



OLD DOMINION UNIVERSITY

GENERAL

ADJUNCT

FACULTY

HANDBOOK

(Revised July 1, 2012)

Welcome to Old Dominion University!

Whether you are new to Old Dominion University or are returning after a long association with us, your role as an adjunct faculty member is a vital one. Old Dominion University prides itself on being a forward-focused metropolitan university with a collaborative and innovative approach to education and research. We focus strongly on student success and community engagement, and use our connections with the nearby military and maritime industries of Hampton Roads to provide practical solutions to complex, real world problems. When students come to Old Dominion University, we are ready to challenge their imagination, develop and enhance their technical skills and creative abilities, and encourage them to explore new possibilities. We are committed to serving our base community in the Hampton Roads area through traditional classroom instruction at the Norfolk campus and at our three Higher Education Centers, while at the same time expanding the breadth and global reach of our programs through modern distance learning technologies. Our ultimate aim is to produce graduates who can be successful in their careers and at the same time be caring and productive citizens in their communities. You have an important role as a partner in this venture.

Dr. Connie Merriman, Assistant Dean in the College of Business and Public Administration, has spent much time and energy in putting together this *General Adjunct Faculty Handbook* for your use, to help you to be more efficient and effective in your work. This handbook includes some basic information about Old Dominion University's policies and procedures that may affect you, some general guidelines on effective functioning in your role as an adjunct faculty member, and some general information about the campus and campus services. The policy and procedure summaries in this document are intended solely as guidelines; comprehensive information on the general policies and procedures of ODU are available in the University's *Faculty Handbook* <http://www.odu.edu/ao/facultyhandbook/index.php>. Although much of that document addresses full-time faculty, it also includes valuable information for part-time faculty. In addition to this *General Adjunct Faculty Handbook*, you may receive information that is more specific to the role of adjunct faculty in your college or department. Please do not hesitate to ask questions from your colleagues and your chair/program director if you have further questions.

On behalf of everyone in Academic Affairs, I wish you every success in your role and I am personally delighted that you have chosen to join the Old Dominion University community.



Carol Simpson,
Provost and Vice President, Academic Affairs

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INTRODUCTION

History of Old Dominion University

Old Dominion University began its tradition of excellence when it was founded in 1930 by the College of William and Mary, the second oldest university in the United States. Established originally as a feeder school for William and Mary in Williamsburg and Virginia Polytechnic Institute in Blacksburg, Old Dominion began educating teachers and engineers. The two-year school rapidly evolved into a full four-year college, and was granted independence in 1962 as Old Dominion College.

Considerable growth in enrollment, the expansion of research facilities and preparation for the addition of graduate programs led the Board to approve the 1969 name change to Old Dominion University. Now, Old Dominion is a powerhouse for higher education with six colleges: The College of Arts and Letters, The College of Business and Public Administration, The Darden College of Education, The Batten College of Engineering and Technology, The College of Health Sciences and The College of Sciences. Old Dominion has been offering master's degrees since 1964 and PhDs since 1971. Students currently choose from 69 baccalaureate programs, 54 masters' programs, two educational specialist programs and 42 doctoral programs. The University has achieved distinction as a Research University (high research activity) from the Carnegie Foundation for the Advancement of Teaching.

Proud of its past, Old Dominion looks to the future and prides itself on its constantly expanding research and teaching programs. An ever-evolving university, Old Dominion is an agent of change for its students, for the region and the nation it serves. Old Dominion is Virginia's forward-focused, public doctoral research university for students from around the world who want a rigorous academic experience in a profoundly multicultural community. Our nationally recognized faculty use real-world expertise and innovative teaching methods to challenge students to achieve their highest goals. Our determined entrepreneurial approach to problem-solving drives cutting-edge research, eminent scholarship and strategic partnerships with government, business, industry, organizations and the arts.

Mission Statement Summary

Old Dominion University, located in the City of Norfolk in the metropolitan Hampton Roads region of coastal Virginia, is a dynamic public research institution that serves its students and enriches the Commonwealth of Virginia, the nation, and the world through rigorous academic programs, strategic partnerships, and active civic engagement. Our vision is to be recognized nationally and internationally as a forward-focused metropolitan university with a collaborative and innovative approach to education and research that spurs economic growth, focuses on student success, engages civic and community partners, and uses its connections with the military and maritime industries and its exceptional strengths and leadership in related areas to provide practical solutions to complex, real world problems.

EMPLOYMENT PROCEDURES

Certification – Accreditation Requirements

Old Dominion University is accredited by the Southern Association of Colleges & Schools (SACS), which establishes teaching credential standards for all teaching faculty. These standards are specific to the level at which the individual is teaching:

- Teaching undergraduate-level courses:** the faculty member holds either a doctoral or masters' degree with a concentration in the teaching discipline OR holds a masters' degree and has completed at least 18 graduate credit hours in the discipline
- Teaching graduate-level courses:** the faculty member holds the terminal degree in the teaching discipline (usually the doctorate) AND has current certification for graduate instruction (see below)

In limited circumstances, the dean or department chair may request an exception to the above standards. Requests for SACS exceptions require a detailed justification/verification process.

In some Colleges, there may be additional certification requirements resulting from specialized accreditations. If these requirements apply, the department chair will discuss them with the adjunct faculty member.

Certification – Graduate Instruction

Part-time faculty teaching graduate-level courses (those numbered 500 or higher) must be certified for graduate instruction. Normally, faculty teaching graduate courses must have a terminal degree in the field and have evidence of scholarly activity in recent years. The chair or director will assist adjunct faculty in the certification process, if graduate instruction is part of their teaching load.

Criteria for Rank

Criteria for academic rank of adjunct faculty are consistent with those for full-time faculty. Instructors typically lack the terminal degree. Assistant professors have the terminal degree but have not yet demonstrated significant accomplishment in research or creative activity. Associate professors hold the terminal degree and have demonstrated substantial accomplishment in research or creative activity. Professors have terminal degrees and national reputations for scholarship or creative activity.

Forms Required for Adjunct Appointment

Numerous forms are required before an adjunct appointment is finalized and stipends can be paid. A [checklist of these forms](#) is provided in this document. Many of these forms may be downloaded from the Human Resources website at <http://www.odu.edu/ao/humanresources/> by selecting the **Forms** link on the right side menu.

Normal Term of Employment

Before an individual can teach on a part-time basis, he or she must be appointed as an adjunct faculty member. The normal term of appointment is three years. However, appointment as an adjunct faculty member does not guarantee employment as a teacher at any time during the term of appointment. Rather, adjunct status is a necessary precondition to teach.

The University employs an adjunct instructor to teach a course only when a full-time faculty member is not available to be assigned to the course. No guarantee of employment is made until registration for the course has been completed; an adjunct instructor will not be employed for a course canceled due to inadequate enrollment or for a course reassigned to a full-time faculty member.

After input from the faculty, the chair or director recommends appointment of an adjunct faculty to the dean. If the dean approves, the recommendation is forwarded to the Provost for action.

TEACHING CONCERNS

Academic Calendar

The Office of the University Registrar publishes a detailed academic calendar for each semester. The calendar is available at the Registrar's Office website (www.odu.edu/registrar). The Registrar's website also provides a detailed exam schedule for each semester and summer session. Faculty should be cognizant of Old Dominion University holidays and breaks (Spring and Fall break) when scheduling due dates for assignments and examinations. All final exams must be given according to the official Exam Schedule.

Access to Facilities (Keys, Proximity Card Locks)

All University classrooms are locked when not in use. You will be provided the key necessary to unlock the classroom or, if you are teaching in a building with proximity locks installed, your Faculty/Staff ID Card will be used to gain access to the classroom. After you receive your ID Card, you must send an e-mail to ocshelp@odu.edu to activate the access to a classroom. You may also obtain keys for your office space and the building in which you work. Keys are ordered by the Colleges' Departmental Administrative Assistants. When keys are ready, you will receive notification via your University e-mail account. The keys must be picked up in person from Facilities Management. There is not a charge for the first key; however there is a charge for replacement keys or keys not returned. All keys must be returned when you end your employment at the University. Additional information about keys, including a chart detailing the type of key/access required for classrooms in each building, is available on the [OCCS website](#).

Access to Networked Resources (MIDAS)

MIDAS (Monarch Identification and Authorization System) is an identity management system that stores user information and replicates that information to many of the University's networked resources. This allows the user to log in to each of those resources with the same user ID and password. MIDAS is currently synchronized with over 40 University services.

When you are first hired to work for Old Dominion University, you will submit an Account Request Form that will begin the process to create your MIDAS account and identify networked resources to which you may have access (network account, faculty/staff e-mail account, Blackboard, etc.) When you receive notification that your MIDAS account is established, you will also receive instructions about how to log into MIDAS and link your other resources.

MIDAS passwords currently expire annually (every 365 days). This is to help protect the user and keep the system secure and functional. You will receive an e-mail 30 days, 14 days, and 7 days prior to your password expiration date to remind you of the need to make this change. The title of the e-mail is "Your MIDAS password will Expire in x days." Please do not confuse this e-mail with phishing e-mails that you may receive asking you to reply with your password. This e-mail will not ask you to reply with account information. It will provide directions for changing your password. Please contact the OCCS Technical Support Center for assistance, if necessary.

