

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

Andrea M. Kilmer, Chair
David L. Bernd, Vice Chair
Ronald C. Ripley (ex-officio)
John F. Biagas (ex-officio)
Carlton F. Bennett
Richard T. Cheng
J. William Cofer
Mary Maniscalco-Theberge
Frank Reidy
Lisa B. Smith
Andres Sousa-Posa (Faculty Representative)

FROM: Carol Simpson
Provost

DATE: April 13, 2015

The purpose of this memorandum is to provide you with background information for our meeting on Thursday, April 23, 2015. The committee will meet from 9:30-11:00 a.m. in the River Rooms in Webb Center.

I. Approval of Minutes of the December 4, 2014 Meeting

The minutes of the December 4, 2014 meeting will be presented for approval as previously distributed.

II. Tenure Policies and Procedures

Materials related to tenure to be discussed include a summary of the University's policies and procedures on tenure, an outline showing the tenure continuum, information on the percentage of tenured instructional faculty within the six academic colleges for academic year 2014-15, information on the ethnicity and gender of instructional faculty within the six academic colleges for academic year 2014-15 and academic year 2013-14, instructional faculty tenure trends from 2006-2015, and information on the percentage of tenured faculty at doctoral institutions in Virginia.

III. Closed Session

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

IV. Reconvene in Open Session and Vote on Resolutions

V. Consent Agenda

Included in the consent agenda materials are resolutions recommending 15 faculty appointments, 27 administrative appointments, and four emeritus appointments.

VI. Regular Agenda

The regular agenda includes proposed revisions to the policy on Initial Appointment of Teaching and Research Faculty, proposed revisions to the policy on Tenure, and proposed revisions to the policy on Faculty Grievance Committee and Hearing Panels: Composition and Procedures (version showing changes and clean version both included).

VII. Information Items

Information items include the report on Promotions in Academic Rank Effective for 2015-16, the report from the Provost, and the report from the Vice President for Research. The report from the Provost will include information on two leaves of absence without compensation.

VIII. Topics of Interest to Board of Visitors Members

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

C: John R. Broderick
Donna Meeks

OLD DOMINION UNIVERSITY
BOARD OF VISITORS
ACADEMIC AND RESEARCH ADVANCEMENT COMMITTEE
APRIL 23, 2015
AGENDA

9:30-11:00 a.m. – River Rooms, Webb Center

- I. APPROVAL OF THE MINUTES OF DECEMBER 4, 2014
- II. TENURE POLICIES AND PROCEDURES
 - A. Summary of Policies and Procedures on Tenure (p. 4-5)
 - B. Tenure Continuum (p. 6)
 - C. Percentage of Tenured Instructional Faculty Within the Six Academic Colleges for Academic Year 2014-15 (p. 7)
 - D. Ethnicity and Gender of Instructional Faculty within the Six Academic Colleges for Academic Year 2014-15 and 2013-14 (p. 8-9)
 - E. Instructional Faculty Tenure Trends 2006-2015 (see attachment, p. 10)
 - F. Percentage of Tenured Faculty at Doctoral Institutions in Virginia (p. 11)
- III. CLOSED SESSION
- IV. RECONVENE IN OPEN SESSION AND VOTE ON RESOLUTIONS
- V. CONSENT AGENDA
 - A. Faculty Appointments (p. 12-15)
 - B. Administrative Appointments (p. 16-21)
 - C. Emeritus Appointments (p. 22-24)
- VI. REGULAR AGENDA
 - A. Proposed Revisions to the Policy on Initial Appointment of Teaching and Research Faculty (p. 25-31)
 - B. Proposed Revisions to the Policy on Tenure (p. 32-41)
 - C. Proposed Revisions to the Policy on Faculty Grievance Committee and Hearing Panels: Composition and Procedures (version showing changes, p. 42-56; clean version, p. 57-69)
- VII. INFORMATION ITEMS
 - A. Report on Promotions in Academic Rank Effective for 2015-16 (p. 70-85)
 - B. Report from the Provost
 - 1. Leaves of Absence without Compensation (p. 86)
 - C. Report from the Vice President for Research
- VIII. TOPICS OF INTEREST TO BOARD OF VISITORS MEMBERS

SUMMARY OF POLICIES AND PROCEDURES ON TENURE

1. Purpose of tenure

To protect academic freedom

To retain a permanent faculty of distinction in order to carry out the University's mission

To recognize the performance of faculty who have given years of dedicated service to the University

Tenure is awarded only after a suitable probationary period, normally six years.

The decision to award tenure is based both on the merit of the individual faculty member in teaching, research and service and on the long-term needs and mission of the department, the college and the University.

2. Criteria for the award of tenure

Tenure may be awarded only to faculty who hold the rank of associate or full professor or who are being simultaneously appointed or promoted to one of those ranks. The minimum requirements for Associate Professor are:

Established high quality of performance in teaching, research, and service and pre-eminence in at least one of those areas.

Except under the most unusual circumstances, the highest terminal degree normally attainable in the field is required.

No faculty can be awarded tenure unless the minimum requirements for Associate Professor are met.

External evaluation of the quality of the faculty member's research performance is required from nationally recognized experts in the faculty member's field. Research and scholarly performance measures include, but are not limited to: peer reviewed publications, citation index statistics, books published, scholarly articles contributed, conference proceedings, research grants applied for and obtained, invited exhibitions, performances.

Convincing evidence of effective teaching is obtained using a combination of: student evaluations; teaching portfolio; peer evaluations; and the chair's assessment of teaching effectiveness. Use of alternative course delivery modes and/or development of new course materials is considered positively.

Evidence of high quality service includes participation on departmental or university-level committees, contributions to the faculty member's professional organizations; and outreach to the community.

The determined long-term needs of the Department, College and University are also taken into consideration in the awarding of tenure.

3. Review process

Tenured faculty in the department
Department chair
College tenure committee
Dean of the college
University Promotion and Tenure Committee
Provost
President
Board of Visitors

4. Appeals

If neither the departmental committee nor the chair recommends tenure, the faculty member may request further review by the College Promotion and Tenure Committee and the Dean. If either the decision of the College Committee or the Dean is positive, the faculty member's case is considered. If both decisions are negative, the faculty member may request a further review by the Provost, who makes a final determination concerning further consideration of tenure.

The faculty member may request that the President review a negative decision of the Provost. If the President upholds the decision of the Provost, the faculty member may request a further review by the Board of Visitors or the Academic and Research Advancement Committee. The decision of the Board or the Committee is final.

TENURE CONTINUUM

The following shows the six-year probationary period and timing of the review steps for a typical entering faculty member seeking to achieve tenure.

	Initial tenure-track appointment
Year 1	Annual review for reappointment
Year 2	Annual review for reappointment
Year 3	Annual review for reappointment
End of Year 3	In-depth pre-tenure review
Year 4	Annual review for reappointment
Year 5	Annual review for reappointment
Beginning of Year 6	Tenure review begins
End of Year 6	Tenure decision made
Year 7	Tenured appointment or terminal year begins

Exceptions can be made in the following cases.

- An initial appointment with tenure
- A reduction in the six-year probationary period on the basis of prior service
- A faculty member requests an early decision on tenure
- A faculty member requests that a period of time, not to exceed one year, be excluded from the probationary period as a result of the occurrence of a serious event, such as birth of a child, adoption of a child under the age of six, serious personal illness or care of an immediate family member

**PERCENTAGE OF TENURED INSTRUCTIONAL FACULTY *
 WITHIN THE SIX ACADEMIC COLLEGES
 FOR ACADEMIC YEAR 2014 - 2015**

SPRING, 2015

COLLEGE	TENURED	TENURE ELIGIBLE	NON- ELIGIBLE	TOTAL	% TENURED	% TOTAL
ARTS & LETTERS	97	45	76	218	44.50%	26%
BUSINESS	54	22	29	105	51.43%	13%
EDUCATION	53	38	29	120	44.17%	14%
ENGINEERING & TECHNOLOGY	67	28	11	106	63.21%	13%
HEALTH SCIENCES	29	21	36	86	33.72%	10%
SCIENCES	117	26	52	195	60.00%	23%
TOTAL	417	180	233	830	50.24%	100%

***INCLUDES FULL, ASSOCIATE, AND ASSISTANT PROFESSORS, INSTRUCTORS, SENIOR LECTURERS AND LECTURERS**

VPAA-DPH
 4/2/2015

**ETHNICITY AND GENDER OF INSTRUCTIONAL FACULTY WITHIN THE
SIX ACADEMIC COLLEGES FOR AY 2014 - 2015 (SPRING SEMESTER)**

	TOTAL	% OF FACULTY	TENURED	% OF FACULTY	TENURE ELIGIBLE	% OF FACULTY	NON- ELIGIBLE	% OF FACULTY
WHITE MALE	347	41.81%	223	26.87%	59	7.11%	65	7.83%
WHITE FEMALE	289	34.82%	98	11.81%	61	7.35%	130	15.66%
AFRICAN-AMERICAN MALE	20	2.41%	13	1.57%	5	0.60%	2	0.24%
AFRICAN-AMERICAN FEMALE	31	3.73%	8	0.96%	6	0.72%	17	2.05%
HISPANIC MALE	15	1.81%	7	0.84%	4	0.48%	4	0.48%
HISPANIC FEMALE	10	1.20%	3	0.36%	2	0.24%	5	0.60%
ASIAN MALE	84	10.12%	48	5.78%	30	3.61%	6	0.72%
ASIAN FEMALE	34	4.10%	17	2.05%	13	1.57%	4	0.48%
NATIVE AMERICAN MALE	0	0.00%	0	0.00%	0	0.00%	0	0.00%
NATIVE AMERICAN FEMALE	0	0.00%	0	0.00%	0	0.00%	0	0.00%
TOTALS	830	100%	417	50.24%	180	21.69%	233	28.07%

**04/02/2015
DPH**

**ETHNICITY AND GENDER OF INSTRUCTIONAL FACULTY WITHIN THE
SIX ACADEMIC COLLEGES FOR AY 2013 - 2014 (SPRING SEMESTER)**

	TOTAL	% OF FACULTY	TENURED	% OF FACULTY	TENURE ELIGIBLE	% OF FACULTY	NON- ELIGIBLE	% OF FACULTY
WHITE MALE	342	42.64%	214	26.68%	69	8.60%	59	7.36%
WHITE FEMALE	276	34.41%	96	11.97%	52	6.48%	128	15.96%
AFRICAN-AMERICAN MALE	20	2.49%	12	1.50%	6	0.75%	2	0.25%
AFRICAN-AMERICAN FEMALE	29	3.62%	8	1.00%	5	0.62%	16	2.00%
HISPANIC MALE	15	1.87%	6	0.75%	5	0.62%	4	0.50%
HISPANIC FEMALE	9	1.12%	2	0.25%	3	0.37%	4	0.50%
ASIAN MALE	77	9.60%	47	5.86%	24	2.99%	6	0.75%
ASIAN FEMALE	34	4.24%	15	1.87%	15	1.87%	4	0.50%
NATIVE AMERICAN MALE	0	0.00%	0	0.00%	0	0.00%	0	0.00%
NATIVE AMERICAN FEMALE	0	0.00%	0	0.00%	0	0.00%	0	0.00%
TOTALS	802	100%	400	49.88%	179	22.32%	223	27.81%

**04/04/2014
DPH**

**Instructional Faculty
Tenure Trends 2006 - 2015**

Academic Year	Tenured	Tenure Eligible	Non-Eligible	TOTAL
2006-2007	390	144	157	691
2007-2008	386	149	169	704
2008-2009	365	164	190	719
2009-2010	376	150	184	710
2010-2011	381	167	181	729
2011-2012	385	177	184	746
2012-2013	405	168	191	764
2013-2014	400	179	223	802
2014-2015	417	180	233	830

Data was compiled during Spring Semester for reporting to the Board of Visitors.

**Percentage of Tenured Faculty: 2013-14
Doctoral Institutions in Virginia***

	Total Full-Time Faculty	Percentage
College of William and Mary	599	70%
George Mason University	1222	57%
University of Virginia	1066	70%
Virginia Commonwealth University	1147	40%
VPI & SU	1423	62%
Old Dominion University	607	65%

Source: ACADEME: Bulletin of the AAUP (March-April 2014)

*Does not include Lecturers or Research Faculty

April 23, 2015

FACULTY APPOINTMENTS

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

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Staci Defibaugh Instructor of English Tenure Track	\$60,000	7/25/15	10 mos

Ms. Defibaugh received an M.A. in Linguistics and TESOL in 2010 from Ball State University, a B.A. in English in 2001 from the University of South Carolina and is expected to receive a Ph.D. in Linguistics from the University of Urbana-Champaign. She has been a Visiting Lecturer, Guest Lecturer, Lead Instructor, and Teaching Assistant at the University of Illinois. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by September 1, 2015)

Dr. Christiana Dimitropoulou Research Associate Professor Frank Reidy Research Center for Bioelectrics	\$72,000	2/2/15	12 mos
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Dr. Dimitropoulou received a Ph.D. in 1998 from the Department of Pharmacology at the University of Patras School of Medicine, Greece and a B.S. in Biology in 1988 from Kapodistrian University of Athens. Since 2010, she has been an Adjunct Assistant Professor and Assistant Professor in the Department of Medicine, Pulmonary and Critical Care Division, Medical College of Georgia, Georgia Regents University. She was a Postdoctoral Fellow at the Medical College of Georgia from 1998-2001. (.80 FTE) (new position)

Ms. Monica C. Esqueda Instructor of Educational Foundations and Leadership Tenure Track	\$62,000	7/25/15	10 mos
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Ms. Esqueda received an M.Ed. in 2009 from the University of Washington, a B.A. in Human Development in 2006 from the University of California, San Diego and is expected to receive a Ph.D. in Urban Education Policy from the University of Southern California. Previously, she was an Adjunct Faculty member in the College of Educational Studies at Chapman University and a Research Associate and Project Coordinator in the Hamovitch Center for Science in the Human Services at the University of Southern California. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by August 1, 2015)

Ms. Michelle Fowler-Amato Instructor of English Tenure Track	\$60,000	7/25/15	10 mos
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Ms. Fowler-Amato received an M.A. in Curriculum and Instruction in 2010 from The University of Texas at Austin, a B.A. in Theatre-English Education in 1998 from the University of Maryland at College Park and is expected to receive a Ph.D. in Curriculum and Instruction from The University of Texas at Austin. Since 2011, she has been an Assistant Instructor in the Department of Curriculum and Instruction at The University of Texas at Austin. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by September 1, 2015)

Mr. Justin A. Haegele Instructor of Human Movement Sciences Tenure Track	\$60,000	7/25/15	10 mos
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Mr. Haegele received an M.S.Ed. and a B.S. in Physical Education, in 2009 and 2007 respectively, from the College at Brockport, State University of New York and is expected to receive a Ph.D. in Adapted Physical Education from The Ohio State University. Since 2013, he has been a Graduate Teaching Associate in the Department of Human Sciences at The Ohio State University. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by August 1, 2015)

Dr. Jingwei Huang Associate Professor of Engineering Management and Systems Engineering Tenure Track	\$87,000	7/25/15	10 mos
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Dr. Huang received a Ph.D. in 2008 in Information Engineering from the University of Toronto, a Ph.D. in 1992 in Systems Engineering from Dalian University of Technology, China and an M.S. and B.S. in Computer Science, in 1986 and 1983 respectively, from Northwestern Polytechnical University, China. Since 2009, he has been a Research Scientist in the Enterprise Integration Laboratory at the University of Toronto and the Information Trust Institute at the University of Illinois at Urbana-Champaign.

Dr. Younghan Jung Assistant Professor of Engineering Technology Tenure Track	\$70,000	12/25/14	10 mos
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Dr. Jung received a Ph.D. in Environmental Design and Planning in 2009 from Virginia Polytechnic Institute and State University and an M.S. in Civil Engineering and a B.S. in Construction, in 2003 and 2001 respectively, from Bradley University. Since 2009, he has been Assistant Professor in the Department of Civil Engineering and Construction Management at Georgia Southern University.

Dr. Sara M. Maxwell Assistant Professor of Biological Sciences Tenure Track	\$75,000	12/25/14	10 mos
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Dr. Maxwell received a Doctorate in the Department of Ocean Sciences at the University of California Santa Cruz in 2010 and a B.S. in Wildlife Ecology and Conservation in 2001 from the University of Florida. She currently holds appointments as a Postdoctoral Researcher at Hopkins Marine Station at Stanford University, Visiting Postdoctoral Researcher at NOAA Southwest Fisheries Science Center, Research Fellow at Marine Conservation Institute and Research Associate at the University of California Santa Cruz.

Dr. Olaniyi Olayinka Visiting Assistant Professor Center for Global Health	\$80,000	5/25/15	12 mos
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Dr. Olayinka received an M.P.H. in 2012 from Saint Louis University School of Public Health. Since 2013, she has been an Epidemic Intelligence Service Officer at the National Center for Environmental Health/Agency for Toxic Substance and Disease Registry for the Centers for Disease Control and Prevention. She was also an Associate Professor at Xavier School of Medicine in Aruba.

Ms. Paige O'Shaughnessy Lecturer of Accounting	\$60,000	7/25/15	10 mos
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Ms. O'Shaughnessy received an M.B.A. with a concentration in Accounting in 2004 from Old Dominion University and a B.B.A. in Accounting in 1984 from James Madison University. Since 2014, she has been an Instructor of Accounting at Old Dominion University. She was also an Adjunct Lecturer at Tidewater Community College.

Dr. Vanessa Panfil Assistant Professor of Sociology and Criminal Justice Tenure Track	\$61,000	7/25/15	10 mos
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Dr. Panfil received a Ph.D. and an M.A. in Criminal Justice, in 2013 and 2008 respectively, from The University of Albany (SUNY) and a B.A. in Criminology in 2007 from The Ohio State University. Previously, she was a Post-Doctoral Associate in Gender, Sexuality, and Justice at Rutgers University.

