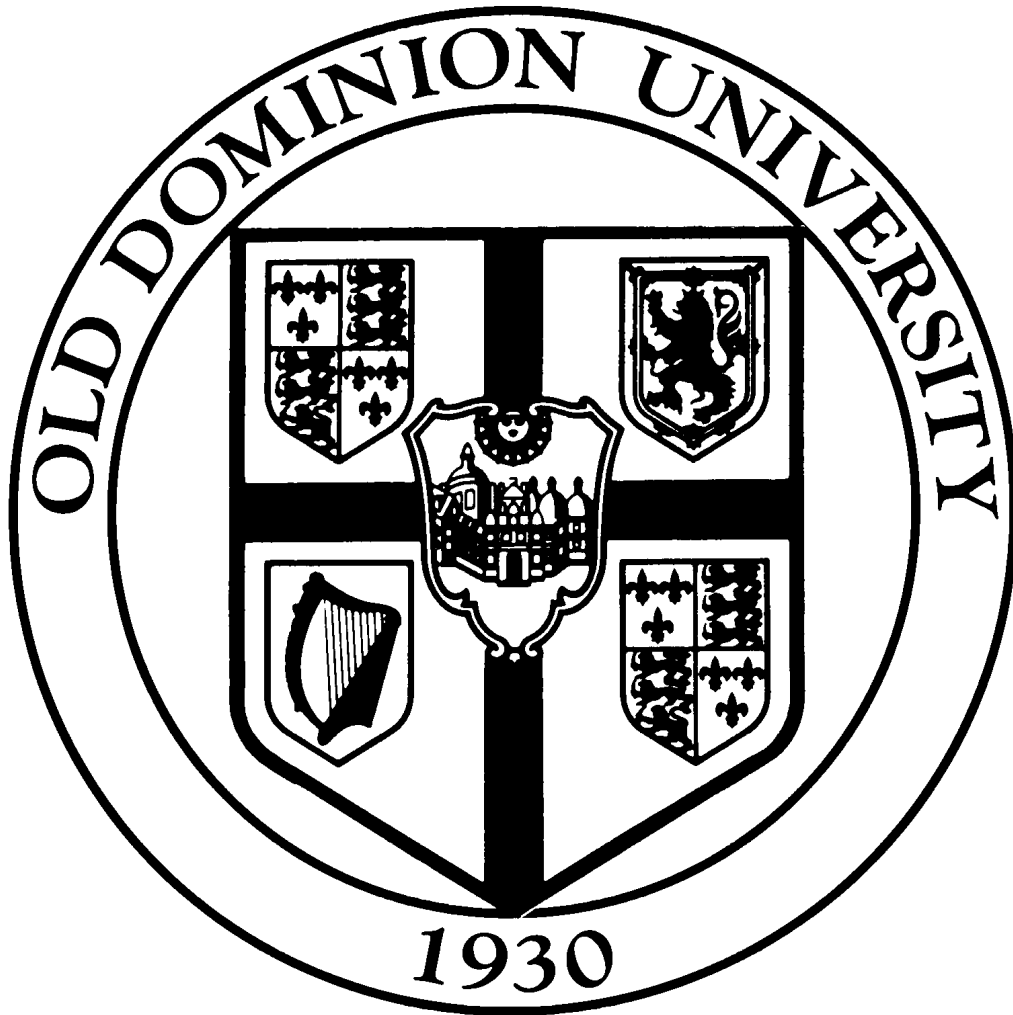


AGENDA



Old Dominion University
Board of Visitors
December 4, 2014

**BOARD OF VISITORS
OLD DOMINION UNIVERSITY
Thursday, December 4, 2014, 9:00 a.m.
Board Room, Webb University Center**

AGENDA

- I. Call to Order
Ronald C. Ripley, Rector

- II. Statewide Strategic Plan for Higher Education
John R. Broderick, President

- III. Old Dominion University's 2014-2019 Strategic Plan
Carol Simpson, Provost and Vice President for Academic Affairs
Ellen Neufeldt, Vice President for Student Engagement & Enrollment Services

- IV. Recess for Standing Committee Meetings
Ronald C. Ripley, Rector

- V. Reconvene
Ronald C. Ripley, Rector

- VI. Approval of Minutes – September 18, 2014 Meeting
Ronald C. Ripley, Rector

- VII. Rector's Report
Ronald C. Ripley, Rector

Ratification of Action Taken by Executive Committee on November 17, 2014 (pp. 3-4)

- VIII. President's Report
John R. Broderick, President

- IX. Reports of Standing Committees
 - A. Audit Committee
Ronald C. Ripley, Rector & Presiding Chair

 - B. Academic and Research Advancement Committee
Andrea M. Kilmer, Chair
 - 1. Mid-Year Tenure Recommendation (pp. 5-7)
 - 2. Award of Tenure to a Faculty Member (pp. 8-9)

Consent Agenda

3. Faculty Appointments (pp. 10-11)
4. Administrative Appointments (pp. 12-16)
5. Emeritus/Emerita Appointments (pp. 17-18)

Regular Agenda

6. Proposed Revisions to the Policy on Evaluation of Faculty (pp. 19-23)
7. Proposed Revisions to the Guidelines on Named Chairs and the Guidelines on Named Professorships (pp. 24-27)
6. Proposed Revisions to the Faculty Grievance Policy (pp. 28-32)
7. Proposed New Ph.D. Program in Kinesiology and Rehabilitation Sciences (p. 33)

C. Administration and Finance Committee
Robert M. Tata, Chair

D. University Advancement Committee
Mary Maniscalco-Theberge, Secretary & Presiding Chair

Resolution to Name the President's Residence as The Jacobson House (p. 33)

E. Student Enhancement & Engagement Committee
J. William Cofer, Chair

X. Old/Unfinished Business
Ronald C. Ripley, Rector

XI. New Business
Ronald C. Ripley, Rector

XII. Adjournment
Ronald C. Ripley, Rector

**RATIFICATION OF ACTION TAKEN BY EXECUTIVE COMMITTEE
ON NOVEMBER 17, 2014
HONORARY DEGREE RECOMMENDATION**

RESOLVED that the Board of Visitors ratifies the action taken by the Executive Committee on November 17, 2014, to approve the award of a Doctor of Humane Letters (*honoris causa*) to Susan S. Goode, community leader and volunteer.

Mrs. Susan S. Goode

Profession

- Retired School Teacher

Education

- Bachelor's degree, Duke University
- Honorary Doctorate of Humane Letters, Roanoke College, 2008

Community Involvement

- Goode has been actively involved in community, arts and historical affairs in Roanoke and Norfolk, Virginia for more than forty years.
- She is a recognized community leader and volunteer who devotes her time and support throughout Virginia and the United States as a member of various nonprofit organizations.

Boards And Volunteer Work

- Board Member, Americans for the Arts
- Board Member, Virginia Museum of Fine Arts
- Board of Trustees Member, Virginia Historical Society; previously held the position of Regional Vice Chairman until 2007
- Former Board Member, Virginians for the Arts
- Secretary, Board of Directors, Virginia Symphony Orchestra
- Member, Norfolk Commission on the Arts and Humanities
- Member, Collection Committee, Chrysler Museum of Art
- Advisory Board Member, Honorary Chairwoman and former Director of the YWCA of South Hampton Roads
- Board of Trustees, Virginia Wesleyan College
- Member, Norfolk Public Arts Commission

Norfolk And Hampton Roads Contributions

- Goode's passion for classical music and her belief that music education makes a difference in children's lives led her to help create the Virginia Symphony Partners in Education program.
- She is a 2014 recipient of the Women of Distinction Award from the YWCA of South Hampton Roads for her community volunteer work in the arts.
- The YWCA of South Hampton Roads Susan S. Goode Building is named in honor of Goode for her volunteer service and contributions to the local community.
- She has held various positions in the League of Women Voters.