MIDAS is also used as a means of managing yearly requirements for training and acceptance of the Acceptable Usage Policy (AUP). The AUP is an agreement all computer account holders make with Old Dominion University that states how your MIDAS account will be used. All users are required to

participate in security awareness training **annually** and this usually is completed in conjunction with your MIDAS password reset. The training is provided to increase your understanding of computer security practices and your responsibilities in using ODU information technology resources. It is important that you are aware of the IT policies, standards, procedures, and guidelines. It is not the intent of these policies or standards to inhibit, restrict, or otherwise interfere with academic instruction or research but rather to protect faculty, staff and students who use these resources and to protect the technology infrastructure at ODU.

Remember, you can log into MIDAS at anytime and see the status of your accounts. You can see when your password will expire, when you will need to re-sign the AUP and when you will need to retake your Security Training.

Banner

Banner is the administrative information system for the University. The secure self-service web-based portion of the Banner system is called “LEO Online.”

Blackboard

Blackboard is a course management product that pulls together in one place a number of common tasks related to teaching courses. Common tasks that are part of Blackboard include: announcements, website for syllabus and course materials, grade book, calendar, drop box for electronic assignments, organizational tasks, quizzes online, discussion board, and tracking course statistics. Because courses are password-protected through MIDAS authentication, access to materials is generally limited to students registered in the course. Assistance with use of Blackboard is provided by the Center for Learning and Teaching (<http://clt.odu.edu>) and through the Blackboard support site (<http://clt.odu.edu/bb>).

Classroom Technology (Technology classrooms, equipment delivery)

All of the University’s classrooms are “technology classrooms,” which are supported by [Classroom Central](#). Classrooms are equipped with user-controlled video and data display equipment, and laptop connectivity. In some classrooms, access to media technology equipment requires a special key, which is provided after the faculty member attends training in use of the equipment. At the beginning of each semester, the Center for Learning and Teaching provides an orientation for use of Technology Classrooms. Orientation schedules are available online at <http://clt.odu.edu> (register by clicking the teachODU link or by telephoning 683-3172). After your orientation, you will be given the key to open the technology cabinet in the classroom. Each classroom is equipped with a hot-line telephone that is connected directly to the OCCS Technical Support Center.

If you are assigned a regular classroom and need to use some technical components in your instructional delivery, you may request delivery of technology equipment through Classroom Central. Requests may be submitted electronically or by sending an e-mail to occshelp@odu.edu and providing class information (day, time, location) and the type of equipment needed. Links to forms, as well as a list of equipment that is available for delivery, are on the Classroom Central website at www.occ.edu – click **Instruction**, click **Classroom Central**.

Copying/Printing

Each program has its own procedure and budgeting process for copying and printing; contact the Department’s Administrative Assistant for assistance. Resources you may use include departmental multifunction devices (MFDs) and the centralized high-volume printing service provided by OCCS.

MFDs, which are located in most buildings on campus and at some distance learning sites, provide printing and walk-up operation (copying, scan to e-mail). Walk-up use of MFDs requires a University ID Card and access is based on official University employment. In some cases, an adjunct faculty member may be issued an identification card before other administrative processes have been completed. Because the MFD's card reader only recognizes individuals with complete personnel records, adjunct instructors may experience a delay if records are not yet finalized. In the interim, adjunct faculty should contact their department to obtain temporary access using a third party card. Once the employment process is final, the adjunct faculty member's ODU ID card will be recognized and access granted. Note that you will need to obtain permission from the copyright holder before securing multiple copies of certain materials for distribution to your students.

The Office of Computing and Communications Services (OCCS) offers centralized printing services to provide high-speed, high-volume printing for all University faculty and staff. Documents are sent directly from the individual desktop to a print server housed in the Network Operations Center on the 4th floor of the Engineering & Computational Sciences Building. Printouts must be picked up at the Network Operations Center. Your college may have arrangements in place for pick up of printouts; be sure to check with your department's Administrative Assistant.

With the implementation of the Campus VPN, access to University networked printing resources is available from the wireless LAN on campus and from off campus. This access includes the centralized high-volume printer and departmental MFDs. The only requirement to access this service is to have a valid Active Directory account and have administrative rights on the computer on which you will add the printer driver for the device to which you want to print. [Guides](#) for installation of printers and MFDs are available on the OCCS website.

Please note that your departmental budget will be charged for all copying/printing. Please check with your department regarding college-specific printing procedures.

Course Evaluations

The University utilizes an online Student Opinion Survey for all courses. Two weeks prior to the end of the course (as it appears in the Banner system), students receive e-mail notification that they have courses available for completion of the survey. Students authenticate with their student e-mail user name and password, complete the Student Opinion Survey, and submit electronically. Student-specific information is not captured or stored, so Student Opinion Surveys remain anonymous. After each survey period closes and results are compiled, faculty members are notified via e-mail regarding accessing survey results. Your University e-mail log in name and MIDAS password are required to access Student Opinion Surveys. Department staff cannot access surveys on your behalf.

Course Goals

Each department has defined a common core of material for coverage in its classes. Faculty teaching courses must adhere to the goals of those courses. Specifically, courses should integrate substantive material, explore the relationships among the findings of different disciplines, and stress the development of critical thinking skills. Each course must also require substantive writing by the students. The department chair, program director, or area coordinator can help adjunct faculty learn about all aspects of the program.

Course Syllabus

During the first week of classes each semester, the instructor will provide students with a syllabus of the course. Exceptions to this must be approved in writing by the Dean. Normally a syllabus will include an outline of the material to be covered during the semester, the instructor's requirements for student participation, assignments, the nature of the instructor's grading system, and the attendance policy for the course. Additionally the applicability of the Honor Code to each particular class and the Code of Student Conduct shall be summarized on the syllabus. A copy of the syllabus should be filed with the department office.

The Center for Learning and Teaching has developed an online course syllabus generator. This tool is available at <http://clt.odu.edu>, click **Tools for Teaching**, then **Online Tools**, then **Syllabus Generator**.

Evaluations (of Adjunct Faculty)

The department chair or program director will evaluate the performance of each adjunct faculty member. Such evaluations may be based upon classroom observation, course portfolios, grade distributions, student evaluations, and/or any other pertinent materials or information. Continued employment of any adjunct faculty member is contingent upon that individual meeting or exceeding expectations. Procedures for evaluation of adjunct faculty are established by each college. Please check with the Dean or Department Chair for specific information on evaluation procedures.

Final Examinations

The university firmly believes that a comprehensive evaluation of a student's achievement in a course is a vital part of the educational process. Final examinations, if given, are to be given at the time and in the location given on the Registrar's Office website at www.odu.edu/registrar for each term or summer session, including the special exam schedule for broadcast courses. Upon request of the instructor, exceptions to this regulation may be made only by the Dean. If a final examination is changed to other than that of the scheduled time, provisions will be made by the instructor for any student who cannot comply with the schedule change. Any student who has three examinations scheduled in one calendar day and is unable to resolve the problem informally with the instructor or instructors may petition the Dean for relief. All examinations are to be retained for one year by the faculty members. Students have the privilege of requesting conferences with the instructors in regard to their final grades.

Students enrolled in asynchronous, video streaming, CD Rom, or like courses that may not follow the traditional semester timetable will be required to adhere to the examination schedule set by the professor.

Grade Appeals/Changes

Students may **appeal grades** that they believe were awarded as a result of prejudicial, arbitrary or capricious behavior on the part of the instructor. Grading problems are best avoided by setting clear expectations for students about the relative value of each assignment in calculating the final grade and on the standards of evaluating assignments. Statements of grading policy must appear in the syllabus. Successful grade appeals are quite unlikely if you take these steps and keep adequate records. For complete information on grade appeals, please refer to the *Old Dominion University Undergraduate Catalog*.

Grade changes may be made in LEO Online (“Report a Change of Grade”) or in writing, using Grade Change forms. Grade Change forms are available from your departmental office and require the appropriate signature(s). Grade changes done in LEO Online are posted to students’ records immediately; changes submitted on paper will post within **24** hours of their receipt by the Registrar’s Office. Grade Change forms should never be presented to the Registrar’s Office by a student. Faculty teaching at higher education centers or distance learning sites should contact the Distance Learning Office to request grade change forms. Students will receive a notification e-mail when any grade changes are processed using either method.

Grades - Final

A final grade for each student should be submitted within 48 hours of the scheduled final exam (or within 48 hours of receipt of final exams for Distance Learning courses), using the University grading system in LEO Online. **Grades may not be e-mailed or given to students via telephone, and should never be discussed with parents or any other third party. In no case should the student’s name or any part of their Social Security Number or University ID Number (UIN) be publicly posted.** You are required to keep the class roster and copies of all final exams for twelve months following the end of the course. The system of grading used by the University is published in the *Old Dominion University Undergraduate Catalog* and is as follows:

GRADE	GRADE POINTS	UNDERGRADUATE	GRADUATE
A	4.00	Superior	Excellent
A-	3.70	Superior	Excellent
B+	3.30	Good	Good
B	3.00	Good	Good
B-	2.70	Good	Fair
C+	2.30	Satisfactory	Poor
C	2.0	Satisfactory	Poor
C-	1.70	Passing	Poor
D+	1.30	Passing	Not assigned
D	1.0	Passing	Not assigned
D-	.70	Passing	Not assigned
F	0.00	Failing	Failing
WF	0.00	Unofficial Withdrawal	Unofficial Withdrawal

GRADE	GRADE POINTS	STATUS
P	None	Pass
F (P/F)	None	Failed
O	None	Audit
I	None	Incomplete
II	None	Incomplete (not subject to time limit)
W	None	Official Withdrawal
Q	None	Progress but not proficiency
Z	None	No Grade Reported

Grades – Interim Academic Evaluation/Mid-semester Feedback

The *University Undergraduate Catalog* states that “Faculty teaching 100- and 200-level undergraduate courses will provide specific feedback regarding progress in the course by posting an interim grade via LEO Online by the beginning of the fifth week of classes in the fall and spring semesters. Providing timely information to students on graded work makes students aware of their performance so they can determine whether to seek additional help from the faculty member, tutorial services when available, their academic advisor, and/or withdraw from the course prior to the established deadline for withdrawal.” In LEO, use the “Progress Report Grades” link to post interim grades. These grades are not permanent and do not become part of the student’s academic history. They are not reported to or processed by the Office of the University Registrar.

