Westbrook Assistant Director, Tri-Cities Higher Education Center	September 2015
Mr. Jermaine Woods Assistant Women's Basketball Coach	September 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Ariana Wright Equal Opportunity Officer	September 2015
Ms. Bo Ram Yi Case Manager Student Engagement and Enrollment Services	September 2015
Sharon Mitsue Blythe Interim Director of ODU Online International	December 2015
Megan Brammer Associate Director of Admissions	December 2015
Robert Claud Director of Online Programming for the College of Continuing Education and Professional Development	December 2015
James Corrigan Assistant Women's Basketball Coach	December 2015
Debra Duffy Program Coordinator Dean's Office, College of Sciences	December 2015
Michael Fisher Director, Old Dominion Athletic Foundation	December 2015
Michael Jolly Assistant Swimming and Diving Coach	December 2015
Ryan Jumper Coordinator of Membership Services, Recreation and Wellness	December 2015
Nakia Madry-Smith Director Peninsula Higher Education Center	December 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Jasmine Omorogbe Associate Director of Intercultural Initiatives Student Engagement and Enrollment Services	December 2015
Trina Patterson Assistant Women's Basketball Coach and Academic Progress Coordinator	December 2015
Wirawan Purwanto High Performance Computing Computational Scientist Information Technology Services	December 2015
Isaiah Ruhl Interim Director of the College of Sciences Major Instrumentation Cluster Center	December 2015
Christopher Shelton Client Coordinator, Business Gateway CEI	December 2015
Callie Lane Boyer Smith Residence Hall Director	December 2015
Coulson Thomas Associate Director for Operations, Recreation and Wellness	December 2015
Lenora Thorbjornsen Student Success/Academic Advisor	December 2015
Aaron Turner Admissions Counselor	December 2015
G. Mark Walsh Assistant Director of Records Management and IT Policy	December 2015
Maurice Williams Academic Coordinator/Counselor, Upward Bound	December 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Mr. Charles Bankins Assistant Football Coach	April 2016
Ms. Rachelle Bowman Assistant Athletic Trainer	April 2016
Mr. Robert E. Clark Director, Military Activities Liaison and Special Projects	April 2016
Ms. Adrienne Giles Academic Success Coordinator Advising and Transfer Programs	April 2016
Dr. Mandalyn Gilles Director of Assessment and Planning for Student Engagement and Enrollment Services	April 2016
Mr. Christopher Harmon Assistant Men's Soccer Coach	April 2016
Mr. Jonathan Hartman Assistant Athletic Trainer	April 2016
Ms. Julie Hodge Assistant Field Hockey Coach	April 2016
Mr. Andrew Jacobs Athletic Facilities & Event Coordinator	April 2016
Mr. Darius James Assistant Director of Athletic Development	April 2016
Ms. Joy Jefferson Associate Vice President for Alumni Relations	April 2016
Mr. Christopher Malone Offensive Run Game Coordinator	April 2016

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Joleen M. McInnis Librarian for Health Sciences	April 2016
Ms. Azalea Myers Instructor, Early Care and Education	April 2016
Ms. Jasmine Myers Intellectual Property and Export Control Manager	April 2016
Ms. Laura Nazario Success Coach	April 2016
Ms. Kimberly Oakes Success Coach Student Engagement and Enrollment Services	April 2016
Ms. Stacey Parks Program Academic Advisor for International Studies and Interdisciplinary Studies Teacher Preparation Program	April 2016
Delegate Kenneth R. Plum Contributing Author for Old Dominion University Strome College of Business	April 2016
Ms. Akelya Reid Transfer Success Coordinator Advising and Transfer Programs	April 2016
Ms. Ja'Nomia Smith Assistant Director for Residence Education	April 2016
Ms. Jackie Stein Director of Research Development	April 2016
Ms. Denisse Thillet Director of Student Outreach and Support	April 2016

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Non-Academic Appointments (con't)	
Ms. Allison Tollett Success Coach Student Engagement and Enrollment Services	April 2016
Ms. Kimberly Vaughan Assistant Athletic Trainer	April 2016
Mr. Philip Walzer Editor of Monarch Magazine	April 2016
Ms. Sherri Watson Director for Coaching Student Engagement and Enrollment Services	April 2016
Ms. Delgerjargal Betcher International Student Advisor	June 2016
Mr. Kyle Hutter Assistant Wrestling Coach	June 2016
Mr. David Robichaud Assistant Director of Design and Construction	June 2016
Ms. Kristyn Rose Instructional Designer	June 2016
Ms. Demetrice Smith Community and Student Success Director	June 2016
Ms. Junfang Zhang Head of Systems Development University Libraries	June 2016
Mid-year Tenure Awards	December 2015
Ms. Katherine Hammond Department of Communication and Theatre Arts	
Dr. Erin L. Jordan Department of History	