Ms. Alison Reed Instructor of English Tenure Track	\$58,000	7/25/15	10 mos
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Ms. Reed received an M.A. in English in 2011 from the University of California, Santa Barbara, a B.A. in English in 2008 from Occidental College and is expected to receive a Ph.D. in

English from the University of California, Santa Barbara. She has been a Teaching Assistant in the Department of English at the University of California, Santa Barbara. (rank will be Assistant Professor if all requirements for the Ph.D. are completed by September 1, 2015)

Dr. Ke Shi	\$75,000	7/25/15	10 mos
Assistant Professor of Mathematics and Statistics			
Tenure Track			

Dr. Shi received a Ph.D. in Applied Mathematics in 2012 from the University of Minnesota and a B.S. in Mathematics in 2006 from Peking University, China. Since 2012, he has been a Visiting Assistant Professor in the Department of Mathematics at Texas A&M University.

Mr. Jeffrey A. Turner	\$46,000	2/25/15	10 mos
Lecturer			
Academic Enhancement			

Mr. Turner received an M.F.A. in Creative Writing in 2013 from Old Dominion University and a B.A. in Philosophy in 2003 from Dickinson College. Since 2013, he has been Program Manager and Writing Consultant for the JAWS Writing Program at the Joint Forces Staff College and a Higher Education Resource Analyst in the Office of Academic Enhancement at Old Dominion University.

Dr. Xianrong Zheng	\$110,000	7/25/15	10 mos
Assistant Professor of Information Technology and Decision Sciences			
Tenure Track			

Dr. Zheng received a Ph.D. from the School of Computing at Queen's University, Canada in 2014 and a Master's from the Department of Computer Science and a Bachelor's from the Department of Electrical and Computer Engineering, in 2006 and 2001 respectively, from the University of Science and Technology of China. Since 2014, he has been an Assistant Professor in the Shenzhen Institutes of Advanced Technology at the Chinese Academy of Sciences, China and a Postdoctoral Research Fellow at the School of Computing and School of Business at Queen's College.

April 23, 2015

ADMINISTRATIVE FACULTY APPOINTMENTS

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

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Bethany Truax Armstrong Academic Advisor, College of Health Sciences and Instructor	\$40,000	3/25/15	12 mos

Ms. Armstrong received an M.A.Ed. in Student Affairs in Higher Education and a B.A., in 2013 and 2010 respectively, from Western Kentucky University. Since 2014, she has been an Academic Advisor in the College of Health Sciences. Previously, she was an Academic Advisor in the Strome College of Business at Old Dominion University.

Dr. Spring Brennan Instructional Technology Specialist and Assistant Professor	\$57,500	1/25/15	12 mos
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Dr. Brennan received a Ph.D. in Instructional Technology from the University of Virginia. Since 2011, she has served as a Web Technology Consultant at the University of Virginia.

Mr. Brandon Brown Residence Hall Director and Instructor	\$32,000	2/10/15	12 mos
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Mr. Brown received an M.S.Ed. in Higher Education from Old Dominion University in 2012. He previously was employed with Reingold LINK as an Associate and served as an Assistant Director at Bard Educational Opportunity Programs and Assistant Director in Residence Life at Elon University.

Ms. Sarah Butler Assistant Golf Coach and Assistant Instructor	\$28,000	12/10/14	12 mos
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Ms. Butler received a B.A. in Communications Studies. Since 2013, she has served as the Assistant Golf Coach/Recruiting Coordinator for Shattucks – St. Mary’s School. Prior to that, she was employed with the American Junior Golf Association as a Tournament Manager.

Ms. Caitlin B. Chandler Executive Director of Marketing and Communications and Assistant Instructor	\$70,000	1/20/15	12 mos
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Ms. Chandler received a B.B.A. in Marketing and Finance in 2007 from Ohio University and is expected to receive an M.B.A. from the University of Massachusetts at Amherst in May 2015. Since 2012, she has been a Digital Marketing Specialist at Dollar Tree, Inc. Prior to that, Ms. Chandler was a Business Development, Trademarks, and Licensing Project Coordinator with Texas A&M University.

Ms. Kimberlie Cochran Community and Student Success Director and Instructor	\$52,000	2/25/15	12 mos
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Ms. Cochran received a Master's of Teaching in Statistics from Virginia Commonwealth University. Most recently, she was employed with Old Dominion University as a Site Director at Fort Lee.

Mr. Cory A. Cottingim International Admissions Advisor and Recruitment Coordinator and Instructor	\$36,400	2/10/15	12 mos
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Mr. Cottingim received an M.A. in International Affairs and a B.A. in International Studies and Spanish Literature from Ohio University. Since 2013, he has been the International Student Coordinator and the International Student Recruiter for Latin America in the Office of International Programs at the University of Northern Iowa.

Mr. Arick Forrest Wide Receivers Coach and Instructor	\$50,000	2/25/15	12 mos
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Mr. Forrest received an M.S.Ed. from Old Dominion University and a B.S. in Sports Industry from The Ohio State University. Since 2012, he has been employed as an Offensive Graduate Assistant with Old Dominion University.

Dr. Barbara Blake Gonzalez Special Research Assistant Center for Economic Analysis and Policy and Assistant Professor	\$60,000	2/25/15	12 mos
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Dr. Gonzalez received an Ed.D. in Higher Education Administration from The George Washington University, an M.A. in International Studies from the University of Leeds, England, and a B.S. in International Business from High Point University. Previously she was an economics faculty member at Tidewater Community College, and she is President of her consulting business, Blake Gonzalez Associates. (new position)

Ms. Eileen Graham Director of Donor Relations and Communications and Assistant Instructor	\$61,000	1/10/15	12 mos
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Ms. Graham received a B.A. in English from Villanova University. She previously served as the Director of Donor Relations and Stewardships at Roger Williams University.

Ms. April Hand-Cameron Professional Counselor and Lecturer	\$49,950	3/10/15	12 mos
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Ms. Hand-Cameron received an M.S.Ed. in Counseling from Old Dominion University and is a Licensed Professional Counselor. She was previously in private practice with the Ocean Psychiatric Group in Virginia Beach.

Ms. Sherrell Hendrix Research Associate Office of Institutional Research and Instructor	\$50,440	3/10/15	12 mos
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Ms. Hendrix received an M.S.Ed. in Higher Education - Student Affairs Administration in 2013 from Old Dominion University, a B.A. in Sociology in 2009 from the University of Virginia and is pursuing a Ph.D. in Educational Leadership from Old Dominion University. Since 2013, she has served as the Assistant Director for Assessment and Planning in the Division of Student Engagement and Enrollment Services at Old Dominion University.

Ms. Wenting (Kayla) Jiang Instructional Designer and Instructor	\$65,000	1/25/15	12 mos
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Ms. Jiang received a Master of Education in Educational Technology in 2009 from the University of Missouri-Columbia, a Bachelor of Engineering in 2007 from Beijing Normal University-Zhuhai, China and is a Ph.D. candidate in Instructional Systems at Florida State University. Since 2013, she has been an Instructional Designer at Tallahassee Community College.

Mr. Keith M. Krepcho Academic Advisor College of Sciences and Instructor	\$40,500	12/10/14	12 mos
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Mr. Krepcho received a Masters of Divinity in 2012 from Southwestern Baptist Theological Seminary and a B.S. in Pastoral Ministry in 2003 from Southeastern University. Since 2012, he has been an Academic Advisor in the College of Health Sciences at Old Dominion University.

Mr. Michael P. Lawson Assistant Director of Residence Education and Instructor	\$40,000	5/25/15	12 mos
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Mr. Lawson received an M.B.A. and a B.S. in Accounting in 2009 from Long Island University. Since 2013, he has been a Residence Hall Director for the Rogers Complex at Old Dominion University. He was also a Residence Hall Director at Stony Brook University.

Ms. Jacqueline Lewis Instructional Technology Specialist and Instructor	\$55,000	1/25/15	12 mos
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Ms. Lewis received an M.A. in Media and Communications from Norfolk State University. Since 2007, she has been employed with Old Dominion University as a Media Specialist III for Tri-Cities Higher Education Center.

Ms. Melani A. Loney Program Manager, Science and Technology Education Initiatives Center for Educational Partnerships and Instructor	\$65,000	2/10/15	12 mos
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Ms. Loney received an Ed.S. in Administration and Supervision from the University of Virginia in 2006, an M.S.Ed. in Curriculum and Instruction, a B.S. in Secondary Education, and a B.S. in Biology, in 1991, 1988 and 1982 respectively, from Old Dominion University and is pursuing a Doctor of Education in Integrative STEM Education at Virginia Polytechnic Institute and State University. Since 2004, she has been a Science Coordinator for Virginia Beach City Public Schools.

Ms. Kristi M. Mantay Physician Assistant and Instructor	\$73,500	2/10/15	11 mos
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Ms. Mantay received a Master's of Physician Assistant Studies in 2007 from Eastern Virginia Medical School and a B.S. in Biology in 2003 from Old Dominion University. Since 2007, she has been a Physician Assistant at Sentara Family Medicine in Virginia Beach.

Mr. Jared T. Mays Admissions Counselor and Assistant Instructor	\$35,000	1/10/15	12 mos
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Mr. Mays received a B.S. in Communications and Political Science in 2014 from Old Dominion University. From 2012-2014, he served as a Resident Assistant in the Office of Housing and Residence Life at Old Dominion University.

Ms. Nicole Moore Community and Student Success Director and Instructor Distance Learning	\$52,000	3/10/15	12 mos
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Ms. Moore received a Master of Public Administration from the University of Hawaii at Manoa in 2009. Since 2012, she has been employed with Old Dominion University as an Assistant Site Director at Quantico. She has also worked as a Senior Military Admissions Advisor at the University of Phoenix.

Mr. Samuel Perryman Assistant Football Coach and Assistant Instructor	\$50,000	3/10/15	12 mos
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Mr. Perryman received a B.A. in Psychology & Sociology from Lehigh University. He previously served as Cornerbacks Coach/Recruiting Coordinator and Wide Receivers Coach & Video Coordinator at Lenoir Rhyne University.

Mr. Randale Richmond Senior Associate Athletic Director for Compliance and Student-Athlete Welfare and Instructor	\$102,000	2/10/15	12 mos
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Mr. Richmond received an M.S. in Higher Education Administration and Student Personnel. Since 2012, he has served as the Associate Athletic Director, Student–Athlete Services at Kent State University. He also served as the Assistant Athletic Director for Compliance & Eligibility.

Ms. Amanda Skaggs Internal Audit Director and Assistant Instructor	\$109,200	3/10/15	12 mos
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Ms. Skaggs received a Bachelor’s degree in Finance from Virginia Polytechnic Institute and State University in 2003. She became a Certified Public Accountant in 2007, a Certified Internal Auditor in 2012 and received a Certification in Risk Management Assurance in 2013. Ms. Skaggs has been the Interim University Auditor since April 2014 and has been a Senior Auditor at Old Dominion University for seven years.

Dr. Alona Smolova Director of Institutional Research and Assistant Professor	\$95,000	5/10/15	12 mos
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Dr. Smolova received a Ph.D. in Education: Curriculum and Instruction in 1999 from Virginia Polytechnic Institute and State University, an M.S. in Education: Curriculum and

Instruction in 1995 from Radford University and an M.A. in Education in 1993 from Kherson State Pedagogical University, Ukraine. She has been Director of Institutional Research at Norfolk State University, Director of Assessment and Accreditation at Radford University, and Director of Institutional Research, Planning and Assessment at the University of North Carolina Pembroke.

Ms. Lanah K. Stafford	\$54,000	2/25/15	12 mos
Senior Research Associate for Assessment and Instructor			

Ms. Stafford received an M.A. in Political Science in 2008 from George Mason University and a B.S. in Political Science in 2004 from the University of Wisconsin – Madison. Since 2011, she has been an Administrative Resource Analyst and most recently a Data and Assessment Manager for Academic Enhancement at Old Dominion University.

Mr. Jacob Tousignaut	\$40,000	3/25/15	12 mos
Academic Advisor College of Health Sciences and Instructor			

Mr. Tousignaut received an M.Ed. in TESOL and a B.S. in Global Business, in 2013 and 2010 respectively, from Regent University. Since 2011, he has been an Academic Advisor in the College of Arts and Sciences at Regent University.

Ms. Allison N. Wiggins	\$34,000	12/1/14	12 mos
Outreach Coordinator Office of International Programs and Instructor			

Ms. Wiggins received an M.S.Ed. in Higher Education in 2011 from Old Dominion University and a B.A. in International Business and Economics in 2009 from Mount Union College. Since 2013, she has been Outreach Coordinator in the Office of International Programs. She was also Study Abroad Advisor in International Programs and Services at San Jose State University.

April 23, 2015

EMERITUS APPOINTMENTS

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

<u>Name and Rank</u>	<u>Effective Date</u>
Daniel M. Dauer Eminent Scholar Emeritus and Professor Emeritus of Biological Sciences	June 1, 2015
Robert A. Lucking Professor Emeritus of Teaching and Learning	June 1, 2015
Ahmed K. Noor Eminent Scholar Emeritus and Professor Emeritus of Modeling, Simulation and Visualization Engineering	June 1, 2015
Richard Overbaugh Professor Emeritus of Teaching and Learning	May 24, 2015

DANIEL M. DAUER

Daniel M. Dauer received a B.S. in Biological Sciences from Old Dominion University in 1970 and a Ph.D. in Biology from the University of South Florida in 1974. He joined Old Dominion as an assistant professor of biological sciences in 1975, achieved the rank of professor in 1987 and was designated an eminent scholar in 1998. Recognition of his accomplishments in teaching, research and service include the Outstanding Faculty Award from the State Council of Higher Education for Virginia, ODU's Outstanding Researcher Award, ODU's Tonelson Faculty Award, and ODU's Fraternity and Sorority Life Outstanding Chapter Advisor Award.

Dauer has served as the major professor for 38 master's and doctoral students at Old Dominion University. He also served as co-director for a doctoral student from the University of Lisbon in Portugal and trained four additional doctoral students from

foreign universities in his lab. Dauer's administrative experience includes director of the benthic ecology laboratory (1985 to present), principal investigator of the Chesapeake Bay Benthic Monitoring Program for the Virginia Department of Environmental Quality (1985 to present), principal investigator of the Chesapeake Bay Restoration Monitoring Program at ODU (1996 to present), associate director of the Applied Marine Research Laboratory (1985-1990 and 1996-2000), and chair of the Department of Biological Sciences (1990-1996).

Dauer's research concerns the ecology of marine and estuarine benthic communities. He has 241 published papers and technical reports, received 162 grant and contract awards totaling over \$26M, made 300 presentations at scientific meetings or invited seminars, and hosted three professional society meetings.

ROBERT LUCKING

Robert Lucking received a B.S. in Education from the University of Nebraska in 1968 and an M.S. in Secondary Education in 1969. He was awarded an ED.S. from Vanderbilt University in 1970 and a Ph.D. in Secondary Education in 1975. He was then awarded a Fulbright appointment in Denmark the following year.

After serving at another university for seven years, Lucking joined Old Dominion as an associate professor of curriculum and instruction in 1984 and achieved the rank of professor of educational curriculum and instruction in 1987. He served as chair of his academic department from 1991-96 and again in 2003-04. He then held the roles of graduate program director of secondary education and of the field-based graduate program for area teachers from 1993 until the present.

During his 31 years at Old Dominion University, Lucking maintained University relationships with area schools and their teachers. He was also a mentor to many master's and doctoral students and supervised their research projects. Throughout his career, Lucking was actively engaged in research in students' sense of community within various types of classrooms. In recognition of his scholarship, he was awarded a Fulbright Appointment in India, and he and a colleague were awarded the Hamilton Essay Award, recognizing a published article that makes a significant contribution to the professional literature concerning multicultural literary experiences for youth.

AHMED K. NOOR

Ahmed Noor, professor of modeling, simulation and visualization engineering and eminent scholar, taught at several academic institutions, including Stanford University, Cairo University (Egypt), University of Baghdad (Iraq), the University of New South Wales (Australia), George Washington University and the University of Virginia, before joining Old Dominion University in 2000. He was also adjunct professor of mechanical and aerospace engineering at the University of Florida and the Florida Space Research Institute Distinguished Scholar of Advanced Learning Systems.

Dr. Noor is a fellow of the American Society of Mechanical Engineers (ASME), the American Institute of Aeronautics and Astronautics (AIAA), the American Society of Civil Engineers (ASCE), the American Academy of Mechanics (AAM), the U.S. Association of Computational Mechanics, and the National Institute of Aerospace (NIA). He is the editor-in-chief of *Advances in Engineering Software* and *Open Engineering* and serves on the editorial board of several other journals. Noor has written several vision articles that have been highlighted on the covers of national magazines and was a keynote speaker at national and international meetings.

Dr. Noor's current professional activities focus on Cognitive Knowledge Discovery and Exploitation; Cognitive Cyber-Physical Engineering; Multisensory Immersive Visual Simulation and Cyber-learning Environments; and, Multi-scale and Multi-physics Visual Simulation.

RICHARD C. OVERBAUGH

Richard C. Overbaugh received a B.M. in Music Education from West Virginia University in 1979. After eight years as an instrumental music teacher, he received an M.A. in Curriculum and Instruction with a major in Computer Education in 1989 and an Ed.D. in Curriculum and Instruction with a specialty in Computer Education in 1992 from West Virginia University.

Overbaugh joined Old Dominion University as an assistant professor of educational curriculum and instruction in 1993 and achieved the rank of professor of teaching and learning in 2010. He served as assistant chair of the Department of Teaching & Learning from 2007-14, graduate program director of the Curriculum and Instruction Ph.D. program from 2010-15 and director of academic technology for the Darden College of Education from 1995-2002.

During his 22 years at Old Dominion University, Overbaugh taught undergraduate and graduate students in the areas of educational technology, instructional systems design, instructional design theory, and multimedia design. He also mentored many master's and doctoral students. His research agenda was in the areas of instructional strategies, academic community, and teacher professional development. Overbaugh was awarded the Tonelson Award and the Innovative Teaching and Excellence award by the Darden College of Education Faculty Governance Organization.

April 23, 2015

APPROVAL OF PROPOSED REVISIONS TO THE POLICY ON INITIAL
APPOINTMENT OF TEACHING AND RESEARCH FACULTY

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the policy on Initial Appointment of Teaching and Research Faculty effective June 1, 2015.