The University believes that regular assessment of students and feedback to them is essential to effective teaching and learning. Therefore, faculty members will provide all students with evaluation of their progress in a course prior to mid-semester (or equivalent in a non-semester course) so that students have information about their progress prior to the withdrawal deadline, which is the end of the tenth week of classes.

Grades -- Posting Grades

University policy requires faculty to submit grades electronically, using the self-service secure access website LEO Online (www.leoonline.odu.edu). **Instructors are not permitted to e-mail grades to the students or to the Registrar’s Office.** A final grade for each student should be submitted within 48 hours of the scheduled final exam (or within 48 hours of receipt of final exams for Distance Learning courses), using the University grading system in LEO Online. Grades should never be discussed with parents or any other third party. In no case should the student’s name or any part of their Social Security Number or University ID Number (UIN) be publicly posted. Instructors who post grades in Blackboard must also post them to LEO Online, the official grade source for students. After submitting grades in LEO Online, faculty should print out a copy of the posted grades for their records. Check with your department to see if a copy of submitted grades will be maintained in the departmental office. Faculty are required to retain the class roster, a permanent grade record, and copies of all final exams for a period of at least 12 months after the conclusion of the course.

In accordance with University policy, instructors are **not** permitted to provide their confidential login information (University ID and PIN) to any other person to load grades for them (see the University policy on Security Violations at www.occs.odu.edu – click **Policies, Acceptable Usage Statement**).

LEO Online is available from 4 a.m. through midnight Monday through Saturday and noon-midnight on Sunday. The Office of the University Registrar provides detailed instructions for faculty to load grades in LEO Online. These instructions are e-mailed to the ODU faculty/staff e-mail address prior to the exam period and are available on the Registrar’s website under “Faculty Resources.” Assistance with loading grades is available from the Registrar’s Office.

It is important that all faculty members confirm their course assignments in LEO Online well in advance of the grading period. Faculty may view all course assignments under the “Assignment History” link in LEO Online. Shared courses (taught by more than one instructor) should display both instructors assigned to the course and be available to both instructors online. If any course that you are teaching IS NOT displaying in LEO, contact your department to make certain you have been designated in Banner as the instructor of record.

Grades - Unreported/Incorrect Grades, Incompletes

Students who have questions about unreported or incorrect grades or changes to Incomplete (“I”) or unreported (“Z”) grades are directed to contact the course instructor.

A grade of “I” indicates assigned work yet to be completed in a given course or absence from the final examination and is assigned only upon instructor approval of a student request. The “I” grade may be awarded only in exceptional circumstances beyond the student’s control, such as illness, and only after 80% of the time allocated for the course has elapsed and substantial progress has been made toward completion of course requirements (with the exception of courses that do not fit within the traditional semester calendar). In cases of exceptional circumstances beyond the student’s control, it is the responsibility of the student to approach the instructor to request an “I” grade and to provide documentation, including a written statement of when the work will be completed, to support the request. The authority to award an “I” grade rests with the instructor whose decision is final. Students whose requests for “I” grades are approved must not re-register for the class until the “I” grade has been resolved. Incomplete grades that are not changed to another letter grade automatically convert to F at the end of the next regular semester. A grade of “I” should not be assigned except upon request of the student and satisfaction of the conditions specific above.

A grade of “Z” indicates that **no grade has been reported by the instructor**. “Z” grades will be converted to a grade of F if not removed by the last day of classes of the following term (excluding the exam period) according to the same schedule as the conversion of “I” grades. Students will not be allowed to graduate until all “Z” grades have been resolved.

LEO Online

LEO Online is the secure self-service website where faculty can view and obtain class schedules, view and obtain up-to-date class rosters, load students’ progress grades and final grades, view personal and personnel information, and find contact information for students. Other parts of this manual provide detailed information on the features and services of LEO Online.

Meeting Scheduled Classes

Faculty members are expected to attend all classes as scheduled at the times and in the locations given in the Course Schedule. While an occasional class may be rescheduled by the faculty member for convenience, any regular rescheduling of a class is only permitted with the written approval of the Dean.

Faculty members who must be absent from a class should notify the chair in advance. Chairs are responsible for providing temporary instructors when absences occur. In the case of an emergency that prevents the faculty member from making advance notification, the faculty member must contact the chair as soon as possible.

Please refer to the section on [Emergency Closings](#) for additional information.

Office Hours

Faculty members are expected to keep definite office hours for student conferences. Your College/Department will provide an appointment space for meetings with students.

Opscan Test Grading

OCCS offers automated/computer graded test services via optical scanning equipment. This service is available to all faculty, staff and graduate assistants. Details are available online at www.occs.odu.edu – click **Instruction**, click **Opscan Test Grading**.

Personal Response Systems - “Clickers”

Student Personal Response Systems have three components – receiver, clicker, and software. Using the Turning Point System, faculty may ask questions during their lecture and have students respond via their personal clicker; the receiver tallies the responses. Responses can be anonymously displayed. Please contact Classroom Central via e-mail at occs-help@odu.edu or by phone (757-683-3192).

Receivers have been permanently mounted in several classrooms. Please contact [Classroom Central](#) for information and assistance. Faculty teaching in other classrooms may request delivery of receivers from [Classroom Central](#). Receivers will be reserved on a first-requested basis. Software is loaded on computers in all technology classrooms and is available for faculty using personal or departmental laptops. Clickers are available for purchase from the Old Dominion University bookstore or students may purchase a license for their cell phone or laptop.

Training is mandatory before receivers will be delivered. Hands-on workshops are available through the Center for Teaching and Learning. Registration for CLT workshops is available online at <http://clt.odu.edu> (register by clicking the teachODU link or by telephoning (757-683-3172)). If you are unable to attend a workshop, training may be arranged – by appointment only – through the CLT or Classroom Central. Allow a minimum of a week’s notice between your request for training and the first day you will use the clickers.

Student Registration/Class Rosters/Registration Overrides

Students must be properly registered. **If a student attending class does not appear on your class roster after the first week of class, the student should be sent to the Registrar’s Office to resolve the problem.** No student should attend your class unless registered (due to liability issues for the University).

Class rosters are available to all instructors in LEO Online as soon as registration begins. The rosters are available in several ways and may include student photos:

1. **Detail Class List** (includes information about the student’s course of study/major and contact information, and a link to e-mail the entire class at one time)
2. **Summary Class List** (includes enrollment information, student’s registration status, level and contact information, and a link to e-mail the entire class at one time). *This roster is useful for determining whether a student who stopped attending your class has officially withdrawn.*
3. **Web Reporting Menu→Download a Class Roster** (includes student’s major, site, and e-mail address and can be saved as an Excel spreadsheet.)* *This method is particularly useful for obtaining class rosters for all your courses with one request, and/or for seeing all the students registered in a televised course that may have students in numerous locations.*

* Instructors should only save this information to a secure computer workstation, preferably your secure ODU network (LAN) H: or K: drive. Remote access to these directories requires the user to have a University VPN account. A user guide is available on the OCCS website at www.occs.odu.edu – click **Getting Connected**, click **ODU Virtual Private Network**.

Class rosters contain confidential information about students and the data should be destroyed/erased when you are finished with it. Security of anything containing personally identifiable information should be considered whether in paper or electronic format. Please note that University ID Numbers (UINs) are protected in the same way that Social Security numbers are protected.

Instructors who do not see one or more courses they are teaching should contact their departmental office to be sure they have been assigned (in Banner) as instructor for the course. Frequently, courses are originally assigned to “staff;” this must be updated in order for you to view class rosters. If you are not sure whether you have been assigned as the instructor, look up the course in LEO Online Class Schedule Search, or view your Assignment History in LEO Online, or contact the Office of the University Registrar at 757-683-4425. Shared courses (taught by more than one instructor) should have both instructors assigned to the course.

Faculty may provide **electronic overrides/overloads** for their courses via LEO Online. Overrides that can be given electronically include Instructor’s Approval (where registration requires instructor’s approval), Closed Class, Co-requisite, Duplicate Course, Level Override, Major Restriction, Pre-requisite, Test Score, and Time Conflict. Course pre-requisites are viewable by looking up the course in LEO Online Class Schedule Search and click on the course detail to view prerequisites and course restrictions.

To give an electronic override, the instructor must know the student’s UIN (University Identification Number), the CRN (5-digit course reference number), and **the registration error** you are being asked to override. Providing an electronic override does **not** register the student for the class, but in most cases, does allow the student to complete the registration online, as long as the registration period for the course has not expired. If you make an error in the override, please contact the Registrar’s Office at 757-683-4425 to have the error corrected. You cannot undo overrides via LEO Online at this time.