ITEM	**MONTH OF BOARD OF VISITORS PROCEEDING**
Mid-year Tenure Awards (con't)	
Dr. Jelmer Vos Department of History	
Tenure Awards	April 2016

College of Arts and Letters

Ivanete Blanco
Department of Art

Drew J. Lopenzina
Department of English
Brian Nedvin
Department of Music

Timothy J. Orr
Department of History

John Weber
Department of History

Dylan E. Wittkower
Department of Philosophy and Religious Studies

Strome College of Business

Erika Marsillac
Department of Information Technology and Decision Sciences

Jong Chool Park
School of Accountancy

George O. White, III
Department of Management

Darden College of Education

Jonna L. Bobzien
Department of Communication Disorders and Special Education

Angela Eckhoff
Department of Teaching and Learning

Melva R. Grant
Department of STEM Education and Professional Studies

Sue C. Kimmel
Department of Teaching and Learning

Corrin G. Richels
Department of Communication Disorders and Special Education

College of Engineering and Technology

Holly A. Handley
Department of Engineering Management and Systems Engineering

Dean J. Krusienski
Department of Electrical and Computer Engineering

Sandeep Kumar
Department of Civil and Environmental Engineering

John A. Sokolowski
Department of Modeling, Simulation and Visualization Engineering

College of Health Sciences

James D. Blando
School of Community and Environmental Health

Christianne N. Fowler
School of Nursing

Loree C. Heller
School of Medical Diagnostic and Translational Sciences

College of Sciences

Konstantin P. Cigularov
Department of Psychology

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Tenure Awards (con't)	April 2016
Dayle A. Daines Department of Biological Sciences	
Sookyung Joo Department of Mathematics and Statistics	
Academic Appointments with Tenure	
Dr. Harold C. Riethman School of Medical Diagnostic and Translational Sciences	September 2015
Dr. Nail K. Yamaleev Department of Mathematics and Statistics	September 2015
Dr. Austin Agho Provost and Vice President for Academic Affairs	April 2016
Dr. Sachin Shetty Department of Modeling, Simulation and Visualization Engineering	April 2016
Dr. Mitchell R. Williams Department of Educational Foundations and Leadership	April 2016
Dr. Hongyi Wu Department of Electrical and Computer Engineering	April 2016
Dr. Danella Zhao Department of Computer Science	April 2016
Academic Appointment with Tenure	June 2016
Emeritus Appointments for Retiring Faculty and Administrators	
A. James English Associate Professor Emeritus of Community and Environmental Health	September 2015
John R. Hackworth University Professor Emeritus and Associate Professor Emeritus of Engineering Technology	September 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Emeritus Appointments for Retiring Faculty and Administrators (con't)	
Louis H. Janda Associate Professor Emeritus of Psychology	September 2015
Eileen P. Abrahamsen Associate Professor Emerita of Communication Disorders and Special Education	December 2015
Barbara R. Bartkus University Professor Emerita and Associate Professor Emerita of Management	December 2015
Faye E. Coleman Associate Professor Emerita of Medical Diagnostic and Translational Sciences	December 2015
Elaine M. Justice University Professor Emerita and Associate Professor Emerita of Psychology	December 2015
Lorraine M. Lees University Professor Emerita and Professor Emerita of History	December 2015
George Maihafer Associate Professor Emeritus of Physical Therapy and Athletic Training	December 2015
M. Lee Manning Eminent Scholar Emeritus and Professor Emeritus of Teaching and Learning	December 2015
Jack E. Robinson Associate Professor Emeritus of Educational Foundations and Leadership	December 2015
Sophie K. Thompson Associate Professor Emerita of Medical Diagnostic and Translational Sciences	December 2015
Don Zeigler Professor Emeritus of Political Science and Geography	December 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Emeritus Appointments for Retiring Faculty and Administrators (con't)	
Lindal Buchanan Associate Professor Emerita of English and Women's Studies	April 2016
Sheri R. Colberg-Ochs Professor Emerita of Human Movement Sciences	April 2016
Robert F. Curry Director Emeritus of Advising for Distance Learning	April 2016
Kenneth G. Daley University Professor Emeritus and Professor Emeritus of Art	April 2016
Donald D. Davis Associate Professor Emeritus of Psychology	April 2016
Frank P. Day Eminent Scholar Emeritus and Professor Emeritus of Biological Sciences	April 2016
Chandra R. de Silva Professor Emeritus of History	April 2016
Lawrence G. Dotolo President Emeritus of the Virginia Tidewater Consortium	April 2016
Charlene E. Fleener Associate Professor Emerita of Teaching and Learning	April 2016
Chester E. Grosch Eminent Professor Emeritus and Professor Emeritus of Ocean, Earth and Atmospheric Sciences	April 2016
Lawrence J. Hatab Professor Emeritus of Philosophy and Religious Studies, Louis I. Jaffe Professor Emeritus of Arts & Letters, Eminent Scholar Emeritus, and University Professor Emeritus	April 2016
Brian Hodson Director Emeritus of Information Technology in the Darden College of Education	April 2016