Rationale: The revisions proposed for the policy on Initial Appointment of Teaching and Research Faculty would require candidates who are being considered for initial appointment with tenure and the external referees selected by those candidates to submit current CVs. Submission of these CVs would assist the Promotion and Tenure Committees in their review of candidates and make the process of initial appointment with tenure consistent with current promotion and tenure practices.

NUMBER: 1401

TITLE: Initial Appointment of Teaching and Research Faculty

APPROVED: June 12, 1980; Revised November 19, 1987; Revised April 12, 2002; Revised September 9, 2005; Revised April 7, 2011; Revised June 16, 2011

I. Board of Visitors Policy

- A. No one has the authority to make a firm offer of employment (subject to approval by the Board) except the provost and vice president for academic affairs, who acts by authority of the president. Any communication at the departmental or college level with potential appointees should make it clear that approval by the provost and vice president for academic affairs is required.
- B. An initial faculty appointment should not be considered final until it has been approved by the Board of Visitors. All offers of employment and other communications with potential faculty members should specifically state this fact.
- C. No administrative official shall have the authority to make a statement of expectation of tenure or a written/ oral commitment that implies in any way a promise of tenure except as described in paragraph D below. Except as described below, all initial appointments to the faculty shall be probationary and no award of tenure or promise of an award of tenure shall be made to a faculty member except in strict accordance with the Board of Visitors Policies on Tenure, to include review of credentials by all review bodies.
- D. In the case of certain initial appointments to the rank of professor or associate professor, the president has the authority to eliminate the probationary period for tenure and to make a firm offer or promise of tenure subject to II.D.1.a-e of this policy and approval by the Board. It is the sense of the Board that this authority should be exercised rarely and only when the best interests of the university require it. All such cases must be reported to the Board for approval before tenure is awarded.
- E. The president is accountable to the Board of Visitors for ensuring the appointment of faculty qualified to carry out the mission of the institution, for the implementation of the university's affirmative action plan in initial appointments, for maintenance of fiscal responsibility in assignment of faculty positions, and for the establishment of procedures to carry out board policy in initial appointments. The president may delegate some or all of these responsibilities to the provost and vice president for academic affairs.

II. Initial Appointment Procedures

A. Position Approval

1. Department. In a timetable established in accordance with the procedures for

building the operating budget for the coming year, each department anticipating hiring new faculty for the coming year projects the positions it wishes to fill (including both new positions and replacements for retiring faculty members or others known to be leaving).

- a. These projections must be in accordance with the approved mission of the department and must be clearly related to demonstrable needs of the department, including at least a clear relationship between instructional faculty and projected FTE students in accordance with the departmental faculty/student ratios approved by the Office of the Provost and Vice President for Academic Affairs.
 - b. Other justifications for positions may include establishment of new programs that may not immediately produce FTE students sufficient to justify the position, existence of substantial funded research for which time will be purchased by an outside agency, and important service activities required by the department within the university's mission.
2. Dean. The dean, once reports have been received from all departments, recommends to the provost and vice president for academic affairs in priority order new and replacement faculty positions for the coming year together with salaries required for each position. Copies of the departmental recommendations are included by the dean in the report to the provost and vice president for academic affairs.
 3. On the basis of the projected needs of the following year, the provost and vice president for academic affairs requests a specific number of faculty positions and a budget for these positions from the president at the appropriate time in the annual budget process.
 - a. Within the budget and positions allocated to the provost and vice president for academic affairs by the president, the provost and vice president for academic affairs assigns positions and funds to each dean for new and replacement faculty positions.
 - b. The dean allocates these positions with general salary ranges to the departments in the college.
 4. If position falls vacant because of an unexpected resignation or for any other cause, this fact is reported promptly to the provost and vice president for academic affairs.
 - a. The provost and vice president for academic affairs may then reassign the position to the college in which it previously existed, assign it to another college, or discontinue the position.
 - b. If the position is assigned to a college, the provost and vice president for academic affairs assigns additional funds to the dean of that college to cover

the salary of this position. These funds are not necessarily equal to the salary of the departing faculty member.

- c. The dean may then assign an additional position to the department within the college having the greatest need.
- d. Positions falling vacant are not automatically assigned to the same college or department but are assigned on the basis of university and college priorities.

B. Recruitment and Interview Procedures

1. Once a position has been assigned to a department, the following recruitment procedure is instituted. A similar procedure will be followed for interdisciplinary faculty and joint appointments (see the Policy on Joint Appointments)¹.
2. A statement of critical requirements for the position is developed by the department chair or chairs in consultation with the faculty in the department and approved by the dean. The critical requirements should indicate clearly the primary responsibilities that the new faculty member will be expected to perform and the qualifications necessary for the performance of these responsibilities.
3. The department chair appoints a search committee.
 - a. The search committee consults the university's assistant vice president for institutional equity and diversity for advice concerning avenues for recruitment of qualified women and minority candidates and concerning the university's policies and procedures for ensuring affirmative action in the recruitment process. Failure to follow the university's affirmative action policies and procedures will usually result in the refusal of the provost and vice president for academic affairs to write a contract for the faculty member recommended.
 - b. Advertisements are placed in appropriate professional journals by the Office of Academic Affairs upon the recommendation of the search committee. Specific procedures concerning recruitment advertising are available from the Office of Academic Affairs.
 - c. All other means are used by the department to conduct an active search for the largest possible pool of qualified candidates.
 - d. Credentials of candidates are carefully screened by the departments or interdepartmental search committee in order to determine the ones with the best qualifications for the open position.

¹Refer to the Hiring Procedures for Instructional and Administrative Faculty for additional information.

- e. After ensuring that appropriate affirmative action policies and procedures have been met, the chair, with the approval of the dean, then chooses one or more of the most qualified candidates to visit the campus. All final candidates for a position should visit the Old Dominion University campus. Because of fund limitations, it will usually not be possible to invite more than two or three candidates for one position.
4. The following procedures for campus visitations are followed:
- a. The search committee must receive prior approval from the Office of Academic Affairs (who will check with the assistant vice president for institutional equity and diversity in order to ensure that procedures have been followed) for the expenditure of the travel funds before the candidate is invited.
 - b. The search committee has the responsibility for setting up the schedule of campus meetings with designated personnel.
 - c. All candidates meet with the chair, dean, all available faculty members of the department, and selected students. Candidates who will be expected to teach courses on the 500 level or above and candidates for associate professor and full professor are scheduled for appointments with the provost and vice president for academic affairs or a designee whenever possible.
 - d. The department chair informs the candidate of the University policies concerning moving expenses and other relevant matters. All candidates should be told that they may be assigned to day, evening, distance learning or off-campus classes as part of their regular loads.
 - e. As part of campus visitation and the interview process, candidates are expected to present a classroom lecture, conduct a seminar, or deliver a public talk so that their potential associates and students may observe their command of subject and clarity of presentation.
 - f. The department chair and search committee shall confirm a candidate's proficiency in spoken English.

C. Recommendations

- 1. The chair, after receiving and considering a written recommendation from the faculty of the department or the appointments committee and after ensuring that all affirmative action procedures have been followed, recommends to the dean the name of the most acceptable candidate and a possible salary range and includes the recommendation of the faculty or faculty appointments committee.
 - a. If the dean approves the candidate, he or she assigns a salary within the budget previously assigned to the dean's office by the provost and vice president for academic affairs.

- b. The dean recommends to the provost and vice president for academic affairs on a prescribed form that a contract be written. Appended to this form is a copy of the recommendation of the faculty or of the appointments committee together with the recommendation of the chair.
 - c. If the dean is requesting any special consideration, limitations, or exceptions to normal policy and procedure concerning the appointment, such recommendations should be transmitted to the provost and vice president for academic affairs at this time.
 - d. Any recommendation that credit toward the probationary period for tenure for prior academic experience be granted shall also accompany the request that a contract be written.
2. The provost and vice president for academic affairs or the vice provost consults with the university's assistant vice president for institutional equity and diversity to ensure that proper affirmative action procedures have been followed.
- a. If all requirements are met, the provost and vice president for academic affairs writes the contract and sends it to the candidate, together with a covering letter specifying any unusual conditions or exceptions concerning the appointment, any credit toward the probationary period for tenure being granted for prior academic experience, and a deadline for returning the signed contract.
 - b. If the signed contract is received by the specified deadline, it becomes effective when approved by the Board of Visitors.

D. Initial Appointment with Tenure

1. If the initial appointment is to the rank of professor or associate professor and the department wishes to award tenure at the time of appointment, request for an initial appointment at that rank with tenure must be initiated by the chair and reviewed by all tenure review bodies.
- a. The candidate's credentials must be provided to the department promotion and tenure committee and their recommendation and vote recorded and sent to the college promotion and tenure committee.
 - b. The college promotion and tenure committee reviews the credentials and the recommendation of the department promotion and tenure committee and makes a recommendation. The recommendation and vote is recorded and all materials are forwarded to the dean.
 - c. The dean makes a recommendation and forwards all materials to the University promotion and tenure committee.

- d. The University promotion and tenure committee reviews the materials and recommendations and makes a recommendation to the provost and vice president for academic affairs.
 - e. The provost and vice president for academic affairs makes a recommendation to the president.
2. All reviews shall be based on the candidate's normal application materials and include a statement of research and teaching philosophy and letters of reference. Evidence of teaching and research excellence should be included. Normally, an initial appointment with tenure will be granted only to a faculty member who already has achieved a distinguished academic record and held a tenured position. This policy applies to both internal candidates and external candidates. Current CVs for both the candidate and the references must be provided to all review bodies.

E. Initial Appointment of Adjunct Faculty and Lecturers

The following procedures are used for initial appointment of part-time faculty:

1. Adjunct instructors and adjunct assistant instructors - The chair recommends the appointment of an adjunct instructor and adjunct assistant instructor to the dean. If the dean approves the appointment, he or she reports the appointment to the provost and vice president for academic affairs on the prescribed form.
2. Appointment to other adjunct ranks such as assistant professor, associate professor, professor, and visiting professors such as artist-in-residence, etc. is recommended by the department chair to the dean after consultation with the faculty of the department. If the dean approves, he or she recommends the appointment to the provost and vice president for academic affairs on a prescribed form. If the appointment is approved, the provost and vice president for academic affairs notifies the faculty member.

F. Initial Appointment of Research Faculty

1. Research faculty are normally supported in large part from non-Commonwealth funds or are expected to generate their own support from such funds.
2. The department chair recommends appointment of a full-time research faculty member to the dean. The dean recommends to the provost and vice president for academic affairs. The provost and vice president for academic affairs, consulting if appropriate with the vice president for research, makes the final decision concerning the appointment and, if the appointment is approved, notifies the faculty member.

April 23, 2015

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 June 1, 2015.

Rationale: The revisions proposed for the policy on Tenure are intended to clarify the policy. Section III.D. is revised to make it clear that all tenure-track faculty, whether appointed in mid-year or in fall, have a maximum of 21 semesters or seven years as their probationary period. Information in section D. that is covered elsewhere in the policy is removed. The second revision in section V.J. and K. specifies December 22 as the date for mid-year tenure candidates to be notified of their tenure decision rather than mid-December.

NUMBER: 1411

TITLE: Tenure

APPROVED: June 12, 1980; Revised February 24, 1984; Revised November 19, 1987; Revised December 13, 1988; Revised September 27, 1990; Revised April 9, 1998; Revised December 10, 1998; Revised April 12, 2002; Revised April 11, 2003; Revised June 14, 2005; Revised September 9, 2005; Revised September 22, 2006; Revised June 15, 2007; Revised December 7, 2007; Revised September 17, 2009; Revised April 8, 2010; Revised April 4, 2012; Revised June 14, 2012; Revised September 26, 2013; Revised April 24, 2014; Revised September 18, 2014

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 a faculty member was on a full-time tenure-track appointment in one of these ranks for at least one semester, may be counted as one year of the probationary period.

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

1. Time in the rank of assistant instructor, faculty of practice, artist-in-residence, performer-in-residence, writer-in-residence, research professor, research associate professor, research assistant professor, research associate, or any part-time position.
2. Time in appointment as an administrator, that is, in a position designated as a teaching/research administrative position or as a classified position in the state personnel system. (Time spent in a teaching and research faculty position as defined in the state personnel system will count as part of the probationary period, even if administrative responsibilities are assigned as part of that position; normally, departmental administrative positions such as chair or assistant chair will thus count as part of the probationary period.)
3. Time in a position that involves no teaching of credit courses, for example as a teacher of children or a therapist in the Children's Learning and Research Center or as a teacher of exclusively noncredit course work.
4. Time spent on leave of absence.
5. Time spent on faculty exchanges if the faculty member so chooses.

C. A period of time, not to exceed one year, may be excluded from the probationary period, upon the approval of the provost and vice president for academic affairs subject to the following conditions.

1. That the faculty member submits a request in writing to the department chair. The department chair and the dean shall forward the request with a recommendation to the provost and vice president for academic affairs.
2. The request must be the result of the occurrence of a serious event. A "serious event" is defined as a life-altering situation which requires the faculty member to devote more than eight hours of each day to alleviate the impact of the event for a period greater than six weeks and less than one year. These events may include the birth of a child, adoption of a child under the age of six years, serious personal illness or care of an immediate family member including parent, stepparent, child, or spouse.
3. The faculty member shall provide documentation to justify the time requested and the seriousness of the event.

4. The request shall be made no later than one year from the first day of the serious event.
 5. The faculty member must have been adequately performing the duties assigned prior to the first day of the serious event.
 6. Faculty who are awarded this exclusion shall have no requirements or expectations beyond those of any probationary faculty member.
 7. Work accomplished during the excluded period may be cited in the tenure case.
 8. Requests for exclusion may be made at any time during each academic year. No request shall be made after the application for tenure has been submitted.
 9. Decisions will be made within 60 days of the receipt of the faculty member's request by the department chair.
 10. The decision of the provost and vice president for academic affairs is final.
- D. The maximum length of the probationary period is seven ~~academic~~ years (i.e., 21 semesters including, fall, spring and summer). ~~The faculty member is informed of the decision of the provost and vice president for academic affairs on tenure by April 30 of the sixth year of probationary service. The faculty member will receive either a tenure contract or a terminal contract in the seventh year.~~
- E. The length of the probationary period may be reduced in any of the following instances:
1. A faculty member who has full-time teaching experience at the rank of instructor or above at another collegiate institution, or at Old Dominion University prior to a break in service, may have the probationary period reduced by either one or two years. If the probationary period is to be reduced, the reduction must be recommended by the chair and dean and approved by the provost and vice president for academic affairs at the time of the initial appointment. Unless such a reduction has been approved and the faculty member has been so notified in writing at the time of initial appointment, reduction for prior service will not be granted.
 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 a third year of service. In addition, the probationary period for a full professor may be eliminated, and an initial tenure appointment may be recommended to the Board if such an appointment has been requested by the chair, voted on by the departmental tenure committee, the college promotion and tenure committee, the University Promotion and Tenure Committee and approved in writing by the dean, the provost and vice president for academic affairs, and the president. It is the

sense of the Board of Visitors that the procedure of eliminating the probationary period for tenure should be rarely used.

3. A faculty member initially appointed to the rank of associate professor may be notified of a tenure decision by April 30 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 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 vita will be required of each external reviewer. Each reviewer will be asked to describe any personal or professional relationship with the candidate. It is the responsibility of the chair to include a curriculum vitae of each reviewer. For tenure of department chairs, the responsibility belongs to the dean.
 - b. External reviewers will be asked to evaluate all submitted material mailed to them. In the case of the arts, reviewers may be asked to consider works of art or performances. External reviewers will be asked to evaluate: a) the quality of the scholarship or creative work under review; and b) the scholarly reputation (regional, national, international) of the candidate.
 - c. All candidates for tenure and promotion will be required to have their scholarship evaluated by no fewer than four external reviewers. If fewer than four reviews are received, the chair will choose additional reviewers alternately from the lists of the department promotion and tenure committee and of the candidates.
3. The determined long-term needs of the department, college, and University, including at least the following:
 - a. The long-term enrollment of the department.
 - b. The need for an additional specialist in the faculty member's area of specialization as a permanent member of the department in terms of the mission of the department, the college, and the university.

- c. The tenure structure of the department. (Although no maximum percentage of faculty members on tenure is established, all committees and administrators considering tenure must take into account the need for flexibility in course offerings and the desirability of a tenure structure that will allow openings for new tenured faculty members in the ensuing decades so that new areas of specialization and new needs can be met. The position of other nontenured faculty members in the department, anticipated retirements, or other known departures, and projected new programs or changes in directions must be considered.)
4. No person can be awarded tenure unless convincing evidence is provided of effective teaching.
5. In departments offering graduate work, no faculty member can normally be awarded tenure unless convincing evidence is provided of successful performance in research. (Exceptions can be made only if the department can demonstrate a long-term need for an additional tenured faculty member who will not be teaching graduate students.)

V. Procedures for Tenure Considerationⁱ

- A. The provost and vice president for academic affairs, fifteen months prior to the date for giving notification of the tenure decision, shall formally advise the professor that the limit of the probationary period is approaching, and explain what procedures should be followed by those wishing to be considered for tenure.
- B. External review process
 1. The responsibility for initiating the external review, securing the reviewers, and forwarding complete review files to the dean, provost and vice president for academic affairs, and the University Promotion and Tenure Committee belongs to the department chair.
 2. External reviewers with academic positions will hold the same rank or higher than the promotion rank for which the faculty member is being considered; exceptions should be justified by the dean. The department tenure and promotion committee and the candidate will prepare separate lists of potential reviewers. The candidate will review both lists and will document personal and professional relationships with all potential reviewers. The chair will select three reviewers from the candidate's list and three reviewers from the department tenure and promotion committee's list. The chair will consult with the dean on the list of reviewers chosen prior to initiating the review process. As a general rule, external reviewers should not be co-authors or former mentors of the candidate. The selection of potential external reviewers must be completed before the end of the semester prior to the submission of credentials for tenure.