Instructions for granting electronic overrides are available on the Registrar’s website (www.odu.edu/registrar), and assistance is available via phone (757-683-4425) or e-mail (register@odu.edu). **Instructors should always consult with their department before granting overrides or overloads, since classroom capacity and departmental or University policy may not allow overrides.**

Teaching in a Televised Setting

Orientations are provided for faculty teaching a televised course in the Gornito DISTANCE LEARNING Center or from one of the Higher Education Centers. Registration for orientation sessions is available online at www.clt.odu.edu (select the Faculty Support link) or by telephoning 757-683-3172.

Textbooks

Often, the textbook you will be using has already been selected and may even have been ordered. Be sure to check with the Administrative Assistant to see if your text has been ordered. There are Federal requirements in place to assure timely availability of textbook information for students. If you need to select a textbook, check with your Department Chair or program director on the proper procedure for your department.

POLICIES

Access to the full-text version of all University policies is available via the University website at www.odu.edu – click **Faculty & Staff**, scroll to **Procedures and Guidelines**, click **University Policies and Procedures**. The site also contains links to the Faculty Handbook and the Undergraduate and Graduate catalogs.

Americans with Disabilities Act

Title I of the Americans with Disabilities Act (ADA) prohibits private employers, state and local governments, employment agencies, and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions and privileges of employment.

The University is required to make an accommodation to the known disability of a qualified applicant or employee if it would not impose an “undue hardship” on the operation of the University. Undue hardship means that an accommodation would require significant difficulty or expense.

Additionally, the University is required to make accommodations to the known disability of a student. The Office of Educational Accessibility oversees the assessment of student requests for accommodation and assistance. All accommodations students receive at ODU are based upon documentation resulting from an evaluation performed by a qualified professional. After the Office of Educational Accessibility has confirmed a disability and identified appropriate accommodations for a particular student, they will provide the student with a Faculty Accommodation Letter. It is the students’ responsibility to provide the Faculty Accommodation Letter to their faculty members. Faculty members **must** provide the student with the accommodations listed in the letter. Faculty members should **not** provide any accommodations to a student who does not present a letter from the Office of Educational Accessibility. Students making requests for such accommodations should be referred to the Office of Educational Accessibility for assistance.

For more information on ADA, contact the EO/AA Office. For information on services provided by the Office of Educational Accessibility, contact that office at 683-4655. Additional information for faculty is available on the [Office of Educational Accessibility](#) website.

Computing

Access to Old Dominion University computing resources will be given through the establishment of a unique account according to the University account request procedures. The level of authorized access granted to an individual with an account is based on the specific needs of the individual. The determination of this need is incorporated into procedures which must be followed to obtain an account; procedures will vary according to the system and level of access desired. The Office of Computing and Communications Services (OCCS) manages access to central computing resources, while access to some distributed systems is managed by the department owning and managing the resource.

In their usage of computing resources, all students, employees, and faculty are bound (respectively) by the [Code of Student Conduct](#), the [Employee Standards of Conduct](#), or the [Faculty Handbook](#).

Conflict of Interest

According to the Virginia Conflict of Interest Act, you cannot pass on confidential information to which you have access in your job, nor use it for personal gain or benefit. The complete policy on Conflicts of Interest can be found in the Faculty Handbook and the Undergraduate and Graduate catalogs.

Discrimination Complaint Procedure

The purpose of the Discrimination Complaint Procedure is to promote equal employment opportunities for Old Dominion University employees by providing a means for the internal resolution of complaints of illegal discrimination. Any full- or part-time employees of Old Dominion University who believe they have a discrimination complaint may use the procedure. The complete procedure can be found in the Faculty Handbook and the Undergraduate and Graduate catalogs.

Drug and Alcohol Policy

Old Dominion University does not condone the illegal or irresponsible use of alcohol. In compliance with the State and Federal law, the University forbids the unlawful possession, use or distribution of alcohol on University property or at University sponsored functions. Employees are only authorized to consume alcoholic beverages on campus at events approved by the appropriate dean or vice president.

The University supports all federal and state legislation pertaining to the abuse of controlled substances. This includes the Drug-Free Work Force Act and Drug-Free Schools and Communities Act. The Commonwealth's Policy on Alcohol and Other Drugs generally parallels the Federal Drug-Free Workplace Act.

Equal Opportunity Statement

It is the policy of Old Dominion University to provide equal employment and education opportunities for all persons without regard to race, color, religion, national origin, sex (including pregnancy), age, veteran status, disability, political affiliation, sexual orientation, or genetic information.

Guidelines on AIDS in the Workplace

Old Dominion University will address AIDS (Acquired Immune Deficiency Syndrome) or HIV (Human Immunodeficiency Virus - the AIDS causing virus) as it would any other life-threatening illness. Individuals diagnosed with AIDS or who are infected with the HIV virus should continue to work as long as they are medically able, do not endanger their health or the safety of others, and can meet job performance standards.

Identification (ID) Cards

As a University employee, you are required to carry a University Identification (ID) Card while you are on campus. A University ID Card provides the authorization necessary to obtain a faculty/staff parking decal and to borrow materials from the University Library, as well as gain access to some of the University's Technology Classrooms. You may place funds on your ID Card and use it to purchase food at various on- and off-campus locations. Additionally, by presenting your ID Card, you can obtain free official and unofficial transcripts for any courses you take at Old Dominion University and receive discounts at the University Village Bookstore, University athletic events, and performances of the Old Dominion Players.

ID Cards are obtained from the Card Center in the Webb Center. Adjunct faculty must present their appointment letter to obtain a card. When you separate from University employment, you must turn in your ID Card to the Office of Human Resources.

Inclement Weather (Closings)

The Provost and Vice President for Academic Affairs is designated as the authority to close the University for inclement weather or emergencies. The authority will be exercised in consultation with the other vice presidents and the Director of Public Safety. **Faculty members do not have the authority to cancel classes due to inclement weather.**

If the University closes during its normal hours of operation, the vice presidents, deans, directors, department chairs, and other supervisors are informed by telephone. If the University is closed more than two days, it may become necessary to extend the school year. The President or his/her appointed representative makes this decision.

Announcements of whether the University will close or remain open are posted on the University website and announced on numerous radio/television stations. A complete list of these media outlets is included in [Appendix D](#) of this document.

Faculty are also encouraged to sign up for ODU Alerts, the University's urgent notification system comprised of a variety of methods by which the University can contact students, faculty, and staff, including text messages to mobile devices, instant messages, telephone calls, and e-mails to non-University e-mail addresses. Information is available on the [ODU Alerts website](#).

Parking

All motor vehicles parked in University parking facilities must display a valid parking permit. Single semester parking permits for adjunct faculty may be purchased from the Office of Parking and Transportation Services, which is housed in the Parking Administration Building adjacent to the multi-level parking facility on 43rd Street. As an alternative, daily-parking permits may also be purchased from the Parking Office. There is parking available in the high-rise parking deck and there is shuttle service to various parking places.

You may be able to find on-street parking, but be sure it is not in a time limited area and that you don't block a driveway. An interactive campus map showing all buildings and parking facilities is available at <http://www.odu.edu/webroot/orgs/af/ps/parkser.nsf/pages/home>, click **Campus Map**.

Privacy of Information

The Family Educational Rights and Privacy Act of 1974 (FERPA; also known as the Buckley Amendment), can be defined as *“a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings.”*

The Act applies to students enrolled in higher education institutions as well as K-12 students (under this law, any student under age 18 who is enrolled in a higher education institution is protected by its provisions).

Major provisions of FERPA are published on the Registrar's website (<http://www.odu.edu/ao/registrar/about/policies/ferpa.shtml>). The site also provides information on parental access to student's education records. All faculty and adjunct faculty should familiarize themselves with this information. FERPA training is also available from the Office of the University Registrar at least twice each year.

Old Dominion University designates the following information as public or directory information, which **may** be disclosed by the institution at its discretion (note that not all of this information is available to individual faculty members):

Name, address, telephone number, e-mail address, date of birth, gender, photographs, dates of attendance, previous institution(s) attended, major field of study, awards and honors (including Dean's List), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), degree(s) conferred (including dates).

Please note that Social Security number and/or University Identification Number (UIN) are NOT directory information and should not be disclosed or posted in any fashion.

Through LEO Online (www.leonline.odu.edu) faculty may obtain class rosters and contact information for students registered for their classes. The following policy statement binds all instructors:

Access to the information displayed in this report is necessary to perform official duties of my position. I understand that through the information displayed in this report, I have access to confidential student information protected by the Family Educational Rights and Privacy Act of 1974. In accordance with this Act and University policy concerning student records, I understand that unauthorized access, release or re-release of confidential student information is prohibited by law and may result in disciplinary action, including dismissal.

All questions regarding FERPA or requests for information should be directed to the Office of the University Registrar at 757-683-4425 or e-mail register@odu.edu.

Sexual Assault Policy

The information provided in your handbook is a summary of the Sexual Assault Policy, which is available online at <http://www.odu.edu/ao/polnproc/pdfs/4600.pdf>.

A sexual assault (as defined in the Policy) of any university student, faculty, or staff member which occurs either on- or off-campus perpetrated by another student, faculty or staff member will be adjudicated by using the disciplinary process appropriate to the alleged assailant. Disciplinary action may be initiated in addition to, and separate from, any criminal charges which may be pending for the same alleged offense.

It is a violation of university policy for any member of the university community to make an intentionally false accusation of sexual assault.