- She is also a contributor to the Virginia Beach Contemporary Arts Center.
- She and her husband, David R. Goode, are benefactors to Virginia Wesleyan College's new arts building.
- The Goodes are benefactors to the Art Museums of Colonial Williamsburg whose contributions will support tours, teacher workshops and regular classes that will be offered at the DeWitt Wallace Decorative Arts Museum's newly named Susan Goode Education Gallery.

Old Dominion Involvement

- The Goodes supported the Arts in the Village project which led to the naming and grand opening of the state-of-the-art Goode Theatre in 2012.
- The couple also established the David and Susan Goode Endowment for the Arts in 2006 for art programming and activities associated with the Baron and Ellin Gordon Self-Taught Art Collections and Gallery, located in University Village.

Roanoke Contributions

- Goode spent four years as chairman of the Roanoke City Planning Commission.
- Goode was a board member of the Virginia Foundation for the Humanities from 1995 to 2001.
- The couple is a benefactor to Roanoke's Taubman Museum of Art and its David R. and Susan S. Goode Gallery.

Joint Recognition

- The Virginia Museum of Fine Arts named the David and Susan Goode collection for the couple's donation of American contemporary master prints dating from the early 20th century.
- The Goodes received the Governor's Arts Award in 2008 which recognized their lifetime achievement and commitment to arts and culture.
- The couple was recognized on the 2014 Power List by *Inside Business* for their work on behalf of the arts across Virginia.
- The Goodes donated a number of artifacts from the old Farmville rail line and the 1218 locomotive which are considered to be a unique tribute to Roanoke's strong rail history. The donation resulted in honoring the couple with the creation of the David R. and Susan S. Goode Rail Walk.

MID-YEAR TENURE RECOMMENDATION

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the award of tenure and promotion to associate professor for the following faculty member at Old Dominion University. The tenure and promotion will be effective with the Spring 2015 semester.

College of Engineering and Technology

Shu Xiao

Department of Electrical and Computer Engineering

Analysis and Recommendation:

The following contains my recommendation for the tenure application of Dr. Shu Xiao, currently Assistant Professor of Electrical and Computer Engineering in the Batten College of Engineering and Technology.

The ODU Faculty Handbook states that “The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission.” [Faculty Handbook: Tenure. I. Purpose of Tenure]. The promotion to the rank of Associate Professor “is based on established high quality of performance in teaching, research, and service and pre-eminence in at least one of these areas.” [Faculty Handbook: Academic Rank and Promotion in Rank. I. A.2]

Recommendations were received from the departmental, college, and university promotion and tenure committees, as well as from the department’s chair and the college dean. These different levels of review are important in providing a thorough and fair analysis of a faculty member’s contributions in the three areas of evaluation and allow for a uniform evaluation of faculty across departments and colleges.

The recommendations from the five levels of review described are unanimous in their support for Dr. Xiao’s tenure and promotion. The departmental promotion and tenure committee voted 13 in favor and 0 against tenure and promotion, the College promotion and tenure committee voted 5 in favor and 0 against, and the University promotion and tenure committee voted 6 in favor and 0 opposed. The department chair and the college dean both strongly recommend tenure and promotion. Based on my own independent evaluation of the materials submitted, it is my judgment that Dr. Xiao has easily met the standards for tenure at Old Dominion University.

Dr. Xiao received his Ph.D. (2004) from Old Dominion University and holds a joint MS/Ph.D. (2001) in Physical Electronics from the University of Electronics Science and Technology in Chengdu, China. Dr. Xiao’s position at Old Dominion University since 2008 is 50% in the Department of Electrical and Computer Engineering and 50% in the Frank Reidy Center for Bioelectrics. Prior to joining the ODU faculty as Assistant Professor, he was a Post-Doctoral Research Associate (2004-2007) and then Research Assistant Professor (2007-2008) with the Frank Reidy Center for Bioelectrics.

Since joining the tenure track faculty of Old Dominion University, Dr. Xiao has held a reduced teaching load commensurate with his 50% appointment in the Frank Reidy Center for Bioelectronics. He has developed and regularly taught 2 different courses at the 400/500-level, on power electronics and electric drives and obtained two education grants, one from Dominion Foundation (\$30,000) and one from the Department of Energy/University of Minnesota (\$24,999), to develop labs for these two courses as part of future energy career training. Dr. Xiao has also taught a Master's Project class and a 3-week module for the Engineering Fundamentals course ENGN110. In addition to his classroom teaching, Dr. Xiao has supervised or co-supervised 5 undergraduate research students, 6 senior design projects, and has graduated one Ph.D., 3 M.S. and 4 M.E. students. He has two M.E. students and a post-doctoral fellow currently under his supervision, has advised two visiting doctoral students from Korea and China, respectively, and has served on the thesis committees of 3 additional Ph.D. graduates, including one from the Department of Biological Sciences.

The peer evaluation of Dr. Xiao's course portfolio indicates that he provides the necessary standard of rigor. Although improvements in providing additional feedback to students is recommended, his peer evaluators and his department chair particularly commend him for developing hands-on experiences to enhance student learning, especially at the freshman level. He is a popular instructor who receives high scores from students on the course opinion surveys. Overall, Dr. Xiao's teaching effectiveness is considered satisfactory.

Dr. Xiao's area of scholarly expertise is in pulsed power, electromagnetics and power electronics. Since joining ODU as Assistant Professor he has published 23 co-authored, peer-reviewed articles in high-impact journals. He had another 11 papers published prior to 2008, one of which (published in 2007) won the 2013 *Bioelectromagnetics* most cited paper award. During his probationary period, Dr. Xiao has also published 4 technical reports and 19 Abstracts, several of which as first author, and has presented 12 papers, including 3 Invited papers, at international conferences.

As a co-investigator with more senior faculty in the Frank Reidy Center for Bioelectronics, and also as the lead or sole Principle Investigator, Dr. Xiao has been successful in obtaining external funding in excess of \$1.7 million from a variety of funding agencies including the National Institutes of Health, Office of Naval Research, General Dynamics, and SPAWAR and other Department of Defense agencies. He has also applied for 4 patents with his colleagues, on one of which he is the lead author. He was awarded his department's Outstanding Research Award in 2011 and again in 2014.

External reviewers are on the whole supportive, with only one reviewer giving a less than enthusiastic response, saying that Dr. Xiao's research is "of high quality," but has "not had the required time to be disseminated to the extent that would allow the scientific novelty and impact on the field... to be widely recognized and appreciated." This reviewer also considers that Dr. Xiao has a "weak level of external funding" although his work "certainly has the potential to achieve high visibility and significant impact at an internationally competitive level." However the other 3 external reviewers are much more positive, with one saying that Dr. Xiao is "already being recognized nationally and internationally as one of the leading researchers in the field of pulse power and plasma science" and another agreeing that he has an "excellent reputation." The fourth reviewer acknowledges that Dr. Xiao's work is interdisciplinary in a "notoriously difficult field of study," which "requires a special talent," and says that his is a "synergistic research program" that is opening up new avenues of research.

Dr. Xiao has provided an acceptable level of service to his department and college through his participation on faculty search committees and in the organization of Bioelectrics Workshops at ODU. He has been much more active in service to his profession, including as a Technical Program Committee Member for the 2012 and 2014 Institute of Electrical and Electronics Engineers (IEEE) International Power Modulator and High Voltage Conferences and for the 2013 Biomedical Optics Conference in San Francisco. He has served as Guest Editor for a 2010 Special Issue of the IEEE Transactions on Plasma Sciences and is a frequent reviewer for the leading journals in his field. Dr. Xiao is a Senior Member of the IEEE Professional Society.