3. External reviews will be confidential; reviewers will be so advised. Requests for exception to the confidentiality of external reviews should be made directly to the provost and vice president for academic affairs before the reviewers are asked to submit evaluations. If an exception is approved, candidates for tenure will be allowed access to the substance of external reviews, but the authorship of specific external reviews and other identifying information contained therein will remain confidential. All external reviewers will receive a standard letter sent by the chair but prepared by the provost and vice president for academic affairs in consultation with the deans and a copy of the policy on external reviews so their responsibilities will be clear.
 4. The University and college administration will assist departments where reasonable expenses are necessary to obtain appropriate external reviews.
- C. Initial consideration of tenure cases is conducted by the tenured faculty of the department.
1. The tenured faculty of a department may determine that a tenure committee of a specified size will be selected from their membership to conduct the tenure deliberations and make recommendations to the chair. In this case, the entire full-time department faculty will elect the committee. It is the responsibility of this committee to determine the opinions of tenured members of the department not serving on the committee.
 2. In departments where fewer than three members are tenured, the dean, in consultation with the chair, will appoint enough additional tenured faculty members to form a committee of at least three members.
 3. No dean, associate dean, assistant dean, or other full-time administrator or department chair shall attend or participate in the deliberation of the departmental, college, University Promotion and Tenure Committee, or the tenured faculty of the department serving as a group to consider tenure, except in those cases when such committees or groups may, at their discretion, request administrators or chairs to answer specific questions concerning tenure cases.
 4. The college committee shall consist of one tenured faculty member from each department in the college. All members of college promotion and tenure committees shall be elected directly by the faculties they represent for a one-year term renewable twice for a total of three years. This member shall be chosen by majority vote of all full-time, tenure-track teaching and research faculty members of the department, present and voting, by secret ballot before April 15 of each year for the ensuing year. There should be at least three professors on the college committee. No person shall serve on a college promotion and tenure committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.
 5. The University Promotion and Tenure Committee shall consist of one tenured full professor from each of the major degree-granting academic colleges. This

member shall be elected by his/her college's promotion and tenure committee(s) by September 15. The University Promotion and Tenure Committee shall elect one of its members as chair.ⁱⁱ No person shall serve on the University Promotion and Tenure Committee for more than three years consecutively but is eligible for reelection after an absence of at least one year.

- D. The committee or group of tenured faculty makes its recommendations to the chair. In cases of a non-unanimous vote, a summary of minority opinion must be included. All committee members should vote yes or no. Considering this recommendation, the chair makes an additional evaluation and recommendation concerning tenure.
- E. If either the tenured faculty (or their committee), or the chair, or both recommend tenure, the credentials of the faculty member together with the recommendations of the tenured faculty (or their committee) and the chair are forwarded to the tenure committee of the college, which examines the facts and the recommendations and makes a recommendation to the dean. The committee or group of tenured faculty makes its recommendations 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. 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 to the provost and vice president for academic affairs.
- H. The University Promotion and Tenure Committee, consisting of one tenured full professor from each of the major degree-granting academic colleges, examines the facts and all previous recommendations and documentation and makes a

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

- I. The provost and vice president for academic affairs, after examining all submitted documents and consulting with appropriate staff members, makes a determination concerning tenure for the faculty member. If the recommendations from all committees and administrators previously acting on the case have not all been the same, or if the provost and vice president for academic affairs disagrees with the recommendations that have been the same, then the provost and vice president for academic affairs shall consult with the University Promotion and Tenure Committee and with the chair and dean concerned.
- J. If the determination of the provost and vice president for academic affairs is in favor of tenure, the provost and vice president for academic affairs forwards the faculty member's name to the president for presentation to the Board of Visitors as a candidate for tenure. The Board of Visitors will act on the case by April 30 (~~mid-December~~ 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 (~~mid-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 recommendation by all committees, chairs, deans, and the provost shall be provided to the faculty member being considered for tenure. The faculty member will be provided opportunity to correct any factual misinformation in such recommendations by placing a letter in his or her tenure file at any stage, or up until 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.

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

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

April 23, 2015

**APPROVAL OF PROPOSED REVISIONS TO THE FACULTY GRIEVANCE
COMMITTEE AND HEARING PANELS: COMPOSITION AND PROCEDURES**

RESOLVED that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Faculty Grievance Committee and Hearing Panels: Composition and Procedures, effective June 1, 2015.

Rationale: Changes have been made in order to clarify the policy and its implementation. In addition, a section prohibiting retaliation has been added.

NUMBER: 1471

TITLE: Faculty Grievance Committee and Hearing Panels: Composition and Procedures

APPROVED: May 15, 1982; Revised June 15, 1989; Revised December 3, 1992; Revised June 22, 1995

I. Composition and Term of Services

A. Composition and Selection of the Committee

1. The Faculty Grievance Committee shall consist of three ~~five (5)~~ full-time faculty members and two administrative faculty according to the following guidelines. ~~two of whom shall be tenured full-time teaching and research faculty members and shall be appointed by the Faculty Senate, two of whom may be administrative faculty members and shall be appointed by the president as described in paragraph 2 below, and the fifth of whom shall be a tenured full-time teaching and research faculty member and shall be selected by the other four. The fifth member of the committee, as selected by the other four, shall be the committee's chair.~~

a. Three tenured full-time teaching and research faculty members appointed by the Faculty Senate.

b. Two administrative faculty members appointed by the president as described in paragraph I(A)(2) below.

c. The chair shall be a tenured faculty member elected by the Faculty Grievance Committee.

2. Presidential appointment(s) to the Grievance Committee shall be made as follows: After consultation with the president, the Executive Committee of the Faculty Senate shall recommend to the president five ~~(5)~~ administrative faculty members for service on the Grievance Committee. From the recommendations of the Executive Committee, the president shall choose two ~~the presidential~~ appointee(s) to the committee.

B. Term of Service

1. Except as otherwise provided herein, a Faculty Grievance Committee member shall serve a term of two calendar years, commencing August 1 in a year and ending July 31 of the second year thereafter.

2. All members of the committee, including those initially appointed to one-year terms, may be reappointed to consecutive terms.

3. The chair shall serve a two-year term and may be appointed to serve consecutive terms.
4. If a position is vacated ~~vacancy in a position on the committee occurs~~ during mid-term, it shall be filled as the position was filled according to the rules in I(A). ~~at the commencement of the term~~ and the individual designated to fill the position shall serve until the expiration of the original term, unless reappointed.
5. Members of the committee shall make diligent efforts to attend all meetings of the committee. The committee may declare vacant the position of a member who is absent from three (3) committee meetings during the course of a year.

II. Faculty Grievance Committee Procedures ~~of the Committee~~

A. General

1. All questions to be decided by the committee shall be decided by a majority of the committee members present and voting. A quorum of the committee shall be four members. Unless otherwise provided herein, all questions to be decided by the chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the committee if the chair is unavailable to make such decisions or to take such actions.
2. It shall be the responsibility of the chair of the Grievance Committee to initiate the proper procedures for review of a matter that ~~which~~ is referred to the committee. A matter arising under the Faculty Grievance Policy shall be reviewed in accordance with the procedures described in section II(B). A matter arising under section III of the Faculty Sanctions Policy shall be reviewed in accordance with the procedures described in section II(C). A matter arising under the policy on Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or Department of Instruction shall be reviewed in accordance with the procedures described in section II(D).
3. All notices required by these procedures to be given shall be in writing and shall be considered given as required when delivered electronically or hand delivered to the grievant and respondent. ~~party to whom notice is being given or when delivered by certified mail to the party's residence address, as currently on record with the university, or to such other address as the party may provide to the individual giving notice.~~ Notice to the chair of the Grievance Committee, to the chair of the Hearing Panel, or to an administrative officer in a matter before the committee shall be considered given as required when hand or electronically delivered to the office where the chair or such administrative officer receives mail.

4. Except as provided in paragraphs II(A)(5-6), ~~and 6~~, designated university vacation days ~~of the university~~ and days between the end of one academic year and the beginning of the next academic year shall not be included in calculations of the time periods specified in these procedures. This provision is applicable only to the Faculty Grievance Policy, the Faculty Sanctions Policy, or any other university policy or procedures, unless otherwise provided in that policy or procedure.
5. Generally, the committee will not be active during the months between the end of one academic year and the beginning of the next academic year. However, the committee may continue its activity after the end of an academic year when necessary to complete review of a matter pending before the committee, particularly if, in the committee's judgment, a delay until the beginning of the next academic year would have a substantial adverse effect upon a party's interests. Under such circumstances, the time periods described in these paragraphs shall be calculated by excluding only designated university vacation days. ~~of the university.~~
6. The president may request that the chair of the committee initiate the applicable procedures of the committee during the months between the end of one academic year and the beginning of the next academic year when necessary for review of a matter arising during those months under the Faculty Sanctions Policy. Upon receiving such a request, the chair shall initiate the applicable procedures of the committee and may call meetings of the committee as necessary. During those months, a quorum of the committee shall be three (~~3~~) members, so long as one Faculty Senate appointee and one presidential appointee are present, and the time periods described in these procedures shall be calculated by excluding only designated university vacation days. ~~of the university.~~

B. Procedures for Review of a Faculty Grievance

1. Within ~~thirty (30)~~ days of the chair's receipt of a written statement of faculty grievance, the committee shall determine whether the written statement was filed in a timely manner, is adequate in that it meets the requirements of section III(A)(2) of the Faculty Grievance Policy, and describes a matter that which the committee has the authority to review under the Faculty Grievance Policy.
 - a. If the Faculty Grievance Committee determines ~~should decide~~ that the written statement of grievance ~~is inadequate in that it~~ does not meet the requirements of section III(A)(2) of the Faculty Grievance Policy, the grievant shall be advised of the deficiencies in the statement and shall be provided a reasonable time, as determined by the committee, within which to forward an adequate statement to the chair. If the faculty member does not file a statement that which the

committee determines to be adequate within such reasonable time, the committee may decide not to review the grievance. If the committee so decides, it shall notify the faculty member accordingly. If the faculty member does file a statement that ~~which~~ the committee determines to be adequate within such reasonable time, the committee shall have ~~fourteen~~ (14) days from the chair's receipt of the adequate statement within which to determine whether the grievance was filed in a timely manner and whether the committee has authority to review the matter described in the statement. The timeliness of the filing of the grievance shall be determined by the date the initial statement was filed, although the committee may have determined it to be inadequate, so long as the committee has not closed the matter by deciding not to review the grievance.

- b. If the committee determines ~~should decide~~ that the written grievance was not filed in a timely manner or that the matter described in the grievance is not within the authority of the committee to review, the committee shall ~~decide~~ not to review of the grievance. The faculty member shall be notified of the committee's decision and the reasons therefore.
 - c. If the committee should decide that the written statement was filed in a timely manner, is adequate, and describes a matter over which the committee has authority, the grievant and the administrative officer against whom the grievance was filed shall be notified that the committee will review the grievance, and the administrative officer shall be provided a copy of the written statement filed by the grievant.
2. Within ~~fourteen~~ (14) days of receipt of the committee's decision that it will review a grievance, the administrative officer against whom the grievance was filed shall provide to the chair and to the grievant a written response to the written statement of the grievance. The response should be filed electronically, be no more than 1,000 words in length and should include, as attachments, copies of relevant documentation.
 3. Within ~~fourteen~~ (14) days of the chair's receipt of the administrator's response, the chair shall impanel a Hearing Panel as described in section III(A). The Faculty Grievance Committee chair shall provide the written statement of grievance, the administrator's response, and attached documentation to the chair of the Hearing Panel.
 4. The proceedings on the grievance before the Hearing Panel shall be in accordance with the procedures of the Hearing Panel as described in section IV.
 5. Upon concluding its hearing procedures and upon making its findings on the merits of the grievance, as described in section IV, the panel shall

determine its recommendation for dismissal or remedy of the grievance and shall report to the chair of the Grievance Committee as described in section IV.

C. Review by Hearing of Matters Arising Under Section III of the Faculty Sanctions Policy

1. Prior to the president's request that the chair of the Grievance Committee initiate the applicable procedures to dismiss or to sanction severely a faculty member, the administrative official designated by the president shall notify the faculty member of the president's intent to make such a request. This notice to the faculty member shall include a statement of charges.
2. The president's request to the chair of the Grievance Committee shall include a copy of the statement of charges provided to the faculty member.
3. The statement of charges shall include a specific description of the charges, a summary of the evidence upon which the charges are based, a list of witnesses whose identities are known, a summary of the expected testimony of those witnesses, and a recommendation of sanctions.
4. The Grievance Committee shall determine whether the statement of charges is procedurally adequate in that it meets the requirements of paragraph 3 above. If the committee should decide that the statement of charges is procedurally inadequate in that it does not meet the requirements of paragraph 3 above, the administrative official shall be advised of the deficiencies in the statement and within a reasonable time, as determined by the committee, shall forward an adequate statement to the faculty member and to the chair. The chair shall not initiate the following procedures until the administrative official has presented an adequate statement of charges.
5. Within ~~fourteen~~ (14) days of the chair's receipt of an adequate statement of charges, the chair of the Grievance Committee will impanel a Hearing Panel as described in section III(A). The chair shall provide the written statement of the charges and the responses of the faculty member, if any, to the chair of the Hearing Panel.
6. The faculty member may respond in writing to the statement of charges at any time prior to the hearing. The faculty member's failure to respond to the charges shall not constitute an admission of the charges. The faculty member's response, if any, shall be made to the chair of the Grievance Committee. Upon receipt of a faculty member's response, the chair of the Grievance Committee shall forward a copy to the administrative official who presented the charges and a copy to the chair of the Hearing Panel, if the panel has been constituted.

7. During each and every stage of the proceedings on the statement of charges, the faculty member may choose to appear, to be heard or not.
8. Each party may be represented by legal counsel or by an adviser or both during each and every stage of the proceedings.
9. The burden of proving the charges shall be on the administrative official.
10. The proceedings before the Hearing Panel on the statement of charges shall be in accordance with the procedures of the Hearing Panel as described in section IV(A) and IV(B).
11. If the panel should conclude that none of the charges against the faculty member were proven, the proceedings before the panel will terminate and the panel will report to the chair of the Grievance Committee as described in section IV(C) with a recommendation that the charges be dismissed.
12. If the panel should find the charges proven in whole or in part, it shall convene a hearing on the sanction.
13. At the sanction hearing: ~~on the sanction~~:
 - a. The administrative official and the faculty member shall have the right to present evidence, including witnesses and documentary evidence, and to present arguments on the question of the appropriate sanction, including evidence in mitigation or aggravation of the seriousness of the charges and evidence as to the implications of the charges for the welfare of the university.
 - b. The previous disciplinary record of the faculty member may be considered by the panel but becomes relevant only at this stage of the proceedings.
 - c. Except as otherwise provided in this paragraph, the sanction hearing ~~on the sanction~~ shall be conducted in accordance with the procedures described in sections IV(A) and IV(B).
14. At the close of the presentation of evidence on the sanction, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present and shall determine its recommendations as to the sanction(s) to be imposed upon the faculty member. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
15. The panel may recommend dismissal of the faculty member or the imposition of another severe sanction, or if it finds that the proven charge

does not warrant imposition of a severe sanction, it may recommend that a minor sanction be imposed.

16. Upon determining its recommendation, the chair of the Hearing Panel shall report to the chair of the Grievance Committee as described in section IV(C).

D. Procedures Governing Upon Review of a Matter Involving the Dismissal of Faculty From Employment Due to Financial Exigency, Etc.

1. Within ~~fourteen~~ (14) days of the chair's receipt of a request from the president that the Grievance Committee review ~~the appeal of~~ a faculty member's appeal of ~~from~~ a notice of termination issued to that faculty member under the policy for Dismissal of Faculty From Employment Due to Financial Exigency, etc., the chair of the committee shall impanel a Hearing Panel.
2. The chair of the Grievance Committee shall provide a copy of the faculty member's appeal and notice of termination to the chair of the Hearing Panel.
3. The Hearing Panel shall review the notice of termination in accordance with the procedures described in section IV.
4. The president or an administrative official designated by the president shall appear in proceedings before the Hearing Panel in support of the notice of termination issued to the faculty member.
5. The faculty member shall bear the burden of proving that the president's decision to issue notice was arbitrary, capricious, unreasonable, or contrary to the facts or that there was a material deviation from the university's policies or procedures in the issuance of the notice.
6. Each party may be represented by an adviser who may be legal counsel.
7. Faculty members from the same department of instruction or program of study may appear before the Hearing Panel collectively if they should so choose.

III. Hearing Panels

A. Composition of the Panels

1. The committee shall not hear matters brought before it but shall designate Hearing Panels for that purpose. A Hearing Panel shall consist of five ~~(5)~~ full-time faculty members and shall be selected on a case-by-case basis.