Incidents of sexual assault can be reported to university authorities by contacting the vice president for student services/dean of students, a residence hall staff member, the Women's Center, Counseling Services, Student Health Services, or the Department of Public Safety. Each of these areas has individuals trained to handle reports of sexual assault.

If an individual chooses to report the sexual assault to someone in any of these offices other than Public Safety, the staff member will update the Sexual Assault Incident Report (SAIR) form (anonymously at the victim/survivor's request) and submit it to the S.A.F.E. program coordinator in the Women's Center within 24 hours. Counseling, crisis-intervention, and medical assistance will be made available to the victim through RESPONSE (622-4300) and through campus services such as the Women's Center, Counseling Services, and Student Health Services.

Sexual Harassment Policy

The information provided in your handbook is a summary of the Sexual Harassment Policy and Procedures. For detailed information, contact the Office of Institutional Equity and Diversity or a member of the Committee on Sexual Harassment.

A variety of sexual conducts directed at another University community member may be considered sexual harassment including, but not limited to, offensive sexual language, uninvited physical contact, solicitation of sexual favors, or graphic or degrading comments of a sexual nature.

Consenting romantic and sexual relationships between faculty and student or supervisor and employee, while not expressly forbidden, are generally deemed very unwise. A faculty member who enters into a sexual relationship with a student (or a supervisor with an employee) where a professional power differential exists must realize that, if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove a defense on grounds of mutual consent.

Smoking Policy

The intent of the University's smoking policy is to create as nearly a smoke-free public environment as is possible. To this end, the following general policies are established:

1. Smoking is prohibited in all University facilities.
2. Preferential consideration will be given to nonsmokers whenever it is determined they are being exposed involuntarily to smoke, whether directly or indirectly.
3. Smoking is prohibited in all indoor and enclosed courtyard locations.
4. Smoking is not permitted within 20 feet of the entrance to any University facility.

This policy does not supersede more restrictive policies which may be derived from and in compliance with federal, state, or local laws, ordinances, and regulations.

Solicitation Policy

It is the policy of Old Dominion University to restrict solicitation by employees, vendors, sales representatives, and others to minimize interference with the University's operation and to protect the privacy of our employees, students, and visitors. Fundraising or sales activities (such as the University's Annual Fund, the State Employee's Combined Charitable Campaign, blood drives, or the U.S. Savings Bonds Campaign) sponsored by the University are considered authorized activities when approved by the President and, therefore, are not precluded by this policy.

In accordance with the Privacy Protection Act of 1976, the University does not provide employee information (i.e., names, addresses, or telephone numbers) to companies for solicitation purposes. In

addition, it is the policy of the University not to release lists or electronic files of names, addresses, and telephone numbers to companies for solicitation purposes.

Student Discipline/Academic Dishonesty

University procedures exist for handling disruptive students and those who engage in academic dishonesty, including cheating on exams, plagiarism and the submission of work created by another individual or by the student for another course. Faculty members are encouraged to include their personal rules for classroom conduct (late arrivals, cell phone usage, etc.) in their course syllabus.

It is strongly recommended that faculty refer students to appropriate resources and/or take time to educate students about citation methods with the goal of avoiding unintentional plagiarism. The Honor Council and the Office of Student Conduct & Academic Integrity (OSCAI) may be called upon to assist in this effort. Faculty are also strongly encouraged to communicate clear expectations in advance of assignments, such as when collaboration is permissible (if at all) for in- and out-of-class work.

The OSCAI exists to promote the community standards of Old Dominion University. Through interactions with students, the goal of OSCAI is to foster a climate of personal and academic integrity that facilitates the success of all University community members. OSCAI oversees the administration of the student conduct process (also known as the "student judicial process") when students are alleged to have violated University policies related to either academic or non-academic misconduct. OSCAI also provides education to the University community and serves as a resource for anyone with inquiries related to student conduct.

Students are expected and required to assume the responsibility for their own behavior and to abide by the laws of the Commonwealth of Virginia, the rules and regulations of Old Dominion University, and the Student Honor Code. A student who violates the general standards of conduct as detailed in [Policy 1530: Student Disciplinary Policies and Procedures](#) may be subject to administrative actions (as defined in Policy 1530 Section III-G) or to one or more disciplinary sanctions (as defined in Policy 1530 Section VII), whether or not civil authorities choose to prosecute.

All reports of alleged misconduct must be submitted in writing to the OSCAI. Students will have a right of access to the full contents of your report per the Family Educational Rights and Privacy Act of 1974 and in accordance with the Student Disciplinary Policies & Procedures.

Instances of classroom disruption should be documented via memorandum and sent to the Office of Student Conduct and Academic Integrity for review. For Academic Dishonesty offenses, the Academic Dishonesty Report Form will assist faculty in preparing appropriate documentation. This form has instructions for completion and can be found online at:

<http://studentaffairs.odu.edu/osja/academicdishonestyreport.pdf>

Additional resources for information on student discipline are available from the [Office of Student Conduct and Academic Integrity](#). You may also refer to the Guidelines and Policy on Dealing with Disruptive Students contained in the Faculty Handbook.

University Communication (University e-mail accounts)

Old Dominion University faculty/staff and students must activate, maintain and regularly access University provided electronic mail (e-mail) accounts. Faculty/staff e-mail accounts are established through the Universal Account Request form upon employment. Information on account security and acceptable usage is available from the Office of Computing and Communications Services and the OCCS website at www.occs.odu.edu.

Faculty/staff and students are required to use valid Old Dominion University e-mail accounts to send and receive official information and notices, and will be held responsible for accessing their electronic mail to obtain official University communications. University e-mail accounts may be accessed from a desktop client (on-campus) and via the Internet at <http://mail.odu.edu>. Failure to access the mail account will not exempt individuals from associated liabilities or meeting deadlines. **Instructors should always use the University e-mail account to communicate with students and with the Registrar's Office.**

While the Electronic Messaging Policy permits forwarding of University e-mail to an alternative e-mail, doing so is a violation of FERPA regulations because it will result in correspondence that may contain protected information, being e-mailed to non-secure locations.

Additional information is provided in University Policy 3517 - [**Electronic Messaging Policy For Official University Communication.**](#)

University Identification Number (UIN)

Effective May 2004, use of the Social Security Number (SSN) was discontinued in favor of an 8-digit University Identification Number (UIN). A UIN is assigned to all employees upon employment and to all students upon completion of admission. It is the primary identifier used to create records in the administrative information system (Banner) and for display on identification cards issued by the University. As required by law, the University will continue to collect the Social Security Number from students and employees for reporting to the Internal Revenue Service and other federal agencies.

Faculty should never use the SSN as the primary identifier of students. Public display of the SSN or UIN is not permitted. Faculty who wish to post grades either for a semester or for a specific examination or assignment should use Blackboard, a secure process, or a random test number assigned to each student. **Official semester grades must be loaded in LEO Online.**

The UIN may be retrieved from the secure self-service website, LEO Online, under the Personal Information section. Log-in/authentication is required.

Use of University Equipment, Materials, and Funds

The use of University equipment or computer software for personal reasons is not permitted. When University equipment must be taken home to complete University business, you must obtain prior approval from your supervisor. The use of University materials or funds for personal reasons is strictly prohibited. Office supplies and work materials are to be used only for conducting University business. Materials purchased with University funds become the property of the University.

Use of University telephones for personal phone calls is not prohibited, but they must be kept to a minimum. Using University telephone lines to accept collect calls or charge long distance calls for personal reasons is strictly forbidden.

Center for Learning and Teaching

The Center for Learning and Teaching (CLT) assists faculty in the integration of technologies into the teaching/learning process and provides workshops/training for faculty and individual/group consultation on any instructional need. CLT offers a wide variety of services related to faculty support. Services include one-on-one consultation, instructional design, course design and development, individual course management, course website development, workshops, and demonstration and evaluation of tools and technologies. Detailed information is available on the web at <http://clt.odu.edu>.

Classroom Central

Classroom Central provides equipment, services, and support to help faculty and students take full advantage of the technology available in the University's technology classrooms and computer labs, and provides audio/visual support for University-sponsored events. Information and request forms are available online at www.occs.odu.edu – click **Instruction**, click **Classroom Central**. Additional information is also provided in the [Classroom Technology](#) section of this handbook.

Office of Computing and Communications Services (OCCS)/Computer Accounts

The Office of Computing and Communications Services (OCCS) has responsibility for research, consultation, support, and maintenance of computing and communications technology for the University. In addition to maintaining the University's central computer system, OCCS provides/manages all computing accounts for employees and students. Primary accounts include a MIDAS account, which is required for access to the University's computing network, and the faculty/staff e-mail account, the official communication medium for the University. Adjunct faculty members are urged to request and activate these accounts as early as possible after being appointed to their position. Blackboard and course evaluations use this account information for access. Account request forms are available online at www.occs.odu.edu – click **E-Mail and Accounts**. Additionally, all faculty members have access to LEO Online, a secure self-service website at www.leonline.odu.edu. No forms are required for LEO access.

Single sign-on access to most University accounts including e-mail, Blackboard and LEO Online is available through the University's web portal at <http://my.odu.edu> and requires the MIDAS ID and password.

OCCS also maintains Academic Computer labs, Instructional Labs, University-wide data and telecommunications networks, and the University telephone system; operates a Technical Support Center; and provides media technology equipment in support of academic and University-related activities (through the Classroom Central unit). Technical assistance is available through the Technical Support Center, 1504 Webb University Center, telephone 757-683-3192 or e-mail occs-help@odu.edu.