In summary, Dr. Xiao has met expectations in teaching, service, and research. Therefore, in accord with the reviewer comments and in concurrence with the recommendations of each of the promotion and tenure committees, the department chair, and the Dean of the Batten College of Engineering and Technology, I am pleased to recommend that Dr. Shu Xiao be awarded tenure in the Department of Electrical and Computer Engineering and promotion to the rank of Associate Professor.

AWARD OF TENURE TO A FACULTY MEMBER

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the award of tenure to Dr. Matthew William Schmidt as Associate Professor of Ocean, Earth and Atmospheric Sciences in the College of Sciences, effective December 4, 2014.

Salary: \$90,000 for 10 months
Rank: Associate Professor of Ocean, Earth and Atmospheric Sciences

The following is my recommendation for the initial appointment with tenure of Dr. Matthew W. Schmidt as Associate Professor of Ocean, Earth and Atmospheric Sciences in the College of Sciences; he joined Old Dominion University as a tenure track faculty member in August 2014. Previously, Dr. Schmidt held the position of Associate Professor, with tenure, in the Department of Oceanography at Texas A&M University.

The ODU Faculty Handbook states: “The main purposes of tenure are to recognize the performance of faculty members who have given years of dedicated service to the university, to protect academic freedom, and to enable the university to retain a permanent faculty of distinction in order to accomplish its mission.” [Faculty Handbook, p. 50]. The Faculty Handbook policy on Initial Appointment of Teaching and Research Faculty provides for an initial appointment with tenure provided that the “request for an initial appointment with tenure must first be initiated by the chair, voted on by the departmental tenure committee, and approved in writing by the Dean.” The policy also says: “Normally, an initial appointment with tenure will be granted only to a faculty member who already achieved a distinguished academic reputation and holds a tenured position at another institution.”

Unanimous recommendations in support of tenure for Dr. Schmidt were received from the departmental, college, and university promotion and tenure committees, as well as from the department’s chair and the college dean. Based on my own independent evaluation of the materials submitted, it is my judgment that Dr. Schmidt easily meets the standards for tenure at the rank of Associate Professor in the Department of Ocean, Earth and Atmospheric Sciences at Old Dominion University.

Dr. Schmidt received his Ph.D. (2005) from the University of California, Davis and holds a Master of Science, in Geology (1997), from the University of South Florida. His doctoral dissertation received the 2006 Allen G. Marr Prize from the University of California, Davis for “most distinguished dissertation in the fields of Mathematics, Physical Sciences, Engineering, and Social Sciences.” He was appointed Assistant Professor in the Department of Oceanography at Texas A&M University in 2007 and promoted to Associate Professor, with tenure, in 2013. He previously held a NOAA Climate and Global Change Post-Doctoral Fellowship in the School of Earth and Atmospheric Sciences at Georgia Institute of Technology.

Dr. Schmidt has significant teaching experience at the undergraduate and graduate level, including an upper level environmental geoscience course on Global Change, several large sections of Introduction to Oceanography, and a graduate level paleoceanography course. He has advised 2

Master's students to completion and 7 undergraduate research students, and currently advises 3 doctoral students. One of his external referees comments "His ability to communicate difficult concepts clearly and succinctly is one of his best assets," that "he is always willing to help colleagues and students with any problem they might have," and "He is a superb teacher and mentor to his undergraduate and graduate students alike." Another agrees, saying "He has consistently attracted good students and gives them good guidance and good projects to work on." A third referee says "he definitely does not let an active research program interfere with the quality of his lectures or organization of his coursework. I have seen him lecture in the classroom and have heard from students that he is an excellent instructor." Dr. Schmidt has demonstrated his effectiveness as a teacher.

Dr. Schmidt has been very active in service to his profession. He has served as Session Chair for several American Geophysical Union (AGU) meetings and was recently elected to be the AGU Paleooceanography Focus Group Secretary. He has served as a National Science Foundation proposal review panelist and ad-hoc reviewer. He is a frequent reviewer for manuscript submissions to the leading journals in his field, including *Science*, *Nature*, *Nature Geoscience* and the *Journal of Geophysical Research*, among others. In addition, Dr. Schmidt has been an exemplary citizen to his department through service on search committees, graduate council, and recruiting and advisory committees, among other duties.

An expert in the use of geochemical proxies in marine sediment cores to reconstruct Pleistocene climate variability, Dr. Schmidt has received continuous peer-reviewed grant support totaling over \$1.8 million from the National Science Foundation since 2008, including one award for over \$300,000 as Principle Investigator. He also received a \$95,000 grant from the *National Oceanic and Atmospheric Administration* toward a Climate and Global Change Postdoctoral Fellowship. He has authored 17 peer-reviewed publications, several of which have appeared in very high-impact journals, and 2 publications for the popular media. He has given 11 invited and 11 contributed presentations at national and international scientific meetings. As evidence of his national standing, Dr. Schmidt was selected as Co-Chief Scientist for a 2010 scientific cruise on the Scripps Institute of Oceanography's *Research Vessel (RV) Melville* to the Eastern Equatorial Pacific Ocean, and was a Guest Scientist on the 2013 scientific cruise of the *RV Meteor* to study the Gulf of Mexico Loop Current and ocean water through-flow in the Yucatan Strait. This level of high quality research productivity is consistent with that of recently tenured faculty in the College of Sciences.

His external references say "his research findings will have a significant impact...for years to come" and that he demonstrates "enthusiasm, efficiency, intelligence, creativity, and rigor." One referee comments favorably on Dr. Schmidt's ability to attract research funding from the National Science Foundation "in a very competitive environment" and says he is "an emerging leader in the field." Another says that Dr. Schmidt's publications are "innovative" and that he has "already attained a level of national and international recognition," a viewpoint that is echoed by two other referees.

In recognition of his contributions as a scholar and teacher, his dedicated service to his profession, and in concurrence with all of the recommendations received, I recommend Dr. Matthew W. Schmidt for an appointment with tenure in the Department of Ocean, Earth and Atmospheric Sciences at the rank of Associate Professor. We are fortunate indeed to attract him to Old Dominion University.

FACULTY APPOINTMENTS

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

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Dr. Peter B. Baker Lecturer of Teaching and Learning	\$50,000	8/25/14	10 mos

Dr. Baker received a Ph.D. in Curriculum and Instruction and an M.S. in General Secondary Education, in 2012 and 2007 respectively, from Old Dominion University and a B.A. in English Literature and Composition in 2005 from the College of William and Mary. Since 2013, he has been Co-Director in the Virginia Early Childhood Policy Center (VECPC) and an Adjunct Lecturer in the Department of Educational Foundations and Leadership and the Department of Teaching and Learning at Old Dominion University.

Mr. Denis Khantimirov Instructor of Marketing , Strome College of Business	\$40,000	12/25/14	5 mos
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Mr. Khantimirov received an M.B.A. in 2009 from the University of Nevada, Las Vegas, a Post-Graduate Diploma in Hotel Operations Management in 2005 from IHHTI, Switzerland, a B.B.A. in International Economics in 2004 from NOSU, Russia and is expected to receive a Ph.D. in Marketing in 2014 from Old Dominion University. Since 2012, he has been an Instructor in the Department of Marketing at Old Dominion University. (rank will be Visiting Assistant Professor if all requirements for the Ph.D. degree are completed by 12/25/14) (new position)

Dr. Weidong Li Post-Doctoral Research Associate in Mathematics and Statistics	\$42,000	6/25/14	12 mos
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Dr. Li received a Ph.D. in Fluid Dynamics in 2011 from the Graduate University of the Chinese Academy of Sciences and a Bachelor of Engineering Mechanics in 2006 from Wuhan University of Science and Technology. Since 2012, he has been a Postdoctoral Fellow in the Department of Mechanical Engineering at Osaka Prefecture University, Japan.