2. Each member of the Faculty Grievance Committee, including the chair, shall designate one member of a Hearing Panel.
3. After committee members have designated the Hearing Panel members, the chair of the Grievance Committee shall appoint one of the Hearing Panel designated members ~~as to be the chair. of the panel.~~
4. A Grievance Committee member who has taken a prejudicial public position on a matter before the committee, who has a personal interest in a matter before the committee, or who has a close personal or direct professional relationship with either of the parties in a matter before the committee shall not designate a member of the Hearing Panel for that matter. Such Grievance Committee member shall disclose the relevant conflict of interest and recuse him/herself. ~~disqualify himself or herself and shall disclose to the committee the grounds for disqualification.~~ No person may serve on the Grievance Committee or a Hearing Panel if he/she is the person against whom the grievance is brought.
5. In the event that a member of the Grievance Committee appointed by the president is disqualified or is otherwise unable to designate a Hearing Panel member, the other presidential appointee on the committee shall designate one additional Hearing Panel member. In the event that a member of the Grievance Committee appointed by the Faculty Senate is disqualified or is otherwise unable to designate a Hearing Panel member, the other Faculty Senate appointee on the committee shall designate one additional Hearing Panel member. In the event that the disqualified or otherwise unavailable member of the Grievance Committee is the chair, the remaining four members of the Grievance Committee shall designate the fifth member of the Hearing Panel and appoint its chair.
6. Only full-time faculty members whose duties are primarily nonadministrative in nature are eligible to serve on Hearing Panels. A Hearing Panel constituted to hear the case of a tenured faculty member shall consist of tenured faculty members. A Hearing Panel constituted to hear the case of a nontenured faculty member shall consist of at least one (1), but not more than two (2) nontenured faculty members. No ~~more than two (2)~~ members of the panel may be from the college of the faculty member whose case will be heard by the panel. No ~~more than one (1)~~ member of the panel may be from the library if the faculty member whose case will be heard is from the library. There shall be no restriction as to the colleges of panel members selected to hear the case of an administrative faculty member who has no departmental designation.
7. ~~The department chair and other members of the department of the faculty member whose case will be heard are ineligible to serve on the Hearing Panel constituted to hear the case.~~

78. Department chairs are ineligible to serve on a Hearing Panel constituted to hear a grievance in which the action of a department chair is the action being grieved.
89. It shall be the responsibility of the chair of the Faculty Grievance Committee to assure that members of the Hearing Panel meet the requirements described herein. In order to assure that such requirements are met, the chair may limit, as to college and as to tenure status, the designations made by Grievance Committee members. Limitations upon such designations should be evenly applied to designations made by Faculty Senate appointees on the committee and to designations made by presidential appointments on the committee.
910. Either party in a case may challenge individual members of the Hearing Panel for cause. "Cause" may include the taking of a prejudicial public position on the matter to be heard, a personal interest in the matter to be heard, or a close, personal or direct professional relationship with either of the parties. The Grievance Committee shall determine ~~decide disputes over~~ the legitimacy of a challenge.
1011. ~~Members of a Hearing Panel should voluntarily~~ recuse themselves from hearing matters if their participation on the Hearing Panel could result in legitimate disqualification ~~disqualify themselves from hearing matters which raise as to them grounds for challenges for cause, whether or not such challenges have been made.~~
1112. Any Hearing Panel member who has a close personal or direct professional relationship with the person filing a grievance or the administrator against whom the grievance is filed must disqualify herself/himself from serving on that case.

IV. ~~Procedures of the Hearing Panel~~ Procedures

A. Prior to the Hearing

1. The Faculty Grievance Committee chair will provide contact information for the Hearing Panel chair to the grievant and respondent.
2. At least five working days prior to a hearing all parties must submit all written documents and exhibits to be considered at the hearing to the chair of the Hearing Panel. ~~The chair~~ who will distribute, or otherwise make available, all materials to both parties at least two working days before the hearing.
3. The Hearing Panel shall be provided and shall review all statements and attached documentation filed by the parties in the cases before the panel.

4. The Hearing Panel, ~~with the consent of both parties,~~ may ~~meet~~ hold a pre-hearing conference with or without the parties prior to the hearing to discuss procedures, to clarify the issues, to exchange documentary evidence, to make stipulations of fact, and to take any other actions necessary to expedite the proceedings.
5. At any stage of the proceedings, the Hearing Panel may call upon the University Counsel, the chair of the Grievance Committee, or the Grievance Committee as a whole for procedural advice concerning the matter before the panel.
6. The ~~chair of the~~ Hearing Panel chair shall set the date, time, and place of the hearing. Insofar as is possible within the guidelines described in paragraphs 5 and 6, the hearing shall be set at a date and time which is convenient to all parties and continuance of the hearing date may be granted by the chair of the Hearing Panel upon the request of either party or upon the panel's own motion.
7. A hearing on a matter arising under the Faculty Grievance Policy and under the policy on Dismissal of Faculty from Employment Due to Financial Exigency, etc. should be held no less than ~~fourteen (14)~~ days and no more than ~~forty-five (45)~~ days after impaneling of the Hearing Panel. Upon agreement of all parties, a hearing may be held earlier than ~~fourteen (14)~~ days and, in extraordinary cases as determined by the chair of the Grievance Committee in consultation with the University Counsel, a hearing may be held later than ~~forty-five (45)~~ days.
8. A hearing on a matter arising under the Faculty Sanctions Policy shall be held no less than ~~thirty (30)~~ days and no more than ~~sixty (60)~~ days after notice of the statement of charges is given to the faculty member. Upon agreement of all parties, a hearing may be held earlier than ~~thirty (30)~~ days and, in extraordinary cases as determined by the chair of the Grievance Committee, a hearing may be held later than ~~sixty (60)~~ days.
9. ~~Fourteen (14)~~ days prior to the hearing, the chair of the Hearing Panel shall notify each party of the date, time, and place of the hearing. A party may agree to waive this notice. All parties not given timely notice must agree to waive notice before the hearing may be held as scheduled.
10. Except as provided in paragraph II(C)(7), each party who has been given timely notice or who has waived timely notice is expected to appear in person at the hearing. If any such party should fail to appear, the chair of the Hearing Panel may decide, in the chair's sole discretion, to proceed with the hearing in the party's absence. If the chair of the Hearing Panel should decide to proceed, the party's absence shall not invalidate the hearing.

B. At the Hearing

1. The administrative official and the faculty member in the case before the panel shall present evidence by calling and questioning witnesses, by introducing the documentary evidence, or otherwise. Each party shall have the right to ask questions of witnesses called by the other party or by the Hearing Panel.
2. During the hearing, proceedings on the grievance before the Hearing Panel, each party to the grievance and the Hearing Panel may have one advisor ~~adviser~~. The advisor ~~adviser~~ may serve as a consultant to the party/panel during ~~assist the party in~~ the presentation of the matter before the Hearing Panel. The advisor is not permitted to address the Hearing Panel, the other party, witnesses, or other individuals present at the hearing. The advisor may confer only with the individual or the panel for whom he or she is the designated advisor. Failure to comply with this rule will result in removal of the advisor for the duration of the hearing.
3. The burden of proving the allegations of the grievance shall be upon the faculty member.
4. Access to the hearing shall be limited to the panel, parties, advisors, and witnesses. The hearing shall be closed. The faculty member may request that the faculty and administrative staff of the university be invited to attend the hearing. If the faculty member so requests, the hearing shall be open to as many members of the faculty and administrative staff as can be accommodated in the hearing room.
5. In conducting the hearing, the Hearing Panel shall admit all evidence determined by it to be relevant and not cumulative and shall accord such evidence the merit it deserves. The panel may limit the number of witnesses to prevent repetitive or cumulative testimony and may grant adjournments as it deems necessary.
6. The Hearing Panel may determine, on its own motion, the necessity of calling witnesses additional to those called by the parties and of examining documentary evidence additional to that presented by the parties.
7. The university will make its best efforts to assist the parties and the Hearing Panel in obtaining witnesses and documentary evidence. Each party in a case before the panel shall have access to all records needed to present that party's case except as follows:
 - a. Access to records covered by the Family Education Rights and Privacy Act of 1974, as amended (Section 438 of the General Education Provisions Act, Title IV of Public law 90-247, as amended) shall be in accordance with the provisions of that act.

- b. Access to records covered by the Virginia Privacy Protection Act of 1976 (2.1-377 et seq. of the 1950 Code of Virginia, as amended) shall be in accordance with the provisions of that act; and
 - c. There shall be no right of access to records excluded absolutely by the provisions of the Virginia Freedom of Information Act (2.1-340 et seq. of the 1950 Code of Virginia, as amended).
8. The ~~chair of the~~ Hearing Panel chair will preside at the hearing and will rule, on the panel's behalf, on all procedural questions which arise during the hearing. A panel member who disagrees ~~does not agree~~ with the chair's ruling on a procedural question may ask that the question be decided by the panel and the question shall be so decided. All questions on the merits will be decided by the panel.
 9. A digital audio transcript or recording shall be made of the hearing and shall be kept securely in the University Counsel's office.

C. After the Hearing

1. At the close of the presentation of evidence, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present to make its findings and to arrive at its conclusions and recommendations for dismissal or remedy of the grievance.
2. The Hearing Panel shall create a report which shall include the following:
 - a. Copies of statements and attached documentation filed by the parties in the matter before the panel;
 - b. The names of the parties and their advisers;
 - c. The names of witnesses appearing before the panel;
 - d. The findings and recommendations of the panel which must include addressing the charges brought by the faculty member; and
 - e. The recommendations and rationale of the panel. ~~and the reasons therefore.~~ Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
3. The report shall be certified as correct by each Hearing Panel member who participated in the decision.

4. The ~~chair of the Hearing Panel~~ chair shall provide copies of the report to the chair of the Grievance Committee and ~~shall provide a copy of the report to each party.~~
5. A digital audio copy ~~of the transcript or~~ recording of the hearing shall accompany the report provided to the chair of the Grievance Committee. ~~The transcript or recording~~ and shall be made available to the parties.

D. Decisions by a Hearing Panel and Its Chair

1. All questions to be decided by a Hearing Panel shall be decided by a vote of panel members present and voting.
2. A quorum of the panel shall be four members.
3. Generally, a panel member who has not attended a substantial portion of each hearing session held in a case should not vote in the panel's decision on the merits of the case or on the panel's recommendation in the case. In the event that a question is raised by either party or by other panel members as to the propriety of a panel member's vote because of that panel member's absences, the question shall be referred to the Grievance Committee for determination.
4. All questions to be decided by the ~~chair of the Hearing p~~ Panel chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the panel if the chair is unavailable to make such decisions or take such actions.

V. Faculty Grievance Committee's Review and Report

A. Review and Report of the Hearing Panel

1. Within ~~thirty~~ (30) days of the chair's receipt of the Hearing Panels report, the Grievance Committee shall review the report and shall determine whether the procedural requirements of the committee and of the Hearing Panel were met and whether the recommendations made by the panel were within the authority of the Grievance Committee and the panel to make.
2. Before making such a determination, the committee may request and consider written or oral statements from the parties or their designated representatives on questions of procedure or on questions regarding the committee's authority to make the recommendations proposed by the panel. Each party must be provided a copy of any written statement filed by the other party and each party must be provided the opportunity to be present when an oral statement is made by the other party.

B. Action and Report of the Grievance Committee

1. If the Grievance Committee should decide that procedural errors were committed which were substantially prejudicial to either party, the committee may refer the matter to the original Hearing Panel for a rehearing of the matter or may impanel another Hearing Panel for a rehearing of the matter. The committee shall provide a reasonable time within which the rehearing must be completed and a report provided to the chair of the committee.
2. If the Grievance Committee should decide that the recommendations made by the panel are not within the authority of the committee or of the panel to recommend, the committee shall refer the matter to the Hearing Panel for a redetermination of its recommendations. The Hearing Panel shall report its revised recommendations to the committee within a reasonable time, as determined by the committee.
3. Upon the Grievance Committee's determination that procedural requirements were met and that the recommendations of the Hearing Panel were within the authority of the committee or the panel to make, the Grievance Committee shall so certify and shall adopt the report and recommendations of the Hearing Panel as the report and recommendations of the Grievance Committee.
4. The chair of the Grievance Committee shall advise the chair of the Hearing Panel and both parties of any action taken by the Grievance Committee upon its review of the report of the Hearing Panel. Both parties shall be provided copies of any new or revised reports issued by the Hearing Panel.
5. The chair of the Grievance Committee shall transmit the report and recommendations of the Grievance Committee to the president (see section IV of the Faculty Grievance Policy).

VII. Retaliation Prohibited

Retaliation against witnesses for any party is prohibited, and University Policy 3020 applies to all alleged retaliation that arises from or as a result of a grievance matter. Witnesses are defined as persons that provide actual testimony or provide documentary evidence.

NUMBER: 1471

TITLE: Faculty Grievance Committee and Hearing Panels: Composition and Procedures

APPROVED: May 15, 1982; Revised June 15, 1989; Revised December 3, 1992; Revised June 22, 1995

I. Composition and Term of Services

A. Composition and Selection of the Committee

1. The Faculty Grievance Committee shall consist of three full-time faculty members and two administrative faculty according to the following guidelines.
 - a. Three tenured full-time teaching and research faculty members appointed by the Faculty Senate.
 - b. Two administrative faculty members appointed by the president as described in paragraph I(A)(2) below.
 - c. The chair shall be a tenured faculty member elected by the Faculty Grievance Committee.
2. Presidential appointments to the Grievance Committee shall be made as follows. After consultation with the president, the Executive Committee of the Faculty Senate shall recommend to the president five administrative faculty members for service on the Grievance Committee. From the recommendations of the Executive Committee, the president shall choose two appointees to the committee.

B. Term of Service

1. Except as otherwise provided herein, a Faculty Grievance Committee member shall serve a term of two calendar years, commencing August 1 in a year and ending July 31 of the second year thereafter.
2. All members of the committee, including those initially appointed to one-year terms, may be reappointed to consecutive terms.
3. The chair shall serve a two-year term and may be appointed to serve consecutive terms.
4. If a position is vacated during mid-term, it shall be filled as the position was filled according to the rules in I(A), and the individual designated to fill the position shall serve until the expiration of the original term, unless reappointed.

5. Members of the committee shall make diligent efforts to attend all meetings of the committee. The committee may declare vacant the position of a member who is absent from three committee meetings during the course of a year.

II. Faculty Grievance Committee Procedures

A. General

1. All questions to be decided by the committee shall be decided by a majority of the committee members present and voting. A quorum of the committee shall be four members. Unless otherwise provided herein, all questions to be decided by the chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the committee if the chair is unavailable to make such decisions or to take such actions.
2. It shall be the responsibility of the chair of the Grievance Committee to initiate the proper procedures for review of a matter that is referred to the committee. A matter arising under the Faculty Grievance Policy shall be reviewed in accordance with the procedures described in section II(B). A matter arising under section III of the Faculty Sanctions Policy shall be reviewed in accordance with the procedures described in section II(C). A matter arising under the policy on Dismissal of Faculty from Employment Due to Financial Exigency or Discontinuance of a Program of Study or Department of Instruction shall be reviewed in accordance with the procedures described in section II(D).
3. All notices required by these procedures to be given shall be in writing and shall be considered given as required when delivered electronically or hand delivered to the grievant and respondent. Notice to the chair of the Grievance Committee, to the chair of the Hearing Panel, or to an administrative officer in a matter before the committee shall be considered given as required when hand or electronically delivered to the office where the chair or such administrative officer receives mail.
4. Except as provided in paragraphs II(A)(5-6), designated university vacation days and days between the end of one academic year and the beginning of the next academic year shall not be included in calculations of the time periods specified in these procedures. This provision is applicable only to the Faculty Grievance Policy, the Faculty Sanctions Policy, or any other university policy or procedures, unless otherwise provided in that policy or procedure.
5. Generally, the committee will not be active during the months between the end of one academic year and the beginning of the next academic year. However, the committee may continue its activity after the end of an academic year when necessary to complete review of a matter pending before the committee, particularly if, in the committee's judgment, a delay

until the beginning of the next academic year would have a substantial adverse effect upon a party's interests. Under such circumstances, the time periods described in these paragraphs shall be calculated by excluding only designated university vacation days.

6. The president may request that the chair of the committee initiate the applicable procedures of the committee during the months between the end of one academic year and the beginning of the next academic year when necessary for review of a matter arising during those months under the Faculty Sanctions Policy. Upon receiving such a request, the chair shall initiate the applicable procedures of the committee and may call meetings of the committee as necessary. During those months, a quorum of the committee shall be three members, so long as one Faculty Senate appointee and one presidential appointee are present, and the time periods described in these procedures shall be calculated by excluding only designated university vacation days.

B. Procedures for Review of a Faculty Grievance

1. Within 30 days of the chair's receipt of a written statement of faculty grievance, the committee shall determine whether the written statement was filed in a timely manner, is adequate in that it meets the requirements of section III(A)(2) of the Faculty Grievance Policy, and describes a matter that the committee has the authority to review under the Faculty Grievance Policy.
 - a. If the Faculty Grievance Committee determines that the written statement of grievance does not meet the requirements of section III(A)(2) of the Faculty Grievance Policy, the grievant shall be advised of the deficiencies in the statement and shall be provided a reasonable time, as determined by the committee, within which to forward an adequate statement to the chair. If the faculty member does not file a statement that the committee determines to be adequate within such reasonable time, the committee may decide not to review the grievance. If the committee so decides, it shall notify the faculty member accordingly. If the faculty member does file a statement that the committee determines to be adequate within such reasonable time, the committee shall have 14 days from the chair's receipt of the adequate statement within which to determine whether the grievance was filed in a timely manner and whether the committee has authority to review the matter described in the statement. The timeliness of the filing of the grievance shall be determined by the date the initial statement was filed, although the committee may have determined it to be inadequate, so long as the committee has not closed the matter by deciding not to review the grievance.
 - b. If the committee determines that the written grievance was not filed in a timely manner or that the matter described in the grievance is not

within the authority of the committee to review, the committee shall not review the grievance. The faculty member shall be notified of the committee's decision and the reasons therefore.

- c. If the committee should decide that the written statement was filed in a timely manner, is adequate, and describes a matter over which the committee has authority, the grievant and the administrative officer against whom the grievance was filed shall be notified that the committee will review the grievance, and the administrative officer shall be provided a copy of the written statement filed by the grievant.
2. Within 14 days of receipt of the committee's decision that it will review a grievance, the administrative officer against whom the grievance was filed shall provide to the chair and to the grievant a written response to the written statement of the grievance. The response should be filed electronically, be no more than 1,000 words in length and should include, as attachments, copies of relevant documentation.
 3. Within 14 days of the chair's receipt of the administrator's response, the chair shall impanel a Hearing Panel as described in section III(A). The Faculty Grievance Committee chair shall provide the written statement of grievance, the administrator's response, and attached documentation to the chair of the Hearing Panel.
 4. The proceedings on the grievance before the Hearing Panel shall be in accordance with the procedures of the Hearing Panel as described in section IV.
 5. Upon concluding its hearing procedures and upon making its findings on the merits of the grievance, as described in section IV, the panel shall determine its recommendation for dismissal or remedy of the grievance and shall report to the chair of the Grievance Committee as described in section IV.
- C. Review by Hearing of Matters Arising Under Section III of the Faculty Sanctions Policy
1. Prior to the president's request that the chair of the Grievance Committee initiate the applicable procedures to dismiss or to sanction severely a faculty member, the administrative official designated by the president shall notify the faculty member of the president's intent to make such a request. This notice to the faculty member shall include a statement of charges.
 2. The president's request to the chair of the Grievance Committee shall include a copy of the statement of charges provided to the faculty member.
 3. The statement of charges shall include a specific description of the charges, a summary of the evidence upon which the charges are based, a list of

witnesses whose identities are known, a summary of the expected testimony of those witnesses, and a recommendation of sanctions.