Recreation and Wellness

Old Dominion University Recreation and Wellness offers programs, facilities and services for students, faculty and staff to promote healthy and active lifestyles. The Student Recreation Center, located in the heart of campus, is the hub of all sport, wellness and fitness activity. Membership is required. Information is available on the [Recreation and Wellness](#) website.

Registrar's Office

The Office of the University Registrar is located at 116 Rollins Hall, just off 49th Street behind Foreman Field. Office hours are 8 a.m. – 5 p.m., Monday through Friday. Phone: 757-683-4425 and Fax: 757-683-5357. You can also reach the Registrar's Office by e-mail to register@odu.edu. LEO Online and Banner Student Information System support is available via phone, e-mail, or in person.

The Registrar's Office provides the following services to the University community:

- Publication of the academic calendar and exam schedule each semester and summer term
- LEO Online PINs (set/reset) *
- Academic scheduling**
- Determination of in-state tuition status
- Registration of students
- E-mailing of information regarding loading of grades and grading deadlines
- Instructions and assistance with LEO Online features including electronic overrides, loading grades, and faculty/advisor self-service
- Information on FERPA questions and privacy of information
- Graduation clearance and awarding of degrees
- Ongoing record maintenance including grade changes, declaration of majors***, and other functions that cannot be accomplished through LEO Online Self-Service
- Military student services for active duty and military veterans
- Enrollment verifications
- Fulfillment of transcript requests.

* To have your LEO Online PIN set or reset, e-mail register@odu.edu (preferably from your ODU e-mail account) with your University ID number and date of birth, or call 757-683-4425. You must make this request yourself; do not have a departmental staff person request a PIN reset for you. For your protection, verification of your identity will be required.

** All changes to academic schedules (room, class capacity, instructor assignment, etc.) must be made by the **academic department** by e-mailing scheduling@odu.edu.

*** In some Colleges, advisors may now declare majors and perform most curriculum updates through the Advisor Work Page in LEO Online. Some curriculum changes cannot be performed online and should be requested via e-mail to graduate@odu.edu.

University Libraries

The University has three Libraries – the Patricia W. and J. Douglas Perry Library, the F. Ludwig Diehn Composers Room (services and resources related to the musical collections held by the Old Dominion University Libraries), and the Elise N. Hofheimer Art Library. Adjunct faculty members must activate library registration by visiting the Perry Library and presenting their University ID card or letter of appointment. Library staff will register you for borrowing materials held by the library. Borrowing periods for faculty are generally semester-long, with the exception of audio-visual materials, data CDs, sound recordings, and bound journals. Borrowing periods for these items vary from 3 days to 2 weeks depending on the particular item and location. Library services for faculty members are listed on the Library web page at www.lib.odu.edu/resourcesfor/faculty.htm. All services described in this handbook are available through the webpage.

Reserve items: You may place personal or library-owned materials on reserve for specific class use and may specify a borrowing period best suited for teaching needs. You are encouraged to set up reserves prior to the start of the semester, but may do so at any time during the semester. For information on copyright guidelines related to reserve materials please see our web page at: www.lib.odu.edu/resourcesfor/reserves/copyright.htm.

Interlibrary loan and document delivery services are available to all faculty members and may be requested through the Libraries' ILLiad online request system. In most cases, the Libraries will be able to locate and borrow (or obtain an electronic copy) of books, journal articles, conference papers, and any other materials needed. Online copy will be electronically delivered; print copy will be available for pick up in the library.

Online access to the University's extensive online research, journal and other academic databases can be established by calling the Perry Library's Reference and Research Services desk. Once your name is in the proxy server database, you can access University online subscriptions with your University e-mail address as user name and your UIN as password.

Library instruction: To schedule a library instruction session, faculty should submit an online request for a class session or tour. Faculty are encouraged to refer students initiating research paper assignments to the reference librarians for assistance on how to select and use appropriate databases and other online and print resources. Adjunct faculty are welcome to suggest purchase of library materials in support of their classes; requests for new titles may be directed to the department's faculty library representative, or directly to the library and one of its librarian liaisons.

All library online resources are available to the University's distance learning students. Library instruction sessions may be booked for distance learning classes, and students referred for individualized research consultations with a reference librarian. Specific online materials can be linked through Blackboard or provided as PDF files within Blackboard. Interlibrary Loan Services provides materials held in Perry or the branch libraries for use by distance learning students.

University Services (Other)

There are many other services available to adjunct faculty. A directory of those services is provided in Appendix C at the end of this handbook.

SERVICES FOR STUDENTS

The University provides a significant number of services for students. Your awareness of some of these services will enhance your ability to help your students be successful.

Academic Enhancement

The Division of Academic Enhancement coordinates the academic services designed to ensure student success and enhance undergraduate retention. These services include orientation, placement testing, academic advising, parent programs, mentoring and tutoring, learning communities, career management, experiential learning evaluation, developmental course offerings, academic continuance, transfer student services, and student success programs.

Career Management Center

The Career Management Center (CMC) provides career assistance, resources, and experiences to current students and alumni. Through the Career Advantage Program (CAP), the CMC offers work experience related to majors through internships, cooperative education, or practical experience outside the classroom. The CMC also offers the Alumni Advantage Program for graduates, as well as Recruiting Advantage Partnerships for employers. Additional information is available on the [CMC website](#).

Student Support Services

Student Support Services (SSS) offers services and activities to help qualified students achieve and maintain satisfactory academic standing. Available services include tutoring, academic skills workshops, advising activities, and cultural enrichment and educational activities. SSS is a program within the [Division of Academic Advancement](#).

Tutoring Central

Tutoring Central provides trained tutors and staff members who are committed to the success of our students. Individual appointments, small-group tutoring, drop-in tutoring and study skills assistance are offered at no cost to students. Services and resources include content and academic skills tutoring, online tutorial software, and peer mentoring. Information is available online at uc.odu.edu/taa.

Writing Center

The Writing Center, a component of the Division of Academic Enhancement, assists students with fulfilling the University's writing requirements. The Center offers basic writing courses and five-week workshops for writing and spelling improvement.

Writing Tutorial Services

[Writing Tutorial Services](#) (WTS), located in BAL 1002, works with undergraduate and graduate students in all disciplines to prepare them for the challenges of composing essay assignments, test preparation, seminar papers, theses, dissertations, and application materials. Faculty members are encouraged to work with WTS on writing concerns specific to their course materials. WTS offer offers student workshops throughout the semester.

RESPONSIBILITIES

Change in Your Status

You should contact the Office of Human Resources if any of your personal information, such as your name, address, or telephone number changes. This helps keep the University's personnel and payroll records current. University employees may not make these changes via LEO Online; always contact Human Resources to make changes.

Customer Relations

A great University is judged in many ways, one of which is by the conduct of its employees. Each of us represents Old Dominion University when dealing with students, fellow employees, and the general public. We should conduct ourselves in a professional, courteous, and cooperative manner.

Human Relations

Each of us should promote a work environment in which individual freedom and dignity are respected and everyone is treated equitably.

Safety

The safety of our employees, students, and visitors is of primary importance to the University. A formal University safety program has been established in order to create and maintain a hazard-free environment in which all University groups may function, as well as to provide for protection of University physical property. If you recognize an existing or potential hazard, please contact the University Risk Manager at 757-683-4009. In the event of an emergency, call the Department of Public Safety at 757-683-4000 or use one of the red phones located throughout the campus. The Department of Public Safety may also be called to transport an injured person for medical attention.

Threat Education, Assessment, and Management (TEAM)

Old Dominion University recently established the Threat Education, Assessment, and Management (TEAM), a cross-functional, multidisciplinary group with responsibility for identifying, evaluating, and managing the risks associated with certain behaviors that may pose a threat to the safety of the campus community. The TEAM has identified specific behaviors that may cause concern. These include: communications (explicit or veiled) of intent to harm someone or self, possession of a weapon, and angry and verbally abusive behavior that suggests violent intentions. Remember that threats can be expressed through any media (cell phones, radio, Internet), through drawings or other visual representations, and behaviorally, such as through gestures.

What you should do:

1. In imminent emergencies, contact the ODU Police Department at 757-683-4000
2. Report behaviors of concern to any member of the TEAM (co-chairs are George Votava, Interim Chief of Police, 757-683-4000 and September Sanderlin, Acting Vice President of Human Resources, 757-683-3042)
3. Make an anonymous report through the "[Silent Witness Form](#)" located on the ODU Police Department website.
4. **WHEN IN DOUBT, REPORT THE CONCERN**

ADMINISTRATIVE CONCERNS

Dealing with the Media

The Office of University Relations is responsible for coordinating media contacts, i.e. newspaper, television, and radio. If a reporter contacts you because of your job at the University, you should refer the reporter to the Office of University Relations (757-683-3114) prior to commenting on questions the reporter may ask. Also, inform your supervisor about the media contact.

Holidays

The University does not observe all holidays authorized by the Commonwealth of Virginia, which provides the flexibility to provide additional days between Christmas and New Year's. A detailed [annual holiday schedule](#) is maintained on the Department of Human Resources website.

A list of the exact calendar days of the holidays is also included in the Academic Calendar, available on the Registrar's Office website at www.odu.edu/registrar.

Mail (inter-office)

Please contact your department for information on how mail is distributed to adjunct faculty.