Dr. Ted Conant Rogers Assistant Professor of Physics (Tenure Track)	\$91,000	12/25/14	12 mos
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Dr. Rogers received a Ph.D. in Theoretical Physics in 2006 from The Pennsylvania State University and a B.A. in Mathematics and Physics in 2000 from Kenyon College. Since 2011, he has been a Postdoctoral Associate at SUNY Stony Brook. Prior to that, Dr. Rogers was a Postdoctoral Associate at Vrije Universiteit Amsterdam. (new position)

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Frank A. Scaringello Instructor of Counseling and Human Services	\$28,050	12/25/14	5 mos

Mr. Scaringello received an M.S.Ed. in Counseling in 2000 from Old Dominion University and a B.A. in History in 1977 from Montclair State College. Since 2001, he has been an Adjunct Instructor in the Department of Counseling and Human Services at Old Dominion University.

ADMINISTRATIVE FACULTY APPOINTMENTS

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

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Tania B. Alvarez Coordinator, Transfer Advising and Articulation, and Instructor	\$44,000	10/10/14	12 mos

Ms. Alvarez received an M.A. in Community Counseling in 2003 from Regent University and a B.A. in Psychology in 2000 from Denison University. Since 2009, she has been a Student Success Advisor for Advising and Transfer Programs at Old Dominion University.

Ms. Bethany Truax Armstrong College Advisor, College of Health Sciences, and Instructor	\$40,000	10/25/14	12 mos
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Ms. Armstrong received an M.A.Ed. in Student Affairs in Higher Education and a B.A., in 2013 and 2010 respectively, from Western Kentucky University. Since 2013, she has been an Academic Advisor in the Strome College of Business at Old Dominion University.

Ms. Brooke Brown Training and Student Success Coordinator, Distance Learning, and Instructor	\$50,000	9/25/14	12 mos
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Ms. Brown received an M.S.Ed. in 2008 from Old Dominion University, a B.A. in Sociology in 2006 from Randolph-Macon College and is pursuing a Ph.D. in Occupational and Technical Studies in Training and Development from Old Dominion University. Since 2010, she has been Coordinator for Transfer Advising and Articulations; since 2012, she has also been NOVA + ODU Outreach Advisor for Distance Learning at Old Dominion University. Ms. Brown is also an Adjunct Professor for Student Success Skills at Northern Virginia Community College and Tidewater Community College.

Ms. Kyllie Spencer Bullion Major Gift Officer and Assistant Instructor	\$70,000	9/25/14	12 mos
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Ms. Bullion received a B.A. in Government in 1994 from the College of William and Mary and is enrolled in the Master of Public Administration program at Old Dominion University. Since 2008, she has been the Program Manager for the E.V. Williams Center for Real Estate and Economic Development in the Strome College of Business at Old Dominion University.

Mr. Daniel F. Campbell Research Development and Outreach Coordinator, Office of Research, and Instructor	\$53,000	10/25/14	12 mos
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Mr. Campbell received an M.Ed. in 1998 from Bridgewater State University and a B.A. in 1995 from Loyola University. Since 2008, he has been Director of Constituent Relations in the Office of Alumni Relations at Old Dominion University.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Mr. Alan P. Daniel Assistant Director of Athletic Development and Instructor	\$42,000	9/25/14	12 mos

Mr. Daniel received an M.S. in Sport and Recreation Leadership in 2013 from James Madison University and a B.S. in Human Nutrition, Foods and Exercise in 2010 from Virginia Polytechnic Institute and State University. Since 2013, he has been a Development Assistant for the Army A Club at the United States Military Academy.

Mr. Grant W. Deppen Assistant Director of Intramural and Extramural Sports and Instructor	\$43,000	10/25/14	12 mos
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Mr. Deppen received an M.A. in Exercise, Leisure and Sport and a B.S. in Sport Administration, in 2012 and 2010 respectively, from Kent State University. Previously, he was Interim Intramural Sports Coordinator in the Student Recreation and Wellness Center at Kent State University.

Mr. Kirk J. Dewyea Training and Student Success Director, Distance Learning, and Instructor	\$76,000	9/25/14	12 mos
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Mr. Dewyea received an M.S. in Administration in 1995 from Central Michigan University and a B.A. in Economics in 1988 from Virginia Military Institute. Most recently he has been Interim Training and Compliance Director in Distance Learning and from 1997-2014, he was Regional Director for Central Virginia and USA at Old Dominion University.

Ms. Jeanette G. Dias Associate Director of Institutional Research and Instructor	\$70,491	11/10/14	12 mos
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Ms. Dias received an M.B.A. in 2007 from Old Dominion University and a B.S. in Physics in 2003 from the University of Minnesota. Since 2012, she has been a Research Associate in the Office of Institutional Research at Old Dominion University.

Ms. Desiree Ellison Major Gift Officer and Instructor	\$70,000	10/10/14	12 mos
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Ms. Ellison received an M.S.Ed. in Educational Leadership and Higher Education Administration from Old Dominion University, a B.A. in Social Science from Virginia Wesleyan College and is a Ph.D. candidate in Educational Leadership and Athletic Administration at Old Dominion University. Since 2014, she has been in Corporate Sales and Sponsorships for the Norfolk Tides Baseball Club. Previously, she served as Leadership Coordinator for the Hampton Roads Chamber of Commerce.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Katherine L. Ferrara Success Advisor, Batten College of Engineering and Technology, and Instructor	\$44,000	10/25/14	12 mos

Ms. Ferrara received an M.S.Ed. in Counseling in 2010 from Old Dominion University and a B.A. in Communications in 2003 from Illinois College. Since 2012, she has been a College Advisor in the College of Health Sciences.

Mr. Matthew W. Gibb Athletic Facilities and Event Coordinator and Instructor	\$35,000	10/10/14	12 mos
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Mr. Gibb received an M.S.Ed. in Sport Management in 2014 from Old Dominion University and a B.S. in Sport Recreation and Management in 2012 from James Madison University. Since 2013, he has been Game Operations Graduate Assistant, and he was the NCAA Field Hockey Assistant Tournament Director at Old Dominion University.

Ms. Nancy L. Grden Executive Director, Strome Entrepreneurial Center, and Instructor	\$150,000	12/25/14	10 mos
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Ms. Grden received an M.S. in Business Administration from the University of South Carolina, a Master of Regional Planning from the University of North Carolina and a B.A. in Economics from Bucknell University. Since 2009, she has been General Manager of Genomind, Inc., a start-up biotech company focused on personalized medicine for neuropsychiatry. She is also Founder and President of Avenir, LLC, which specializes in entrepreneurship and innovation. (new position)

Ms. Celine Grider Admissions Counselor (Graduate) and Instructor	\$40,000	9/10/14	12 mos
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Ms. Grider received a Master of Pacific International Affairs in 2013 from the University of California, San Diego and a Bachelor of Arts in Anthropology in 2009 from Saint Mary's College of California. Since March 2014, she has been a University Development Representative at Grand Canyon University. She also served as an Admissions Counselor at Saint Mary's College.

Mr. Irvin B. Harrell Coordinator of Strategy & Marketing, College of Health Sciences, and Assistant Instructor	\$54,500	10/10/14	12 mos
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Mr. Harrell received a B.S. in Journalism in 1989 from the University of Florida. Most recently he has been a freelance communications consultant, technical writer and sports/ entertainment blogger. He has also been Urban Editor and Suburban Editor for the Virginian-Pilot. (new position)

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Jennifer K. Hudson Community and Student Success Director, Distance Learning, and Instructor	\$52,000	9/25/14	12 mos

Ms. Hudson received an M.A. in Human Services Counseling in 2013 from Liberty University and a B.S. in Psychology in 2005 from Mary Baldwin College. Since 2006, she has been Assistant Site Director at Blue Ridge Community College for Old Dominion University.