4. The Grievance Committee shall determine whether the statement of charges is procedurally adequate in that it meets the requirements of paragraph 3 above. If the committee should decide that the statement of charges is procedurally inadequate in that it does not meet the requirements of paragraph 3 above, the administrative official shall be advised of the deficiencies in the statement and within a reasonable time, as determined by the committee, shall forward an adequate statement to the faculty member and to the chair. The chair shall not initiate the following procedures until the administrative official has presented an adequate statement of charges.
5. Within 14 days of the chair's receipt of an adequate statement of charges, the chair of the Grievance Committee will impanel a Hearing Panel as described in section III(A). The chair shall provide the written statement of the charges and the responses of the faculty member, if any, to the chair of the Hearing Panel.
6. The faculty member may respond in writing to the statement of charges at any time prior to the hearing. The faculty member's failure to respond to the charges shall not constitute an admission of the charges. The faculty member's response, if any, shall be made to the chair of the Grievance Committee. Upon receipt of a faculty member's response, the chair of the Grievance Committee shall forward a copy to the administrative official who presented the charges and a copy to the chair of the Hearing Panel, if the panel has been constituted.
7. During each and every stage of the proceedings on the statement of charges, the faculty member may choose to appear, to be heard or not.
8. Each party may be represented by legal counsel or by an adviser or both during each and every stage of the proceedings.
9. The burden of proving the charges shall be on the administrative official.
10. The proceedings before the Hearing Panel on the statement of charges shall be in accordance with the procedures of the Hearing Panel as described in section IV(A) and IV(B).
11. If the panel should conclude that none of the charges against the faculty member were proven, the proceedings before the panel will terminate and the panel will report to the chair of the Grievance Committee as described in section IV(C) with a recommendation that the charges be dismissed.
12. If the panel should find the charges proven in whole or in part, it shall convene a hearing on the sanction.

13. At the sanction hearing:
 - a. The administrative official and the faculty member shall have the right to present evidence, including witnesses and documentary evidence, and to present arguments on the question of the appropriate sanction, including evidence in mitigation or aggravation of the seriousness of the charges and evidence as to the implications of the charges for the welfare of the university.
 - b. The previous disciplinary record of the faculty member may be considered by the panel but becomes relevant only at this stage of the proceedings.
 - c. Except as otherwise provided in this paragraph, the sanction hearing shall be conducted in accordance with the procedures described in sections IV(A) and IV(B).
 14. At the close of the presentation of evidence on the sanction, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present and shall determine its recommendations as to the sanction(s) to be imposed upon the faculty member. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.
 15. The panel may recommend dismissal of the faculty member or the imposition of another severe sanction, or if it finds that the proven charge does not warrant imposition of a severe sanction, it may recommend that a minor sanction be imposed.
 16. Upon determining its recommendation, the chair of the Hearing Panel shall report to the chair of the Grievance Committee as described in section IV(C).
- D. Procedures Governing Review of a Matter Involving the Dismissal of Faculty From Employment Due to Financial Exigency, Etc.
1. Within 14 days of the chair's receipt of a request from the president that the Grievance Committee review a faculty member's appeal of a notice of termination issued to that faculty member under the policy for Dismissal of Faculty From Employment Due to Financial Exigency, etc., the chair of the committee shall impanel a Hearing Panel.
 2. The chair of the Grievance Committee shall provide a copy of the faculty member's appeal and notice of termination to the chair of the Hearing Panel.
 3. The Hearing Panel shall review the notice of termination in accordance with the procedures described in section IV.

4. The president or an administrative official designated by the president shall appear in proceedings before the Hearing Panel in support of the notice of termination issued to the faculty member.
5. The faculty member shall bear the burden of proving that the president's decision to issue notice was arbitrary, capricious, unreasonable, or contrary to the facts or that there was a material deviation from the university's policies or procedures in the issuance of the notice.
6. Each party may be represented by an adviser who may be legal counsel.
7. Faculty members from the same department of instruction or program of study may appear before the Hearing Panel collectively if they should so choose.

III. Hearing Panels

A. Composition of the Panels

1. The committee shall not hear matters brought before it but shall designate Hearing Panels for that purpose. A Hearing Panel shall consist of five full-time faculty members and shall be selected on a case-by-case basis.
2. Each member of the Faculty Grievance Committee, including the chair, shall designate one member of a Hearing Panel.
3. After committee members have designated the Hearing Panel members, the chair of the Grievance Committee shall appoint one of the Hearing Panel members as chair.
4. A Grievance Committee member who has taken a prejudicial public position on a matter before the committee, who has a personal interest in a matter before the committee, or who has a close personal or direct professional relationship with either of the parties in a matter before the committee shall not designate a member of the Hearing Panel for that matter. Such Grievance Committee member shall disclose the relevant conflict of interest and recuse_him/herself. No person may serve on the Grievance Committee or a Hearing Panel if he/she is the person against whom the grievance is brought.
5. In the event that a member of the Grievance Committee appointed by the president is disqualified or is otherwise unable to designate a Hearing Panel member, the other presidential appointee on the committee shall designate one additional Hearing Panel member. In the event that a member of the Grievance Committee appointed by the Faculty Senate is disqualified or is otherwise unable to designate a Hearing Panel member, the other Faculty Senate appointee on the committee shall designate one additional Hearing Panel member. In the event that the disqualified or otherwise unavailable

member of the Grievance Committee is the chair, the remaining four members of the Grievance Committee shall designate the fifth member of the Hearing Panel and appoint its chair.

6. Only full-time faculty members whose duties are primarily nonadministrative in nature are eligible to serve on Hearing Panels. A Hearing Panel constituted to hear the case of a tenured faculty member shall consist of tenured faculty members. A Hearing Panel constituted to hear the case of a nontenured faculty member shall consist of at least one, but not more than two nontenured faculty members. No members of the panel may be from the college of the faculty member whose case will be heard by the panel. No member of the panel may be from the library if the faculty member whose case will be heard is from the library. There shall be no restriction as to the colleges of panel members selected to hear the case of an administrative faculty member who has no departmental designation.
7. Department chairs are ineligible to serve on a Hearing Panel constituted to hear a grievance in which the action of a department chair is the action being grieved.
8. It shall be the responsibility of the chair of the Faculty Grievance Committee to assure that members of the Hearing Panel meet the requirements described herein. In order to assure that such requirements are met, the chair may limit, as to college and as to tenure status, the designations made by Grievance Committee members. Limitations upon such designations should be evenly applied to designations made by Faculty Senate appointees on the committee and to designations made by presidential appointments on the committee.
9. Either party in a case may challenge individual members of the Hearing Panel for cause. "Cause" may include the taking of a prejudicial public position on the matter to be heard, a personal interest in the matter to be heard, or a close, personal or direct professional relationship with either of the parties. The Grievance Committee shall determine the legitimacy of a challenge.
10. Members of a Hearing Panel should voluntarily recuse themselves from hearing matters if their participation on the Hearing Panel could result in legitimate challenges for cause, whether or not such challenges have been made.
11. Any Hearing Panel member who has a close personal or direct professional relationship with the person filing a grievance or the administrator against whom the grievance is filed must disqualify herself/himself from serving on that case.

IV. Hearing Panel Procedures

A. Prior to the Hearing

1. The Faculty Grievance Committee chair will provide contact information for the Hearing Panel chair to the grievant and respondent.
2. At least five working days prior to a hearing all parties must submit all written documents and exhibits to be considered at the hearing to the chair of the Hearing Panel who will distribute, or otherwise make available, all materials to both parties at least two working days before the hearing.
3. The Hearing Panel shall be provided and shall review all statements and attached documentation filed by the parties in the cases before the panel.
4. The Hearing Panel may hold a pre-hearing conference with or without the parties prior to the hearing to discuss procedures, to clarify the issues, to exchange documentary evidence, to make stipulations of fact, and to take any other actions necessary to expedite the proceedings.
5. At any stage of the proceedings, the Hearing Panel may call upon the University Counsel, the chair of the Grievance Committee, or the Grievance Committee as a whole for procedural advice concerning the matter before the panel.
6. The Hearing Panel chair shall set the date, time, and place of the hearing. Insofar as is possible within the guidelines described in paragraphs 5 and 6, the hearing shall be set at a date and time which is convenient to all parties and continuance of the hearing date may be granted by the chair of the Hearing Panel upon the request of either party or upon the panel's own motion.
7. A hearing on a matter arising under the Faculty Grievance Policy and under the policy on Dismissal of Faculty from Employment Due to Financial Exigency, etc. should be held no less than 14 days and no more than 45 days after impaneling of the Hearing Panel. Upon agreement of all parties, a hearing may be held earlier than 14 days and, in extraordinary cases as determined by the chair of the Grievance Committee in consultation with the University Counsel, a hearing may be held later than 45 days.
8. A hearing on a matter arising under the Faculty Sanctions Policy shall be held no less than 30 days and no more than 60 days after notice of the statement of charges is given to the faculty member. Upon agreement of all parties, a hearing may be held earlier than 30 days and, in extraordinary cases as determined by the chair of the Grievance Committee, a hearing may be held later than 60 days.

9. Fourteen days prior to the hearing, the chair of the Hearing Panel shall notify each party of the date, time, and place of the hearing. A party may agree to waive this notice. All parties not given timely notice must agree to waive notice before the hearing may be held as scheduled.
10. Except as provided in paragraph II(C)(7), each party who has been given timely notice or who has waived timely notice is expected to appear in person at the hearing. If any such party should fail to appear, the chair of the Hearing Panel may decide, in the chair's sole discretion, to proceed with the hearing in the party's absence. If the chair of the Hearing Panel should decide to proceed, the party's absence shall not invalidate the hearing.

B. At the Hearing

1. The administrative official and the faculty member in the case before the panel shall present evidence by calling and questioning witnesses, by introducing the documentary evidence, or otherwise. Each party shall have the right to ask questions of witnesses called by the other party or by the Hearing Panel.
2. During the hearing, each party to the grievance and the Hearing Panel may have one advisor. The advisor may serve as a consultant to the party/panel during the presentation of the matter before the Hearing Panel. The advisor is not permitted to address the Hearing Panel, the other party, witnesses, or other individuals present at the hearing. The advisor may confer only with the individual or the panel for whom he or she is the designated advisor. Failure to comply with this rule will result in removal of the advisor for the duration of the hearing.
3. The burden of proving the allegations of the grievance shall be upon the faculty member.
4. Access to the hearing shall be limited to the panel, parties, advisors, and witnesses.
5. In conducting the hearing, the Hearing Panel shall admit all evidence determined by it to be relevant and not cumulative and shall accord such evidence the merit it deserves. The panel may limit the number of witnesses to prevent repetitive or cumulative testimony and may grant adjournments as it deems necessary.
6. The Hearing Panel may determine, on its own motion, the necessity of calling witnesses additional to those called by the parties and of examining documentary evidence additional to that presented by the parties.
7. The university will make its best efforts to assist the parties and the Hearing Panel in obtaining witnesses and documentary evidence. Each party in a

case before the panel shall have access to all records needed to present that party's case except as follows:

- a. Access to records covered by the Family Education Rights and Privacy Act of 1974, as amended (Section 438 of the General Education Provisions Act, Title IV of Public law 90-247, as amended) shall be in accordance with the provisions of that act.
 - b. Access to records covered by the Virginia Privacy Protection Act of 1976 (2.1-377 et seq. of the 1950 Code of Virginia, as amended) shall be in accordance with the provisions of that act; and
 - c. There shall be no right of access to records excluded absolutely by the provisions of the Virginia Freedom of Information Act (2.1-340 et seq. of the 1950 Code of Virginia, as amended).
8. The Hearing Panel chair will preside at the hearing and will rule, on the panel's behalf, on all procedural questions which arise during the hearing. A panel member who disagrees with the chair's ruling on a procedural question may ask that the question be decided by the panel and the question shall be so decided. All questions on the merits will be decided by the panel.
 9. A digital audio recording shall be made of the hearing and shall be kept securely in the University Counsel's office.

C. After the Hearing

1. At the close of the presentation of evidence, the Hearing Panel shall adjourn the hearing and shall reconvene with only members of the panel present to make its findings and to arrive at its conclusions and recommendations for dismissal or remedy of the grievance.
2. The Hearing Panel shall create a report which shall include the following:
 - a. Copies of statements and attached documentation filed by the parties in the matter before the panel;
 - b. The names of the parties and their advisers;
 - c. The names of witnesses appearing before the panel;
 - d. The findings and recommendations of the panel which must include addressing the charges brought by the faculty member; and
 - e. The recommendations and rationale of the panel. Panel members who disagree with the Hearing Panel's recommendations may provide an explanation and rationale for the disagreement.

3. The report shall be certified as correct by each Hearing Panel member who participated in the decision.
4. The Hearing Panel chair shall provide copies of the report to the chair of the Grievance Committee and to each party.
5. A digital audio recording of the hearing shall accompany the report provided to the chair of the Grievance Committee and shall be made available to the parties.

D. Decisions by a Hearing Panel and Its Chair

1. All questions to be decided by a Hearing Panel shall be decided by a vote of panel members present and voting.
2. A quorum of the panel shall be four members.
3. Generally, a panel member who has not attended a substantial portion of each hearing session held in a case should not vote in the panel's decision on the merits of the case or on the panel's recommendation in the case. In the event that a question is raised by either party or by other panel members as to the propriety of a panel member's vote because of that panel member's absences, the question shall be referred to the Grievance Committee for determination.
4. All questions to be decided by the Hearing Panel chair and all actions to be taken by the chair may be decided or taken by the chair's designated representative on the panel if the chair is unavailable to make such decisions or take such actions.

V. Faculty Grievance Committee's Review and Report

A. Review and Report of the Hearing Panel

1. Within 30 days of the chair's receipt of the Hearing Panels report, the Grievance Committee shall review the report and shall determine whether the procedural requirements of the committee and of the Hearing Panel were met and whether the recommendations made by the panel were within the authority of the Grievance Committee and the panel to make.
2. Before making such a determination, the committee may request and consider written or oral statements from the parties or their designated representatives on questions of procedure or on questions regarding the committee's authority to make the recommendations proposed by the panel. Each party must be provided a copy of any written statement filed by the other party and each party must be provided the opportunity to be present when an oral statement is made by the other party.

B. Action and Report of the Grievance Committee

1. If the Grievance Committee should decide that procedural errors were committed which were substantially prejudicial to either party, the committee may refer the matter to the original Hearing Panel for a rehearing of the matter or may impanel another Hearing Panel for a rehearing of the matter. The committee shall provide a reasonable time within which the rehearing must be completed and a report provided to the chair of the committee.
2. If the Grievance Committee should decide that the recommendations made by the panel are not within the authority of the committee or of the panel to recommend, the committee shall refer the matter to the Hearing Panel for a redetermination of its recommendations. The Hearing Panel shall report its revised recommendations to the committee within a reasonable time, as determined by the committee.
3. Upon the Grievance Committee's determination that procedural requirements were met and that the recommendations of the Hearing Panel were within the authority of the committee or the panel to make, the Grievance Committee shall so certify and shall adopt the report and recommendations of the Hearing Panel as the report and recommendations of the Grievance Committee.
4. The chair of the Grievance Committee shall advise the chair of the Hearing Panel and both parties of any action taken by the Grievance Committee upon its review of the report of the Hearing Panel. Both parties shall be provided copies of any new or revised reports issued by the Hearing Panel.
5. The chair of the Grievance Committee shall transmit the report and recommendations of the Grievance Committee to the president (see section IV of the Faculty Grievance Policy).

VII. Retaliation Prohibited

Retaliation against witnesses for any party is prohibited, and University Policy 3020 applies to all alleged retaliation that arises from or as a result of a grievance matter. Witnesses are defined as persons that provide actual testimony or provide documentary evidence.

April 23, 2015

PROMOTIONS IN ACADEMIC RANK
EFFECTIVE 2015-2016

The President has approved the promotions in academic rank for the following faculty members, effective with the 2015-16 academic year. A brief summary of each person's career at Old Dominion University is included.

Promotion to Professor

College of Arts and Letters

Austin T. Jersild
Department of History

Since his promotion to Associate Professor, Dr. Jersild has taught a wide range of courses in the area of international history, focusing on 19th and 20th Century Russian and Soviet history. He obtains consistently high praise from his students who value his enthusiasm and the assignments that he designs to challenge them and address their different learning styles and levels of preparation. He contributes to the core undergraduate curriculum in history, the senior capstone research seminar, and the Graduate Program in International Studies in the Department of Political Science and Geography, thereby providing a significant interdisciplinary bridge between the two departments. The History department does not have a Ph.D. program; however, Dr. Jersild has directed 2 Master's theses and has served on 16 Master's thesis committees in his department and has also been a member of 4 Ph.D. committees for the Graduate Program in International Studies.

Dr. Jersild conducts his research in Russian/Soviet and Cold War studies. Since he was promoted to Associate Professor he has published two books: *Orientalism and Empire: North Caucasus Mountain Peoples and the Georgian Frontier, 1845-1917* (McGill-Queen's University Press, 2002) and *The Sino-Soviet Alliance: An International History* (University of North Carolina Press, 2014), an edited work *Crisis in the Caucasus in Russian Studies in History* (2002), and three peer-reviewed articles in high-impact journals with a fourth article *in press*, as well as 3 translations, over 20 book reviews and several non-peer-reviewed articles. He has presented 14 research papers at national and international professional meetings. His work has been recognized with prestigious external awards: a 2008/9 Fulbright Research Scholar award, a 2007-2009 National Research Award from the National Council for Eurasian and East European Research, and a 2006 Short-Term Research Scholarship from the Woodrow Wilson Center's Kennan Institute, among others. He has also received several internal ODU awards to support his scholarly work, including a Summer Research Fellowship to Beijing in 2012, a co-authored Faculty Development Grant, and a 2006 Summer Research Fellowship from the College of Arts and Letters.