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Emeritus Appointments for Retiring Faculty and Administrators (con't)	
Natalie Hutchinson Senior Lecturer Emerita of Mathematics and Statistics	April 2016
Linda Irwin-DeVitis Professor Emerita of Teaching and Learning	April 2016
James V. Koch President Emeritus and Board of Visitors Professor Emeritus of Economics	April 2016
Terry Kubichan University Distinguished Teacher Emerita and Senior Lecturer Emerita of Accountancy	April 2016
Philip J. Langlais Professor Emeritus of Psychology	April 2016
Roland W. Lawrence Associate Professor Emeritus of Engineering Technology	April 2016
Irwin B. Levinstein Associate Professor Emeritus of Computer Science	April 2016
Susan Mitchell Director Emerita of Webb University Center and Auxiliary Services	April 2016
Sara A. Morris Associate Professor Emerita of Management	April 2016
Mary M. Swartz Registrar Emerita	April 2016
Lenora Hicks Thompson Senior Executive Director Emerita of Counseling Services	April 2016
Debbie Harmison White Senior Associate Athletic Director Emerita for External Relations	April 2016

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Honorary Degree Recipients	
Wilbert W. James, President of Toyota Motor Manufacturing, Kentucky, Inc. Doctor of Humane Letters *(honoris causa)*	September 2015
Guy Kawasaki, author, entrepreneur and Internet evangelist and executive fellow of Haas Business School at the University of California, Berkeley Doctor of Humane Letters *(honoris causa)*	September 2015
Joyce Roche, retired president and CEO of Girls Incorporated Doctor of Humane Letters *(honoris causa)*	September 2015
Marc Jacobson Doctor of Humane Letters *(honoris causa)*	December 2015
Information Items Concerning Faculty	
Summary of Policies and Procedures on Tenure	April 2016
Tenure Continuum	April 2016
Instructional Faculty Tenure Trends for 1991-2016	April 2016
Percentage of Tenured Instructional Faculty within the Six Academic Colleges for Academic Year 2015-16	April 2016
Instructional Faculty by College and Department, Spring 2016	April 2016
Ethnicity and Gender of Instructional Faculty within the Six Academic Colleges for Academic Year 2015-16 (Spring Semester)	April 2016
Report on Promotions in Academic Rank Effective 2016-2017	April 2016
Other Actions	
Approved the appointment of faculty representatives to Board of Visitors Committees	September 2015

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Other Actions (con't)	
Approved M.S. Program in Maritime Trade and Supply Chain Management	September 2015
Received information on name change for the Office of Assessment to the Office of Institutional Effectiveness and Assessment	September 2015
Approved the appointment of a faculty representative to the Board of Visitors Administration and Finance Committee	December 2015
Discussed the policy on Honorary Degrees: Criteria and Procedures	December 2015
Approved Revisions to the Policy on Emeritus/Emerita Appointments	December 2015
Approved a Bachelor of Science in Sport Management	December 2015
Approved a Master of Science in Sport Management	December 2015
Approved a Master of Science in Park, Recreation and Tourism Studies	December 2015
Approved Renaming the Office of Graduate Studies the Old Dominion University Graduate School	April 2015
Proposed Revision to the Policy on Academic Rank and Criteria for Ranks	June 2016
Proposed Revisions to the Policy on Evaluation of Lecturers and Senior Lecturers and Promotion of Lecturers	June 2016
Proposed Revisions to the Policy on Tenure	June 2016
Proposed Revisions to the Policy on Promotion in Rank	June 2016
Proposed Renaming of the Department of Foreign Languages and Literatures to the Department of World Languages and Cultures	June 2016
Received the Annual Report on Committee Actions	June 2016

ITEM	MONTH OF BOARD OF VISITORS PROCEEDING
Report from the Provost	September 2015

Chandra de Silva introduced Nancy Grden, Executive Director of the Strome Entrepreneurial Center, who presented information about the entrepreneurship program, the Center for Enterprise Innovation, and activities of the Entrepreneurial Center.

Report from the Provost	December 2015

Chandra de Silva introduced Dale Miller, Provost's Fellow for Faculty Development and Professor of Philosophy and Religious Studies, who presented information about the exit interview survey that was administered to faculty members who recently resigned full-time positions in an effort to determine why they left. Salary and lack of support for research were the areas in which respondents were least satisfied at Old Dominion. Respondents expressed a high level of satisfaction with their benefits and the extent to which their academic freedom was protected. The next step is to survey all faculty to determine their level of satisfaction at the University.

Report from the Provost	June 2016
Report from the Vice President for Research	September 2015

Morris Foster announced that searches are underway for faculty positions in climate and health as part of the sea level rise initiative and in cybersecurity.

Report from the Vice President for Research	June 2016