Ms. Melody M. Iannone Assistant Director, Career Management Center/Liaison to Strome College of Business, and Instructor	\$39,000	10/10/14	12 mos
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Ms. Iannone received an M.B.A. in Human Resource Management and a B.S. in Psychology, in 2011 and 2007 respectively, from California Coast University. Since 2013, she has been Assistant Director and previously a Career Counselor in Career Services at Norfolk State University.

Ms. Arielle P. Lange Admissions Counselor – Telecounseling, and Assistant Instructor	\$35,000	9/25/14	12 mos
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Ms. Lange received a B.S. in Psychology in 2013 and is pursuing an M.S.Ed. in Higher Education from Old Dominion University. Since 2013, she has been Coordinator of the Admission Future Monarchs Center at Old Dominion University.

Ms. Samantha T. Lewis Instructor of Early Care and Education, Children’s Learning and Resource Center	\$30,000	9/10/14	12 mos
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Ms. Lewis received a B.S. in Interdisciplinary Studies with a concentration in Early Childhood Special Education in 2013 from Old Dominion University. Since 2009, she has been a Program Leader and Assistant Teacher in the Child Development and Research Center at Old Dominion University.

Mrs. Lila A. Love Director, Federal TRIO Upward Bound, and Instructor	\$61,000	9/10/14	12 mos
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Mrs. Love received an M.A. in Sociology in 1982 from the New School for Social Research and a B.A. in Political Science/Sociology in 1978 from Fayetteville State University. Since 2008, she has been Professional Counselor/Coordinator for the Federal TRIO Upward Bound Program at Old Dominion University.

Mr. Humberto Portellez Associate University Registrar and Assistant Professor	\$68,000	10/25/14	12 mos
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Mr. Portellez received a J.D. in 2010 from the University of Miami School of Law and a B.A. in International Relations in 2006 from Florida International University. Since 2011, he has been University Registrar at the University of Maine at Fort Kent.

<u>Name and Rank</u>	<u>Salary</u>	<u>Effective Date</u>	<u>Term</u>
Ms. Jessica H. Ritchie Head of Special Collections and University Archives and Librarian I	\$65,000	1/10/15	12 mos

Ms. Ritchie received a Master of Library and Information Science in 2011 from Florida State University and a B.A. in Music in 2005 from the University of Virginia. Since 2011, she has been Head Librarian at the Jean Outland Chrysler Art Library at the Chrysler Museum of Art.

Ms. Jena W. Virga Senior Associate Athletic Director/Assistant Vice President for Athletic Development, and Instructor	\$135,000	10/6/14	12 mos
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Ms. Virga received an M.B.A. and a B.S. in Business Administration, in 1981 and 1979 respectively, from Old Dominion University. In 2014, she has been Director of Major Gifts for the Children's Hospital of The King's Daughters. From 2010-2014, Ms. Virga was Director of Major Gifts for the Old Dominion Athletic Foundation (ODAF).

Ms. Tiffany S. Wiggins Retention Coordinator, Student Engagement and Enrollment Services, and Instructor	\$40,000	11/25/14	12 mos
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Ms. Wiggins received an Education Specialist degree in Higher Education in 2010 from Old Dominion University, an M.A. in Human Resources Development in 2008 from the George Washington University and a B.S. in Business Management in 2006 from Christopher Newport University. Since 2013, she has been an Academic Advisor in the College of Sciences at Old Dominion University. (new position)

Mr. Harold Williams, Jr. Associate Director of Alumni Outreach and Assistant Instructor	\$46,000	11/3/14	12 mos
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Mr. Williams received an M.S. in Entertainment Business in 2011 from Full Sail University and a B.S. in Communication in 2007 from Old Dominion University. In 2014, he has been a Production Team member at High Impact Television Systems, Inc. From 2011-2014, he was an Admissions Counselor and Senior Admissions Counselor at Old Dominion University.

EMERITUS/EMERITA APPOINTMENTS

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

<u>Name and Rank</u>	<u>Effective Date</u>
Katharine C. Kersey University Professor Emerita and Professor Emerita of Teaching and Learning	September 1, 2014
Gary R. Morrison Professor Emeritus of STEM Education and Professional Studies	January 1, 2015

Katharine C. Kersey

Katharine C. Kersey earned a B.A. in sociology in 1956 from the University of Richmond, an M.S.Ed. in early childhood education in 1969 from Old Dominion University and an Ed.D. in early childhood education in 1973 from the University of Virginia.

Kersey joined Old Dominion University in 1973. She was the “face” of the early childhood education program for many years, as evidenced by her bricks-and-mortar legacy, the Children’s Learning and Research Center. Kersey also served as the graduate program director for early childhood programs for over 30 years and was the chair of the early childhood, special education and speech pathology departments for 22 years. In 1998, Kersey achieved the designation of university professor, and in 2005 she earned the Outstanding Faculty Award from the State Council of Higher Education for Virginia. She has also received a variety of awards and citations throughout the state during her career.

Kersey’s legacy is extraordinary in her teaching, scholarly work and service, as well as in her nationally known contributions toward a more positive disciplinary emphasis for children. She recently co-authored the much-acclaimed text, *101 Principles for Positive Guidance with Young Children: Creating Responsive Teachers*, and she has written numerous book chapters, articles and papers.

Gary R. Morrison

Gary R. Morrison earned a B.S. in education in 1971 and an Ed.D. in 1977 from Indiana University.

Prior to joining the Old Dominion University faculty as a full professor in 2004, he worked in educational settings and in the corporate sector, as well as taught at the University of Memphis and Wayne State University. While at ODU, he served as the interim department chair for the academic year 2004-05 and as the graduate program director for the instructional design and technology program from 2005 to 2012. He has mentored many students who have become successful professionals within the discipline of instructional design and technology.

Morrison is an internationally recognized scholar. He wrote two highly regarded textbooks in instructional design and technology and has authored over 35 book chapters and more than 45 refereed articles on instructional design and educational technology. Morrison currently serves as the editor-in-chief of the *Journal of Computing in Higher Education*, which received its first impact score under his leadership. He has also served on the editorial boards of numerous other journals. In 2009, a key study listed him as one of the top ten most productive authors publishing in *Educational Technology, Research and Development (ETR&D)*.

**APPROVAL OF PROPOSED REVISIONS TO THE
POLICY ON EVALUATION OF FACULTY**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Evaluation of Faculty, effective January 1, 2015.

Rationale: Most of the revisions to the policy on Evaluation of Faculty are editorial. Several inconsistencies exist between the Board of Visitors policy and the policy that appears in the Faculty Handbook, and these revisions make the two versions consistent.

A more substantive revision is proposed to the section on pre-tenure review. The policy currently states that the pre-tenure review will be conducted by the dean and will begin in the spring of the third year of faculty service.

However, current practice is that pre-tenure review for those faculty hired mid-year is conducted in the fall. The revision makes it clear that pre-tenure review will be conducted in the fall of the third calendar year of service for faculty hired mid-year. Further, the revision ensures that faculty hired at the beginning of the academic year and those hired mid-year are treated consistently with the time period prior to the pre-tenure review.

NUMBER: 1413

TITLE: Evaluation of Faculty

APPROVED: June 12, 1980; Revised September 14, 1984; Revised November 19, 1987; Revised December 3, 1992; Revised April 8, 1993; Revised December 2, 1993; Revised April 6, 1995; Revised April 10, 1997; Revised April 12, 2001; Revised June 14, 2005, Revised April 6, 2007; Revised September 17, 2009; Revised December 10, 2009; Revised September 26, 2013

I. Board of Visitors Policy

- A. An annual evaluation of the performance of all faculty members will be conducted in order that they may receive full credit and review for their contributions to the University and to their disciplines. The three criteria on which this evaluation will be based are teaching, research, and service.