Dr. Jersild has provided exemplary service to the University and to his profession. In addition to serving as a highly effective Chair of the Department of History since 2012, he has served as Chief Departmental Advisor, Acting Director for the Center for Regional and Global Studies, Acting Associate Director for the Graduate Program in International Studies, and was Co-Director for the ODU-City of Norfolk Film Festival in 2006/7 and 2007/8. Dr. Jersild is a frequent reviewer for a number of national-level funding agencies, including the National Endowment for the Humanities, the Fulbright Fellowship Program, and the American Council on International Education. He is also a regular reviewer of manuscript submissions to the leading journals and book publishers in his field. Dr. Jersild has made numerous presentations to the local community through lectures and the media, including “*Hearsay with Cathy Lewis*,” WVEC-TV 13 *News Now*, and he has been interviewed by international media outlets, including *National Geographic*, *Russian Television*, and the *Moscow Times*. His work on the history of the Caucasus region was noted in media coverage of the 2014 Olympic Games in Sochi, Russia. He has also participated in the Cold War International History Project’s initiative to collect and publish documents to make the international dimensions of Cold War policy more accessible to a wide range of international scholars, students, and teachers.

Marilyn Marloff
Department of Communication and Theatre Arts

Ms. Marloff joined Old Dominion University as Assistant Professor in 1987 and was promoted to Associate Professor in 1993. After joining Old Dominion University, she built and set high standards for ODU’s Dance curriculum. She has created and taught more than 20 different courses, including large-lecture general education courses and more specialized, upper level courses, as well as tutorials and senior projects. Her Chair and Dean agree that she has been an effective and inspiring teacher throughout her career. Student comments over the years indicate their appreciation of her mentorship, the feedback she provides, her enthusiasm, and the inspiration she instills. Comments from her more recent students include “Everything about this class contributed to my learning... Everything helped me think more critically when it came to how I instructed a class,” and “She utilized a wide range of learning tools from internet, outside classroom projects, readings, lecture, guest speakers, classroom movement activities, etc to enhance learning. She asked a lot of tough questions during lectures which forced me to think critically.”

Ms. Marloff’s video-choreographic work has earned her over a dozen awards. Her 1990 video collaboration *The World of Dance*, has been exhibited in major cities in the U.S., including New York, Atlanta, Berkeley, and Chicago, and internationally in Holland, Austria, Argentina, Sweden, and Switzerland, among other countries. Her 2012 *Return to the World of Dance* video collaboration has already earned 4 awards, including the 2013 TX Gold Remi Experimental Award at the Houston International Film Festival and a 2nd place FIVA Winning Works Award from the Contemporary Expressions Center in Rosario, Argentina. Since 2012 alone, her work has been included in almost 40 juried exhibits throughout the USA and in Brazil, Argentina, Spain, Greece, Poland, Finland, Scotland, and several other countries. She has performed and/or choreographed a wide variety of roles for dance companies, locally, regionally, nationally and

internationally. She received project grants in 2003, 2004 and 2006, respectively, from the Virginia Commission for the Arts Choreographers' Showcase events.

Ms. Marloff has provided extensive service to Old Dominion University and to her profession. She has served as Director of the Dance Program for over 20 years, a role that includes curriculum development, staffing, scheduling, and budgeting. She has served on countless departmental committees and on the College of Arts and Letters Scholarship Committee, which she has also chaired, and numerous college- and department-level search committees and planning committees. At the University level, she has served on the Teacher Education Council, as well as the Strategic Planning and Academic Appeals committees, among others. She has organized performances for the 2007 Board of Visitors Reunion in 2007, Prevention of Child Abuse events, the Literary Festival, the Annual Contemporary Art Festival, and for many, many other University events. The complete list of her external service activities is far too long to recount here, however highlights include: service to the Hampton Roads region through the Governor's School for the Arts, the Virginia Ballet Theatre, WHRO, the Virginia Symphony, the Hurrah Players, many other arts associations and companies, and numerous school districts; active engagement with the Virginia Association for Health, Physical Education, Recreation, and Dance, where she was Chair of the University Dance Division in 2013; external adjudicator or teaching reviewer for Texas Tech University, George Mason University, and the College of William and Mary; and, presentation to the Chautauqua Institution in New York.

Dawn L. Rothe
Department of Sociology and Criminal Justice

Dr. Rothe teaches a wide range of courses at the undergraduate and graduate level, both face-to-face and online. At the undergraduate level, her courses have included White-Collar Crime, International Criminology, and State Crime; at the graduate level, they have included Criminological Theory, Sociological Roots of Criminological Thought, State Crime, and Crime and Justice. Dr. Rothe has chaired 3 doctoral dissertation committees and has served as an external member on two international doctoral and two international Master's thesis committees. Her department chair and Dean consider her courses to be demanding, but fair, and students praise her teaching style and her ready availability for consultation and discussion. Undergraduate student comments include "I think the material in this class was exceptional" and graduate students comments include "It is very apparent that the instructor values teaching and has a genuine concern for the academic development of the doctoral students."

Dr. Rothe's research focuses on the crimes of corporations, states, and international financial institutions, as well as international criminal law and justice systems. Since her last promotion, she has published a co-authored book, *Crimes of Globalization* (Routledge Press, 2014) and two edited volumes. An additional text is forthcoming in 2016. In a published review of her previous (2011) co-edited volume *State Crime: Current Perspectives*, the reviewing author writes "I recommend *State Crimes*... as a lively read, and one which addresses some very topical and controversial issues. It should be mandatory reading for any advanced course on the crimes of the powerful." In addition to the above mentioned book and edited volumes, since 2011 Dr. Rothe

has published 10 peer-reviewed articles in the leading journals in her field and 12 book chapters. She has also presented 5 papers at national and international conferences and has been an invited speaker many times at national international universities and institutes. She was named as Reader, Bodleian Library of the University of Oxford, U.K. in 2014.

Dr. Rothe is listed among the top 30 most published scholars in criminology by a 2014 independent review in the *Journal of Criminal Justice Education*, and is #11 on their list of weighted scholarly publications for 2010-2011. She has also been active in seeking external support for her research and received a grant in 2014 from the German Research Foundation with colleagues from the Freie Universität Berlin. Dr. Rothe was an Old Dominion University nominee for the 2012 State Council for Higher Education Outstanding Faculty Award.

Dr. Rothe has provided exemplary service to the University and to her profession. She serves as Graduate Program Director of the Criminology and Criminal Justice Ph.D. program and successfully coordinated and completed the program's 5-year review in 2014. She is Director of the International State Crime Research Consortium, which she founded and which is housed in the department of Sociology and Criminal Justice. She has served her college as chair of the Research and Publication Committee and as a member of the Dean's Advisory Council, the Graduate Committee, and the Internal Review Committee for the Graduate Program in International Studies. In addition, she has served or is now serving on several committees, including the Portfolio Review Committee and the departmental Executive Committee. At the University level, Dr. Rothe serves on the Faculty Senate, the Curriculum Committee, and the Council for International Initiatives, among other service activities.

In addition to her University service, Dr. Rothe has served on the Advisory Board for the Institute for International Justice Analysis Forum since 2010. She has also served as an associate member of the Center for Criminal Law and Criminal Justice in the Department of Law at Durham University, U.K. (2009-2014). She has been editor for the Criminology and Sociology Division of the *International Criminal Law Review* since 2009, serves on the Editorial Board of five other scholarly journals in her field, and has several times been a guest or special issue editor. Dr. Rothe serves on the Executive Board of the American Society of Criminology's Division of Critical Criminology and has organized and chaired a number of sessions at annual professional meetings. In addition, she is a frequent reviewer of journal and book manuscript submissions. She has also acted as a consultant for *Atlantic Magazine* and *Inside Business*.

Timothy Sumner Seibles
Department of English

Since his promotion to Associate Professor, Mr. Seibles has taught multiple sections of 8 courses ranging from general education to graduate level. His Dean notes that Mr. Seibles places high demands on his students, with intensive writing exercises along with comprehensive critiques of the reading assignments. Nonetheless, student comments are almost uniformly strongly positive, saying they appreciate his humor, his commitment to helping them improve their own writing, and how he encourages them to get outside their 'comfort zones' and analyze the world around

them. One student says “He has encourages me to continue writing and I am very grateful to him. My writing has improved immeasurably.” Mr. Seibles has directed 8 Master’s theses and has served on many other thesis committees. He was a nominee and finalist for the State Council of Higher Education’s Outstanding Faculty Award in 2006.

Since his promotion, Mr. Seibles has published two full-length volumes of poetry: *Buffalo Head Solos* (Cleveland State University Press, 2004) and *Fast Animal* (Etruscan Press, 2012), for a career total of 5 poetry collections and two chapbooks. He has also published three prose articles and has contributed individual poems to 10 different anthologies since 2001. His poems have also been published in literary journals and magazines. He has been the Featured Author more than 80 times at regional, national, and international universities, including week-long events with the Florida Literary Arts Coalition Tour and the Ohio Tour, and was an invited workshop leader for the Cave Canem African American Writers Retreat. Mr. Seibles has won many awards for his work, most notably: the Theodore Roethke Memorial Poetry Award – given only once every 3 years with an accompanying \$10,000 stipend, in 2014; *Fast Animal* was selected as a Finalist for the 2012 National Book Award in Poetry; an Honorary Doctorate of Humane Letters for literary accomplishment from Misericordia University in 2013; the Penn Oakland Award for Poetry from the Pen American Center in 2013; and the NAACP Image Awards Faculty Member of the Year in 2004. These prestigious awards add to the already impressive list of awards he received prior to his last promotion.

Mr. Seibles has served his department through membership on committees and chairing or co-chairing the Annual Literary Festival. He has served the University for several years as Faculty Athletic Representative to the NCAA and Chair of the University Athletic Committee. He also serves on the University Compliance Committee. As service to his profession, as noted above he is a frequent reader of poetry for university and college groups and literary organizations around the country. In service to the Hampton Roads community, he has been a member of the Norfolk Commission for the Arts, a Teaching Board Member of the Muse Community Writers Center, a frequent guest at local schools, and has appeared many times in local media, both radio and television.

Strome College of Business

David Selover

Department of Economics

Dr. Selover teaches a wide variety of courses in economics and econometrics, including large-enrollment undergraduate classes, courses for the MBA, and courses at the doctoral level. He has taught more than 15 different courses since his promotion to Associate Professor in 2004. Students comment very favorably on his enthusiasm, ability to explain concepts, the use of real world examples, and his willingness to talk with students after class. Their comments include: “the homework assignments were very time consuming and detailed, but extremely beneficial in understanding and retaining the material” and “The professor’s enthusiasm toward the material has influenced me to pursue a minor in economics.” Dr. Selover’s annual teaching portfolio reviews since 2006 have been rated as fully Acceptable each year, with his 2014 review

containing the comment “Dr. Selover is a superb teacher. His course materials are well organized. Dr. Selover has demonstrated excellent applications of economic theories to relevant real world situations. For example, in his economics 202 class, he combines data and graphs to illustrate the recent American subprime crises clearly.” Dr. Selover received the College of Business and Public Administration (now Strome College of Business) Faculty Teaching Award in 2013-2014.

Dr. Selover’s research focuses on time series econometrics and international economics, predominantly as it relates to countries around the Pacific Basin. Since his last promotion he has published 9 peer-reviewed articles in high-ranking journals, all but one of which – the most recent, published in 2014 – has received several citations. Over the same period, he has presented three papers at professional meetings. He has been active in applying for grants to support his work and received a 2006 College of Business and Public Administration Summer Grant.

Dr. Selover has been very active in service to Old Dominion University and to his profession. Since his last promotion, he has served on and chaired his department’s Recruitment Committee, and has served on the college’s Research Committee, Graduate Curriculum Committee, and Assessments Committee. He has served as Vice President and is currently President of the college’s Graduate Faculty and is a member of the ODU Graduate Administrators Council. Dr. Selover led regular Study Abroad programs to China and South Korea for over a decade. He has given many presentations for the college Executive Development Center and the Asian Studies Center. He has also made presentations to academic institutions in Taiwan, in South Korea, and at Ningbo University and Shanghai Maritime University in China. Closer to home, he has presented his research to the World Affairs Council of Hampton Roads and to the Joint Forces Staff College in Norfolk, and has participated as a panelist in discussions for the general public about the movies *Chasing Madoff*, *Margin Call* and *Death by China*. As service to his profession, Dr. Selover has been a discussant at 4 national conferences since his last promotion, and is a frequent reviewer of manuscripts for leading journals in his field. Dr. Selover received the Faculty Service Award from his College in 2006-2007.

Haiwen Zhou **Department of Economics**

Dr. Zhou has taught 4 different courses at the graduate level and 7 at the undergraduate level. Two of his courses were offered via Distance Learning technology. He has advised 6 Master’s students and two undergraduate students. His department chair and the departmental promotion and tenure committee consider him to be a strong and enthusiastic teacher who offers some of the more rigorous courses, which are known to be challenging for students. Comments from undergraduate students and several graduate students say they sometimes struggle to understand his delivery of the material, however they also say they appreciate his knowledge and enthusiasm, and his attempts to make the material lively and interesting, and give him high scores on the course opinion surveys.

Dr. Zhou is a theoretical economist whose research focuses on the interaction of international trade and choices of technologies, industrial organization and market structure. Since his last promotion he has published 14 peer-reviewed journal articles, with another forthcoming in 2015. He is the first or sole author on 12 of these articles. Over the same period, he has presented two papers at professional meetings. Dr. Zhou was designated an E.V. Williams Faculty Research Fellow (2008-2011) by the College of Business and Public Administration and received the College's Outstanding Research Award in 2011.

Dr. Zhou has provided service to Old Dominion University and to his profession. He serves on his department's Graduate Committee, has served on the College Committee on Human Subjects and on its Research, Library, and Human Subjects, and currently serves on the University's Interdisciplinary Studies Committee and Honorary Degrees Committee and on Faculty Senate Committee D: Research. As service to his profession, he is a frequent reviewer for the leading journals in his field and was a discussant at the 2011 Southern Economic Association Annual Meeting. Although this is not a high overall service commitment on the part of Dr. Zhou, each of the review levels indicates his increasing commitment to service activities.

Dr. Zhou has established a reputation as a prolific scholar whose work is well-regarded and is reaching some of the top journals in his field. He is an effective instructor and has provided service to the University and to his profession.

Darden College of Education

Edwin Gomez

Department of Human Movement Sciences

Dr. Gómez has taught a very wide range of courses in the areas of hospitality and recreation/tourism, from introductory undergraduate to advanced graduate level. Several of his courses have been taught in an online format. In addition to his regular courses, Dr. Gómez has supervised independent studies, internships and summer courses and has developed courses and helped redesign the curriculum for the Park, Recreation and Tourism Studies program. He has been a member of 15 thesis and dissertation committees, chairing 8 of them. Student comments indicate that Dr. Gómez is a knowledgeable, enthusiastic and effective instructor who challenges them to think critically. In recognition of his outstanding teaching at the undergraduate level, Dr. Gómez was designated a University Professor in 2015. He has also received the Darden College of Education's 2009 Teaching Innovation and Excellence Award. In recognition of advising contributions, Dr. Gómez received the 2010 Advising Award for Southeast Region from Delta Zeta Sorority Chapter, the 2012 ODU Outstanding Faculty Advisor award, and the 2013 National Outstanding Faculty Advisor award from the National Academic Advising Association.

Dr. Gómez's research is focused on the benefits of recreation, youth development, and urban parks, with an emphasis on dog parks and the sense of community in neighborhoods. Since his promotion to Associate Professor, he has published 15 peer-reviewed journal articles, with 2 more in press. He is the first author on 6 of these articles, frequently placing his students as lead authors. He has also published 3 book chapters, a practitioner journal article, 4 technical reports,

15 refereed abstract or proceedings papers. In addition, he has presented his and his students' work orally and in poster format at numerous national meetings and has given 10 invited talks at local venues and for the media, including National Public Radio's *With Good Reason*. In 2014, Dr. Gómez received the Darden College of Education's Most Collaborative Research Award.

Dr. Gómez has been active in seeking external funding to support his research and during this review period has succeeded in obtaining two awards as a Co-Principal Investigator from the Norfolk Tourism Research Foundation, for a total of over \$58,000, and one internal ODU award for \$17,000.

Dr. Gómez has provided extensive service to Old Dominion University through membership on numerous committees. He is the current Undergraduate Program Coordinator for the department and has served as Graduate Program Director. He successfully led the effort to obtain re-accreditation for the Park, Recreation and Tourism Studies program in 2014 and has served on search committees and on the departmental promotion and tenure committee. Dr. Gómez has chaired the Darden College of Education's Faculty Governance Committee and Human Subjects Review Committee.

In addition to service on several committees at the University level, he helped establish the Hispanic-Latino Employee Association. Dr. Gómez has received several awards for his service to Old Dominion University, including the 2012 Service Award from the Darden College of Education, the 2013 President's Award for Diversity, and the 2013 Champion of Diversity Award, and he was a co-recipient of the ODU 2014 Community Service Award along with the Park, Recreation and Tourism Studies faculty. His contributions to the community at large have resulted in the 2012 Outstanding Volunteer Award from Freedom Marathon, Inc. and the 2014 Southbridge High School Alumni Achievement Award from ASPIRA of Massachusetts. In service to his profession, Dr. Gómez is Associate Editor of *Leisure Sciences*, the flagship journal in his field, is a regular reviewer of manuscripts submitted to journals and symposia, and has served as an external tenure and promotion reviewer for three institutions. He has also served as Co-Chair for two national symposia and has been a Board Member for the Planning/Steering Committee of the annual Northeastern Recreation Research Symposium since 2007.