Pay

Adjunct faculty members are paid at a fixed rate, within rank, for each credit hour. This rate differs for laboratory, clinical or lecture courses. Typically, adjunct faculty members teaching a full semester are paid seven times per semester. For the Fall semester, the first pay is issued on September 16; for the Spring semester, the first pay is issued on February 16. Any variations from this schedule will be communicated via University e-mail. Pay dates for partial semester courses and summer courses depend upon the time period in which teaching occurs. You will receive an e-mail at the beginning of each semester with instructions for viewing and confirming your compensation in LEO Online.

All new University employees are required to sign up for Direct Deposit of paychecks. This information will be provided in your hiring packet. The following items must be deducted from your paycheck: Social Security (FICA), federal withholding tax, and state withholding tax. In order to be paid, you must present (in person) evidence that you are a U.S. resident and fill out an immigration form (I-9). You may do this at the Office of Academic Affairs, Room 222, Koch Hall.

All new employees are required by Virginia law to disclose whether they are subject to an income withholding order for child support. If an employee is subject to an income withholding order, the University is required to withhold wages according to the terms of the order. The University is authorized to charge a service fee of \$5 for each pay period in which there is remittance of child support payments. All new employees must complete the Child Support Disclosure Form. Falsification or material misrepresentation in the completion of the form may subject the employee to immediate termination.

Record Maintenance

The Office of Human Resources maintains personnel files for adjunct faculty. All record maintenance and access shall be in compliance with policies of the Virginia Department of Human Resource Management, as well as the Virginia Freedom of Information Act and Privacy Protection Act. Employment verification requests should be directed to the Office of Human Resources. Note that employees are required to notify Human Resources with change of address or other personal record information; employees are not permitted to make address changes through LEO Online Self-Service.

FACULTY TEACHING OFF-CAMPUS

Regional Higher Education Centers – *Peninsula, Tri-Cities, and Virginia Beach*

Old Dominion University operates three higher education centers within the metropolitan region, located in Hampton, Portsmouth, and Virginia Beach. These centers host a wide range of academic programming including undergraduate and graduate degrees and certificates. Courses are conducted through multiple modalities, including traditional face-to-face, 2-way video-conferencing, satellite-delivery, web-based, and hybrid programming. Student support services available include academic advising, computer labs, testing, tutoring, Cyber Career Center resources, athletics tickets, and access to the University's library and computer networks. In collaboration with Center directors and staff, academic departments headquartered on the Norfolk (main) campus assign faculty who teach courses at the Regional Centers. University services available to adjunct faculty at all three Centers include:

- Office space with standard university workstation
- Mailbox
- Technology training and support for Traditional/Technology classrooms, Instructional Computer Labs, 2-way Video-Conferencing classrooms, and Distance Learning origination
- Support for Video-Streaming, Web-based, and other university-standard technologies
- ID card photos & production
- Library services

The Virginia Beach Center also provides an on-site café, University Bookstore satellite location, Student Learning Commons, Recreation & Wellness programming, and Parking Services. (Parking is free at Peninsula and Tri-Cities centers.)

ODU-Peninsula Higher Education Center

600 Butler Farm Road, Suite 220
Hampton, Virginia 23666
757-766-5200 (switchboard); 757-766-5102 (fax)
phec@odu.edu
<http://www.odu.edu/peninsula>

ODU-Tri-Cities Higher Education Center

1070 University Boulevard
Portsmouth, VA 23703
757-686-6220 (switchboard); 757-686-6219 (fax)
tncc@odu.edu
<http://www.odu.edu/tricities>

ODU-Virginia Beach Higher Education Center

1881 University Drive
Virginia Beach, VA 23453
757-368-4100 (switchboard); 757-368-4109 (fax)
vbhec@odu.edu
<http://www.odu.edu/vbhec>

Distance Learning Faculty

Additional support for faculty teaching off-campus courses is provided by the Office of Distance Learning located in Room 401, Gornto Center. Please contact Distance Learning at 757-683-5314 if you have questions or need additional information. Students register for off-campus courses in the same way they do for on-campus courses. Instructions for using LEO Online to register for classes are available on the Registrar's website.

INDIVIDUAL COLLEGE INFORMATION

College of Arts and Letters

Mission Statement: The College of Arts and Letters is committed to extending knowledge of the arts, humanities, and social sciences. The College celebrates its students' desire for learning and its faculty's commitment to scholarly and creative research within and across disciplines. It plays a major role in Old Dominion University's evolution as a comprehensive research institution of higher education. Through the myriad accomplishments of its students and faculty, moreover, the College enriches the communities it serves.

Dean's Office: Office Manager Kathy Pim, 9000 Batten Arts and Letters; Phone: 757-683-3925; Fax: 757-683-3317

Administration: Dr. Charles E. Wilson, Interim Dean; Dr. Janet Katz, Associate Dean; Dr. Robert Wojtowicz, Associate Dean; Fred Bayersdorfer, Assistant Dean of the Arts

Website: <http://al.odu.edu/>

Directory:

Department	Chair	Office Manager/ Administrative Assistant	Phone
Art	Dr. Dianne deBeixedon	Robbin Love VAB 203	757-683-4047
Communication & Theatre Arts	Dr. Stephen Pullen	Jennifer Barksdale BAL 3000A	757-683-5213
English	Dr. Dana Heller	Marsha White-Jones BAL 5000A	757-683-3927
Foreign Languages & Literatures	Dr. Angelica Huizar	Yvette Lee BAL 4004	757-683-3973
History	Dr. Austin Jersild	Kelly Duggins BAL 8000A	757-683-3931
Music	Professor John Toomey	Patti Casper FPA 244	757-683-4061 757-683-4062
Philosophy & Religious Studies	Dr. Dale Miller	Deborah Bond BAL 9018	757-683-3861
Political Science & Geography	Dr. Francis Adams	Deborah Giles BAL 7000A	757-683-4643
Sociology & Criminal Justice	Dr. Randy Gainey	Calisa Farmer BAL 6000A	757-683-3795
Women's Studies	Dr. Yvette Pearson (Acting)	Stacey Parks BAL 9011	757-683-6509

College of Business and Public Administration (CBPA)

Mission Statement: The College of Business and Public Administration prepares students, in a global context, both professionally and ethically, for successful careers in business, government, and non profit sectors; to perform relevant basic, applied and educational research; all for the regional, national and global economic communities.

Dean's Office: 2004 Constant Hall; Phone: 757-683-3520; Fax: 757-683-4076

Administration: Dr. Gilbert Yochum, Dean; Dr. Ali Ardalan, Associate Dean; Dr. Connie Merriman, Assistant Dean

Website: <http://bpa.odu.edu/>

Directory:

Department	Chair/Director	Office Manager/ Administrative Assistant	Phone
Accounting	Dr. Doug Ziegenfuss, Chair	TBA 2124 Constant Hall	757-683-3501
Economics	Dr. Christopher Colburn, Chair	Vicky Curtis 2044 Constant Hall	757-683-3567
Finance	Dr. Mohammad Najand, Chair	TBA 2124 Constant Hall	757-683-3501
Information Technology/ Decision Sciences	Dr. G. Steven Rhiel Dr. Li Xu, Coordinator (IT)	Vicky Curtis 2044 Constant Hall	757-683-3488
Management	Dr. Paul Champagne, Chair	Lesley Robinson 2126 Constant Hall	757-683-3544
International Business	Dr. Bruce Seifert, Coordinator (IB)	Lesley Robinson 2126 Constant Hall	757-683-3544
Marketing	Dr. Anusorn Singhapakdi, Chair	Lesley Robinson 2126 Constant Hall	757-683-3557
Urban Studies & Public Administration	Dr. John Lombard, Chair	Megan Jones (Program Manager) 2084 Constant Hall	757-683-3961
Masters in Business Administration (MBA)	Dr. Larry Filer, Director	Sandra Phillips 1026 Constant Hall	757-683-3585
Economics Club	Dr. Bruce Rubin, Director	Katrina Davenport 2008 Constant Hall	757-683-5138
E.V. Williams Center for Real Estate & Economic Development	Dr. John Lombard, Director	Kyllie Brinkley (Program Manager) 2097 Constant Hall	757-683-5352
Executive Development Center	TBA	2101 Constant Hall	757-683-5825
International Maritime, Ports, and Logistics Management Center	Dr. Wayne Talley, Director	2161 Constant Hall	757-683-3964

Darden College of Education

Mission Statement: The Darden College of Education is committed to excellence in teaching, scholarly activities, and service. The College strives to meet the needs of the community while maintaining national and international prominence. It is dedicated to preparing distinguished professionals who become leaders in their fields. The College fulfills its mission through its undergraduate and graduate programs in the fields of education, counseling and human services, exercise science, sports management, recreation, training, fashion, speech-language disorders, instructional and occupational technology, as well as through its many continuing education activities.

Dean's Office: Administrative Assistant Maria Lopez, 218 Darden College of Education Building, telephone: 757-683-3938, fax: 757-683-5083

Administration: Dr. Linda Irwin-DeVitis, Dean; Dr. Sharon Judge, Associate Dean of Graduate Studies

Academic Departments: Adjuncts should contact their department for specific information about courses. The directory below presents contact information for each of the five academic departments in the Darden College of Education as well as course prefixes. For example, if you are teaching a course with a CCL prefix, your home department is Educational Leadership and Counseling (ELC).