- B. The initial responsibility for evaluation of faculty performance rests with the chair, on the basis of evidence supplied by the faculty member or collected elsewhere. The faculty member shall be given a copy of the chair's evaluation and may submit comments. Both the chair's evaluation and the faculty member's comments are submitted to the dean, who has the final responsibility for evaluation of faculty. A copy of the dean's evaluation should be sent to the faculty member in a timely fashion.

II. Procedures for Evaluation of Faculty

A. Annual Evaluation

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

B. Evaluation Process

1. The chair, using the faculty information sheet and whatever other information is obtainable, evaluates the performance of the faculty member during the previous year and writes up the evaluation into a formal statement of the contributions of the faculty member to the department, college, and university. In the case of chairs, these evaluations are written by the dean. Since evaluation of performance is one of the essential factors in determinations concerning tenure, promotion, reappointment, and salary increments, the chair and dean should make every effort to insure that the evaluations are clear, honest, and genuinely evaluative. A listing of facts without interpretation is helpful neither to the faculty member nor to the committees concerning personnel decisions.
2. The chair and the dean will interpret the cumulative record of annual evaluations along with the performance of the tenured faculty member during the previous year (see section II.B.1), so that a clear picture of positive contributions and any deficiencies will emerge. An in-depth evaluation will be conducted if requested by the faculty member, the chair, or the dean. In no case will a faculty member be considered for promotion or other major personnel decision unless an in-depth evaluation as described in the policies on Evaluation of Teaching, Evaluation of Scholarly Activity and Research, and Evaluation of Service has been conducted in the previous twelve months.
3. The dean evaluates in writing the performance of the faculty member by either: endorsing the evaluation of the chair; or indicating areas in which the dean's evaluation differs from that of the chair.
4. After completing the evaluation of the faculty member's activities, the chair gives the faculty member a copy of the evaluation and discusses it with the faculty member. At this time, the faculty member and chair agree on a written set of goals for the coming year. If appropriate, the chair should make suggestions for

improvement and give the faculty member a clear idea of ways in which the performance might be improved in future years.

5. Where deficiencies are noted, the chair should work with the faculty member to develop a plan to address the deficiencies and either provide resources to implement the plan, if necessary, or if resources are not available in the department recommend to the dean and provost that such resources are needed ~~be provided~~. If a pattern of deficiency in the performance of a tenured faculty member is documented from the cumulative annual evaluations, for a period of at least two years, the chair or dean shall call for an in-depth evaluation of the faculty member and may conduct a post-tenure review, as described in the Policy and Procedures on Post-Tenure Review. The chair should take particular care in the counseling of non-tenured faculty members who are working toward the criteria for tenure.
6. Copies of the faculty information sheets, the chair's evaluation, the faculty member's comments, and the dean's evaluation are retained for the record in the faculty member's personnel file maintained in the dean's office.
7. An annual evaluation is not required in the year a candidate is evaluated for tenure or for promotion to the rank of professor.

C. Appeal of Unfavorable Evaluations

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

D. Criteria for Evaluation

1. All faculty members will be evaluated on the basis of teaching, research, and service. The weighting of these three areas will vary from one faculty member to another depending upon the needs of the department and the particular accountability of the individual faculty member in contributing toward the fulfillment of these needs.
 - a. Teaching - It is the responsibility of the chair to evaluate the information that is available concerning teaching. (For a detailed discussion on evaluation of teaching, see the "University Policy on the Evaluation of Teaching Faculty.")
 - b. Scholarly Activity and Research - It is the responsibility of the chair to evaluate the quality of the scholarly activity and research of the faculty member (a mere listing of publications or grants does not constitute

evaluation). Each department should establish, with the approval of the dean and the provost and vice president for academic affairs, a clear statement of the criteria for evaluating scholarly activity and research in that department. These criteria should take into consideration both the mission of the department and the nature of the scholarly activity and research within the discipline or related disciplines and in appropriate interdisciplinary venues. The evaluation of scholarly activity and research in a department should be based on these criteria. In evaluation, emphasis should be placed on quality, not just quantity. See Policy on Evaluation of Scholarly Activity and Research for more detailed information.

- c. Service - The category of professional service is more difficult to define than teaching or research, but deserves the same kind of rigorous evaluation and positive credit given to teaching and scholarly activities. The chair has the responsibility to seek out methods of evaluating quality of professional service, not merely to list the activities. The task is sometimes complicated by the fact that much professional service takes place outside the department. Ideally, each faculty member should exercise their professional expertise in all three areas of department, college and University service, community engagement, and service to the discipline. Where individual faculty members may be expected by the chair to play different roles, those specific roles should be defined and understood. In all cases, service should be judged on the basis of quality and effectiveness, not just quantity. When distance education technologies are used for providing service, evaluations should include items specific to these delivery formats. See the Policy on Evaluation of Service for detailed information.
 - i. Departmental, college and University Service
 - ii. Community engagement is defined as the application of a faculty member's professional skills to engage with the external community in a manner that both assists the community and is consistent with fulfillment of the University's mission. Community engagement in religious, political, or social organizations (although meritorious in itself) is not relevant to the faculty member's professional area.
 - iii. Service to the discipline

E. Pre-Tenure Review

1. The concept of a major review of faculty performance is intended to serve the purpose of giving the faculty member a clear indication of progress toward tenure and to offer constructive suggestions for self-improvement.
2. Non-tenured faculty members, without prior teaching service credit toward tenure, who are in their third year of probationary service at Old Dominion University, will receive a major faculty review. This review will be conducted by

the dean and will begin in the spring of the third year of faculty service (fall of the third calendar year of service for faculty hired mid-year). The review will include a meeting with the faculty member and chair. The review process, conducted by the department promotion and tenure committee, department chair, college promotion and tenure committee, and dean, will include an in-depth evaluation of teaching effectiveness, scholarly works, grant and contract efforts, and other professional activities. An evaluation report emphasizing the long-range impact of the faculty member on the University should be submitted to the provost and vice president for academic affairs by May 1 (December 1 for faculty hired mid-year) following the completion of the review at the college level with a copy provided to the faculty member at all evaluation levels. It is important that the review extend beyond certifying adequate teaching performance and focus on creative ability, productivity, and potential to excel.

3. In situations where a faculty member receives one or two years of credit toward tenure, the review process will be conducted during the second year of service at Old Dominion University, but no sooner than 12 months after initial appointment.

**APPROVAL OF PROPOSED REVISIONS TO THE GUIDELINES
FOR SELECTION OF NAMED CHAIRS AND THE
GUIDELINES FOR SELECTION OF NAMED PROFESSORSHIPS**

RESOLVED, that, upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Guidelines for Selection of Named Chairs and the Guidelines for Selection of Named Professorships, effective January 1, 2015.

Rationale: The current policies on named chairs and named professorships contain procedures for the selection and appointment of such endowed positions. However, there is no process for periodic reviews for holders of these positions or a time limit for the appointments. The proposed revisions provide for five-year, renewable appointments and specify that each named chair or professor will receive a document outlining expectations over the next five years upon appointment.

NUMBER: 1406

TITLE: Guidelines for ~~Selection~~ of Named Chairs

APPROVED: June 15, 2004

I. Statement of Purpose and Expectations

The purpose of the award of a named chair is to recognize and give support to a full professor who has demonstrated sustained excellence in research and teaching and will significantly contribute to the University. The holder of a named chair is a person of national stature.

The recipient must have a distinguished record of accomplishments in his/her field, as indicated variously by research, publication, external funding, creative endeavors, awards and honors, and leadership positions in professional organizations. The holder of a named chair will meet all requirements (or equivalents) for the rank of full professor. Named chairs serve as models of professional accomplishment and commitment to the mission of the University. Appointments to named chair positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named chair shall receive a document from the Dean, with input from the department/school chair or center director where appropriate, outlining research expectations over the next five years.

The named chair will hold a tenured, full-time faculty appointment or senior research appointment at the level of full professor. Normally, named chairs do not hold administrative posts such as department chair, dean, or provost.