Danica Hays
Department of Counseling and Human Services

Dr. Hays became Chair of the Department of Counseling and Human Services in 2010, shortly after her promotion to Associate Professor. During that time, she has developed and taught two new courses at the doctoral level in her discipline of counseling and has taught regularly each semester via distance learning modalities. Her Dean notes that Dr. Hays applies continuous formative assessments to the improvement of her teaching and changes her instruction based on student understanding and needs. Student comments indicate that she is a knowledgeable, approachable, flexible, and enthusiastic teacher; a few ask for more clarity on assignment expectations. One comments "Thank you for all the preparation that you have put into this course. It is evident that you care about the student's level of learning, and that you will invest

extra time into nurturing and encouraging.” Dr. Hays has served on more than 30 doctoral dissertation committees, chairing 17 of them. In recognition of her exceptional mentoring of graduate students, she received ODU’s 2014 Doctoral Mentoring Award.

Dr. Hays’s research is focused mainly in the areas of domestic violence prevention and intervention, assessment and diagnosis, research methodology, and counseling competency training. She has published 36 peer-reviewed journal articles since her last promotion and is the first author on 9 of them. Several of these publications are in the flagship journal of her field and have received a significant number of citations. In the same period she has also published 6 books, as sole or first author on three, and more than 20 book chapters. She has delivered 5 invited and 5 contributed presentations at national meetings, including the American Counseling Association World Conference, and has given 7 regional and local presentations. Dr. Hays received the 2011 Darden College of Education Publications Award and a 2010 Professional Development award. She has also been very active in seeking external funding and has succeeded in receiving just over \$350,000 in contracts to support community-based clinical services and training, plus a contract of almost \$600,000 to establish a Masters in Counseling Program at the New College Institute in Martinsville, VA.

Dr. Hays has provided extensive service to Old Dominion University and to her profession. Prior to becoming department chair, she served as Graduate Program Director for Counseling and as a member of the University’s Graduate Administrator’s Council. She developed the BS in Human Services Distance Learning program and founded the college’s Undergraduate Career and Academic Resources Center to be the main advising center for the college. She served on the SACSCOC Compliance Audit Team in 2010-11 and on the Council for Accreditation of Counseling and Related Educational Programs accreditation team (2009-2014). In 2013, she received the ODU Diversity Champion Award. As service to the community, she has been part of the Help End Abusive Relationships Today (HEART) Initiative: Dating Violence Intervention Program as a combined research/service effort since 2008 and has provided training seminars for mental health practitioners in schools and communities. She is also the University Liaison for the Eastern Shore Community Services Board and has served as the University Coordinator for the ODU-Olney Road Counseling Center. In service to her profession, she served as President of the Southern Association for Counselor Education and Supervision in 2010-11 and was the 2011-12 President of the national level Association for Assessment in Counseling, an organization in which she has had several other leadership roles. She is the founding editor (in 2007) of the journal *Counseling Outcome Research and Evaluation* and remained as editor through 2012. She has served as editor of the *Counseling Education and Supervision* journal since 2012 and is a member of the editorial board of two other leading journals in her field. She is regular reviewer of manuscripts for the leading journals in her field.

Batten College of Engineering and Technology

Andres Aveleno Sousa-Poza

Department of Engineering Management and Systems Engineering

Dr. Sousa-Poza teaches a wide range of graduate level courses in project management, system of systems engineering, and analysis of complex organizational systems, among others. Since his promotion to Associate Professor, he has taught 9 different courses. He has taught via distance learning modalities as well as in face-to-face classes and has developed several novel courses on complex Situations and Environments. He has also advised 6 Ph.D. and 2 Master's students to completion. Students rate Dr. Sousa-Poza highly on course surveys and comment very favorably on his enthusiasm, breadth of knowledge, helpfulness, and ability to explain concepts. Although some found the group projects challenging, others said they found the assignments useful. Student comments include: "His course was perfect and one of the best course [sic] I have ever taken," "He was enthusiastic to bring new active learning tools when teaching the class," and "Have rarely encountered an instructor at any level who could captivate a classroom as well as Dr. Sousa-Poza. Three hours of lecture typically felt like thirty minutes and I often found myself wishing we had twice as much time available."

Dr. Sousa-Poza's research focuses mainly on project management and engineering in complex situations and human factors in organizations. In the period under review, he has co-edited a book *Managing and Engineering in Complex Situations: Topics in Safety, Risk, Reliability and Quality 21* (Springer Science and Business Media, Dordrecht, 2013), as well as 8 peer-reviewed journal articles, with another *in press*, and 5 book chapters. His work is highly cited by other researchers in his field. He has also authored or co-authored 10 technical reports and has presented 17 papers at national professional meetings, at 7 of which he was an invited or plenary speaker. Dr. Sousa-Poza has been active and very successful in applying for grants and contracts to support his work, receiving \$6.4 million as Principal Investigator or Co-PI since his last promotion. His funding has been principally from the Department of Homeland Security and the U.S. Space and Naval Warfare Systems Command (SPAWAR) Naval Science and Technology program. Dr. Sousa-Poza received the 2009/10 Batten College of Engineering and Technology's Researcher of the Year Award.

Dr. Sousa-Poza has been very active in service to Old Dominion University. He was a developer of ODU's Doctor of Engineering (D.Eng.) program, has twice served as his department's Graduate Program Director – most recently and currently since 2013 – and currently chairs the College Graduate Program Director Committee. He has served on his department's tenure and promotion committee, on several search committees, and on the College Institutional Review Board for human subject research. He has served the University as a member of the Copyright Committee, Strategic Planning Committee (2009), on a Provost's Ad Hoc Committee to evaluate forming a College of Continuing Education and Professional Development, and the ODU Latin Studies Committee. As an elected Faculty Senator, he has been a member of the Faculty Senate Committee D (Graduate Research) and a member and chair of Committee C (Graduate Studies). He has served on the Faculty Senate Executive Committee and since 2011 has been the Faculty Representative to the University's Board of Visitors Academics and Research Committee.

Dr. Sousa-Poza has been equally active in service to his profession. He has been a frequent session chair for annual American Society of Engineering Management conferences. He is the Founder and Director of the Managing and Engineering in Complex Situations (MECS) Forum, which includes participation from members of government, private and academic institutions, and corporations, and for which he has chaired Conferences and Workshops. He has given invited presentations to the Air Force Science Advisory Board, the Naval SPAWAR and the Armed Forces Communications and Electronics Association, among others and has been invited to speak on National Public Radio's *With Good Reason*. He established and teaches workshops and courses on *International Organization for Standards Certification* to the Navy, Newport News Shipyards, NASA Langley, and Ford, among other organizations.

College of Health Sciences

Barbara Y. Hargrave School of Medical Diagnostic and Translational Sciences

Dr. Hargrave has taught a wide range of courses in physiology and neurophysiology, from introductory undergraduate level to Master's level. She taught a large enrollment course in 2004 and again in 2012, but due to the nature of the material being taught, the majority of her classes have enrollments of 20 or fewer students. Her teaching portfolio was rated as good by her former department in Biological Sciences and students comment favorably on her enthusiasm for the subject, also saying she is "caring and supportive" and "encouraging and responsive to questions." Other student comments include: "The best class I have ever taken. Not only have I learned more from this class than any other, it has helped me develop the ability to integrate information and has enhanced my critical thinking skills." Dr. Hargrave has advised 2 Ph.D. dissertations to completion and is a committee member on a third. She has also advised 7 Master's students to completion.

Dr. Hargrave's research is in the area of cardiovascular physiology. Since her promotion to Associate Professor, Dr. Hargrave has published 12 peer-reviewed articles in high-impact journals, with another *in press*. She is first author on 6 of these publications. She has also presented 10 papers at national conferences, 4 of which were invited, and has given another 8 talks at local or Old Dominion University meetings. In 1997, she received ODU's Hugo A. Owens Outstanding Faculty Award. Dr. Hargrave has been active in seeking external funding for her research and has succeeded in obtaining \$130,000 as Principal Investigator. She also received a 2007 ODU Office of Research Multidisciplinary Seed Grant of \$80,000 and a second internal award of \$10,000 in 2011. She is a Co-PI on grants totaling over \$3.5 million to the Frank Reidy Center for Bioelectrics from the National Institutes of Health and the U.S. Army Medical Research among other funding agencies. The school tenure and promotion committee, which includes the Director of the Frank Reidy Center, notes that "her skills at surgical procedures and knowledge of cardiovascular physiology and pharmacology were key components to the success of [the NIH] grant."

Dr. Hargrave has served as a member of the University's Animal Care and Use Committee since 1996. She served as a member of the ODU President's Advisory Committee (1997), the 1998 SACS Self Study committee, and on several departmental committees during her years in the Department of Biological Sciences. More recently, she was the College Faculty Diversity Leader for the College of Sciences in 2009 before transferring to the College of Health Sciences and is now a member of the CORE2 Diversity Committee, which she will chair in 2015. Dr. Hargrave has served on two search committees at the University level and currently serves as a member of the Strategic Planning Committee for the Office of Research. In service to her profession, Dr. Hargrave has been a reviewer of professional journal manuscripts. Her service to the community includes membership of the Eastern Virginia Medical School's Animal Care and Use Committee and their Institutional Review Board, and as a judge for the Tidewater Science and Engineering Fair (2014) and for the 26th Annual Virginia State Science and Engineering Fair. She was inducted into the Be Everything You Are (BEYA) STEM Global Alumni Association in 2014.

College of Sciences

Michael L. Nelson

Department of Computer Science

Since his promotion to Associate Professor, Dr. Nelson has developed and taught 6 courses at the undergraduate and graduate levels. Students comment that he is enthusiastic and very knowledgeable, and that they enjoy the collaborative aspects of his courses. Specific comments include "excellent teacher...patient with questions," "he was very encouraging and supportive to the student," and "I liked how the instructor was focused on the learning process rather than grades." Dr. Nelson has graduated 5 Ph. D. students and is advising another 9 Ph.D. students. His doctoral students have attained faculty positions in other universities and national research laboratories. In recognition of his work in mentoring doctoral students, Dr. Nelson received the 2012 ODU College of Science Doctoral Mentoring Award. Subsequently, two of his students won Best Student Paper awards from the Association for Computing Machinery/Institute of Electrical and Electronics Engineers (ACM/IEEE) Joint Conference on Digital Libraries (JDCL) in 2013, and another of his students won a Best Student Paper award at the Theory and Practice of Digital Libraries conference in 2013.

Dr. Nelson's research focuses on digital libraries and digital preservation. He has published 6 peer-reviewed journal articles since his last promotion, along with 51 conference and workshop papers, a book chapter, and two co-edited Conference Proceedings. In the same time period, he has presented three tutorials, two of them in international venues, and delivered over 20 invited presentations. His co-authored work on the Memento Protocol, which is a method to reunite web archives with their home on the live web, has become a *de facto* standard for web archiving. Dr. Nelson continues to be extremely active and successful in seeking external grant funding, having been Principal Investigator or Co-PI on 12 grants to ODU totaling over \$1.4 million since 2008, for a career total of over \$7 million to date. His awards are from diverse sources, including the National Science Foundation, National Endowment for the Humanities, Library of Congress,

Andrew Mellon Foundation, and Alfred P. Sloan Foundation. In addition, he received an internal ODU award for \$54,000 and his 5-year, \$540,754 National Science Foundation CAREER Award extended through 2011.

In recognition of his research work, Dr. Nelson has been designated a Digital Preservation Pioneer by the U.S. Library of Congress and received the 2010 Digital Preservation Award from the U.K.-based Digital Preservation Coalition for his work on the Memento Protocol, which also garnered recognition from the 2010 O'Reilly FOO Camp and the 2010 Microsoft Research Faculty Summit. In addition, media coverage of the Memento Protocol has been extensive. In 2012, ODU's College of Science recognized him with its Distinguished Research Award. In 2014, he received the Vannevar Bush Best Paper Award from the ACM/IEEE Joint Conference on Digital Libraries.

In service to the University, Dr. Nelson has chaired and been a member of faculty search committees and is a member of the Multi-Disciplinary Seed Fund Review Committee, among other service activities. He has provided extensive service to his profession, as a member of the Editorial Board for the International Journal of Digital Libraries, as chair of the Steering Committee for the Joint Conference on Digital Libraries, as program co-chair for international conferences, and as co-chair of the Doctoral Consortium and workshop chair for the ACM/IEEE Joint Conference on Digital Libraries. In addition, he has served on numerous program committees and special interest groups for national and international conferences. He is a current member of the Advisory Boards for Virginia Tech's Integrated Digital Event Archiving and Library, the University of Arizona's Graduate Certificate in Digital Information Management, and the Open Language Archive Community, and has also served on the H-Net Archivist Advisory Board. He has also acted as a Consultant for the Inter-American Development Bank and for Quinn Emanuel Urquhart & Sullivan, LLP.

Peter N. Sedwick
Department of Ocean, Earth and Atmospheric Sciences

Since joining ODU, Dr. Sedwick has developed or enhanced 5 different courses in oceanography at the undergraduate and graduate levels. His undergraduate Global Earth Systems course, which is his only course with significant enrollments, reaches a broad student audience, while his more advanced courses emphasize the chemical properties of the ocean and past atmospheric CO₂ changes. He is the primary advisor for two Master's students, one of whom has successfully completed, and has been or is currently a committee member for 3 ODU Ph.D. dissertations and 3 ODU Master's students, plus two Master's students from the College of Charleston. He has also mentored two post-doctoral fellows and one undergraduate summer intern from the Brazil Scientific Mobility Program. Review of his teaching portfolio indicates that he is an organized instructor who provides appropriately challenging materials. Undergraduate students say that it is clear he knows his materials, explains concepts well, and enjoys teaching. Graduate students are uniformly positive in their comments, saying that he is "an amazing teacher," "extremely knowledgeable, and explains complex topics carefully and clearly."

Dr. Sedwick is a marine biogeochemist who specializes in tracing dissolved iron in the ocean. He has published 17 refereed journal articles in the leading journals of his field since joining ODU as Associate Professor, as well as over 20 published abstracts and 9 research paper presentations at national and international professional meetings (four of which were invited). Many of his papers are highly cited by his peers: the Institute for Scientific Information citation index shows over 1600 citations of his work to date. His work is collaborative in nature and as noted by several of the external reviewers, he has collaborated with some of the top scientists in the world. Dr. Sedwick continues to be extremely active and successful in seeking external grant funding, having been Principal Investigator or Co-PI on grants totaling well over \$3 million since joining ODU.

Dr. Sedwick serves his department as the Graduate Program Director and chair of his Graduate Program Committee as well participation on search committees and coordinator for the departmental seminar series. He has served on a search committee at the University level. He assists annually as a judge for the Virginia regional National Ocean Sciences Blue Crab Bowl competitions for high school students. Dr. Sedwick serves his profession through his participation on the Scientific Steering Committee for the international research GEOTRACES program, which will mount a number of large field programs in all major ocean basins over the next decade, including a number of basin-scale cruises led by the U.S. research community and funded by the U.S. National Science Foundation. He also serves on the Steering Committee of the Tudor Hill (Bermuda) Atmospheric Observatory, a research facility, primarily funded by the U.S. National Science Foundation, which is heavily used by the U.S. marine atmospheric chemistry community. Dr. Sedwick is a regular reviewer of manuscripts submitted for publication in major scientific journals and proposals for the National Science Foundation (NSF), and was selected as a 2011 panelist for NSF's Office of Polar Programs.

Ruhai Zhou **Department of Mathematics and Statistics**

Since his promotion to Associate Professor, Dr. Zhou has taught 9 different courses in mathematics, from freshman level pre-calculus to advanced graduate applied and computational mathematics, including a challenging distance learning class. Several of his students say he is fair, enthusiastic, respectful, and patient in explaining concepts, and he always receives high quantitative scores on student opinion surveys. He has supervised two completed Ph.D. dissertations and served on 3 doctoral committees in the period under review. Dr. Zhou received the College of Sciences Distinguished Teaching Award in 2011.

Dr. Zhou's research is in the area of numerical analysis, scientific computation, and applied mathematics. Since his last promotion, he has published 6 articles in high-quality journals and has presented 5 conference papers. The view of the Mathematics and Statistics department chair is that Dr. Zhou's publications, while not numerous, are of "extraordinary" quality. Dr. Zhou has been very active in seeking external funding for his research and has succeeded in obtaining one award since his last promotion, for \$171,136 as Principal Investigator from the National Science Foundation. He has created numerical software for simulations of active particle suspensions, combustion, and liquid crystalline polymers.

Since his last promotion, Dr. Zhou has served as a member of two search committees for his department and is currently a member of the departmental tenure and promotion committee. In service to his profession over the same time period, he organized a special session for a regional meeting of the Society of Industrial and Applied Mathematics (SIAM) in 2009 and co-organized a Mini-Symposium at the 2013 SIAM conference on Mathematical Aspects of Materials Science in Philadelphia. He has served as a consultant for an Air Force Office of Scientific Research grant. He has given a seminar to the National Institute of Aerospace in Hampton, VA and to the College of William and Mary. He is a regular reviewer of manuscript submissions to some of the leading journals in his discipline.

Promotion to Senior Lecturer

College of Art and Letters

Beth Backes
Department of English

Robert Del Corso
Department of History

Alison Lietzenmayer
Department of Communication and Theatre Arts

Kelly Montgomery
Department of Music

Zhongtang Ren
Department of Foreign Languages and Literatures

Lee Slater
Department of Foreign Languages and Literatures

David Walker
Department of Music

Darden College of Education

Chila Nicholson
Department of Communication Disorders and Special Education

Batten College of Engineering and Technology

Charles Daniels
Department of Engineering Management and Systems Engineering

College of Health Sciences

Christine Sump
School of Nursing

Pamela Sharp
School of Nursing

College of Sciences

Terri Grant
Department of Mathematics and Statistics

Catherine Chamberlayne
Department of Mathematics and Statistics

April 23, 2015

REQUEST FOR LEAVES OF ABSENCE WITHOUT COMPENSATION

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

<u>Name and Rank</u>	<u>Leave of Absence</u> <u>From</u> <u>To</u>	<u>Contract Salary</u>
Kurt Taylor Gaubatz Associate Professor of International Studies, Department of Political Science and Geography	8/1/15-7/25/16	\$79,826
Reason for Leave:	To finish a book and work on a second edition of a book in Washington, D.C.	
Aaron Karp Senior Lecturer of Political Science and Geography	7/1/15-1/1/16	\$47,840
Reason for Leave:	To complete two research projects at the Swedish Institute of International Affairs	