Website: <http://education.odu.edu/>

Directory:

Department	Chair	Office Manager	Phone	Course Prefixes
Teaching and Learning (T&L)	Dr. Charlene Fleener	Barbara Webb Education 145	757-683-3284	LIBS
				READ
				TLCI
				TLED
Counseling and Human Services (CHS)	Dr. Danica Hays	Saysha Malbon Education 110	757-683-3326	COUN
				HMSV
Communication Disorders and Special Education (CDSE)	Dr. Nicholas Bountress	Sheryl Spence 237 Child Study Center	757-683-3226	CSD
				CDSE
				SPED
Educational Foundations and Leadership (EFL)	Dr. Jay Scribner	Dawn Hall Education 120	757-683-5163	CCL
				ELS
				FOUN
				HIED
Human Movement Sciences (HMS)	Dr. Robert Spina	Mary Addison 201 SRC	757-683-3351	HMS
				EXSC
				HE
				HPE
				PE
				RTS
				SMGT
STEM Education and Professional Studies (STEMPS)	Dr. Phillip Reed	Shirley Herline Education 228	757-683-4305	IDT
				SEPS
				STEM

Frank Batten College of Engineering and Technology

Mission Statement: In accordance with the mission of Old Dominion University, The Frank Batten College of Engineering and Technology promotes the advancement of engineering knowledge, both by its creation and dissemination, and by providing successful graduates and a continuously-improving learning environment to its constituents, while maintaining ethical, multicultural and global standards.

Dean's Office: Administrative Assistants Halldora Hollinshead and Kristyn Danson, 102 Kaufman Hall; Phone: 757-683-3789; Fax: 757-683-4898

Administration: Dr. Oktay Baysal, Dean; Dr. Osman Akan, Associate Dean; Dr. Linda Vahala, Associate Dean; Dr. Berndt Bohm, Assistant Dean

Website: <http://www.eng.odu.edu/>

Directory:

Department	Chair	Office Manager/ Administrative Assistant	Phone
Civil and Environmental Engineering	Dr. Gary Schafran	Sue Smith Kaufman 135	757-683-4469
Electrical and Computer Engineering	Dr. Shirshak Dhali	Linda Marshall Kaufman 231	757-683-3741
Engineering Management and Systems Engineering	Dr. Resit Unal	TBD Kaufman 241	757-683-4558
Engineering Technology	Dr. Mileta Tomovic	Tiffany Cummings Kaufman 214	757-683-3765
Mechanical and Aerospace	Dr. Jen-Kuang Huang	June Blount Kaufman 238	757-683-6363
Modeling and Simulation	Dr. Roland Mielke	Danielle Achterfeld ECSB 1108	757-683-3033

College of Health Sciences

Mission Statement: The College of Health Sciences will provide leadership in healthcare by offering excellent educational experiences in a quality learning environment to facilitate the development of competent, caring health professionals; by generating knowledge through inquiry and discovery; and by engaging in lifelong learning, professional, and community service.

Dean's Office: Administrative Assistant Connie Davis, 2114 Health Sciences Building, telephone - 757-683-7960, fax - 757-683-5674

Administration: Dr. Shelley C. Mishoe, Dean; Dr. Richardean Benjamin, Associate Dean; Deborah Bauman, Assistant Dean

Website: <http://hs.odu.edu/>

Directory:

Department	Chair	Office Manager/ Administrative Assistant	Phone
Community and Environmental Health	Dr. Deanne Shuman (Interim)	Lillian Thompson HS 3104	757-683-6953
Dental Hygiene	Ms. Michele Darby	Jane Plummer-Washington HS 2011	757-683-3338
Medical Laboratory and Radiation Sciences	Ms. Sophie Thompson	Trina Hawkins HS 2118	757-683-3589
Physical Therapy	Dr. Martha Walker	TBA HS 3118	757-683-4519
Nursing	Dr. Karen Karlowicz	Linda Wray HS 2152	757-683-4297
Dental Hygiene Care Facility	Ms. Lynn Tolle, Director	Natasha Priester HS 1101	757-683-4308
Center for Global Health	TBD, Director	Erin McClinton Room 2114	757-683-4960

College of Sciences

Mission Statement: The mission of the College of Sciences is to “Bring the future to the present.”

Dean’s Office: Administrative Assistant Andrea Stephen, OCNPS 143, telephone – 757-683-5057, fax – 757-683-3034

Administration: Dr. Chris Platsoucas, Dean; Dr. Christopher Osgood, Associate Dean; Dr. Terri Mathews, Associate Dean

Website: <http://sci.odu.edu/>

Department	Chair	Office Manager/ Administrative Assistant	Phone
Biological Sciences	Dr. Wayne Hynes	Marla Harvey MGB 110	757-683-3595
Chemistry and Biochemistry	Dr. Peter Bernath	Janice Moore Alfriend Chemistry 110	757-683-4078
Computer Science	Dr. Desh Ranjan	Phyllis Woods E&CS 3301	757-683-4817
Mathematics and Statistics	Dr. J. Mark Dorrepaal	Sheila Hegwood E&CS 2300	757-683-3887
Ocean, Earth and Atmospheric Sciences	Dr. Rodger Harvey	Toni Cawley OCPNS 406	757-683-4943
Physics	Dr. Charles Sukenik	Lisa Okun OCNPS 308	757-683-6086
Psychology	Dr. Barbara Winstead	Mary Boswell MGB 250	757-683-4463

APPENDICES

Appendix A: Adjunct Faculty Checklist of Critical Tasks

The following is a list of critical tasks that should be completed by all adjunct faculty in advance of beginning your employment:

- Complete all employment forms as indicated in employment packet
- Request and activate your computer accounts, including MIDAS and University e-mail account
- Familiarize yourself with LEO Online, the secure faculty self-service website
- Obtain your ID Card
- Purchase parking pass
- Request classroom keys
- Attend mediated classroom equipment training (if applicable)

Appendix B: Adjunct Faculty Checklist of Employment Forms

(These will be provided to you, but are also available on the Human Resources website at <http://www.odu.edu/ao/humanresources/> by selecting the Forms link on the right side menu)

- Vita/resume (original to the Department/College, copy to Academic Affairs)
- Official transcript of highest graduate degree – (original to the Department/College, copy to Academic Affairs)
- Copy of Social Security Card (required by University payroll policy and IRS payroll regulations)
- Employment Verification Eligibility Form (Form I-9 – required by Federal law, must be completed within three days of commencing employment)
- Child Support Disclosure and Authorization (required by Virginia law)
- Summary of the Commonwealth of Virginia’s Policy on Alcohol and Other Drugs (required by Commonwealth of Virginia Human Resources Policy)
- Selective Service Registration Verification – Males Only (required by Virginia law)
- Use of Internet and Electronic Communication Systems (required by Commonwealth of Virginia Human Resources Policy)
- Elected Official Disclosure Form (if applicable)
- Conflict of Interest Form
- Federal Income Tax Withholding Exemption (Form W-4). *Unless withholding exemption forms are completed, Payroll Office must withhold the maximum amount of taxes.*
- State of Virginia Income Tax Withholding Exemption (Form VA-4). *It is important that out-of-state adjunct faculty complete the VA-4 and claim exemption from Virginia withholding. Otherwise, you will be required to file a Virginia tax return in order to get withheld taxes returned.*
- Direct Deposit Form (**Mandatory for all new hires**)

Appendix C: Additional University Services

Service	Contact Telephone (Area code 757)
Alumni Office	683-3097
American Association of University Professors	683-3982
Asian-American Faculty Caucus	683-3762
Association of University Administrators	683-5777
Athletics	683-3375
Campus Security	683-4000
Counseling Center	664-7690
Credit Union	533-9308
Dental Hygiene Clinic	683-4308
Educational Accessibility	683-4655
Escort Services	683-3477
Faculty Senate	683-3427
Faculty/Staff Gays, Lesbians, Bisexuals & Allies	683-4328
Filipino-American Association	683-5099
Health Center	683-3132
Human Resources	683-3042
International Programs	683-4419
Military Activities	683-3018
Military Student Services	683-3706
Student Conduct and Academic Integrity – Mike Debows	683-3431
OCCS Help Line	683-3192
ODU Cares	683-3699
Public Safety	683-4003
Student Engagement	683-3442
Student Success Center	683-3699
THREAT – Richard Merz	683-4003
University Chaplains	489-9096
Women’s Caucus	683-3801
Women’s Center	683-4109
Work Management (After Hours)	683-4626 477-9869 (After Hours)

Appendix D: Official Media Outlets for Announcing University Closing

In addition to the [Old Dominion University website](#), University closings and cancellations are announced via the following:

Radio Stations

WHRV-FM 89.5
 WTAR-AM 790
 WKOC-FM 93.7
 WNIS –AM 850
 WNSB-FM 91.1
 WPTE FM & AM 94.9
 WJCD, WOWI, WSVY-103 JAMS
 WPCE-AM 1400
 WTJA-AM 1270
 WHOV-FM 88.1
 WROX-FM 96.1
 WFOG-FM 92.9
 WWDE-FM 101.2 2WD
 WNOR/WAFX-FM 98.7
 WCMS FM&AM 100.5
 WGH AM ESPN (1310)
 WNVZ FM Z104 (104.5)
 WKOC FM (93.7)
 WCMS FM (100.5)

Television Stations

WTKR (CBS) 3
 WAVY (NBC) 10
 WVEC (ABC) 13
 WHRO (PBS) 15

Newspapers

The Virginian Pilot
 The Daily Press