II. Selection Procedures

A. The selection and appointment procedures followed shall be fully consistent with the institution's promotion and tenure policies and other applicable personnel policies.

- B. If candidates for the named chair are sought by a national search, they may be nominated or apply. If no national search is held, candidates may be nominated by college deans, the Provost or the President.
- C. When an external candidate is an applicant for the named chair, the candidate must be reviewed for appointment according to the usual procedures and criteria of the department/school/college in which the appointment will be made.
- D. The college dean shall forward nominations for named chairs with his/her recommendation to the Provost. The nomination must include the following.
 - 1. A letter stating the rationale for the nomination and addressing the criteria for the named chair.
 - 2. The nominee's curriculum vitae.
 - 3. A narrative description of the nominee's record of accomplishments meriting the appointment.
 - 4. A statement of the perceived relation of the appointment to achieving the University's mission and goals and strategic plan.
 - 5. A brief statement of the nominee's interests, the future direction of his/her pursuits, and perceived benefits to the University, college and department/school.
 - 6. The dean should provide an indication of the expected financial commitment.
- E. The Provost shall call a meeting of the Named Chair Selection Committee whose membership includes:
 - 1. Provost, who will serve as committee chair
 - 2. Vice President for Research
 - 3. Vice Provost for Graduate and Undergraduate Academic Programs ~~Dean of Graduate Studies and Associate Vice President for Research~~
 - 4. Three top scholars to be named by the President
 - 5. Donor or a representative, if the donor chooses to participate.
- F. The Named Chair Selection Committee reviews the nominations and supporting materials and sends a recommendation to the President.
- G. The President reviews all supporting materials and makes a recommendation to the Board of Visitors for final approval of the appointment.

NUMBER: 1407

TITLE: Guidelines for ~~Selection~~ of Named Professorships

APPROVED: June 15, 2004

I. Statement of Purpose and Expectations

The purpose of the award of a named professorship is to recognize and provide support to an Old Dominion University faculty member who has exhibited sustained excellence in teaching and/or research as well as a continuing, exemplary commitment to the University.

Appointments to named professor positions are for a five-year period, and they are renewable based on an in-depth performance review. Each named professor shall receive a document from the Dean, with input from the department/school chair or center director where appropriate, outlining research, teaching, and service expectations over the next five years. The recipient will ~~fill the requirements of the described professorship~~ and serve as a model of professional accomplishment and commitment to the mission of the University.

The recipient must hold a full-time faculty or senior research appointment at Old Dominion University.

II. Selection Procedures

The selection and appointment procedures will be as follows.

- A. The candidate will be recommended by the department's Promotion and Tenure Committee
- B. The college dean will forward the nomination and his/her recommendation to the Provost along with:
 - 1. A letter stating the rationale for the nomination and addressing the criteria for the named professorship.
 - 2. The nominee's curriculum vitae.
 - 3. A narrative description of the nominee's record of accomplishments meriting the appointment.
 - 4. A statement of the perceived relation of the appointment to achieving the University's mission and goals and strategic plan.
 - 5. A brief statement of the nominee's interests, the future direction of his/her pursuits, and perceived benefits to the University, college and department/school.
 - 6. The dean should provide an indication of the expected financial commitment.

- C. The Provost will consult the Named Chair Committee and recommend to the President who will make a recommendation to the Board of Visitors for final approval of the appointment.

APPROVAL OF PROPOSED REVISIONS TO THE FACULTY GRIEVANCE POLICY

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposed revisions to the Faculty Grievance Policy, effective January 1, 2015.

Rationale: Some of the proposed revisions to the Faculty Grievance Policy are editorial and are intended to clarify the policy. More substantive changes proposed are as follows.

- The inclusion of the newly instituted Faculty Mediation program that may be requested by the faculty member during the informal resolution phase.
- Provisions for electronic filing of information.
- A change in the time period for review of the policy from a biennial basis to every five years.
- The addition of a section on Maintenance of Records as suggested by Bruce White, University Records Manager. The new section specifies the time period required for retention of documents and indicates that the records should be maintained in the University Counsel's Office.

NUMBER: 1470

TITLE: Faculty Grievance Policy

APPROVED: June 15, 1978; Revised May 15, 1982; Revised June 15, 1989; Revised November 14, 1990; Revised June 22, 1995

I. General

A. Purpose

The purpose of this policy is to supplement the administrative and academic procedures of Old Dominion University and to provide a grievance procedure which will insure academic due process and fair treatment for faculty.

B. Application

Only faculty under full-time teaching and research contracts and professional librarians may use the procedure described in this policy. A teaching and research administrator with departmental designation may use the procedure but only to grieve, in accordance with the requirements described herein, an action concerning the academic promotion of or the award of tenure to that administrator.

C. Definition of Grievance

As used in this policy, a grievance is an allegation by a faculty member that he or she has suffered direct injury as a result of the following:

1. An action, refusal to act, or a failure to act by an administrative officer of the university which deviated materially from the existing policies or procedures of the university; or
2. An action, refusal to act, or a failure to act by an administrative officer of the university which was arbitrary, capricious, unreasonable, or contrary to the facts.

~~“Action,” as used in this policy, includes the failure or refusal of an administrative officer of the university to take an action.~~ "Administrative officer," as used in this policy, refers to any individual exercising administrative authority, including, but not limited to, a department chair or a program director.

D. Remedies

1. Except as otherwise provided herein, a faculty member who chooses to grieve under this policy may seek any remedy appropriate to the grievance which the university has the authority to provide.
2. The remedy available to a faculty member who chooses to grieve a personnel action, i.e., a nonreappointment, promotion, evaluation, salary increment, a decision not to award tenure, or appointment to emeritus status, is the initiation of a proper reconsideration of that decision through the applicable procedures of the university.

E. Limitations Upon the Application of the Grievance Policy

1. Except as provided in I. E. 3 paragraph 3 herein, a faculty member must exhaust existing administrative or academic procedures for review of an action about which the faculty member chooses to grieve prior to filing a grievance under this policy.
2. An action concerning the imposition of a sanction upon a faculty member or the dismissal of faculty from employment member due to a financial exigency, etc. must be reviewed in accordance with the applicable policies for review of such an action and may not be reviewed under this Grievance Policy unless the applicable policies so provide.
3. An action concerning the promotion of a faculty member or the award of tenure to a faculty member must be grieved by that faculty member after action by the provost and vice president for academic affairs but before the faculty member's request for review by the president.
4. An action concerning the promotion of a faculty member, the nonreappointment of a faculty member, or the award of tenure to a faculty member only may be grieved by that faculty member upon the ground that there was a material deviation from the applicable procedures of the university during the process leading to the action.

F. Maintenance of Records

1. The complaint and all records developed during the investigation of the complaint shall be considered confidential and shall not be released except as required by law or by the provisions of this policy.
2. The complaint and all records developed during the investigation of the complaint shall be retained in the University Counsel's Office for a period of three years after the date of the final determination. Records developed as a result of the grievance will be filed separate from the faculty member's official personnel file. Thereafter the records shall be destroyed unless state or federal action is pending.

II. Informal Resolution of a Grievance

- A. A faculty member who chooses to grieve under this policy ~~should~~ shall first discuss the matter with the administrative officer whose action ~~decision~~ or failure to act ~~decide~~ is the basis for the grievance.
- B. If the discussion does not produce a resolution, the faculty member may request mediation provided by the Faculty Mediation program through the Faculty Senate Office.
- C. If, as a result of the faculty member's discussion with the administrative officer, the matter is not resolved to the faculty member's satisfaction, the faculty member shall discuss the matter with the immediate supervisor of the administrative officer whose action is the basis of the grievance. The faculty member shall not discuss the matter with the immediate supervisor of the administrative officer if the immediate supervisor is the president.
- D. If, as a result of these discussions and/or mediation, the matter is not resolved to the faculty member's satisfaction, the faculty member may proceed to formal resolution of the grievance.

III. Formal Resolution of a Grievance

A. Written Statement of Grievance

1. A faculty member shall initiate formal resolution of a grievance by filing a written statement of grievance with the chair of the Faculty Grievance Committee.
2. The written statement filed electronically by the faculty member shall contain, as a minimum, the following:
 - a. a description of the action, refusal or failure to act by the administrator that about which the faculty member is grieving;

- b. the grounds upon which the faculty member is grieving the action, including an identification of the applicable policy or procedures, if any;
 - c. a description of the events leading to the action, refusal or failure to act ~~about~~ ~~which~~ the faculty member is grieving;
 - d. a statement of the injury suffered by the faculty member and the date thereof; and
 - e. a statement of the remedy sought by the faculty member.
3. The written statement should be no longer than 1,000 words.
 4. The faculty member should attach to the written statement copies of relevant documentation.
 5. Except in cases involving personnel actions, the written statement of grievance shall be filed with the chair of the Faculty Grievance Committee within ninety (90) days of the date that the faculty member suffers the alleged injury. In those exceptional cases when the faculty member can demonstrate that he or she did not know, or have reason to know, of the grievance within ninety (90) days, the Grievance Committee may extend this period to one hundred and eighty (180) days. If the faculty member's grievance concerns a series or pattern of injurious decisions, the period shall run from that date of the latest alleged injury; however, the committee may review all of the decisions in the alleged pattern and the committee may make recommendations concerning all of the decisions in the alleged pattern if it finds that such a pattern did exist and that any incident of the pattern occurred within the number of days specified herein.
 6. In a case involving a personnel action, i.e., a nonreappointment, promotion, evaluation, salary increment or a decision not to award tenure, the written statement of grievance shall be filed with the chair of the Faculty Grievance Committee within thirty (30) days of the date that the faculty member is provided notice of action taken after administrative and academic review procedures have been exhausted as required by paragraphs I(D)(2) and I(E)(3) herein.
 7. If the period described in paragraph 5 or paragraph 6 above would expire ordinarily between the university's regular semesters, the period shall be extended and shall expire fifteen (15) days after the beginning of the next regular semester.

B. Review by the Faculty Grievance Committee

Upon a faculty member's filing of a written statement of grievance with the chair of the Faculty Grievance Committee, the Grievance Committee shall review the statement, and, if appropriate, proceed with a review of the grievance in accordance with its applicable

procedures, as described in sections II and III of Faculty Grievance Committee and Hearing Panels: Composition and Procedures.

C. Withdrawal and Settlement of Matters Before the Committee

The faculty member in any matter before the Grievance Committee may withdraw the matter at any time during the committee's proceedings without the ~~need of the~~ committee's or a hearing panel's approval. Such a settlement removes the matter from the jurisdiction of the committee and closes the case. The committee or a hearing panel may take whatever steps it deems necessary and appropriate to encourage settlement.

IV. Decision by the President

- A. Upon the conclusion of the applicable procedures of the Grievance Committee and upon the president's receipt of the committee's report and recommendation issued as described therein, the president may decide to accept, alter, or reject the recommendation of the committee as the president sees fit.
- B. Before deciding whether to accept, alter, or reject the recommendations of the committee, the president may request and consider written or oral statements from the parties to the grievance or their designated representatives. Each party must be provided a copy of the written statement filed by the other party and each party must be provided the opportunity to be present when an oral statement is made by the other party. The president shall not discuss the matter with either party prior to making a decision except as provided herein.
- C. If the president decides to alter or reject the recommendations of the committee, the president must state in writing the reasons for that decision.
- D. The president must provide notice to the grievant and to the Grievance Committee of the president's decision, and, if required, the reasons therefore, within thirty (30) days of the president's receipt of the committee's recommendation and report. If the president fails to forward notice to the grievant and to the committee within thirty (30) days, the president shall be deemed to have accepted the committee's recommendation.
- E. The president shall cause the implementation of any remedy provided to the grievant as a result of the president's decision.

V. Review and Evaluation of the Policy and Procedures

The president or his/her designated representative(s) and the Faculty Senate or its designated representative(s) shall jointly review and evaluate this policy every five years ~~on a biennial basis~~. At a Board of Visitors' meeting near the end of an academic year after the review, the president shall present to the Board of Visitors a report describing the results of the review and evaluation and recommending necessary changes, if any. The Faculty Senate, through the designated faculty representative, may present a separate report containing other recommended changes if it should choose to do so.

**APPROVAL OF A NEW PH.D. PROGRAM IN KINESIOLOGY
AND REHABILITATION SCIENCES**

RESOLVED, that upon the recommendation of the Academic and Research Advancement Committee, the Board of Visitors approves the proposal for a new Ph.D. program in kinesiology and rehabilitation sciences effective with the fall 2015 semester.

Rationale: Old Dominion University seeks approval to initiate a Ph.D. in Kinesiology and Rehabilitation Sciences to begin fall 2015. This will be a collaborative program that breaks down barriers between theoretically-driven research and clinical practice. The proposed degree will reside in the College of Health Sciences, School of Physical Therapy and Athletic Training. Speech-language pathology faculty from the Department of Communication Disorders and Special Education in the Darden College of Education will also participate and have been part of the degree development process.

The purposes of the Ph.D. in kinesiology and rehabilitation sciences will be to: 1) prepare students who have a movement science, biology, or health professional background with the knowledge and skills to assume the role of productive faculty members within an undergraduate, graduate or professional preparation program, and 2) prepare students to use the scientific method to test, compare, and advance knowledge in the area of kinesiology and rehabilitation of people with disabilities.

The target population for the new program consists of athletic trainers, kinesiologists, occupational therapists, physical therapists, and speech/language pathologists. The curriculum will focus on studying movement in the service of improving health care. Examples of collaborative studies that could develop are neural correlates of motor and speech/language changes associated with stroke rehabilitation, use of virtual reality for rehabilitation of gait post-stroke, and assessing falls risks in individuals with type 2 diabetes.

The new program maximizes the use of faculty and resources already in place. Because there is no similar Ph.D. in the area, the program fills a need in Hampton Roads. Area health providers and institutions will have a greater pool of highly educated and interdisciplinary-oriented clinicians from which to draw. Clinical studies can target needs of local citizens in the following areas: falls risk studies, concussion assessment and rehabilitation, and facilitating gestures for communication and upper extremity movement in people with aphasia and motor deficits post stroke.

**RESOLUTION TO NAME THE PRESIDENT’S RESIDENCE
AS THE JACOBSON HOUSE**

WHEREAS, the President’s residence at Old Dominion University is an important venue for social activities hosted by the President and other University departments to entertain ODU staff, students and supporters. The house serves as an on campus home for Old Dominion University’s president and family; and

WHEREAS, the President’s residence is an institutional resource used for the convenience and benefit of the University, hosting functions for the university community; and

WHEREAS, Marc Jacobson is former member of the Board of Visitors and served as the Rector; and

WHEREAS, Marc and Connie Jacobson have been and continue to be generous supporters and leaders on numerous local, state and national boards for professional associations, arts, colleges and universities, education and healthcare; and

WHEREAS, Jacobson’s philanthropy includes numerous generous contributions to the University including setting up an endowment for the Raoul Wallenberg Humanitarian Lecture Series, various endowed academic and athletic scholarships, endowed programs and overwhelming support to countless community organizations; and

THEREFORE, BE IT RESOLVED, that the Board of Visitors of Old Dominion University approve the naming of the President’s residence as The Jacobson House.

BE IT FURTHER RESOLVED, that this Resolution be spread across the minutes of the Board of Visitors, an appropriately framed copy be presented to Marc and Connie Jacobson, and signage be prominently displayed at the President’s residence.
